

**Roanoke Regional Airport Commission  
RFP #23-002  
On-Call Aviation Architectural & Engineering Services**

**Addendum #1  
October 17, 2022**

The contents of this addendum represent solicitation questions and answers, notes, changes, additions or clarifications to the specifications. A conformed copy of the RFP reflecting all changes from Addendum #1 is also included as a separate attachment.

**Questions and Answers – RRAC RFP #23-002 – On-Call Aviation Architectural & Engineering Services**

**Q1. Is the cover letter excluded from the 25-page maximum?**

A1. The cover letter is excluded from the 25-page maximum.

**Q2. Are resumes excluded from the 25-page maximum? For sections C & D, can we include the specific project information requested on separate resumes, that can be included in an appendix?**

A2. Resumes are excluded from the 25-page maximum. Specific project information can be included on separate resumes included as an appendix.

**Q3. Can the same firm submit as a prime for architecture services and as a prime for engineering services, in two separate proposals?**

A3. Firms may submit as a prime for architecture services and as a prime for engineering services in two separate proposal submissions.

**Q4. Is a separate RFP response requested for proposers requesting to be considered for both Architecture and Engineering Services?**

A4. Yes. Please reference A3 above.

**Q5. Is it possible to provide a list of proposed projects for this solicitation?**

A5. Please reference slide 6 titled "Types of Projects" in the attached Pre-Proposal Meeting PowerPoint presentation from October 12<sup>th</sup> for a listing of potential projects.

**Q6. Will covers, dividers, cover letter and/or resumes be excluded from the page count?**

A6. Covers, dividers, cover letter and/or resumes are excluded from the page count.

**Q7. Would it be possible to get a copy of Roanoke's Capital Improvement Plan?**

A7. A copy of the Roanoke-Blacksburg Regional Airport's Capital Improvement Projects for FY2022 can be accessed on the airport's website at the following address:

<https://flyroa.com/sites/default/files/Captial%20Projects%20for%20FY%202022.pdf>

**Q8. Can you please confirm if the 25-page limit can be double sided or not (meaning 25 double sided pages equivalent to 50 single sided pages)?**

A8. The 25-page limit applies to one sided printing. Twenty-five (25) double sided pages are equivalent to 50 single sided pages.

**Q9. Are there any pages (cover, table of contents, divider tabs) that are exempt from the page count other than the required forms?**

A9. Please reference A6 above.

**Q10. Is it possible to extend the proposal due date?**

A10. No.

Q11. **Are covers and tabs excluded from the page count?**

A11. Please reference A6 above.

Q12. **Is the table of contents excluded from the page count?**

A12. The table of contents is excluded from the page count.

### **Changes to RFP #23-002**

1. Page 6, Section 3.e. of the RFP is changed from:

**Firms must specifically identify on the proposal cover sheet which discipline or disciplines (Architectural, Engineering or both) the firm is qualified for and interested in providing services to the Commission under this solicitation.**

to the following:

**Firms must specifically identify on the proposal cover sheet which discipline (Architectural or Engineering) the firm is qualified for and interested in providing services to the Commission under this solicitation. If interested in both disciplines, then two separate proposals need to be submitted.**