

**Roanoke Regional Airport Commission
RFP #22-005
Air Service Development Services**

**Addendum #1
June 3, 2022**

The contents of this addendum represent solicitation questions and answers, notes, changes, additions or clarifications to the specifications. A conformed copy of the RFP reflecting all changes from Addendum #1 is also included as a separate attachment.

Questions and Answers – RRAC RFP #22-005 – Air Service Development Services

Q1. **Will the Commission consider extending the June 16 due date?** Most potential offerors are extremely busy now preparing for and then attending the ACI-NA JumpStart Conference in Reno. Our goal is to submit the best proposal possible and an extension would allow us enough time to develop a superb proposal for the Commission to evaluate.

A1. The proposal due date is extended to June 23, 2022 at 2PM.

Q2. Under Tab D -1 – “Describe how the offeror plans to provide ASD services as set forth above under Scope of Services.” **Does “scope of services” refer to “Scope of Services” as discussed in Section IV on Page 3 or the “scope of work” as detailed in the bullets in Section I on Page 2?**

A2. The original “Scope of Services” language in Section X, Subsection B, Tab D, Section 1 on page 10 is changed to “the scope of work listed in Section I” for better clarity.

Q3. **Will the Commission consider allowing proposals to be submitted electronically as most airports now do for similar RFPs?**

A3. Electronic proposal submission will not be allowed for this RFP due to our current inability to provide a secure electronic proposal submission repository.

Q4. My firm has a question regarding #RFP 22-005. Specifically, in section V, paragraph B on page 4 (7 of the PDF). The section states:

- Offeror's Project Manager shall have a minimum of five (5) years' primary experience in providing Air Service Development Services to a minimum of three airports reporting at least 500,000 enplanements as reported on the Federal Aviation Administration's (FAA) website for "CY 2019 Passenger Boarding Data".

Our preferred project manager has three years of experience with the above paragraph and nearly a decade of commercial airline planning experience (Network Planning, Marketing, and Finance). **Would Roanoke Airport Commission consider the project manager qualified for the RFP?**

A4. The language in Section V, Paragraph B on page 4 is changed to the following:

Offeror's Project Manager shall ideally have a minimum of five (5) years' primary experience in providing Air Service Development Services to a minimum of three airports reporting at least 500,000 enplanements as reported on the Federal Aviation Administration's (FAA) website for "CY 2019 Passenger Boarding Data" or comparable combination of experience.

Q5. Section V.B. says the "offeror's project manager shall have a minimum of five (5) years primary experience in providing Air Service Development Services to a minimum of three airports reporting at least 500,000 enplanements...".

Our question is: **Would time providing ASD services while directly employed by a qualifying airport count toward this five-year minimum? That is, does the RFP require five years consulting experience, or would direct ASD work as the employee of an airport and in a role responsible for air service development count towards this experience as well?**

A5. Please reference A4 above for changes to the language in Section V, Paragraph B on page 4 of the RFP. The five years primary experience does not have to be from consulting experience and direct ASD work as an airport employee would count towards the five years of primary experience.

Q6. Section X, Tab C, subsection 2 asks to "provide a written narrative specifically outlining the Offeror's experience in providing air service development services for at least three (3) different airport organizations during the past (5) years.

Our question is: **Does this requirement pertain to the company offering its services, or to the project manager per the previously referenced section? That is, does the respondent need to provide separate responses for the project manager and for the company for Section V.B. and Section X, Tab C, subsection 2?**

A6. Section X, Tab C, subsection 2 pertains to the company offering its services, not to the project manager. Separate responses should be provided for the project manager and for the company.