



TO ALL BIDDERS OF RECORD

This Addendum will form part of the contract documents. The bidding documents are amended as noted in Questions

Q1. One area of potential climate change impact listed in the scope is Migratory Birds and Large Animals. Can you please provide details on the extent of Migratory Bird Studies and/or Wildlife Surveys completed for the SJA site, and if these studies are included in the Environmental Baseline Studies Vol 1 and 2? If these studies are not included in those volumes, can you please indicate if Bird and Wildlife studies have been previously completed for the SJA facility, what year they were completed and confirm the successful bidder will have access to these study reports?

A1: Under current circumstances it is anticipated that the successful proponent will make use of existing available information with respect to these topics. This will include all information available from SJAA; as well as published data from other sources as available. SJAA anticipates that the successful proponent will utilize their knowledge and expertise to identify other data sources that can be used to provide input to this study.

Q2. A review of best practices and lessons learned by other airport authorities, including a review of software solutions to analyze economic impact. Please clarify what is meant by "software solutions to analyze economic impact"?

A2: This is a risk assessment and management project, requiring assessment of multiple variables with uncertain outcomes. The outputs of the project will help guide airport planners in making long term and complex investment decisions. SJAA is interested to learn how other airports are approaching this challenge and to what extent, if any, economic analysis software is being used in the analysis and planning process.

Q3. The request for a GIS-based model for site analysis of risk includes mention of "tenant management" along with other considerations such as site vulnerabilities and mitigation capabilities. Can you please expand on your requirements for the tenant management considerations to be built into this model?

A3: SJAA expects to be able to understand the key areas of risk and to be able to identify those that arise from/impact on land and/or assets owned and operated directly by SJAA; and those that are associated with tenants. The GIS model should clearly delineate this.



Q4. Due to conflicting wording in the RFP we request clarification on the following:

- P7 & P11 - Are the Key Staff CVs (Appendix) to be included in the 25 page limit?
- P7 & P11 - Are CVs to be included in the Appendix?
- P7 & P11 - Are rep projects included in the 25 page limit?
- P7 & P11 - Are rep projects included in the body of the proposal or the Appendix?

A4: SJAA sees no conflict in the wording; however, for greater clarity and to avoid potential for

- Key Staff CVs are to be included as an Appendix;
- The Key Staff CVs are included in the 25 page limit (any title page used to separate the body of the CVs for other staff are not required);
- Project Descriptions are to be included in the body of the proposal (not as an Appendix);
- Project Descriptions are included in the 25 page limit.

Q5. The global COVID-19 pandemic has created a need for social distancing measures and other safeguards to protect the safety of workers and the general public. These COVID-specific safety policies have led to agencies and service providers changing from in-person engagements to engagements/meetings conducted in virtual formats (i.e. Videoconferencing, webinar platforms, etc.). Please confirm any SJA policies or specific needs for in-person engagements within the current pandemic environment.

A5: SJAA seeks to minimize the requirement for in-person meetings and engagements, through use of virtual tools wherever possible. When in-person engagement is required the following protocols are to be followed:

- In public areas the use of masks is mandatory.
- In non-public areas Social Distancing of 2m is to be observed whenever possible.
- If 2m distances cannot be maintained then the use of masks is mandatory.

Q6: It is stated that the key team members are to be no greater than 5 in number. As there is going to be a UNB student assigned to the project, is this person a “key team member” and to be considered one of the 5

A6: The student should not be counted as a “key team member”



Q7: Is Saint John Airport able to provide a sample or draft copy of the contractual terms and conditions that would arise from this RFP? If not, would the addition of the proponent's terms and conditions to the proposal response be cause for disqualification?

A7: The inclusion of the proponent's terms and conditions as a clearly marked appendix to the proposal would not be regarded as a cause for disqualification. Please note that project award will be subject to the agreement of mutually acceptable terms and conditions.

Q8: Would like to request an extension to the RFP deadline of 7 days with the close date moved to September 17, 2020.

A8: Saint John Airport will extend the RFP deadline until 2:00pm on September 17, 2020.

Prospective consultants are required to sign and date each Addendum received and submit a copy of the same to the SJAA as part of the Proposal submission.

Signature:

Date:

END OF ADDENDUM