



**COLUMBUS**  
REGIONAL AIRPORT AUTHORITY

NOTICE OF ADDENDUM  
ADDENDUM #1

October 2, 2017

Subject: Solicitation: Interior Design Services - Commercial  
#AMT-2017-002

**REVISED Due Date: October 19, 2017 at 2:00pm**

Dear Sir or Madam:

The Columbus Regional Airport Authority hereby issues addenda to the subject solicitation. Unless otherwise stated, your response shall be considered as including this addendum.

Should you have any questions or need additional information, please forward them to [craaprocurement@columbusairports.com](mailto:craaprocurement@columbusairports.com). Thank you for your interest in doing business with the Columbus Regional Airport Authority.

cc: file

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**REVISED Due Date: October 19, 2017 at 2:00pm**

### CLARIFICATION

1. The due date for receiving qualifications has been extended. The new date for receiving qualifications is **Thursday, October 19, 2017 at 2:00 p.m.**

### ANSWERS TO QUESTIONS RECEIVED

*Q1 A Commercial Interior Designer is being requested. Are you seeking more of an interior architect?*

A1 The ideal professional assigned to CRAA for work under this contract would have at least a 4 year degree in interior design, architecture or other design-related degree from an accredited college and demonstrated experience in all facets of interior design.

*Q2 Section 3.1 requests models. Could you please elaborate? Are you requiring computer models or physical models?*

A2 Some projects may require either or both. Understanding that design and production of models is often considered a specialty service, this work could be sub-contracted out by the firm selected under this master agreement.

*Q3 Could you please give an example of environmental branding as it pertains to what would be requested of the Interior Designer?*

A3 Environmental Branding (EB) of our office space is new for our organization. Our current EB vendor's focus is specifically on environmental branding and not interior design. An example is our main reception area. This area is targeted for environmental branding yet the space is dated in appearance and we could benefit from the

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skill set of an interior designer to update the space and at the same time to compliment environmental branding efforts.

*Q4 Will Interior Design services be for offices, public areas or food service areas? Or all*

A4 All

*Q5 If awarded the project are plans available electronically? CAD or Revit?*

A5 CAD

*Q6 Is there a particular format you want the responses in?*

A6 See section 5.1 Response Format.

*Q7 If awarded how long is the contract term?*

A7 Up to 3 years.

*Q8 How many projects per year do you anticipate?*

A8 We do not have a projection on number of projects per year but we anticipate yearly professional services up to \$50,000.

*Q9 Will there be a formal short list interview?*

A9 Yes. See section 4.1 Selection Process.