

ADDENDUM NO. 1
RFQ No. 25-01: Program Management Services
Date of Issue: September 22

The following table outlines requests for clarification received by Blue Grass Airport to date, in response to RFQ 25.01, Program Management Services. This documents the LEX responses to all received requests for clarifications. No further addendums are expected.

Referenced RFQ Section	Question	LEX Response
2.2.4. Staffing Plan	Are resumes part of the 20-page limit or can they be included in an appendix?	Resumes and supporting documentation may be included in an Appendix attached to the Proposal and will not count toward the limit. Resumes should be limited to one page per person.
Section 5.1. Buy American / Build America, Buy America (BABA) Certification	Do we need to complete and submit the certification of compliance with FAA's Buy American Preference, BABA and Made in America laws in our proposal? If so, can this be included in an appendix (not included in the 20-page count)?	The BABA Certification may be included in an Appendix attached to the Proposal and will not count toward the limit.
1.6. Delivery	For the electronic proposal submission requirement, would the Authority prefer a single UBS drive or an email with our final proposal?	A USB drive is appropriate for electronic submission.
1.6. Delivery	Should the hard copies be spiral bound?	There is no preference on how the hard copies are bound or presented.

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2.2 Qualification Statement Format and Content & 2.3 Weight of Factors for Consideration of Qualifications	Would the Authority prefer that we structure our response based on Section 2.2 or Section 2.3? There are some slight discrepancies between the Format and Content requirements and how the Weight of Factors is outlined, and we want to be sure we're aligned with the Authority's expectations.	Please follow the format outlined in 2.2. If submitters have additional content that speaks to evaluation criteria not expressly included in the format in 2.2, that content can be included in Project Understanding, or a new additional chapter that follows Project Understanding.
1.3.1 Program Governance & Leadership	Please clarify LEX's intent on a dedicated "Program Management Office". Is the Authority's desire to establish a formal office, physical PMO site or is there real estate available for use by the consultant?	LEX does not have a plan or preference on how the PMO is to be set up. The PM team must be accessible but is not required to be on site. Real estate is available on-airport upon request, or off-airport nearby.
General	Would the Authority provide copies of the airlines' operating permits?	Airlines operate via operating permit at LEX. A copy of these can be provided to the chosen submitter prior to contract execution, upon request.
1.3.16 Cost Estimating & Schedule Development Section a) Provide or review independent fee estimates (IFEs) at major milestones including alternative scenarios and packages.	Is it the intent of the Authority for the PM to provide formal, third party independent, full unit break-down cost estimates for the Authority's use/reconciliation purposes? Or is the desire to have cost estimating support on the PM team to lead reconciliation efforts between AE teams/CMAR/CM and provide third party reviews and feedback of cost estimates provided by the AE/CMAR/CMs?	The Airport does not intend to regularly solicit formal, third-party independent estimates during the project. The intent is to solicit Level 1 – Level 3 estimates to provide cost ranges for initial budget planning, milestone comparison against those initial budgets, and verifying budget adherence as design evolves.

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5.6 Disadvantaged Business Enterprises	Given that the solicitation does not have a fee provision or outlines expectations for the overall contract value, how would the Authority like respondents to reply to the request for a specific dollar amount of participation for each DBE firm?	Respondents can disregard the requirement for specific dollar amounts. Instead, respondents can describe scopes or use other means of measuring and displaying DBE participation. The airport understands these measures will be estimates and subject to change prior to contract execution.
N/A	How will the ATCT relocation factor into the Airport's construction schedule?	The Terminal Area Plan and all planned development can take place independently from the ATCT relocation project. The project should not impact our construction schedule.
N/A	Will the Terminal Area Plan be available?	The TAP planning effort is still ongoing. Once the effort is complete, more material will be available to share. For the sake of the solicitation process, all available TAP/Master Plan material is available on the airport website: bluegrassairport.com/masterplan
1.3.4 Budget & Funding Strategy	Does the Airport want assistance with financial strategy around initial funding or just assistance with the financial compliance piece?	Most of the financial strategy assistance the airport will need is focused on the CIP preparation, financial compliance for FAA grants, and overall financial monitoring of projects and CIP program. While the Airport is already preparing the initial funding strategy for the overall program, we welcome the PM staff to review and recommend adjustments.