



NORFOLK AIRPORT AUTHORITY

REQUEST FOR QUALIFICATIONS

**PROGRAM ADVISORY SERVICES
CAPITAL IMPROVEMENT PROGRAM**

ADDENDUM #1

JUNE 23, 2023

NORFOLK AIRPORT AUTHORITY
NORFOLK INTERNATIONAL AIRPORT
REQUEST FOR QUALIFICATIONS
PROGRAM ADVISORY SERVICES – CAPITAL IMPROVEMENT PROGRAM
ADDENDUM #1

I. Clarifications

1. The contract provided as part of the RFQ is for reference to the legal terms and conditions that will apply to the contract issued as a result of this RFQ. The contract used is a standard contract between the Authority and a Consultant and is based on typical scopes of work performed by architectural and engineering consulting firms. The scope of work description in the final contract between the Authority and the selected Offeror will be modified to appropriately describe the scope of work to be performed. However, it is not the intention of the Authority to modify standard terms and conditions found in Exhibit E and F.

II. Questions and Answers

1. Is there an incumbent currently providing these or similar services to ORF?
 - There is no incumbent firm.
2. Can a company that has a current contract with the Norfolk Airport Authority to provide construction oversight and construction administration services serve as a subconsultant on this contract?
 - During this contract - No.
3. Will subconsultants on a team be precluded from pursuing future construction oversight and construction administration/management services for the Airport?
 - During this contract – Yes.
4. Can a cover letter be included in the proposal? If so, will the cover letter be counted toward the total 25 page limit?
 - Yes.
 - No.

5. Is it the intent of the Authority to later issue an RFP/RFQ for CM/PM services, or a combination of, for the management of the Design and Construction portions of the CIP for the Terminal and Airfield? If so, would the winner of this RFQ be disqualified to participate in that or other solicitations?
 - No. Primary CM/PM services are to be provided by the existing on-call architectural and engineering teams. However, in addition to the Scope of Services described in Section I. B. of the RFQ, the offeror is expected to provide supplemental support services as needed to include but not be limited to the following:
 - Plan review – conformance with project goals, constructability review, logistic review to include passenger routing, emergency access and security compliance
 - Construction Manager-at-Risk solicitation assistance
 - Preparation of federal grant applications and management of grants
 - Project closeout
 - Assist with preparing solicitations including bids, RFPs, and RFQs as needed throughout construction program

6. Is the person mentioned as a “Coordinator of Services” (Section III, numeral 5) only intended to be a coordinator with no oversight role, and/or would this role be also considered the role of a Program/Project Control Manager?
 - No. The individual would be expected to be involved in the management of the services to be provided to the Authority as a result of this RFQ and is therefore expected to have an oversight role.
 - Additional roles of this individual can be assigned as needed by the Offeror.

7. Is the intent that all the positions provided be Full Time as extension of staff, or “On Call” for the year(s) of service?
 - On call.
 - However, as tasks and workload increase the Authority expects and understands there will be phases of the contract that dictate the need for full-time staff in order to provide the necessary services in a timely and appropriate manner.

8. EXHIBIT B: page B-13: STANDARD FEDERAL EQUAL EMPLOYMENT OPPORTUNITY CONSTRUCTION CONTRACT SPECIFICATIONS: This section appears to pertain to general contractor-performed work. Does this provision apply to the Program Advisory Services (PAS) consultant?
 - See clarification statement.
 - No.

9. EXHIBIT D: Paragraph 2; is the PAS consultant expected to perform any design/engineering work that requires that it stamp designs? We understand that licensed architects/engineers may be needed to oversee design and engineering work but want to fully understand the expectation.
 - See clarification statement.
 - No.

10. EXHIBIT D: Paragraph 5: Will the PAS consultant be “responsible for designing the project” – we understand that typically PAS consultants oversee and manage design but not perform design services. We would appreciate clarification on Authority’s intent.
 - See clarification statement.
 - No.
11. EXHIBIT D: Paragraph 6: Will PAS be expected to carry E/O insurance as set forth in this paragraph? This would imply that the PAS may be expected to develop designs.
 - See clarification statement.
 - No.
12. EXHIBIT D: Paragraph 9: Will PAS be expected to prepare designs and meet the requirements set forth in this paragraph?
 - See clarification statement.
 - No.
13. Are the services to be performed under the PAS contract expected to be funded by AIP grants/federal funding?
 - No.
14. What is the process used by the Authority to establish the fee for each task assigned to the PAS consultant as it pertains to setting rates and deriving a task value? Is the compensation associated with tasks typically structured as (1) not to exceed; (2) lump sum; (3) or to be determined in a different manner upon completion of the procurement process and selection of PAS consultant?
 - Fee structure will be negotiated with the selected consultant and will be determined based on scope of work to be provided with each task order

III. Additional Question Period

1. Additional questions arising from the information provided above must be submitted in writing by 5:00 pm on Friday, June 30th to arondeau@norfolkairport.com
2. Addendum #2 will be issued no later than 5:00 pm on Friday, July 7th and will be the final addendum issued for this RFQ. No additional questions will be accepted beyond the issuance of Addendum #2.

IV. End of Addendum #1