

Request for Qualifications: 2024-006-RFQ

Addendum Number: 1

FBO Consulting Services

Due Date and Time: March 28, 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. Responses to questions are in **red**.

CHANGES

This addendum incorporates the following changes into the RFQ:

1. The solicitation due date has been **CHANGED** from January 31, 2024 to **March 28, 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.

2. A second **pre-submittal meeting** has been scheduled for **February 12, 2024 at 11:00 am**. Offerors may attend in-person or via Zoom.

Zoom Option: Participants must register prior to the meeting to receive the link to join. To register, send an email no later than February 8, 2024 to: mwhilden@gatewayairport.com

In-Person Option: Phoenix Mesa Gateway Airport Authority Administration Building
5835 South Sossaman Road
Mesa, AZ 85212

3. Revised solicitation schedule is as follows:

RFQ INFORMATION	
Pre-Submittal Meeting Offered both in person and via Zoom	Date: February 12, 2024 11:00 AM (Arizona Time)
Site Tour	There is no site tour for this solicitation
Due Date for Questions and Clarifications	March 18, 2024 by 12:00 PM (Arizona Time)
RFQ Submittal Due Date	March 28, 2024 by 2:00 PM (Arizona Time)
Interviews (if conducted)	Week of May 13, 2024

4. **Attachment F**, Project Reference Questionnaire has been **REVISED** and **REPLACED** with a new Attachment F included in this Addendum Number 1. Offerors should use this new attachment for references that changes the due date for the form to March 28, 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.

QUESTIONS

The following questions were asked at the pre-submittal meeting **on January 10, 2024:**

Q1: What is the requested turnaround time for the deliverables from when Notice to Proceed is given to the consultant? Answer: **Once an Offeror is selected, the Airport will work with the consultant to finalize a more detailed scope of work. Since we do not have a firm date on when the project needs to be complete, the schedule of deliverables will be largely driven by that finalized scope of work.**

Q2: Do you plan to conduct in-person interviews? Answer: **The RFQ allows the Airport to select an Offeror based solely on submitted Statements of Qualification or conduct interviews prior to final selection. If the Evaluation Panel deems interviews necessary, the Airport would prefer in-person interviews, however, we are cognizant of schedules, costs, etc. and may allow on-line interviews. A minimum of 3 weeks' notice would be given to Offerors if they are invited to interview.**

Q3: Do the current FBO employees of the Airport know about this project? Answer: **Yes, the Airport's employees are aware of the project.**

Q4: Please confirm the timing of award for this contract. Answer: **The current schedule is to have a finalized contract to present to the Airport's Board for review and action at the April 16, 2024 Board of Directors meeting.**

Q5: Is the date for interviews provided in the RFQ schedule a firm date? Answer: **No, this date is not firm and can be changed if needed.**

INFORMATION

The following item(s) are provided as a matter of information only to all Offerors and do not modify or become part of the Contract Documents:

Attached to this Addendum is a list of attendees at the pre-submittal meeting that was held on January 10, 2024 at the Airport.

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 January 17, 2024 at
Phoenix Mesa Gateway Airport Authority, Mesa, Arizona.

Marian Whilden

Procurement Officer
Phoenix-Mesa Gateway Airport Authority



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 March 28, 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

Attended via Zoom on-line:

NAME	ORGANIZATION	E-MAIL
Michael Hodges	Airport Business Solutions	mhodges@absaviation.com
Randy Bisgard	Airport Business Solutions	rbisgard@absaviation.com

Attended in person:



SIGN-IN SHEET

Pre-Submittal Conference
Solicitation 2024-006-RFQ
FBO Consulting Services
January 10, 2024 2:00 pm

Airport Administration Bldg, Saguaro A/B Conference Rooms

NAME	INITIALS	ORGANIZATION	E-MAIL	PHONE
Scott Jelfert	ST	AEG Fuels	sjelfert@ ^{AEG} FUELS.COM	425-941-9668