



**5601 WILKINSON BOULEVARD  
CHARLOTTE, NORTH CAROLINA 28208  
(704) 359-4000**

**REQUEST FOR PROPOSAL  
RFP AVIA #25-04: ACQUISITION, RELOCATION, AND PROPERTY MANAGEMENT SERVICES  
ADDENDUM #1  
AUGUST 27, 2024**

This Addendum is hereby made a part of the specifications, as applicable, of the above referenced project. All other requirements of the original plans and specification shall remain in effect in their respective order. Acknowledge receipt of this addendum by inserting its number and date on Form #1 of your proposal.

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**General Note:**

Proposals for the above will be received via the e-bidding portal until 2:00 pm edt on September 5, 2024.

**Clarifications Listed Below:**

1. Page 5 - Section C #7 - Selection Criteria and Minimum Requirements:

The Proposal Package is corrected to read:

<b>Proposal Package</b>	CLT will evaluate the Proposer's proper execution of all required forms (Forms 1-6). CLT will evaluate Proposals on responsiveness, relevance, readability, and overall presentation of the proposal package.
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2. Page 15 – Form 2, Section J – Proposal Package:

The Proposal Package is corrected to read: Proposer should properly execute all required forms (Forms 1-6) and provide a complete proposal.

Charlotte Douglas International Airport (CLT), a City of Charlotte department does not discriminate on the basis of disability. We will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon request. To make a request, please email [genetta.carothers@cltairport.com](mailto:genetta.carothers@cltairport.com).

# Pre-Proposal Meeting Presentation



# ACQUISITION, RELOCATION, AND PROPERTY MANAGEMENT SERVICES

## RFP AVIA 25-04

**Pre-Proposal Conference**  
**August 22, 2024 at 1:00 PM EDT**

# AGENDA

- Housekeeping Items
- Introductions and Attendance
- Submission Requirements
- Proposal Format (Required Forms)
- Selection Criteria
- Addenda and Proposer Questions
- eBuilder Bid Portal
- CBI Program Requirements
- Scope Summary
- Closing

# HOUSEKEEPING ITEMS

- The purpose of this conference is to present information found in the Request for Proposal (RFP).
- RFP clarification questions will only be accepted and answered by submission through the e-Builder e-bidding portal's Q&A board. Answers to be provided via addendum.
- You may email [Genetta.Carothers@cltairport.com](mailto:Genetta.Carothers@cltairport.com) with questions regarding the operation of e-Builder.
- Today's presentation will be included with addendum.
- Vendor registration and related information:  
<https://www.charlottenc.gov/Growth-and-Development/Doing-Business/Vendor-Registration>

# INTRODUCTIONS AND ATTENDANCE

- Presenters:
  - Genetta Carothers – RFP Manager
  - Sarah Easter (Project Manager) – Real Estate Agent
  - Marcus Choi– Business Diversity & Development Specialist
- Meeting Attendance:
  - Please be sure to capture your attendance (i.e. name, company name, and email address) in the chat.

# SUBMISSION REQUIREMENTS

## Submission Requirements:

- Companies must submit ONE (1) original and complete proposal in searchable Adobe Acrobat .pdf format, signed in ink, or digitally signed.
- Proposals must have standard text no smaller than twelve (12) points.
- Please combine all documents into one submission packet.
- Please name your file using twenty (20) characters or less.
- Please share username and password among co-workers.
- Proposals must be submitted through the eBuilder Bid Portal, using the link provided within the RFP document. CLT will not accept submissions through any other means (i.e. – mailed, faxed, emailed, hand delivered, etc.)

## Proposal Submission Deadline:

- Thursday, September 5, 2024 at 2:00 PM EDT (per CLT's clock)
- The bid portal will close promptly at 2:00 PM EDT. **Late submissions will not be accepted.**
- Please notify Genetta Carothers via email [Genetta.Carothers@cltairport.com](mailto:Genetta.Carothers@cltairport.com) if you experience issues using the bid portal. All other questions must be submitted through the Q&A link in the bid portal.
- DO NOT wait until the last minute!

## Target Dates:

- Estimated start date is November 1, 2024.

# PROPOSAL FORMAT (REQUIRED FORMS)

Proposals shall consist of the following forms:

- Form 1, Proposal Form
- Form 2, Qualifications and Proposer Requirements
- Form 3, Nondiscrimination Certification
- Form 4, CBI Program Requirements
- Form 5, Confidential Information
- Form 6, Pricing Worksheet

**\*All required forms must be completed, signed and uploaded\***



# SELECTION CRITERIA

<b>Qualifications</b>	CLT will evaluate the Proposer's demonstrated experience in providing similar services to comparable airport projects within the previous five (5) years and their ability to meet the requirements set forth in the Specifications.
<b>Sub-Consultant Experience</b>	If applicable, CLT will evaluate the Proposer's sub-consultant(s) demonstrated experience in providing similar services to comparable airport projects within the previous five (5) years and their ability to meet the requirements as set forth in the Specifications.
<b>Project Team</b>	CLT will evaluate the Proposer's project team that will be performing the work including: <ol style="list-style-type: none"><li>1. Qualification, certifications, and other key credentials of each team member.</li><li>2. Demonstrated experience of each team member on comparable airport projects.</li><li>3. Geographic location of each team member.</li><li>4. Current workload of each team member.</li></ol>
<b>Work Approach</b>	CLT will evaluate the Proposer's proposed approach to the performance of the Work and identification of key issues and considerations and challenges specific to CLT.
<b>Work Resources</b>	CLT will evaluate the Proposer's resources to complete the Work, including, without limitation, technical resources, software, and other items.
<b>Cost Effectiveness and Value</b>	CLT will evaluate the Proposer in terms of the most reasonable, effective pricing, and on the overall compensation proposed related to the provision of the Work.
<b>Proposal Package</b>	CLT will evaluate the Proposer's proper execution of all required forms (Forms 1-6). CLT will evaluate Proposals on responsiveness, relevance, and overall presentation of the proposal package.

# ADDENDA AND PROPOSER QUESTIONS

- All addenda will be posted to the e-Builder bid portal, the City of Charlotte website and broadcast through Public Input.
- Questions and Answers will be included in addenda for the benefit of all proposers.
- Questions must be submitted in written form through the eBuilder Bid Portal Q&A board.
- Deadline for submitting written questions will be on Monday, August 26, 2024 at 4:00 PM EDT.
- Answers via addendum will be posted no later than 5:00 PM EDT, Wednesday, August 28, 2024.

# EBUILDER BID PORTAL

e-Builder Bid Portal  
A TRIMBLE COMPANY

Enter Username

Enter Password

LOGIN

Forgot Password

Are you a first time bidder?

Create Account

For product support information →

- Please use the link provided in the RFP to access the eBuilder Bid Portal.
- **PLEASE NOTE:** The eBuilder link is the “Invitation Key”.
- If this will be your first-time logging into the eBuilder bid portal, you will need to create login credentials.
- Use Chrome or Firefox as your browser when accessing the bid portal (do not use Internet Explorer).

# EBUILDER BID PORTAL

The screenshot shows the e-Builder Bid Portal interface. At the top, there is a navigation bar with the e-Builder logo, 'Bid Packages', and 'My Profile'. The main content area displays the bid package details for 'Charlotte Douglas International Airport (CLT) / Solicitations 060 Economic & Community Affairs'. Below this, there is a breadcrumb trail: 'RFP AVIA 25-04 Acquisition, Relocation, and Property Management Services'. A 'Status' box indicates the bid package is 'Open', bidding is 'Pending', and response submission is 'No'. A countdown timer shows '16 Days 2 Hours 25 Minutes Left' with a due date of '09.05.2024 at 2:00 PM (GMT-05:00) Eastern Time (US & Canada)'. Below the status box, there are buttons for 'Package Invitation', 'Response Form', and 'Q&A Board'. Under 'Package Invitation', there are 'Accept' and 'Decline' buttons. The 'Bid Info' section is active, showing 'Invitation Documents (1)' and 'Addenda'. A red arrow points from a yellow callout box to the 'Invitation Documents (1)' link. The 'Dates & Times' table shows the bid start date and time, and the pre-bid meeting location and time. The 'Details' section shows the bid contact and description.

**Locate proposal documents here**

**Status**

Bid Package	Open
Bidding	Pending
Response Submitted	No

**16 Days 2 Hours 25 Minutes Left**

Due on 09.05.2024 at 2:00 PM  
(GMT-05:00) Eastern Time (US & Canada)

**Package Invitation**    Response Form    Q&A Board

Accept    Decline

**Bid Info**    Invitation Documents (1)    Addenda

Dates & Times	
Bid Start	08.15.2024 6:30 PM
Pre-Bid meeting location	<a href="https://teams.microsoft.com/join/19%3ameeting_0DQzYtdmMjAYzO4Y500N2VlWlWjNjktNmUyNjFKyZE4Zjcx%40thread_v2/0?context=%7b%22Tid%22%3a%225392a0ee-6ccb-49c5-94b5-f5e6d8a665d6%22%2c%22Oid%22%3a%220d0365c-b987-4af0-9dd0-d6248b6e4618%22%7d">https://teams.microsoft.com/join/19%3ameeting_0DQzYtdmMjAYzO4Y500N2VlWlWjNjktNmUyNjFKyZE4Zjcx%40thread_v2/0?context=%7b%22Tid%22%3a%225392a0ee-6ccb-49c5-94b5-f5e6d8a665d6%22%2c%22Oid%22%3a%220d0365c-b987-4af0-9dd0-d6248b6e4618%22%7d</a>
Pre-Bid meeting date/time	08.22.2024 1:00 PM
Pre-Bid meeting required attendance	✗ No

Details	
Bid Contact	Genetta Carothers
Bid Instructions	<a href="#">RFP AVIA 25-04 Acquisition Relocation and Property Management Services.pdf</a>
Description	Charlotte Douglas International Airport of Charlotte, North Carolina (the "Airport") is seeking to select a qualified firm to provide project management and consultation assistance for the Airport's Land Acquisition and Noise Abatement Program.

# EBUILDER BID PORTAL

The screenshot shows the e-Builder Bid Portal interface. At the top, there is a dark blue header with the e-Builder logo, navigation links for 'Bid Packages' and 'My Profile', and utility icons for help, search, and refresh. The main content area displays the bid title 'Charlotte Douglas International Airport (CLT) / Solicitations 060 Economic & Community Affairs' and a breadcrumb trail 'RFP AVIA 25-04 Acquisition, Relocation, and Property Management Services'. Below this, there are two summary boxes: one for 'Status' and one for the '16 Days 2 Hours 25 Minutes Left' countdown. The status box shows 'Bid Package: Open', 'Bidding: Pending', and 'Response Submitted: No'. The countdown box shows the due date 'Due on 09.05.2024 at 2:00 PM (GMT-05:00 Eastern Time (US & Canada))'. Below these boxes are three buttons: 'Package Invitation', 'Response Form', and 'Q&A Board' (which is circled in red). There are also 'Submit Question' and 'Export' buttons. At the bottom, there are 'View List' and 'View All' links, a table header with columns 'View', 'Subject', 'Questionee', and 'Date & Time', and a note: 'Note: The date and time are shown in the bid time zone.'

**Status**

Bid Package	Open
Bidding	Pending
Response Submitted	No

**16 Days 2 Hours 25 Minutes Left**

Due on 09.05.2024 at 2:00 PM  
(GMT-05:00 Eastern Time (US & Canada))

Package Invitation    Response Form    **Q&A Board**

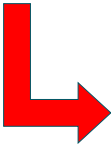
[? Submit Question](#)    [Export](#)

[View List](#) | [View All](#)

View	Subject	Questionee	Date & Time
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Note: The date and time are shown in the bid time zone.

Submit Questions here



# EBUILDER BID PORTAL

Submit Proposal  
Click here



This box will appear to upload submission packet here

## Reminder:

- Upload as one (1) file
- File name 20 characters or less
- Don't wait until the last minute!

# CHARLOTTE BUSINESS INCLUSION PROGRAM(CBI)

## Project Goal:

- The City will negotiate an MWSBE participation goal.
- Minority, Women and/or Small Business Enterprises (MBE) (WBE) &/or (SBE)
- This Contract may be subject to the terms and conditions of the City's Charlotte Business INclusion (CBI) Program regarding subcontracting opportunities that may arise during the term of the Contract.

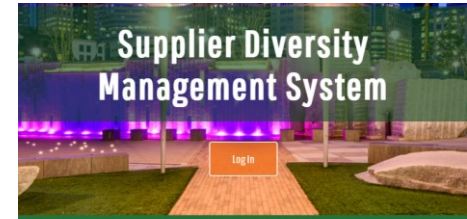
## CBI Form 3 must be completed and submitted with Bid Package

- All your subconsultants firm plans to utilize must be included on CBI Form 3

## Links:

- CBI Form 3: [CBI Form 3 \(Services\)](#)
- CBI Program Website: [www.charlottebusinessinclusion.com](http://www.charlottebusinessinclusion.com)
- Search for MWSBE firms: <http://charlotte.diversitycompliance.com>:

**Contact:** Marcus Choi, Business Diversity & Development Specialist  
[Marcus.Choi@cltairport.com](mailto:Marcus.Choi@cltairport.com)



**VENDOR CERTIFICATION**  
Search and/or join our database of certified vendors

[Search Certified Directory](#)

[Apply for / Renew Certification](#)

### Certified Directory

Search City of Charlotte Certified Directory by entering search terms and clicking Search. You must select at least one certification type.

**Search by Certification Type**

CERTIFICATIONS

- Minority Business Enterprise (MBE)
- Small Business Enterprise (SBE)
- Women Business Enterprise (WBE)
- Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- Disadvantaged Business Enterprise (DBE)
- Historically Underutilized Business (HUB)

# SCOPE SUMMARY

## **Acquisition Service Tasks:**

There are multiple commercial and residential properties around the Airport. We work on acquiring strategic parcels for future use or to eliminate noise compatibility issues.

## **Relocation Assistance Tasks:**

Relocation of all occupants (Owners and Tenants) of purchased property including, but not limited to residential, business, non-profits, farms, and personal property.

## **Property Management Tasks**

Help manage the Airport's property assets including, but not limited to leasing of space, managing trust accounts, property maintenance, etc.

## **Other Tasks as Assigned**

The Airport will from time to time assign additional tasks as necessary.

## **Acquisition, Relocation and Property Management Services:**

The Proposer shall perform all acquisition, relocation and property management services in conformance with current City of Charlotte policies, procedures and guidelines as well as all applicable federal, state and local laws, rules and regulations. This will include conformance with the current Uniform Relocation Assistance and Real Property Acquisition for Federally Assisted Programs Act of 1970 (the Uniform Act), as amended and as regulated by 49 CFR Part 24, current FAA regulations and circulars and any additional requirements set forth by the City of Charlotte Aviation Department.



THANK YOU!

