

**ADDENDUM NO. 01
TO REQUEST FOR PROPOSALS
AD HOC FENCE REPAIR PROJECT
JMAA PROJECT NO. 010-20
DATED SEPTEMBER 23, 2020**

This Addendum No. 1 ("Addendum") to the Request for Proposals ("RFP") to provide fence repair services to JMAA in connection with the Ad Hoc Fence Repair Project , Project Number 010-20, issued by the Jackson Municipal Airport Authority ("JMAA") as of this, the 16th day of October 2020.

1. Defined Terms. Capitalized terms used but not defined in the Addendum have the respective meanings given in the RFP.
2. Deadline for receiving Proposal. The second paragraph of the Advertisement for Request for Proposal has been replaced with the following:

*"JMAA will receive electronic sealed Proposals. All Proposals will be accepted until **Friday, October 30, 2020 at 4:00 pm (CST)** (the "Deadline"). Electronic submissions are to be submitted to Chad Parker, Director of Procurement, via email at bids@jmaa.com. JMAA will also accept submission of Proposal via hand delivery (electronic submission and/or printed submission) and via mail service delivery (electronic submission and/or printed submission). Should you choose to submit your Proposal via hand delivery or mail service delivery, you will need to use the address listed below:*

*JMAA Administrative Offices
Attention: Chad G Parker, Director of Procurement
Suite 300
Main Terminal Building
Jackson-Medgar Wiley Evers International Airport
100 International Drive
Jackson, Mississippi 39208."*

3. Identification Information (Certificate of Responsibility). The third paragraph of the Advertisement for Request for Proposal has been replaced with the following:

"The following identification information must be provided with the submission: (i) Attention: Chad G Parker, Director of Procurement, (ii) Bidder's company name, (iii) Certificate of Responsibility Number, and (iv) the wording: "Ad Hoc Fence Repair, Project No. 010-20" If the submission is submitted via email, then the identification information must be provided in the email subject line. If the submission is submitted by hand delivery, then the identification information must be marked on the outside or exterior of the bid envelope or container."

4. Copies to be Provided: Section 2.5 of the RFP has been replaced with the following:

"Copies to be Provided. Each Respondent must submit one (1) copy of its entire Proposal

(including all attachments and exhibits) in digital format. The digital copy of the Proposal shall be submitted in Adobe.pdf (searchable) format via email to bids@jmaa.com. JMAA will also accept submission of Proposal via hand delivery (electronic submission and/or printed submission) and via mail service delivery (electronic submission and/or printed submission). Should you choose to submit your Proposal via hand delivery or mail service delivery, you will need to use the address listed below:*

*JMAA Administrative Offices
Attention: Chad G Parker, Director of Procurement
Suite 300
Main Terminal Building
Jackson-Medgar Wiley Evers International Airport
100 International Drive
Jackson, Mississippi 39208.*

All electronic submissions delivered via hand delivery or mail service delivery shall be on a flash drive, placed in an envelope clearly marked with the Project Name, Project Number, Respondent's Company Name, Certificate of Responsibility Number, and Attention: Chad G Parker, Director of Procurement."

5. Criteria for Selection. Section 4.1 of the RFP has been replaced with the following:

"All submissions per Part II, GENERAL REQUIREMENTS FOR PROPOSALS, received by the Deadline will be reviewed and evaluated by JMAA."

6. Criteria. Section 4.2 of the RFP has been replaced with the following:

"All Proposals received by the Deadline will be reviewed and evaluated by JMAA. Respondents will be selected by JMAA in priority order for negotiation of the Agreement, based on JMAA's determination, in its sole discretion, as to the Respondent best qualified to perform the Services. Responses shall be evaluated according to the criteria listed below, in order of importance, from highest to lowest with maximum points to be awarded listed."

7. Pre-Submission Video Conference. A Pre-Submission Video Conference was held on Tuesday, October 13, 2020 at 10:00 am (CST). The Pre-Submission Video Conference was recorded and the link to the video is listed below for your viewing.

Pre-Submission Video Conference:

<https://vimeo.com/468987058>

8. Pre-Submission Video Conference Minutes. The minutes are included as Attachment 1 of this Addendum.

9. DBE Point of Contact. On Appendix A of the Pre-Submission Video Conference Power Point Presentation, the contact information for DBE Questions has been replaced with the following:

Bart Daughdrill
Contract Compliance Specialist
Email: bdaughdrill@jmaa.com
Phone: 601-360-8610

10. Acknowledgement of Addendum. Per the General Requirements of the RFP, Respondents must acknowledge receipt of this, and any other Addendum issued in support of this RFP utilizing the Acknowledgment of Receipt of Addendum form provided in this Addendum as Attachment 2. Submit completed Acknowledgement of Receipt of Addendum forms, for each Addendum issued with your Proposal.

JACKSON MUNICIPAL AIRPORT AUTHORITY



Chad G Parker
Director of Procurement

Date: October 16, 2020

Attachment 1

PRE-SUBMISSION VIDEO CONFERENCE MINUTES

AD HOC FENCE REPAIR PROJECT

at the

Jackson Medgar-Wiley Evers International Airport & Hawkins Field

Project # 010-20

VIDEO CONFERENCE

(Link: <https://call.lifesizecloud.com/4056382>)

Dial in Number: (312) 584-2401 | Extension: 4056382

DATE: Tuesday, October 13, 2020, TIME: 10:00 p.m.

PARTICIPANTS:

Presenters

Name	Company
Mr. Paul A. Brown	CEO, JMAA
Mr. Chad Parker	Director, Procurement, JMAA
Ms. Shellie Michael	Epic Resources/Consultant DBE & Procurement, JMAA
Mr. Shawn Hanks	Interim Director, IT, JMAA

Attendees

Name	Company	Email Address
Vera Hall	Innovative Performance Construction Company, LLC	InnovativePerformance@yahoo.com
Bart Daughdrill	JMAA	bdaughdrill@jmaa.com
Tiffany Edinburgh	JMAA	tedinburgh@jmaa.com

1.0 WELCOME / OPENING REMARKS:

The Pre-Submission Video Conference for the Ad Hoc Fence Repair Project was called to order at 10:00 a.m. with a brief Welcome and Opening Remarks by Mr. Paul Brown – CEO of JMAA.

2.0 PROJECT DETAILS:

Mr. Chad Parker – Director of Procurement gave a brief overview of the project history/background, scope of work, and safety and security requirements for the project. The Scope of Work for the project is generally summarized as follows:

Identified below are the technical specifications of the fence gates, and automated equipment located at JAN and HKS.

JAN

- Approximately 50,000 linear feet of #9 gauged, 6-foot - 8-foot tall chain link fence supplemented by 3 strands of barbed wire angled at 45 degrees and also supplemented by razor wire.
- 26 manually operated gates.
- 7 motorized automated access-controlled gates.

HKS

- Approximately 35,000 linear feet #9 gauged, 6-foot tall chain link fence supplemented by 3 strands of barbed wire angled at 45 degrees.
- Approximately 800 linear feet of wrought iron 6-foot tall fence.
- 5 automated access-controlled gates.
- 2 pedestrian walk through gates.

Additionally, a brief overview was given on project site pictures and JMAA's Bid Evaluation Criteria for Request for Proposal (RFPs).

The Presentation is attached.

3.0 DBE PARTICIPATION:

Ms. Shellie Michael, Epic Resources/Consultant DBE & Procurement at JMAA gave a brief overview on DBE Participation. JMAA has not established a DBE goal for this project; however, competitive processes with credit for minority participation will be utilized. Since there is no DBE Goal on this project, exhibits 5-9 and not applicable and should not be completed by respondents on this project.

The Presentation is attached.

4.0 TECHNICAL ASSISTANCE:

Mr. Shawn Hanks, Interim IT Director provided information about JMAA's document submittal guidelines as there are some specific JMAA policies which must be adhered to in document submittal.

The Presentation is attached.

5.0 QUESTIONS & ANSWERS:

Mr. Chad Parker, Procurement Director facilitated the Q&A Session for Attendees. The questions and answers are listed below.

5.0 TECHNICAL AND PROCUREMENT QUESTION AND ANSWER SEGMENT

No.	Questions Raised by Attendees	Responses Given
1	N/A	N/A
2		
3		

6.0 PRE-SUBMISSION VIDEO CONFERENCE CLOSING:

Mr. Chad Parker thanked everyone for their participation. They were informed that the Minutes will be circulated as well as any follow up Addendums.

Attendees were reminded to submit any questions in writing to Mr. Parker and responses will be provided and circulated to all attendees.

The Pre-Submission Video Conference ended 10:25 a.m.



JACKSON MUNICIPAL AIRPORT AUTHORITY

Your Connection to the World

PRE- SUBMISSION VIDEO CONFERENCE

AD HOC FENCE REPAIR PROJECT
at the Jackson-Medgar Wiley Evers International Airport and
Hawkins Field Airport

PROJECT NO. 010-20

TUESDAY, OCTOBER 13, 2020 | 10:00 AM CST

WELCOME & OPENING REMARKS

Paul A. Brown, CEO
Jackson Municipal Airport Authority





PROJECT DETAILS

- Project Name: Ad Hoc Fence Repair Project
- Location: Jackson-Medgar Wiley Evers International Airport & Hawkins Field Airport
- Proposal Due: Friday, October 30, 2020 – 4:00 PM (CST)

Conference Attendees – In an effort to keep you informed on project updates and other JMAA bid solicitations, please submit contact information to include (Name, Company Name, Telephone Number, and Email Address) to:

LSherie Dean by email contactinfo@jmaa.com

Email Subject:

COMPANY CONTACT INFORMATION– Ad Hoc Fence Repair Project,
Project No. 010-20

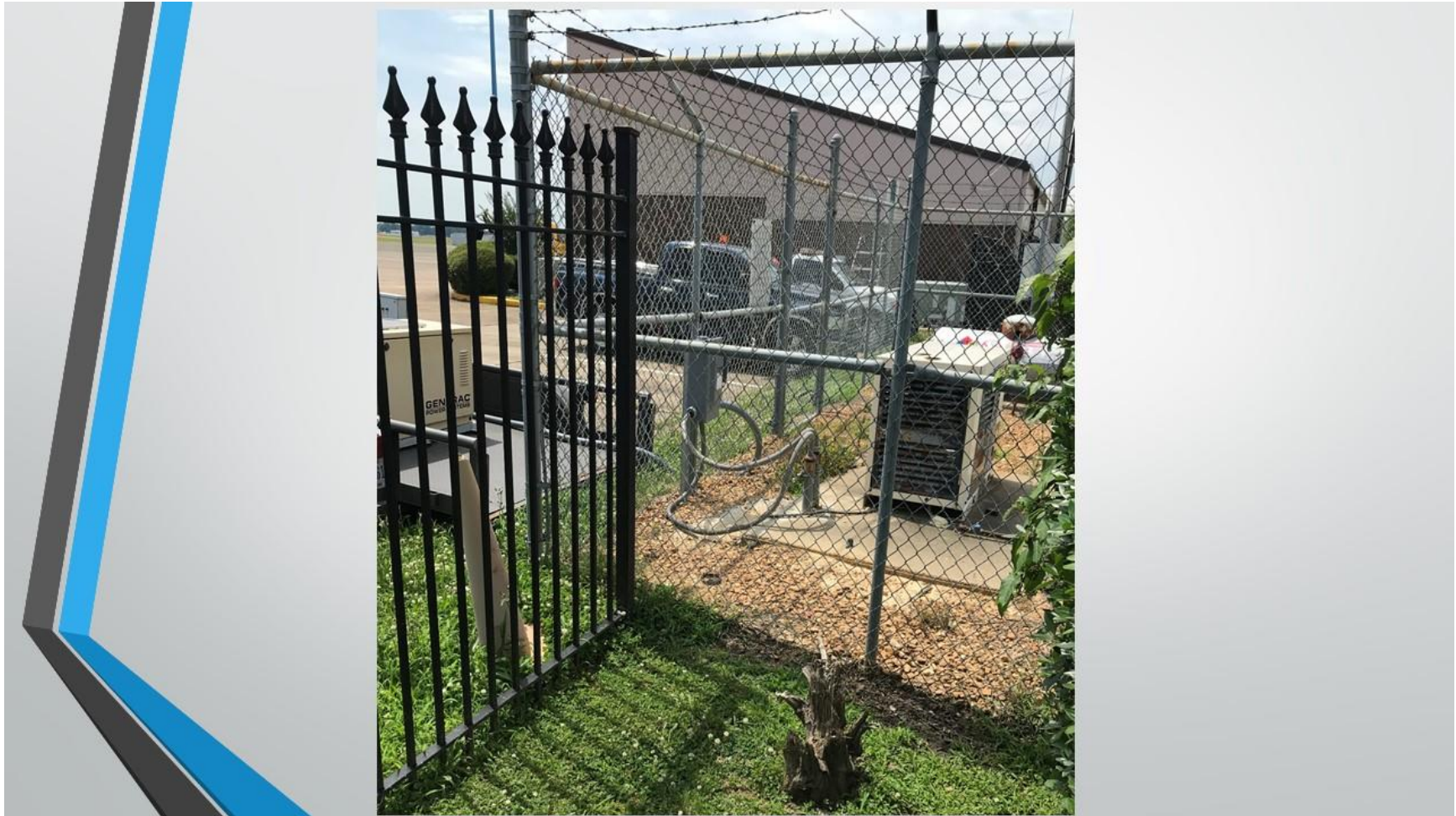


PROJECT DETAILS

- Description and Background
- Scope of Work
- Safety and Security Requirements











SCORING CRITERIA

Standard Selection Process - RFP

Selection Criteria	Total Point Value Available
Experience	Maximum - 25
Qualifications	Maximum - 10
Minority Participation	Maximum - 20
Capacity	Maximum - 20
Organization of Submission	Maximum - 15
Fees	Maximum - 10
Total - 100	

DBE PARTICIPATION

- Goal for Project
- Subcontractors Utilization
- DBE Technical Assistance



TECHNICAL ASSISTANCE



Use this link: <http://jmaa.com/corporate/partner-with-us/procurement/>

To download proposal solicitation, you must login or register

To receive addendums and other supplemental information on this project



Bid Document Submittal

Manner of Submitting Proposal:
Electronic Mail, Hand Delivery or Mail Service

Deadline for submission of proposal:

**Friday, October 30, 2020,
4:00 PM (CST)**



QUESTIONS & ANSWERS

APPENDIX

Appendix A - JMAA Contact Information

Appendix B - Dates to Remember

Appendix C – Proposal Submission Checklist

Appendix D - Common Errors in Submittals

APPENDIX A JMAA CONTACT INFORMATION

Contact for Questions

Chad Parker
Director of Procurement
Email: cparker@jmaa.com
Phone: 601.750.1008

Contact for DBE Questions

Bryan Gleason
Director of DBE
Email: bgleason@jmaa.com
Phone: 601-966-4776

Contact for Technical Assistance

Shawn Hanks
Interim Director of IT
Email: shanks@jmaa.com
Phone: 601.664.3592

Contact to Send Business Contact Information for Project Updates, Addendums, and Etc.

LSherie Dean
*Director of Communications, Marketing &
PR*
Email: contactinfo@jmaa.com
Phone: 601.715.6918

Contact for DBE and Procurement

Shellie Michael, Epic Resources, LLC –
DBE & Procurement Consultant
Email: shellie@epicresourcesllc.com
Phone 601.955.9229



APPENDIX B

DATES TO REMEMBER

DEADLINE FOR QUESTIONS:

TUESDAY, OCTOBER 20, 2020 | 4:00 PM (CST)

DEADLINE FOR BID SUBMISSION:

FRIDAY, OCTOBER 30, 2020 | 4:00 PM (CST)



APPENDIX B: *CONTINUED*

SUBMITTING BIDS VIA EMAIL

Email bid documents to Procurement at bids@jmaa.com

REQUIRED IDENTIFICATION INFORMATION:

- Respondent's Company Name
- Project Title, "Ad Hoc Fence Repair Project, Project No. 010-20" in Subject Line.

Proposals received after the deadline will not be accepted.



APPENDIX B: *CONTINUED*

HAND-DELIVERED/MAIL SERVICE SUBMISSIONS

DELIVER TO:

- JMAA Administrative Office
- Attention: Chad Parker, Director of Procurement
- Jackson-Medgar Wiley Evers International Airport (JAN)
- 100 International Drive, Suite 300 | Jackson, MS 39208

ENVELOPE/FLASH DRIVE:

- Respondent's Company Name
- Project Title, "Ad Hoc Fence Repair Project, Project No. 010-20"

It is the responsibility of the Bidder to ensure that the sealed Bid is delivered by the Bid deadline.



APPENDIX C

PROPOSAL CHECKLIST

The list below is provided to the Respondent as a checklist to verify that all required documentation/information listed in this RFP is included in the Respondent's submittal. This checklist in no way supersedes any requirement listed in the RFP. It is the Respondent's responsibility to verify all required documentation is included in the submittal.

- ☐ Identification of Respondent attached as [Exhibit 2](#) (Signature and Notary Required), which includes:
 - Full legal name and type of business entity of the Respondent;
 - Street and mailing address of Respondent;
 - Name of Respondent's representative for notification purposes;
 - Address and phone number of representative if different from address provided above; and
 - Name, titles, and business address of each director, senior officer and any shareholder, partner or member having, owning or controlling 10% or more ownership interested in the Respondent.
- ☐ Organizational summary, which includes:
 - A description of the Respondent's organization;
 - A description of the key personnel the Respondent would utilize; and
- ☐ Experience of the Respondent, [Exhibit 4](#), which includes:
 - Evidence of related work experience
 - References.
- ☐ Proposed Plan with milestones and Schedules
- ☐ Fee Schedule



APPENDIX C: *CONTINUED*

PROPOSAL CHECKLIST

☐ **Statement of Affirmation Form, Exhibit 12, which includes**

- Acknowledgement statement of capability to meet insurance requirements if selected for the Services
- A statement related to any terminated contracts during the past five (5) years
- Any terminated contracts, forfeiture, etc. or affirmation there are none;
- Any judgements or pending/threatened lawsuits or affirmation there are none; and/or
- Any Bankruptcies or affirmation there are none.
- Respondent and Sub-Consultant sufficiently staffed and capable of performing the Services.
- Respondents and Sub-Consultant's expertise and special knowledge.

☐ **Respondents and Sub-Consultant's evidence of professional qualifications (certifications).**

☐ **DBE Participation, which includes: (NOT REQUIRED FOR THIS PROJECT)**

- DBE Utilization Plan attached as **Exhibit 6 (Signature required)**;
- DBE Good Faith Effort Certification, **Exhibit 7 (Signature required)**
- DBE Good Faith Effort Statement, **Exhibit 8 (Signature required)**
- DBE Project Participation Compliance Report, **Exhibit 9 (Signature required).**



APPENDIX C: *CONTINUED* PROPOSAL CHECKLIST

- ☐ Subconsultant Commitment and Confirmation Form, **Exhibit 10**
(Signatures required);
- ☐ Number of copies to be provided
- ☐ One (1) digital copy
- ☐ Procurement QA and Verification Profile Sheet, **Exhibit 13**
- ☐ JMAA Cost Itemization Form, **Exhibit 15**
- ☐ Acknowledgement of any Addenda issued in relation to this RFP (Signature required).
- ☐ Conflict of Interest and Gratuities Statement attached as **Exhibit 3**
(Signature required).
- ☐ Submitted all documents and requirements Identified in Section II and III of the RFP – General Requirements of the Proposal and Information required from respondent



APPENDIX D: *CONTINUED* **COMMON ERRORS**

- Forgetting to sign the proposal
- Failure to acknowledge receipt of addenda's
- Failure to return all required forms
- Late delivery
- Submit documents in format not accepted



AD HOC FENCE REPAIR PROJECT

PROJECT NO: 010-20

Attachment 2

Acknowledgment of Receipt of Addendum Addendum #1

Issue Date: October 16, 2020

**REQUEST FOR PROPOSALS
AD HOC FENCE REPAIR PROJECT
PROJECT NUMBER 010-20
DATED SEPTEMBER 23, 2020**

By signing this document, I _____, acknowledge the receipt of the above mentioned addendum and that it shall be included with the Proposal submitted for consideration for the above mentioned Project.

Name of Firm _____

Signature

Date