

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

### REQUEST FOR PROPOSAL RFP AVIA #25-14: ON-CALL PAINTING ADDENDUM #1 OCTOBER 15, 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.

### **General Note:**

Non-mandatory pre-proposal meeting was held on Monday, September 30, 2024.

# The PowerPoint presentation from the non-mandatory pre-proposal meeting for your reference is attached:

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 <a href="mailto:essence.dent-bey@cltairport.com">essence.dent-bey@cltairport.com</a>.





Pre-Proposal Meeting
September 30, 2024 at 9:00 AM 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 of work
- Security Requirements
- Closing



# HOUSEKEEPING ITEMS

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



# INTRODUCTIONS AND ATTENDANCE

- Presenters:
  - Essence Dent-Bey

     RFP Manager
  - Randy Garrell Project Manager
  - Marcus Choi Business Diversity & Development Specialist Lead
  - Aireyanna Kennedy- Security Construction Projects Manager



# 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. Text in charts and graphs may be reduced.
- 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:**

- October 23, 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 Essence Dent-Bey via email <u>essence.dent-bey@cltairport.com</u> 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:**

Start Date – February 3, 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**

Experience	CLT will evaluate the Proposer based on its ability to meet the		
	Experience requirements as set forth in the Specifications.		
Operations Plan	CLT will evaluate the Proposers ability to meet the		
	requirements set forth in the Specifications as detailed in the		
	Proposer's Operation Plan.		
Staffing Plan	CLT will consider the plan to provide necessary staffing and		
	the experience of the individual team members proposed to		
	provide the Work.		
Compensation	sation   CLT will evaluate the Proposer on the overall compensation		
	proposed related to the provision of the Work. compensation		
	proposed related to the provision of the		
	Work.		

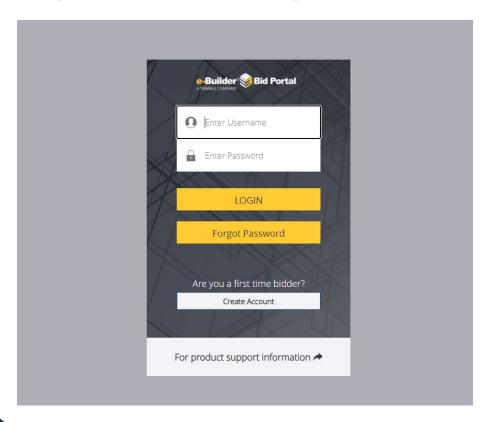


# ADDENDA AND PROPOSER QUESTIONS

- 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 October 7, 2024, at 5:00 PM EDT.
- Answers via addendum will be posted no later than October 11, 2024, at 5:00 PM EDT



# EBUILDER BID PORTAL



- 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 Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities

RFP AVIA 25-14 On-Call Painting



Bid Package Open Bidding Will Bid Response Submitted No

### 30 Days 4 Hours 46 Minutes Left

Due on 10.23.2024 at 2:00 PM (GMT-05:00) Eastern Time (US & Canada)

<b>⊞</b> Summary	0.00
Base Bid Total Year 1 (Regular Hours) Total	0.00

Package Invitation

Response Form

O&A Board

Accepted

Decline

09.23.2024 9:07 AM (GMT-05:00) Eastern Time (US & Canada)

Bid Info

Invitation Documents (1)

Addenda



### Locate proposal documents here

Click this icon 👤 to download files. Clicking the icon next to a folder will download all files and subfolders within it.

File / Folder Name	Uploaded on	File Size
Solicitation Documents (1)	09.17.2024 2:13 PM	
V	09.23.2024 9:12 AM	516.75 KB



# EBUILDER BID PORTAL

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities

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Bid Package Open
Bidding Will Bid
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Package Invitation

Response Form

Q&A Board





View List

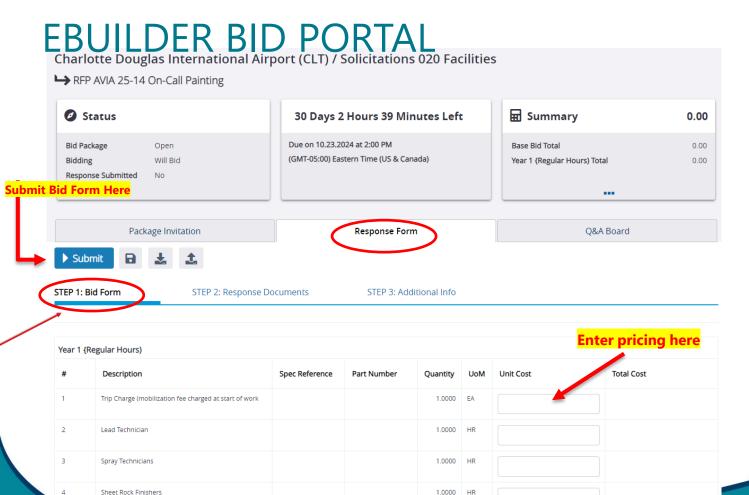
View All

**Submit questions here** 

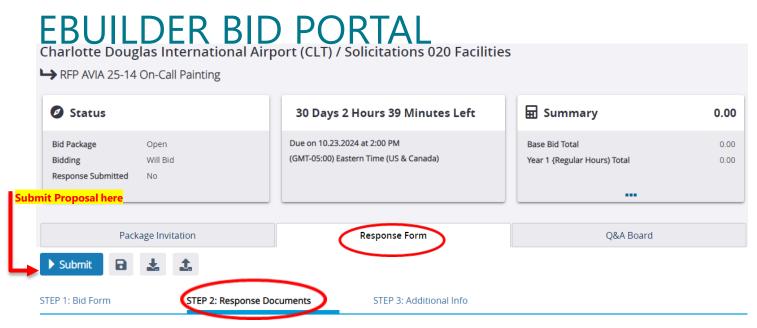
View Subject Questionee Date & Time

Note: The date and time are shown in the bid time zone.









⚠ There are no supporting documents attached to this bid.

Please provide response documents



### **Reminder:**

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



# Charlotte Business Inclusion (CBI)

The City will negotiate an MWSBE goal for this project.

Minority, Women and Small Business Enterprises (MWSBEs).

### Required Proposal Form

- Form 4 Charlotte Business Inclusion Program Requirements Form
- CBI Form 3 Utilization Commitment Form CBI Form 3 is accessible on CLT's website under Business with CLT – Business Diversity Programs

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.

The CBI Program can be found at: <a href="www.charlottebusinessinclusion.com">www.charlottebusinessinclusion.com</a>
Search for MWSBE firms: <a href="http://charlotte.diversitycompliance.com">http://charlotte.diversitycompliance.com</a>



# Charlotte Contractor Development Program (CCDP)

The Contractor Development Program, sponsored by the City of Charlotte – Charlotte Business Inclusion Program is designed to provide guidance to Minority, Women, and Small Business Enterprises (MWSBEs) and NC DOT Disadvantaged Business Enterprises (DBEs) in pursuit of contracting opportunities with the City of Charlotte. The CCDP assists construction related firms with capacity building and business development as well as obtaining bonding and contract-based finance assistance so that participating firms are prepared to bid on city projects. For more information and to enroll in the City of Charlotte Contractor Development Program, contact the CCDP at (888) 717-3341 or send an email to <a href="mailto:ccdp@imwis.com">ccdp@imwis.com</a>, or visit <a href="https://www.charlottenc.gov/Growth-and-">https://www.charlottenc.gov/Growth-and-</a> Development/CBI/Contractor-Development-Program.



# Charlotte Contractor Development Program (CCDP)



# **SCOPE SUMMARY**

The Facilities Building Maintenance Division of the Aviation Department is responsible for maintaining a portfolio of approximately 115 buildings, airport terminal buildings, including offices, fire station, and equipment shops, that house various City activities.

The Airport is seeking a company that specializes in commercial painting services to provide painting services at various locations as identified by the City on an as needed basis. Services consists of providing all labor, materials, equipment, and supervision for the painting and finishing of new and existing interior and exterior surfaces, i.e., walls, doors, jambs, window frames, and other work as directed by the Project Manager. Work areas may be occupied and require moving and repositioning of office equipment and furniture.



# SCOPE OF WORK – HIGH LEVEL

- Follow safe work practices.
- Proper Prep Vendor is required to provide all necessary tools to properly execute the scope of services. Paint will be provided by CLT.
- Work hours Routine operations shall generally be performed between the hours of 7:00 AM to 3:30 PM, Monday through Friday, except for City observed holidays. Work performed in the main terminal may require work during terminal non-operational hours. Non-operational hours are typically between 11pm and 5am. Emergency or non-routine work shall be performed as necessary with prior approval from the City.
- Badging Vendor will be required to have employees badged by airport badging for a SIDA badge to enter airport security areas.



# AIRPORT SECURITY REQUIREMENTS

# Security Program

# Airport Badging Requirements

Please see requirements in solicitation packet and go to www.cltairport.com/business/credentialing for all information regarding CLT's Security Program, Policies and Procedures, FAQs, etc.



