



**COLUMBUS**  
REGIONAL AIRPORT AUTHORITY

NOTICE OF ADDENDUM  
ADDENDUM #1

November 3, 2017

Subject: Solicitation: On-Call Airside Planning Services  
#PLN-2017-002  
Due: November 16, 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 [craaprourement@columbusairports.com](mailto:craaprourement@columbusairports.com). Thank you for your interest in doing business with the Columbus Regional Airport Authority.

cc: file

## **ADDENDUM #1**

Subject: Solicitation: On-Call Airside Planning Services

#PLN-2017-002

Due: November 16, 2017 at 2:00pm

### ANSWERS TO QUESTIONS RECEIVED PRIOR TO THURSDAY, NOVEMBER 9, 2017

- Q Page 7-1: We note that the page size for the submittals is listed as "8 ½" x 11 and greater", so would just like to clarify whether we may include an 11x17" z-folded page for graphics/tables, and if so, whether that would be counted as two pages?*
- A** Size 11"X17" sheets of paper may be used for graphics/tables. Each 11"x17" sheet will count as one (1) page against the total page count.
- Q Page 8-1 (and similarly stated on Page 8-2): It is noted that the selected consultant has 5 business days (from the Notice of Intent to Negotiate) to provide the defined/necessary financial information; however, on page 5 in the Audit Form (in Section 10 of the RFQ), this same action is allotted 7 business days. We would like clarification on which one controls (even though it is only material to the selected firm).*
- A** This was an error on Page 8-1 and 8-2. The Consultant Hourly Rate Determination Worksheet and all requested documentation necessary to begin negotiations with the recommended consultant should be submitted within seven (7) business days of the Notification of Intent to Negotiate.
- Q PDF Page 19: We note that there is a "Response Cover Letter Form" provided, which we will include, but would like to know if we may also include a short, more standard cover letter to introduce our team, structure, and understanding of the project? If so, would it be counted against the page limit?*
- A** Yes, you may also include a standard cover letter. This cover letter would not be counted against the page limit.