



Rhode Island Airport Corporation

February 10, 2023

**ADDENDUM NO. 001
Request for Qualifications No. 33625
Shuttle Bus Service Provider
Rhode Island T. F. Green International Airport**

Prospective proposers and all concerned are hereby notified of the following changes in the Request for Proposals (RFP) document related to RFP No. 33625. These changes shall be incorporated in and shall become an integral part of the contract documents.

Update to key milestone dates:

1. The anticipated timeline for the selection process is as follows:

RFP Advertisement	February 8, 2023
Mandatory Pre-Proposal Meeting No. 1*	February 23, 2023
Mandatory Pre-Proposal Meeting No. 2*	March 1, 2023
Deadline for Questions	March 6, 2023
Addendum Issued	March 10, 2023
Deadline for Proposals	March 23, 2023
Interviews	April 3-6, 2023
Board Approval/Contract Award	May 2023

***Proposers must attend at least one of the two pre-proposal meetings. Proposers are requested to plan time and efforts accordingly.**

2. **Replace this section in its entirety:**

REQUEST FOR PROPOSALS REQUIREMENTS

RIAC will conduct two (2) mandatory pre-proposal meetings and site tours on:

February 23, 2023 at 11:00AM in the Mary Brennan Board Room

March 1, 2023 at 11:00AM in the Grant Room

Rhode Island T. F. Green International Airport Terminal Building
2000 Post Road, Second Level
Warwick, Rhode Island 02886

Firms interested in submitting proposals are required to have an authorized representative(s) at this meeting. PLEASE NOTE THAT PROPOSALS MAY ONLY BE SUBMITTED BY PROPOSERS WHO ATTEND ONE OF THE TWO MANDATORY PRE-PROPOSAL MEETINGS.



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RIAC requires respondents to keep proposal to a maximum of ten (10) double sided 8 ½ x 11 pages, no less than size 12 font, excluding:

- Cover Letter (one single sided page)
- Table of Contents
- Dividers
- Resumes (each resume should not exceed one double sided page)
- Professional References
- Management & Operations Plans (not to exceed three double sided pages)
- Customer Service Plans (not to exceed three double sided pages)
- Transition Plan (not to exceed two double sided pages)
- Fee Proposal (Attachment B)

RIAC will not accept videos, simulations, or other electronic presentations for this submittal. However, such electronic information may be presented during an interview process for the shortlisted proposers.

Proposing Firm's shall submit one electronic (Thumb/Flash Drive only accepted) and five (5) printed copies of the proposal to:

Office of Procurement
Rhode Island Airport Corporation
Rhode Island T. F. Green International Airport
2000 Post Road, 3rd Floor
Warwick, RI 02886-1533

**All proposal packages shall be clearly marked on the outside with attention of:
Attn: Shuttle Bus Service Provider - Contract 33625**

The proposal must be received no later than 2:00PM EDT, March 23, 2023. RIAC accepts deliveries during normal business hours Monday through Friday 8:30am to 4:00pm EDT excluding national and local state holidays. It is the sole responsibility of the responding firm to ensure delivery of its proposal/bid on or before the due date/time. RIAC will not accept any bid/proposal that is received after the due date/time with NO EXCEPTIONS. RIAC will not accept electronic submissions (email, web, fax, etc.). Questions concerning this RFP should be directed, via email, to procurement@pvdairport.com no later 2:00PM EST, March 6, 2023. RIAC will respond to all relevant questions no later than end of day EST, March 10, 2023 via addendum. This addendum will be posted to RIAC's website (www.flyri.com) and the State of Rhode Island's Division of Purchasing website (www.ridop.ri.gov/).

RIAC accepts no financial responsibility for any costs incurred by a firm in responding to this RFP, participating in oral presentations, or meeting with RIAC prior to being awarded



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the contract. The proposals in response to this RFP become the property of RIAC and may be used by RIAC in any way it deems appropriate. All information submitted in response to this RFP is deemed public and subject to disclosure unless a separate redacted public copy is submitted, regardless of whether the information is marked confidential/proprietary. Firms may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act (R.I. Gen. Laws § 38-2 et. seq.). If firm does not submit a redacted public copy, RIAC assumes that firm is not seeking confidential treatment for any of its information and thus, all information is subject to public disclosure. By submitting a proposal, the firm certifies that it has fully read and understands the RFP, has full knowledge of the scope of work to be provided, and accepts the terms and conditions under which the services are to be performed. RIAC will be the sole judge in determining as equivalent products (if applicable).

RIAC reserves the right to interview some, all, or none of the Contractors responding to this RFP based solely on its judgment as to the Contractor's proposals and capabilities. Please note, RIAC is tentatively reserving April 3, 2023 through April 6, 2023 for any potential interviews. Proposers are asked to reserve these dates accordingly. RIAC reserves the right to request and consider additional information from submitters and to reject any and all submittals on any basis without disclosing the reason. No Contractor may withdraw their submittal for at least one hundred twenty (120) days after the time and date set for submission.

RIAC reserves the right to waive any irregularities and technical defects. RIAC reserves the right to modify, amend or waive any provision of this RFP, prior to the issuance of a contract for the consulting services.

#####END OF ADDENDUM###