



SUBJECT: Request For Proposals (RFP) No. 19-003

**San Bernardino International Airport
“Air Traffic Control Tower Services”**

ADDENDUM No. 1 – Date: September 6, 2018

To all Pre-Proposal Meeting Attendees:

This Addendum No. 1 to the subject RFP **provides answers to participants’ questions, provides additional information, and modifies the original Scope of Work as part of the original Bid Documents.**

By this reference, all provisions of and attachments to this Addendum No. 1 are hereby incorporated into the subject RFP. Participants shall account for all provisions pursuant to this Addendum No. 1 in submitting their proposals. Each participant shall acknowledge receipt of this Addendum in their Proposal in the spaces provided therein.

NOTE: UNLESS OTHERWISE SPECIFIED ALL OTHER DETAILS IN THE RFP SHALL REMAIN THE SAME.

QUESTION:	RESPONSE:						
1. In Section IV, D. Staffing Requirements, Item 2, on page 11, the requirements refer to Paragraphs III.D.1 & 2 and IV.C.4.c &d. These requirements do not exist in the RFP. Please provide.	In Section IV. “I. D. Staffing Requirements Item 2” should state “Proposers shall submit a representative shift schedule that meets the requirements of Paragraphs IV.1. D. 1 & 2, and V.A.1.i.”						
2. It is our understanding that the contract to be awarded by SBIAA will be firm-fixed price. This section lists the following labor rate and fee categories: “Normal rate”, “After-hour rate”, “Holiday rate” and “Emergency service call charge”. These categories imply hourly rate charges for services. It is our assumption that these rates may have been requested in error and that the cost should be included in the firm fixed price. Please clarify.	In Section IV. “Additional Contractor Specifications/ Requirements” the Agency aims to specifically detail the various Rates that the AGENCY would be billed in the event the AGENCY needs to obtain Tower Services for singular events outside of the agreed upon Normal Hours of Operation. The firm fixed price will be for the contractually agreed upon Normal Hours of Operations and the various Rates would describe any agreed upon Service events, either after hours or emergency service hours, that would be rendered by the Contractor for which SBIAA would be financially responsible for.						
3. In the RFP Part IV. This Section refers to “Response Times and Contractor Availability”. Does this section apply to the ATC services requirement?	The Agency has identified that Section IV. “Response Times and Contractor Availability” has no application for this RFP.						
4. Section IV – “Response Times and Contractor Availability” - These requirements appear to be related to a requirement for maintenance and some other service call related contract. It is our assumption that these requirements are related to a maintenance function and may have been requested in error. Please clarify.	See response provided for Question 3.						
5. SBIAA has provided airport traffic count information which does not include overflight information that is part of the tower traffic count. In order to provide a better basis for our Fee Proposal, we respectfully request SBIAA provide annual tower traffic count, which includes overflight information.	Overflight numbers for 2015-2017 are as follows: <table border="1" data-bbox="1057 1516 1279 1612"> <tr> <td>2015</td> <td>8570</td> </tr> <tr> <td>2016</td> <td>8707</td> </tr> <tr> <td>2017</td> <td>8021</td> </tr> </table>	2015	8570	2016	8707	2017	8021
2015	8570						
2016	8707						
2017	8021						
6. The RFP states that the Agency requires the proposals to be bound with one staple. Is it the Agency’s intent that no binders are too be used?	The Proposals shall be submitted in the format as detailed in Section V. A. 1 “Proposals shall be typed, single-sided and submitted on 8-1/2” x 11” size paper, and bound with one staple. Proposals should not include any plastic or oversized covers or binders, nor any unnecessarily elaborate or promotional material. Information should be presented in the order in which it is requested.						
7. Are there any page limitations for this bid?	There are no page limits for this Request for Proposal.						
8. The RFP states that a resume is required for the proposed Air Traffic Manager and will not count against the page limit in the RFP. Where is the page limit listed in the RFP?	There are no page limits for this Request for Proposal.						

<p>9. The Agency states that they require Three (3) signed original proposals. Does the Agency require all submitted original copies to be signed in ink?</p>	<p>1 signed Proposal shall be signed in ink, it is acceptable that the other 2 copies are photocopies.</p>
<p>10. We want to employ as many of the qualified current employees as possible. May we review copies of their resumes to include the ATM? The resumes will be used to evaluate the current employees credentials, and assist us with complying to the RFP. Part IV, D. 3.,4., and 12.</p>	<p>The resumes of the current Tower employees are proprietary information of the current Contractor and therefore cannot be shared with prospective bidders.</p>