

RFP#120424
CAPITAL CITY AIRPORT HANGAR BUILDINGS

AMENDMENT #1

The following question was received in response to the subject Request for Proposals:

Question: What company(ies) do you recommend/refer for assistance on the RFP? We have never submitted an RFP and would like to be sure that we are doing the correct process/paperwork when it's submitted.

Answer: Resources for this service may be available in the private sector, however, Real Properties cannot make any recommendations. We are not able to assist any bidder in preparing a proposal. The attached checklist may provide guidance on what is required by the RFP for a responsive proposal.

The attached checklist is hereby incorporated in the RFP#120424, as page 16.

CHECKLIST:

- **Transmittal letter.** The Offeror's transmittal letter shall be in a form of a standard business letter and shall be signed by an individual authorized to legally bind the Offeror. The signed letter will legally bind the Offeror. It shall include:
 - A statement indicating the type of entity of the Offeror, and the ownership of such entity.
 - A statement that the Offeror is registered to do business in Kentucky or will obtain a Kentucky business license, as well as any other documents required by law and the regulations of the Commonwealth of Kentucky, prior to commencement of work.
 - A reference to all RFP addenda received from the Commonwealth (by addenda issue date), to ensure that the Offeror is aware of all such addenda in the event there are any.
 - A statement that the Offeror's proposal meets all requirements, provisions, specifications, terms, and conditions set forth in the RFP, or in the alternative, an explanation of any deviations from such terms and conditions, specifications, requirements, or provisions.
 - A statement that the Offeror's proposal shall remain valid for ninety (90) days after the closing date for the receipt of proposals.
 - A signed statement certifying that no personnel currently employed by, under contract with, or in any way associated with the Commonwealth have participated in any activities relating to the preparation of the Offeror's proposal.
 - A statement that acknowledges and agrees to all of the rights of the Finance and Administration Cabinet including terms and conditions, and all other rights and terms specified in this RFP.
 - A statement specifying Offeror's contract manager, address, phone, and email address.
 - An itemization of all materials and enclosures being forwarded collectively in response to this RFP.
 - The transmittal letter shall be signed by the person with authority to bind the Offeror, answer questions, and provide clarification concerning the proposal.

- **The Offeror's construction and operational plan.** Project approach, drawings, and documents:
 - All drawings to be 30" x 42"
 - Provide written and graphic description of Offeror's approach to this project
 - Composition of design and build teams

- Drawings and documents to be submitted shall be completed to a "review ready" design level. The following documents shall be submitted as a minimum for each building:

- Site Plan
 - The building will be shown on the Offeror's plan as generalized footprints.
 - A utilities site plan and/or a written description will be provided by the Offeror, including incorporation of site utilities connections into the proposed building design plans.
- Floor plans of building at 1/8" – 1'-0" showing all rooms, walls, columns, door swings, plumbing fixtures, built-in millwork, cubicle partitions, and other features and spaces which fully describe the various building architectural features for structures. Floor plans shall describe overall dimensions and sizes of major spaces.
- Elevations of façade of building at 1/8" – 1'-0". Include notations of finishes, as well as overall dimensions and height.
- Building sections of building at 1/8" = 1'-0".
- Other sections or plans at the option of the Offeror to fully describe the structural systems.
- Written, detailed narrative description of the mechanical, electrical, life safety, security, and communications systems for building, including if any differing systems or zones within a building that requires separate mechanical systems.
- Narrative of structural systems, including foundations, footings, structural framing, and other necessary information to fully define the structural system that will be used.
- Narrative of mechanical, electrical, and plumbing systems to fully define the systems that will be incorporated in the building.
- Narrative of security system and other security features to fully define the systems and construction that will be utilized to comply with the RFP requirements.
- Provide a critical path method (CPM) schedule to be used on the project.

□ **Offeror's Financial Background** including, but not limited to, the Offeror's ability to provide financial backing for the proposed operation of private hangar facility. Offeror must provide evidence that the completion of the hangar project (including design and construction) will be financially viable to its organization or team. The Offeror must arrange its own financing. The Commonwealth has no arrangement to obligate any state, city, or local government to provide financing.

- The Offeror must provide in its proposal:
 1. A compiled, reviewed or audited financial statement for each of the last three years must be provided for the applicable legal entity submitting a proposal. This statement should, at a minimum, list all assets and liabilities and include the appropriate com0liation, review or audit report from a certified public

- accountant.*
2. A current (unaudited) financial statement.*
 3. Bank references for the Offeror shall be provided including name, address, and current telephone number of the given financial institution. This should include a signed authorization for release of financial information from each bank listed.
 4. Projected design, development costs, and explained contingencies must be detailed. This section provides the opportunity for the Offeror to show the attributes to plan for an overcome obstacles they may encounter.
 5. A description of the proposed financing plan including, but not limited to, source of credit, terms of credit and repayment schedule. Source of credit will identify credit for construction, as well as term of financing of structures.

*if the Offeror is a newly formed entity, the Commonwealth of Kentucky will accept, in substitute of the above two bullets, 3 prior years' tax returns for each member of a newly formed entity

OFFEROR SHOULD MARK AS "PROPRIETARY—NOT SUBJECT TO OPEN RECORDS REQUESTS" ANY SUBMITTED FINANCIAL INFORMATION.

THE FINANCIAL SECTION OF THE OFFEROR'S PROPOSAL WILL BE SCORED BY THE FINANCE AND ADMINISTRATION CABINET'S OFFICE FOR FINANCIAL MANAGEMENT (OFM).

- **Offeror's proposed hangar Parcel #1:**
 - Must be of sufficient size to store between 2 and 4 medium-sized jet aircraft.
 - Must provide evidence acceptable to Kentucky Department of Aviation of at least one medium-sized jet aircraft has been committed and will be based in the hangar.

- **Offeror's proposed hangar Parcel #2 and #3:**
 - Must be of sufficient size to store between 2 and 4 medium-sized piston or turboprop aircraft.
 - Must provide evidence acceptable to Kentucky Department of Aviation of at least one aircraft has been committed and will be based in the hangar.

- **Business and/or Aviation Experience. Offeror must provide in its proposal:**
 - Business and/or Aviation Experience. The Offeror must provide in its proposal:
 - Details of the background of the Offeror, date established, ownership (public company, partnership, subsidiary, etc.), company resources, and details of company experience relevant to the proposed project. List, if any, current or past similar projects developed/management by Offeror. (Note: if an individual submits the proposal, the same type of information will be required.)
 - Should the proposal be submitted by a non-builder, a corporation or business formed solely for the purpose of responding to this RFP, the above information shall be submitted for each individual within the said corporation, business venture, or partnership.

- **Completed Required Forms (Exhibit C of the RFP):**
 - REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS (KRS 45A.110 & 45A.115)
 - AUTHENTICATION OF BID AND AFFIDAVIT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST
 - STATEMENT OF FINAL DETERMINATION OF VIOLATIONS PURSUANT TO KRS 45A.485

- **FORM OF PROPOSAL, FILLED OUT, SIGNED (PAGE 14). This shall be sealed in a separate, sealed envelope submitted with the Offeror's proposal.**

ALL OF THE ABOVE ARE SEALED IN AN ENVELOPE WITH THE BID NUMBER NOTED ON THE OUTSIDE ENVELOPE AND DELIVERED TO THE RECEIVER ON OR BEFORE THE DESIGNATED BID OPENING