

**ADDENDUM NO. 1**  
**ISSUE DATE: July 10, 2019**

**Newport News/Williamsburg International Airport (PHF)**

900 Bland Blvd, Suite G  
Newport News, VA 23602  
Phone (757) 877-0221 ext. 394  
<https://flyphf.com/about-phf/business/>

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**Solicitation Number: RFP 20001**

**Solicitation Name: On-Call Financial Consulting Services**

**Proposals Due: Monday, July 29, 2019 at 3:00 p.m. EDT**

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This Addendum supplements or modifies the original Solicitation noted above and is made part of the Request for Proposals. This Addendum consists of two pages.

This Addendum answers the following questions. Note any changes and prepare your submittal accordingly:

1. Sections 4.3 and 4.4: Can you provide more detail regarding expectations for the cost proposal? Based on the open-ended nature of potential on-call assignments detailed in Section 5, is the expectation that respondents will provide a rate schedule for staff members identified in the response?
  - a. As stated in Section 3.7, please provide in the cost proposal a detailed cost proposal including the names, job titles, monthly, daily or hourly rate for each title for each position expected to perform work for the initial three (3) year agreement, as well as each of the two (2) potential one (1) year renewals. Include methodology for travel expenses and estimates for travel costs. All rates shall be inclusive of overhead and profits. The rates included in the proposal should be the Firm's lowest discounted governmental rates. The Commission is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be inclusive of taxes payable by Respondent.
  - b. Any costs incurred by the Respondent which is not specifically provided for shall be the expense of the Respondent. Any omissions or ambiguities will be construed most favorable to the Peninsula Airport Commission.
2. In follow-up to the previous comment, please confirm that the price component will be reviewed and considered in both the review of initial proposals, as well as in negotiations with the finalists?
  - a. The price component will be reviewed and considered in both the review of initial proposals, as well as in negotiations with the finalists.

3. Will the Airport select two (or more) firms and negotiate each on-call assignment based on rates and proposed scope? Based on Section 4.5, this appears to be the case.
  - a. The Commission will select two or more Respondents deemed to be fully qualified and best suited among those submitting proposals, including price. Negotiations shall then be conducted with each of the Respondents so selected. Price shall be considered, but need not be the sole primary determining factor. After negotiations have been conducted with each Respondent so selected, the Commission shall select the Respondent which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that Respondent.
  - b. Award shall be made to the responsible Respondent whose proposal is determined in writing to be the most advantageous to the Commission, taking into consideration evaluation criteria set forth in Section 4.3 and price. Awards may be made to more than one Respondent.
  
4. Section 5.2.1: Are the airlines at PHF signatory or non-signatory?
  - a. The airlines at the Airport are non-signatory.
  
5. Section 5.2.2: What is the current expiration date of your PFC program?
  - a. The current expiration date of the PFC program is May 2031. The Airport is currently in the process of amending specific applications which will bring the May 2031 date forward. It is anticipated that the selected Respondent will assist the Airport in preparing future PFC applications as needed.

**Please sign and include this Addendum with the Proposal to certify the information contained in this Addendum is incorporated in your submittal.**

Company Name: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This Form Must Be Signed*

*Prepared By: Viveca Munger  
Director of Business Development and Corporate Analytics*