



**RFP No. 13-16-11105
Commercial Air Service Passenger Leakage Study**

**Addendum No. 1
May 24, 2013
Questions and Answers**

The following **CHANGE** is being made:

1.01 RECEIPT AND OPENING OF PROPOSALS

JAA will receive Proposals for this solicitation until June 19, 2013 at 2:00 PM (local time) for the purpose of selecting a company to provide a Commercial Air Service Passenger Leakage Study (the "Scope of Services"). The Proposals will be publicly opened at JAA Administration Building, 14201 Pecan Park Road, Jacksonville, Florida at the previously mentioned time and date.

Questions and Answers

- Q1. Please confirm the maximum points awarded as indicated on the Article IV, Proposal Form.
- R1. A revised copy of Article IV, Proposal Form is attached. Please submit this form with your proposal.
- Q2. June 5 falls during one of the busiest times of the year for all of the firms included on this e-mail. I know I speak for all of us when I ask that the Authority please contemplate a 2-week extension so that we all may develop the best proposals possible. .
- R2. Yes. Refer to Article 1.01 change as listed above.
- Q3. JAA requested that one example of a commercial air service passenger leakage study completed within the past five years be submitted with the firms' proposal. If the sample is marked confidential and proprietary, under State of Florida public records laws will the example be released if someone makes a public records request?
- R3. JAA will treat the examples as confidential to the extent permitted by law. **EACH** individual page should be marked as confidential. The sample must be place in a sealed envelope, which should be marked, "CONFIDENTIAL AND PROPRIETARY BUSINESS INFORMATION SUBMITTED PURSUANT TO REQUEST FOR PROPOSALS NO.13-16-11105". The Respondent's name and address should be included on the sealed envelope.
- Q4. Part of our team works from the Vancouver Canada office and would be covered by the workers' compensation insurer in British Columbia (Worker's Compensation Board of British Columbia). Please confirm if this will adequately meet the requirements under Section 2.05, Insurance, as defined in the RFP.
- R4. The Respondent needs to confirm with the Canadian insurance company if the policy provides workers compensation coverage for the Respondent's employees while in the



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State of Florida. If yes, the Respondent must submit documentation of the same. If no, the Respondent must provide adequate insurance coverage upon contract award.

Q5. With respect to section 3.02, Scope of Services, there are four items listed:

- A. Leakage Study
- B. Domestic Market ASD analysis, opportunities and recommendations
- C. International Market ASD analysis, opportunities and recommendations
- D. Other Air Service Opportunities

Please confirm the following:

The "Proposed Fees" as per section "F" in Article IV are for item A only, with hourly rates provided for B,C,D or; should the fees cover A,B,C and separately hourly rates for D?

If the latter, and the fees are to include A, B, C, the project fees and duration suggest considerable carrier costs to the respondent should there be no milestone payments as per section 2.09. Would the airport be acceptable to reconsidering this position and authorizing payment upon successful completion of item A.

R5. The proposed fees as per Article IV, item F, are for item A only, with hourly rates provided for B, C and D.

The Question and Answer period closes June 12, 2013 at 5:00 PM (local time)

Proposal Due Date is June 19, 2013 at 4:00 PM (local time)