

Metropolitan Airports Commission

REQUEST FOR QUALIFICATIONS

Air Cargo Continuing Consultant Services



**Metropolitan Airports Commission
6040 28th Avenue South
Minneapolis Minnesota 55450**

ADDENDUM #1

RESPONSE TO QUESTIONS SUBMITTED

**Metropolitan Airports Commission
Request for Qualifications
Air Cargo Continuing Consultant Services**

**ADDENDUM #1
RESPONSE TO QUESTIONS SUBMITTED**

1. This RFQ has 3 phases. If we chose to, could we propose on just one phase since you are willing to have more than one consultant on the project?

MAC Response: Yes, consultants are able to propose on one or all phases outlined within the RFQ.

2. Page 14 of the RFQ states the due date as “4:00 p.m. central time on November 21, 2023”. In other parts of the RFQ the due date is noted as “4:00 p.m. central time on November 17, 2023”. Please confirm the correct due date.

MAC Response: The due date is 4:00 p.m. central time on November 17, 2023.

3. The RFQ includes a link to L&B’s MSP Air Cargo Assessment dated October 4, 2021. Will the selected bidder(s) be provided a copy of the full L&B report and detailed backup data as work commences under the new contract?

MAC Response: The selected proposer(s) will be provided a copy of the full L&B report. MAC does not have additional backup data to share.

4. In the Statement of Qualifications, will the estimated costs (i.e. pricing) be required for each of the three phases described under “Scope of Work/Deliverables”? Or is MAC simply looking for hourly rates, and the types of charges expected to be incurred in the course of the work?

MAC Response: MAC would like each proposer to submit an estimate of cost the proposer estimates for each phase described in the RFQ. MAC would also like proposer to submit the hourly rates the proposer plans to charge for staff that will be doing work for the various phases.

5. In the Statement of Qualifications under “Fees & Expenses”, please clarify the requirement to provide an itemization of the “types of reimbursable expenses with proposed charges”. Is MAC asking bidders to estimate the reimbursable expenses or simply to identify the types of expenses that would be reimbursed in the course of the work?

MAC Response: Proposers should provide as much detail as possible regarding the cost MAC should anticipate for each phase. If a phase is proposed to have a fixed cost, please provide the

proposed fixed cost. If the cost of a phase is to be determined via hourly rates, please provide a best estimate of the number of hours to complete a phase and the resulting cost based on the hourly rates of staff completing the work. Please also identify the types of costs expected to be fully reimbursable pass-through costs that may be incurred throughout the relationship with MAC as a continuing consultant.

6. Our team's past air cargo study reports and air cargo recruitment plans all include sensitive / proprietary information. Are we able to submit excerpts of these documents that indicate the contents of the report and which exhibit the quality of writing, data analysis, presentation capabilities, approach etc. versus the entire study or presentation documents?

MAC Response: Yes, excerpts of air cargo study reports and air cargo recruitment plans will be acceptable. Please identify, however, the name of airport or other clients you have completed air cargo study reports and air cargo recruitment plans for.

7. Submissions are to be sent via email to Brian Peters. Will Mr. Peters / MAC be able to confirm receipt of the submissions (via an email reply to the bidder) in a timely manner, so that we are assured that the materials were received ahead of the due date?

MAC Response: Yes, Brian Peters will reply to each proposer that submits a statement of qualifications confirming receipt of submission in a timely manner.