



RFP 2024-002: TERMINAL FRONTAGE IMPROVEMENTS

ADDENDUM #1

APRIL 24, 2024

Additional Instructions:

Acknowledgement of this Addendum should be made in the Cover Letter of the Proposal.

Additional Information:

As Built Plans for the storefront/curtainwall/windows completed in 2023 have been posted under the RFP on the Authority's website: <https://flysbn.com/about-sbn/doing-business/>

Clarifications:

Questions:

Were all windows replaced on the front of the terminal building recently?

Answer: The as-builts mentioned above detail the work completed in the 2023 project.

Do the Cover and Cover Letter count toward the 16-page limit for the proposal?

*Answer: The intent was for the Cover and Cover Letter to be in addition to the 16 page limit. Page 6 of the RFP packet has been modified to read **"Total pages for Sections 1 through 7 shall not exceed ~~sixteen~~ eighteen, single sided, 8.5"x11" Letter size pages or electronic equivalent."***



Part 4 – STEP 1 Qualifications and Methods Format:

Below is the format of the sections to be included in the STEP 1 Proposal along with the maximum pages allowed for each section. Total pages for Sections 1 through 7 shall not exceed ~~sixteen~~ **eighteen**, single sided, 8.5”x11” Letter size pages or electronic equivalent. Sections 8 (Insurance) and 9 (DBE/MWBE) do not have a page restriction. Pages shall be formatted in Portrait orientation (8.5” top and bottom, 11” on sides), bound either in a three ring binder or spiral binding. Each section (Excluding the Cover and Cover Letter) shall be tabbed. If formatting is not followed, the submitted Proposal may be rejected.

1. Proposal Cover Page (1 page max): Include “Request for Proposals 2024-002 – STEP 1 Qualifications and Methods”, the project Title, St. Joseph County Airport Authority, and the submitted Applicant’s name and address.
2. Cover Letter (1 page max): Shall include at a minimum the following:
 - a. Acknowledge the requirements and conditions of the Request for Proposals.
 - b. Identify contact information of the principal of the Applicant responsible for the Proposal to include telephone number, email address, and mailing address. This person must be able to negotiate contracts on behalf of the Applicant. List the physical address of the Applicant’s office. Applicant and/or Applicant’s Team must be properly licensed and insured under the laws governing the State of Indiana.
 - c. Acknowledge any Addenda issued during the open RFP period.
3. Experience of the Applicant: Provide a description of the Applicant’s prior experience and qualifications for the delivery of projects of similar size and nature.
4. Project Team: Identify one individual that will be the Project Manager and the primary point of contact between the Applicant’s team and the Owner. Additional support staff should be identified for each facet of the Project. Include experiential resumes for key team members in this section describing background, skills, and relevant past projects.
5. Project Understanding: Provide a general understanding of the project. Identify potential challenges that may be encountered and explain the process that will be taken to address them.
6. Project Approach: Provide a detailed project approach to be used in completing the tasks described in **Part 7 – Scope of Work**. Applicant should describe their recommended delivery method and how it will lead to project success.