

CITY OF SHREVEPORT-PURCHASING DIVISION

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May 12, 2022

AMENDMENT #1

RFP #22-816

Financial Consultant – Airport

Proposers on the project are hereby notified that this amendment shall be attached to and made part of the above named solicitation documents dated April 13, 2022. The following items are issued to add to, to modify, and/or clarify the solicitation documents. These items shall have full force and effect as the solicitation documents. Proposals, to be submitted on the specified date, shall conform to the additions and revisions listed herein. Failure to do so may subject the proposal to being declared as non-responsive.

It shall be the proposer's responsibility to make inquiry as to any amendments issued.

1.0 Questions and Clarifications

- 1.1 Page 3 of the RFP states that offerors may request additional information "so that they will be received at least five (5) working days prior to proposal opening." We are concerned about the amount of time allowed between the close of questions and the actual submission of responses. We estimate that a minimum of 7 working days will be required to edit and prepare the submittal after an addendum is issued. Can you please identify when the addendum will be issued and allow at least 7 days between that date and the submittal due date?

The deadline to submit questions was May 10, 2022 at 3 PM CDT. All questions received prior to May 10, 2022 at 3 PM CDT are included in this amendment. If an additional amendment is necessary, the RFP will be extended in accordance with Louisiana Public Bid Law.

- 1.2 On page 7 under 'Minimum Qualifications' please explain the requirement for "international technical aviation industry experience" and how this will be weighed during the evaluation of the submittals.

Please disregard the international reference. International experience WILL NOT be a factor in scoring.

- 1.3 Does participation in this contract preclude the proposers and/or team members from pursuing other opportunities associated with the Airport's Terminal and/or development programs?

No

- 1.4 Is there a DBE goal for this contract?

There is not a DBE % for this RFP. A DBE % will be levied based upon the individual contract between the Airport Authority and the consultant and based upon the funding source of the individual contract.

- 1.5 The RFP identifies a 25% goal for FSCs; however, since this RFP is for a specialized service and there do not appear to be any airport financial firms on the FSC list, please clarify how the FSC requirements will be weighed during evaluation of the submittals.

For the Fair Share aspect, proposer should document that they have gone through the Fair Share directory and did not locate any airport financial firms in relation to the work outlined in the RFP. This would be delivering Good Faith Efforts.

- 1.6 Please confirm that the Fair Share forms in Appendix 1 are not required with the submittal.

The Fair Share Forms are not due at this time; however, the Prime must commit in writing that they will comply with the Fair Share program. Once the scope of work has been determined, the Fair Share Forms need to be completed on each and every project on this RFP.

- 1.7 If the Appendix 1 forms are required, we have several questions: We are unable to commit to a dollar amount on the DBE/FSC forms since there is no negotiated Scope of Work nor a fee proposal at this time. It appears that Appendix 1, Form 2 (Utilization/Contract Tracking) allows "--" as an entry rather than a dollar amount. Is there something else that needs to be documented in the form or is the identification of the DBE/FSC sub-consultant sufficient?

See 1.6

- 1.8 Appendix 1, Form 3 (Project Contact Sheet) seems to be for documentation of Good Faith Efforts, and it appears to be designed for construction or equipment procurement quotes. Again, since there is no formal scope of work negotiated yet, how should offerors address this since no dollar values will be available until a scope is determined.

See 1.6

- 1.9 To comply with the section titled "PRE-BID EFFORTS REQUIRED REGARDING S/DBEs or DBEs" should the bidder document the contact effort using Form 3 of Appendix 1? Should the bidder include letters and records of phone calls as documentation?

See 1.6

- 1.10 Appendix 1, Form 4 (Letter of Intent) again requests cost information that is not available at this time. How should we proceed with completing this form? Is it acceptable to enter 'TBD' in the applicable sections of the form?

See 1.6

- 1.11 Appendix 1, Form 5 (Subcontractor Payment and Utilization Report) appears to be for documentation of payments during the prosecution of the work. Is this form included for information purposes only? Is it required for inclusion in the response to the request for proposals?

See 1.6

- 1.12 Appendix 1, Form 6 (Contract Verification): Please confirm that this is for information purposes and not required to be submitted with our response to the RFP.

See 1.6

- 1.13 Are the forms in Appendices 2 through 5 required with our submittal or are they for informational purposes only?

Appendix #2 – Adjudicated or Lien Property Affidavit do not furnish with your proposal. Appendix #3- Felony Conviction/ E-Verify Affidavit should be furnished with your proposal. Appendix #4 – Insurance is for informational purposes. Appendix #5 – Bidder’s List Collection Form must be turned in with proposal.

All questions must be submitted in writing. E-mail questions to Shay Meadows at shay.meadows@shreveportla.gov. Continue to monitor BidSync and the City website www.shreveportla.gov/solicitations for any additional amendments.

CITY OF SHREVEPORT

A handwritten signature in blue ink that reads "Renee Anderson". The signature is written in a cursive style and is positioned above a horizontal line.

Renee Anderson, MBA, CPPB
Interim Purchasing Agent