

ADDENDUM No. 1  
Airport Master Plan  
Roanoke-Blacksburg Regional Airport  
RFP 18-025  
AIP 3-51-0045-Pending  
December 12, 2018

From: Diana Lewis, Director of Planning and Engineering, Roanoke-Blacksburg Regional Airport

To: All Potential Respondents

Revision to RFP 18-025

1. Revise the last line of Page 8 to state "The selection of the Consultant for the Airport Master Plan will not preclude that consultant from any future construction related services for major projects that may be recommended in the Airport Master Plan.

Attachments:

1. Meeting minutes from Pre-Proposal Meeting on December 12, 2018 that includes responses to questions raised at the meeting
2. Pre-proposal meeting sign in sheet

**Minutes**  
**Pre-proposal Meeting**  
**Roanoke-Blacksburg Regional Airport**  
**Airport Master Plan**  
**RFP 18-025**  
**December 12, 2018**

- I. Introduction of RRAC staff attending: Diana Lewis, Director of Planning and Engineering; Alex Plaza, Operations Manager; Erin Henderson, Contracts Administrator; Cathy Vance, Business Manager; Jay Ball, Director of Facilities and Grounds; David Jeavons, Director of Finance and Administration; Tim Bradshaw, Executive Director
- II. Purpose of Meeting
  - a. Qualifications process to select a consultant for an Airport Master Plan (so do not submit fee schedules with proposal)
  - b. Last Airport Master Plan Update was completed 10 years ago and a copy of the Master Plan and the Technical Appendices are on the [www.flyroa.com](http://www.flyroa.com) website.
- III. Important dates
  - a. Last date and time to provide written questions to Diana Lewis at [dianalewis@flyroa.com](mailto:dianalewis@flyroa.com) or fax to 540 563-4838 is December 19 at 5:00 PM. An addendum will be prepared with answers if any questions are received after the pre-proposal meeting. No questions will be accepted after December 19, 2018. Answers will be distributed by December 21.
  - b. Proposals are due 2:00 PM on January 7, 2019 to Cathy Bowman, Commission Secretary.
  - c. A Committee will review the Proposals submitted and notification to shortlisted firms will be on January 14, 2019
  - d. Interviews will be on January 23, 2019 (Do not request to change this time if you are shortlisted.)
  - e. Notification of first ranked firm will occur on January 30, 2019
  - f. Anticipate that scope will be developed and negotiated by April 30, 2019
  - g. Roanoke Regional Airport Commission will consider the proposed scope and fees on May 15, 2019 and if acceptable will authorize the Executive Director to execute a contract subject to receipt of a FAA grant.
  - h. AIP grant application is anticipated to be submitted by June 1, 2019 with estimated grant offer in July 2019.
- IV. What you need to submit is provide in Part A, Section 3, for Proposal Form and Content
  - a. Make sure to include contract exceptions now
- V. Review evaluation criteria in Part C, Section 3
- VI. Disadvantaged Business Enterprise (DBE)
  - a. DBE Goal is 4.4%
  - b. There is DBE directory that the State maintains at <https://directory.sbsd.virginia.gov/#/>

- c. MWAA also has DBE certified firms
- VII. No debrief will be provided after review of proposals or after the interviews.
- VIII. Responses to questions and any addenda will be sent to those who participated in pre-proposal meeting and those who have requested a copy of the RFP. It will also be posted on the website.
- IX. Question already received: Prime and subs will be able to compete for the design of any future projects. This is a change to what was stated in the RFP and is noted in Addendum No. 1
- X. Questions raised at the meeting:
  - a. Will the VA Department of Aviation be involved? Yes. They will be participating in the funding and will be involved during the study.
  - b. Are drawings current with AGIS? Delta Airport Consultants maintains all the drawings for the airport. An obstruction survey was recently completed but it was not done to AGIS standards.
  - c. Will a boundary survey be needed for Exhibit A? Yes.
  - d. Will sign-in sheets be sent out with meeting minutes and responses to questions? Yes. Copies will be sent by email to all attendees and will be posted to the website.

**Airport Master Plan Project – Preproposal meeting  
Roanoke-Blacksburg Regional Airport**

December 12, 2018

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CHADD YEATTS	SCHWABEL ENG	540 953 1239	cyeatts@schwabel-eng.com
MARVY-ASTIBUEN PEARSON	DELTA AIRPORT CONSULTANTS	540-520-8182	marvpearson@deltaairport.com
LINDSEY WELSS	SPECTRUM DESIGN	540-342-6001	lwelss@spectrumc.com
JASON PACE	SKANSKA	540.383.0600	jason.pace@skanska.com

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December 12, 2018

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