



**SECOND ADDENDUM TO THE RFP FOR
AIR SERVICE DEVELOPMENT CONSULTING SERVICES
AT ST. LOUIS LAMBERT INTERNATIONAL AIRPORT**

January 23, 2024

Dear Prospective Proposers:

Attached is the Second Addendum to the Request For Proposals for **Air Service Development Consulting Services** at St. Louis Lambert International Airport dated December 13, 2023 (“RFP”). This Second Addendum is being issued in order to do the following:

- a. Extend the Proposal due date. Proposals will now be due on February 7, 2024 at 2:00 PM local time.
- b. Provide Proposers with a copy of the Pre-Proposal Meeting Sign In Sheet, attached hereto and incorporated herein as Attachment 1 to this Second Addendum.
- c. Respond to Proposer’s questions.

The City of St. Louis Airport Authority (“Authority”) reserves the right to reject any and all Proposals, to advertise for new Proposals, to cancel this RFP, and/or proceed to have the services performed otherwise. The submission of a Proposal by a Proposer shall not in any way commit the City of St. Louis or the Authority to enter into an Agreement with that Proposer or any other Proposer.

All other terms, conditions, and provisions of the RFP not inconsistent with this Second Addendum are unchanged and remain in full force and effect.

Sincerely,


Gigi Glasper
Contract Supervisor

Questions and Responses

- Q1: Is there a website which shows the M/WBE companies, in the RFP?
- R1: Yes. The website is shown on the Proposer's Checklist. The website is www.flystl/bdd.
- Q2: Are the bonds required when the proposal is submitted?
- R2: No. The Proposer must submit the Proposal To Bond Form which should be completed by its surety company or a letter from the surety company on the surety company's letterhead agreeing to provide the bonds if the Proposer is chosen for an award.
- Q3: Can questions be submitted verbally or should they be submitted in writing?
- R3: Questions should be submitted in writing.
- Q4: Can you clarify the M/WBE goals for this RFP?
- R4: The goals for this Professional Service are 25% MBE and 5% WBE.
- Q5: Is there a list of Proposers available?
- R5: Since the City does not know which companies will be proposing until proposals are actually submitted, there is no list of proposers available. The companies who have declared themselves interested parties are listed on the email which was forwarded to all participants when the RFP was issued.
- Q6: If a company submitting a proposal is a subsidiary of another company, should the bonds which are to be submitted be for the proposing company or the parent company?
- R6: In general, the documentation in the proposal should apply to the proposing company.
- Q7: What company is currently providing these services for the Airport and what M/WBE subcontractors are they using?
- R7: Informa Princeton LLC dba Airport Strategy and Marketing LTD (ASM) is the current provider. The M/WBE subcontractors are Added Dimension, LLC (MBE) and AHC Consulting, LLC (WBE).

- Q8: Is there a requirement for WBE certified companies to have a local office?
- R8: Yes. The M/WBE must be currently certified through the City of St. Louis which requires having a local presence.
- Q9: What is the name of the surety company that is providing bonds for the current provider?
- R9: The surety company is The Hartford Fire Insurance Company.
- Q10: Many private companies do not release financial statements. Is it possible in the proposal to either a) provide alternate information to demonstrate financial viability, and/or b) mark these pages confidential so that they are not viewable by other parties?
- R10: Proposers can place their financial documents in a separate envelope and mark them confidential. If they are sent directly to the Contracts Supervisor, they will be used for proposal evaluation purposes and then returned once the evaluation of proposals is completed.
- Q11: Do proposers have to put an actual percentage on the Utilization Plan or can it be an estimate?
- R11: An actual percentage must be used to ensure the correct amount is counted.
- Q12: Do proposers have to indicate an actual price for item 4 on the Notice of Intent or can TBD be used?
- R12: No. TBD may be used.
- Q13: Can you please explain what makes a subcontractor a lower tier subcontractor?
- R13: A lower tier subcontractor is a subcontractor of a subcontractor.
- Q14: Is a lower tier M/WBE subcontractor's participation counted differently toward the goal?
- R14: Yes, if they are an M/WBE certified company.

- Q15: Do all firms on the proposing team need to be bonded by the surety or is that just the prime?
- R15: The agreement the Airport will have is with the prime and the bonding requirements in the agreement are for the prime. Any bonding requirements for subcontractors should be worked out between the prime and the subcontractor.
- Q16: Please confirm that the racial breakdown stated in the MWBE participation percentage that is required for construction contracts is not required for this professional services contract.
- R16: For professional services contracts, the goals are 25% MBE and 5% WBE.
- Q17: If there is a subcontractor that is in process of becoming a certified WBE with STL, would their participation count toward the goal?
- R17: No. A company to be used to fulfill the M/WBE goals must be certified at the time the proposal is submitted.
- Q18: What do we need to prove that we are starting to do business in the state of Missouri?
- R18: Proposers should provide proof of registration and a Certificate of Good Standing from the state of Missouri.
- Q19: Can you confirm the bid number for the STL Air Service Development Consulting Services?
- R19: There is no bid number at this time. No numbers will be assigned to these services until a contract is awarded.
- Q20: For the budget and MBE/WBE forms, do the City and Airport want the values to be annual or for the life of the contract value?
- R20: Proposers can propose their costs on an annual basis. The totals for the M/WBE forms should be calculated as required by the individual forms. Any question regarding the M/WBE forms should be directed to the Airport Business Diversity Development Office. The contact information for Ms. Bruce is tkbruce@flystl.com.

- Q21: It has been our experience that bonding requirements are unconventional for professional services contracts, and we note that there is no such requirement in the currently posted City of St. Louis *RFQ for Open-Ended Mechanical, Electrical, and Plumbing Design Services at St. Louis Lambert International Airport*. Is there an alternative method of achieving the same goal other than a bond, such as a payment holdback or some other type of guarantee mechanism?
- R21: The bonding requirements for City agreements vary according to the type of agreement and the services or other items being acquired. The bonding specifications as stated in this RFP are required for these services under this RFP.
- Q22: Please confirm that the forms are only required to be completed by the Prime submitting the proposal and not the sub-consultants included on the proposer's team.
- R22: The majority forms requested in the RFP should be completed by the Prime proposer. However, there are forms within the RFP which require execution by subcontractors and those forms should be completed by all parties and returned as required by the RFP.
- Q23: Regarding the financial statement requirement, can you please let us know if it is sufficient to provide a balance sheet and P&L recap in lieu of complete financial statements?
- R23: The financial statements submitted must be comprehensive enough to give a complete picture of the financial state of the proposer's company. Any combination of financial documents which accomplish this goal are acceptable.

Attachment 1

Pre-Proposal Meeting Sign In Sheet

**Pre-Proposal Meeting
Air Service Development Consulting Services
4-Jan-24
11:00 AM**

SIGN IN SHEET

NAME	COMPANY	EMAIL
Levi Anstine	InterVistas Consulting Inc.	levi.anstine@intervistas.com
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Sara Brothman	Merchant Aviation	sarab@merchantaviation.com
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Joseph Pickering	Mead & Hunt	joseph.pickering@meadhunt.com
Ron McNeill	Mead & Hunt	ron.mcneill@meadhunt.com
Christopher Warren	S E H	cwarren@sehinc.com
Evan Berg	ASM	evan.berg@informa.com
David Stroud	ASM	
Garrett Robertson	City of St. Louis Comptroller's Office	robertsong@stlouis-mo.gov
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Brian Kinsey	SLAA Marketing & Business Development	bdkinsey@flystl.com
Kathy Spencer	SLAA Marketing & Business Development	kaspencer@flystl.com
Gigi Glasper	SLAA - Properties Division	gxqlasper@flystl.com