

Request for Qualifications: 2024-006-RFQ

Addendum Number: 3

FBO Consulting Services

Due Date and Time: April 8, 2024 at 2:00 pm Arizona time

The Request for Qualifications (RFQ) is modified as set forth in this Addendum. The original RFQ Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFQ. Offeror shall take this Addendum into consideration when preparing and submitting its Statement of Qualifications.

CHANGES

This addendum incorporates the following changes into the RFQ:

1. Section Two, B, **Minimum Qualifications** are hereby **REVISED** as follows:
 - A minimum of **5** years' experience with evaluating publicly owned/operated FBOs for possible privatization.
 - A minimum **5** years' experience with evaluating FBO's performance based on financial and operational metrics with at least three of the evaluations being of FBO's at **commercial service airports**.
 - A minimum of **5** years' experience with evaluating publicly owned/operated FBO's expenses to determine if all are being accounted for (i.e. leasehold interest of hangar(s)/apron, overhead from other airport departments, etc.)

2. Section Two, D, Submittal Instructions and Requirements, Tab C – **Relevant Firm Experience, "a"**: Reference to the five (5) comparable projects is hereby **REVISED** to "at least three of the five comparable projects should be with FBO's at **commercial service airports**."

3. The solicitation due date has been **CHANGED** from March 28, 2024 to **April 8, 2024 by 2:00 pm Arizona time**. All references to the due date in the solicitation document shall be changed to reference this new date.

4. **Attachment F**, Project Reference Questionnaire has been **REVISED** and **REPLACED** with a new Attachment F included in this Addendum Number 3. Offerors should use this new attachment for references that changes the due date for the form to April 8, 2024 to coincide with the revised RFQ due date. Offerors may also download a copy directly on the Airport's website under this solicitation's page.

Offeror shall indicate receipt of this Addendum and any previously issued Addenda by completing and including the Addenda Acknowledgement Attachment for the RFQ.

ALL OTHER TERMS AND CONDITIONS OF THE RFQ REMAIN UNCHANGED.

The above referenced RFQ Addendum is hereby issued and executed March 18, 2024 at
Phoenix Mesa Gateway Airport Authority, Mesa, Arizona.

Marian Whilden

Procurement Officer
Phoenix-Mesa Gateway Airport Authority



REVISED

Attachment F

Project Reference Questionnaire

References should correspond to those listed under Tab C, "a"

Offerors: Complete the top section of this questionnaire and supply to each of your references to complete.

Past Performance Survey of:

(Name of Offeror): _____

(Name of Project Manager(s)): _____

Instructions: References will complete the following section about the Offeror and return this form directly to Phoenix Mesa Gateway Airport. Please email the completed form to Marian Whilden at mwhilden@gatewayairport.com no later than April 8, 2024. Thank you for your time and effort in assisting the Airport in this important endeavor.

The Phoenix Mesa Gateway Airport is collecting past performance information on firms and their key personnel. The information will be used to assist the Airport in the selection of a firm for FBO Consulting Services.

The firm listed above has listed you as a client for which they have previously performed work for. We would appreciate you taking the time to complete this survey.

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge in a particular area, please leave it blank.

Reference Firm Name: _____ Date/Year of Project: _____

Reference Phone: _____ Reference Email: _____

Project Description: _____

NO	CRITERIA	UNIT	RATING
1.	Ability to meet customer expectations	(1-10)	_____
2.	Ability to maintain project schedule (completed on time or early)	(1-10)	_____
3.	Ability to manage project costs (minimal change orders)	(1-10)	_____
4.	Ability to identify and minimize the owner's risk	(1-10)	_____
5.	Ability to increase value	(1-10)	_____
6.	Coordination of activities and documentation	(1-10)	_____
7.	Accessibility and communication	(1-10)	_____
8.	Leadership ability (minimize the need of owner direction)	(1-10)	_____
9.	Your comfort level in hiring the firm/individual again based on performance	(1-10)	_____
10.	Overall customer satisfaction	(1-10)	_____

Comments: _____

Name Signature Date
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Revised 3/18/24