



Request for Qualifications

For Professional Airport Planning Services

Airport Master Plan Update

Syracuse Hancock International Airport

RFQ Reference #: 2020-02

RFQ Issue Date: January 29, 2020

Submission Deadline: March 3, 2020 by 4:00 PM

RFQ Addendum 2: Question & Answer Summary

Addendum Issue Date: February 24, 2020

Syracuse Regional Airport Authority

**Request for Qualifications
Professional Airport Planning Services
Master Plan Update**

RFQ Addendum 2: Question & Answer Summary

The following information is presented in response to the questions received regarding RFQ Reference #: 2020-02 for the Syracuse Regional Airport Authority's (SRAA) Master Plan Update Request for Qualifications (RFQ). Questions were taken via email as well as in person at the pre-submittal meeting held on February 21, 2020.

The SRAA endeavors to answer all questions; however, the SRAA will not be responsible for any delay resulting in the respondent's inability to meet the deadline for submission of the Statement of Qualifications. In addition, the SRAA will not be responsible for the consultant's costs associated with preparation or submittal of the Statement of Qualifications or the selection process.

Question 1:

Can resumes be included in an appendix outside the 30-page limit? Or must resumes/bios be included within the 30-page limit?

Answer:

Resumes will not be allowed as an attachment/appendix to the submittal. Resumes are not required within the submittal. However, we would like to see key staff, their qualifications, and team experience identified within the statement of qualifications.

Question 2:

Will the required forms (A-1 and A-2, Buy American Certificate) count against the 30-page limit, or may we put them in an appendix that is outside the page limit?

Answer:

Forms A-1 and A-2 will be allowed as an attachment/appendix to the submittal and do not count against page limit requirements.

Question 3:

It appears from the RFQ that Forms B-1, B-2, and/or B-3 are due within 5 days of bid opening, and should be emailed in. May we instead include these forms in an appendix with our submittal?

Answer:

Form B-1, B-2, and B-3 will be required within five days of **negotiations**, per the addendum to the RFQ. Do not submit forms B-1, B-2, and B-3 with your statement of qualifications.

Question 4:

If the budget will not be completed until post-award, may we commit to a percentage of the total budget for each DBE team member in Form B-2 since the dollar value is presently unknown?

Answer:

No.

Question 5:

Under "Submittal Content" it states that submittals should include no more than 30 pages of text. Does this page limit hold for all the sections in the proposal or will some sections, such as qualifications of individuals, not count towards the page count? And are graphic images included in this count?

Answer:

The following will be permitted:

- Allowable Pages:
 - 2-page Cover Letter
 - 1-page Table of Contents
 - 30-page max for qualifications, including: proposed project approach, project management plan, team, qualifications of key staff, team experience

- Allowable Attachments as Appendixes:
 - DBE Program & Forms
 - QA/QC Program
 - Organization Chart
 - Affidavit for non-exclusivity

Question 6:

Is it permissible to include an 11x17 pull-out in addition to the 30 pages?

Answer:

No. All submittals must be printed on 8.5" x 11" paper, with standard 1" margins, no smaller than 10 pt. font, and single sided printing.

Question 7:

Could you please verify if the updates to the Pavement Management Program will be part of the master plan contract?

Answer:

The Master Plan will include a full Pavement Management Program as part of the scope of work.

Question 8:

How will the parking deck be integrated with the Master Plan? Will there be forecasting for parking?

Answer:

There is an independent parking project underway to identify options for enhancing the current parking infrastructure. The Master Plan will help to determine future facility requirements both on the airfield and support facilities to include the terminal, roads, and parking.

Question 9:

Has there been any property added to the Airport since the 2006 Master Plan?

Answer:

There are no additional parcels that have been purchased since 2006. The Airport has bought and/or acquired properties over the last 13+ years. These properties are indicated on the ALP which includes the past revisions provided in the SharePoint files. The most recent properties are located along Kinne Street and called out on the ALP under revision 4 and 9; these parcels have been incorporated and shown within the Airport property boundaries indicated on this ALP. (See attached SYR Property Map.)

Question 10:

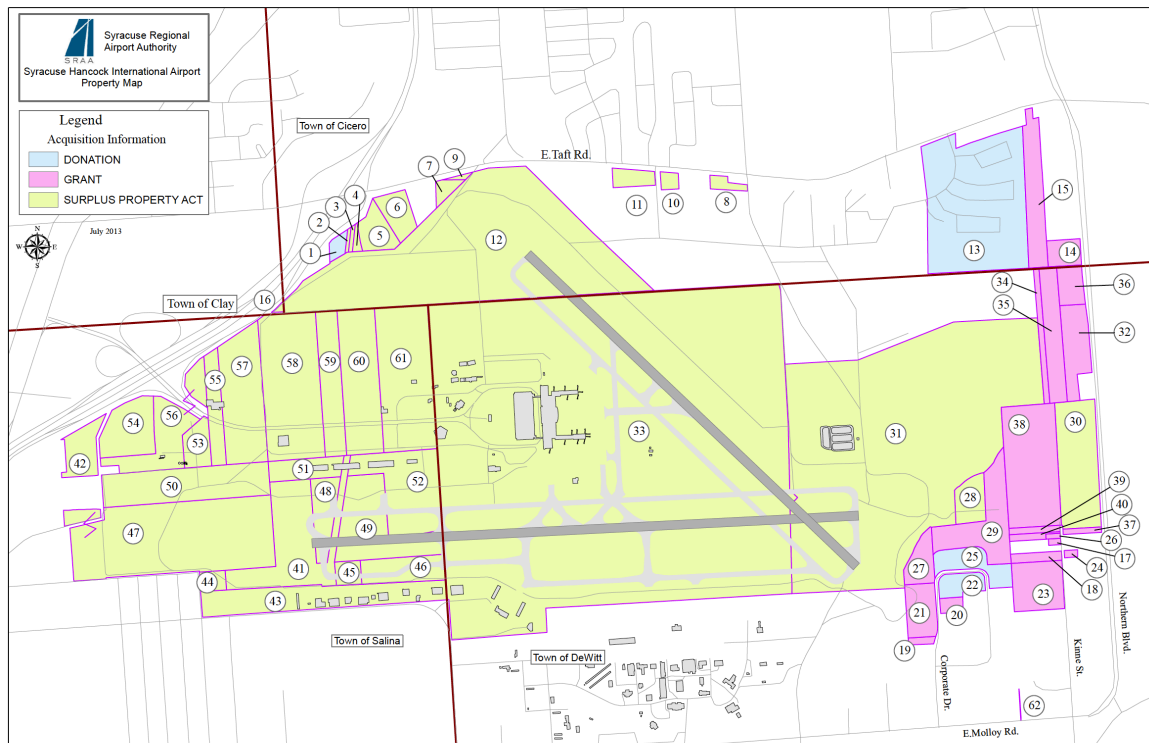
Are there any surveys that have been conducted that could be integrated with the eALP?

Answer:

There are no surveys available to use for the development of the eALP.

SYR Property Map

Thumbnail view – see full image on next page.





Syracuse Regional Airport Authority

Syracuse Hancock International Airport Property Map

Legend

Acquisition Information

DONATION

GRANT

SURPLUS PROPERTY ACT



July 2013

Town of Cicero

E. Taft Rd.

Town of Clay

Town of Salina

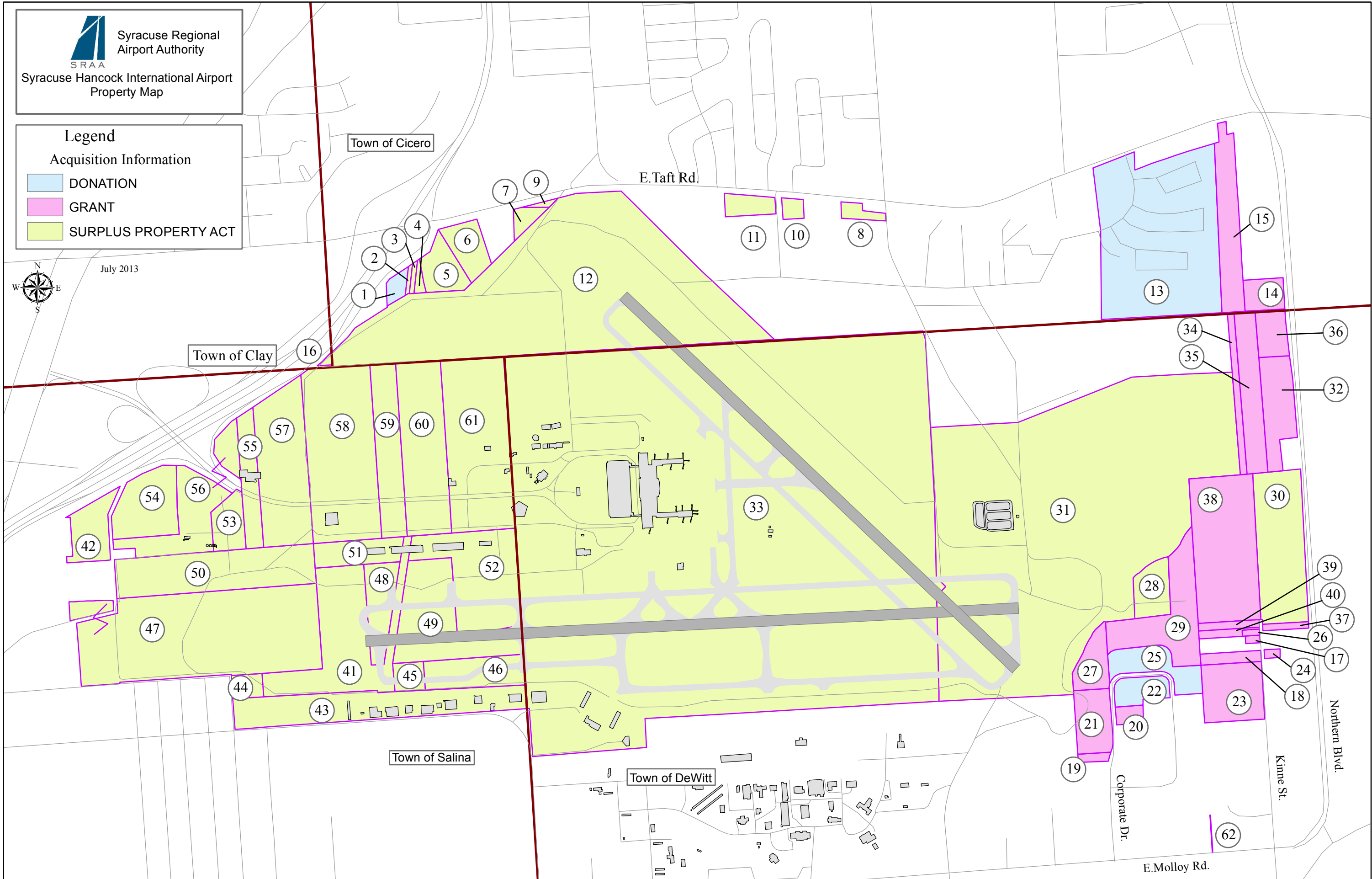
Town of DeWitt

Corporate Dr.

E. Molloy Rd.

Kinne St.

Northern Blvd.



End of MPU RFQ Addendum 2