



Rhode Island Airport Corporation

September 30, 2014

**ADDENDUM NO. 001
Request for Proposal – Contract No. 25629
On-Call Environmental and Consulting Services**

Prospective Proposers and all concerned are hereby notified of the following changes in the Request for Proposal document for On-Call Environmental and Consulting Services, RFP No. 25629. These changes shall be incorporated in and shall become an integral part of the contract documents.

Please see attached questions and answers as posed by prospective bidders



Jeffrey P. Goulart
Purchasing Agent

RFP 25629 – Responses to Questions from Prospective Bidders

1. Section II(D)(5) request hourly billing rates and section (6) requests a copy of our audited overhead rate. It appears that Task Orders will be billed on a time and material basis at the firm's hourly billing rates. How does the audited overhead rate factor into the task order billing or the evaluation of the proposals?
Your response should include direct hourly rates only. If selected, RIAC will ask for your audited overhead rates as part of contract execution. RIAC will process Task Orders for each specific need. Tasks orders will include a fee summary which includes direct rate, audited overhead rate and fee percentage.
2. Please clarify the proposal length. The RFP requests no more than 12 double sided 8.5"x11" pages. Does this mean 12 sheets of paper double sided (24 pages of text) or 6 sheets of paper double sided (12 pages of text).
Twelve (12) double sided pages means a total of 12 sheets (24 pages of text) of paper excluding executive summary and resumes.
3. Regarding Item VI., should we identify DBE subconsultants at this time?
In accordance with Title 49, CFR.26, it is RIAC's policy to provide DBEs the opportunity to compete and/or participate in the performance of RIAC contracts. A DBE participation goal will be determined on a Task Order basis and consistent with the current DBE goal on file with the FAA. The selected firm(s) will, as necessary, complete DBE reporting requirements. RIAC prefers that sub-consultants (DBE or otherwise) you intend to use are identified as part of your team, but is not required to be considered responsive to this RFP.
4. Should we include a land survey subconsultant or will you contract with a firm to provide that service?
You do not have to present qualifications for all the representative projects presented in the RFP. RIAC will process Task Orders for each specific need. Should RIAC require land survey as part of a task, the selected consultant would be required to provide staff with qualifications consummate with the task. This may be a sub-consultant.
5. For Item V. Insurance Requirements, do you wish to see our insurance certificates and, if so, will they count in the 24-page limit?
Submission of proof of insurance will not count against page limits. If selected, RIAC will require certificate of insurance as part of contract execution.
6. Do we need to address Item VII. Additional Requirements in our submission and, if so, will that count in the 24-page limit?
You need only submit documentation as specified in Section C. Major State Decision Maker if you answer in the affirmative. This information will not count against page limits.
7. Section III (K). What are the expectations for wildlife assessments? Is RIAC looking for support from a Qualified Wildlife Biologist?
You do not have to present qualifications for all the representative projects presented in the RFP. RIAC will process Task Orders for each specific need. Should RIAC require wildlife assessments, the selected consultant would be

required to provide staff with qualifications consummate with the task. This may be a sub-consultant. RIAC prefers that sub-consultants you intend to use are identified as part of your team, but is not required to be considered responsive to this RFP.