

**NOTICE TO ALL PROPOSERS**

**ADDENDUM NO. 1**

**TO THE REQUEST FOR QUALIFICATIONS FOR**

**AS NEEDED PROFESSIONAL SERVICES  
ENVIRONMENTAL SCREENING STUDIES, LAND PLANNING, SURVEY/PLANNING**

**JANUARY 12, 2026**

The following Addendum dated January 12, 2026, shall be made a part of the Request for Qualifications (RFQ) dated December 22, 2025, for As-Needed Professional Services for Environmental Screening Studies, Land Planning, and Survey/Planning.

**RESPONSES TO QUESTIONS**

**Q1.** Will Consultants on the As-Needed Land Planning be precluded from any of the upcoming Design Projects?

**Answer:** No. Consultants engaged under the As-Needed Land Planning contract will not be restricted from participating in upcoming design projects.

**Q2.** If so, will this be true for the subconsultants or only the Prime?

**Answer:** Since there are no restrictions, this applies to both the Prime consultant and any subconsultants. All parties remain eligible to participate in future design projects.

**Q3.** Can TAA please clarify how points in the selection criteria would be calculated or distributed or weighted between the two or three disciplines if they are to be considered separately?

**Answer:** The selection criteria and their relative weights are outlined in Section V.8 – *Selection Criteria* and remain as follows:

- Firm Qualifications and Experience – 40 points
- Availability and Commitment of Qualified Staff – 40 points
- Experience of Key Personnel to be Assigned to TAA As-Needed Services – 20 points

If multiple disciplines are proposed, the Selection Committee will evaluate each discipline separately using these same criteria and weights. Points will be applied based on the qualifications and experience relevant to each discipline.

**Q4.** Due to cybersecurity programs having slightly different objectives or information security management parameters, can TAA identify the standards to be used for a cybersecurity audit under 1.3?

**Answer:** Essentially, we are looking for some structure towards how the cyber program is developed/run. NIST CSF is the most common framework/standard as the controls are high level approach to various objectives. ISO27001 is a cert that can attest to the standard being followed. We just need something to document that there is a standard of controls being utilized by the organization.

## **PRE-SUBMITTAL CONFERENCE SUMMARY**

**Project Name:** As-Needed Professional Services – Environmental Screening Studies, Land Planning, and Survey/Mapping

**Date:** Wednesday, January 7, 2026

**Time:** 11:30 a.m.

**Location:** Catalina Room

**Funding:** TAA

**Procurement Officer:** Sara Perry

**Project Principal:** Mike Williams

## **SIGN IN AND INTRODUCTIONS**

1. See attached Sign-in Sheet for attendees.
2. Sara Perry welcomed all attendees and made brief introductions. She indicated that the minutes of the pre-submittal conference will be distributed to all meeting attendees and RFQ holders of record. Further addenda, if any, will be distributed to pre-submittal meeting attendees and firms on the RFQ Holders List. Sara Perry will open the floor for questions at the end of the presentation, so please hold your questions until then. She reminded attendees that all questions and responses will be formally documented in the meeting minutes and issued via Addendum #1.

## **GENERAL INFORMATION**

1. TAA intends to award each contract in February 2026. Each contract will have an initial term of three (3) years, with the option to renew for up to two (2) additional one-year terms.
2. The Professional Services included in this procurement will be funded by TAA funds only. As-needed services will not be funded by FAA AIP or ADOT Aeronautics grants.
3. The Professional Services included in this Request for Qualifications are for the development of both non-aeronautical land holdings and traditional airport projects at TUS and Ryan Airfield. The category of Professional Services is: Environmental Screening Studies, Land Planning, and Survey/Mapping.
4. TAA shall not be held responsible for any oral instructions. Any changes to this RFQ will be in the form of an addendum, which will be furnished to all registered RFQ holders and pre-submittal meeting attendees.

5. This RFQ does not obligate TAA to award the contract to any firm nor to pay any cost incurred in the proposal process or in the preparation of Statements of Qualifications (SOQs) submitted in response to this RFQ. TAA reserves the right to reject any and all SOQs or to accept any firm which is deemed to be advantageous to the public and TAA.

6. The SOQ and other requested information must be completed, in its entirety, to the best of the Respondent's ability and the Respondent must represent and warrant that all information contained therein is true and correct to the best of the Respondent's knowledge.

7. No representative or agent of the Respondent may contact any member of the staff or Selection Committee, any member or director of TAA or any other agent or consultant of TAA, either directly or indirectly. Questions related to the RFQ or SOQ process may be directed in writing to Sara Perry by email at [sperry@flytucson.com](mailto:sperry@flytucson.com). Any communication, or attempted communication, with any person other than Sara Perry shall, in the sole discretion of TAA, be grounds for disqualification of the firm.

8. All information received by TAA in response to this RFQ or contained in the SOQs shall be confidential. The SOQs shall be open to public inspection after the contract is awarded and executed by TAA. To the extent the firm designates, and TAA concurs, trade secrets and other proprietary data contained in the firm's SOQ will be kept confidential.

9. TAA will issue the minutes of the pre-submittal conference and written responses to any questions received to all RFQ holders no later than Monday, January 12, 2026. Any questions that the Respondents may have about the RFQ or the project should be emailed to Sara Perry no later than 2:00 p.m. on Wednesday, January 14, 2026. TAA will issue a final addendum, if necessary, on Friday, January 16, 2026.

#### **DISADVANTAGED BUSINESS ENTERPRISE**

10. DBE. It is the policy of TAA to ensure Disadvantaged Business Enterprise firms ("DBEs"), have a fair and equal opportunity to participate in TAA's contracts. Pursuant to the U.S. Department of Transportation's Interim Final Rule (IFR) issued September 30, 2025, (see Disadvantaged Business Enterprise Program and Disadvantaged Business Enterprise in Airport Concessions Program Implementation Modifications, 90 Fed. Reg. No. 190, page 47969-47982), until TAA completes the reevaluation process described in the IFR, TAA will no longer include DBE contract goals or count DBE participation toward overall program goals.

#### **PROPOSAL REQUIREMENTS**

1. Sara Perry reminded the firms to carefully review the SOQ requirements described in Section V (5) on page 5.
2. Respondents should review the insurance requirements described in Section IV (4), beginning on page 4 of the RFQ to confirm that they can comply.
3. Reference information to include three (3) names with telephone numbers and email addresses for each category of as-needed services proposing for is required under Section V(5).3.A.1.d of the RFQ. Client references provided in the SOQs should not include TAA.
4. Failure on the part of a Respondent to provide any portion of the required documentation may be cause for rejection of the SOQ. In the event of any conflict between any of the SOQ documents, resolution thereof shall be at TAA's sole discretion.
5. Written SOQs will be received by TAA, until 2:00 p.m. local Tucson time on Thursday, January 22, 2026, attention Sara Perry, Procurement Administrator, at the TAA Administration Offices, Tucson International Airport Terminal, Third Floor, 7250 South Tucson Blvd., Suite 300, Tucson, Arizona 85756. One (1) original and Five (5) copies of the SOQ are required to be addressed and delivered by hand or UPS/FedEx to TAA on or before the day and hour set for receipt. An SOQ may be withdrawn by written request any time before the scheduled time and date for receipt. Any SOQ submitted after the designated date and time will not be accepted or considered. Make sure the Project Name is clearly indicated on the outside of the box/envelope. SOQs submitted after that time may not be accepted.
6. SOQs may be withdrawn either personally or by written request any time before the scheduled date and time of receipt.

## **SELECTION PROCESS**

1. TAA is conducting a selection process in accordance with the requirements of Title 34 A.R.S. to select firms to provide Professional Services for the project listed in the RFQ.
2. SOQs from interested firms will be evaluated by an in-house Selection Committee, which will rank the SOQs based on qualifications only. It is the intent of the Authority to select up to three (3) firms per discipline.
3. The Selection Committee will prepare a final ranking of firms in the Professional Services category.

## **SCOPE OF WORK**

Tony Bianchi provided scope of work briefing.

The on-call related services are intended for firms with current, recent and successful project planning, environmental, or surveying experience at Small-Medium Hub sized and general aviation airports. Firms should have related experience capable of providing a majority of requested services with existing firm personnel and resources. Firms may submit on one or multiple disciplines included in this Solicitation. Firms should have established relationships with key personnel and be familiar with applicable guidance from FAA, Airports District Office (ADO), and Arizona Department of Transportation (ADOT) Aeronautics.

Individual Work Authorizations may range from small tasks requiring just a few hours (e.g., developing a conceptual exhibit or cost estimate), to more complex projects which may or may not include plans, technical specifications, bidding assistance, permitting support, and plan development administration etc. The consultant shall be expected to work closely with TAA's internal teams and other contracted parties, ensuring integration with overall project objectives, airport operations, and regulatory compliance. The maximum value for any single Work Authorization shall be limited to \$500,000.00 and the maximum annual (TAA fiscal year October 1 through September 30) contract value awarded to a single firm under the Professional Services Agreement shall be \$500,000.00 and only when funds are included in the O&M budget or captured in a project, as approved.

#### **DISCUSSION:**

The floor was opened to questions and answers, and discussion followed.

**Q1.** It says that 20 pages is the limit for the SOQ is that regardless of how many services you are bidding on, or is it 20 pages per service?

**Answer:** Overall, it is 20 pages. If you are proposing for more than one discipline, you may include up to 5 additional pages for each additional discipline.

**Q2.** Of the three categories you have, say we're interested in going for the planning services; you have the sub bullets listed - is it the expectation that we should be able to provide all of those services or just some of them? I'm asking because does it make sense for us to team up to provide these, or can we go in with just the areas where we have expertise?

**Answer:** You can certainly team up, if needed, depending on the breadth of resources you have in-house. The Planning focus is really on the first four items we mentioned (listed in the scope of services); the others on the list are more possibilities for services that could come up. You're more than welcome to partner or team, and if there are certain areas you don't cover, that's acceptable. We're really looking for the breadth of experience between the firm and also related completed projects.

**Q3.** So, you're really looking for stable personnel that you could rely on for a particular project, based on their experience?

**Answer:** Yes, based on their knowledge and the team around them for on-going, consistent support.

**Q4.** Is it not the expectation that you necessarily know every single one of these subcategories?

**Answer:** No, those are just potential areas of work that could come up.

**Q5.** Do you have any preference or is it acceptable for us to submit multiple proposals. For example, if we team up and also act as a prime, would that be allowed? Or should we only submit one proposal?

**Answer:** Yes, this is acceptable. You may submit a proposal as a prime and also participate as a sub-consultant with another prime on these disciplines.

**Q6.** On the terminal planning side of things, what depth of terminal planning are you expecting under this contract? Are you looking for planning at a PDD (Pre-Design Development) level in preparation for design, or more generalized planning?

**Answer:** They've already completed a terminal optimization study, so TAA generally knows the direction we want to head. Depending on timelines, this work could simply build on from that study. However, as mentioned, it won't involve moving into design or anything related to FAA or ADOT grant considerations—that would be separate. Essentially, this current effort would likely build off the initial terminal optimization or planning stage that was previously completed.

**Q7.** In the draft contract, you have a section for cyber security, and you identify specifically an ISO rating and a few other entities that have standards. You don't actually have federal CMMC standards. You do have another paragraph then that says if you've got a cybersecurity plan program, we'll take a look at it, see whether or not it's ok. Can you clarify it?

**Answer:** Essentially, we are looking for some structure towards how the cyber program is developed/run. NIST CSF is the most common framework/standard as the controls are high level approach to various objectives. ISO27001 is a cert that can attest to the standard being followed. We just need something to document that there is a standard of controls being utilized by the organization.

**Q8.** It seems you could potentially select 3 firms for a category, is that correct?

**Answer:** Yes, that is correct.

**Q9.** Will the addendum include participants in today's meetings?

**Answer:** Addendum #1 will include the attendee sign sheet.

**Q10.** Is it 20 pages for the first category and then 5 pages for each additional category?

**Answer:** Yes, that is correct.

**Q11.** Isn't there language that resumes don't count towards the page count?

**Answer:** Yes, that is correct. Resumes do not count towards the page count.

**Q12.** Is wet ink required for the signature or is an electronic signature ok?

**Answer:** An electronic signature is acceptable.

**Q13.** Who are the current incumbents?

**Answer:**

- **Environmental Screening Studies:** Westland Resources; SWCA, Inc.; SCS Engineers
- **Land Planning:** The Planning Center; Coffman Associates Inc.; Gensler
- **Survey/Mapping:** Rick Engineering; Psomas; Quantum Spatial.

**Q14.** Is an electronic signature acceptable throughout the proposal or only on the cover letter?

**Answer:** An electronic signature is accepted for both.

Attendees were reminded that the last day for questions is Wednesday, January 14, 2026, and the SOQ due date and time is Thursday, January 22, 2026, by 2:00 p.m.

The conference adjourned at 11:52 a.m.

The above is intended to be a summary of the proceedings as recalled by Sara Perry. The proceedings were recorded and is on file in TAA's Procurement Department.



Tucson Airport Authority  
7250 S. Tucson Blvd, Ste. 300  
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(520) 573-8100

AS-NEEDED PROFESSIONAL SERVICES - ENVIRONMENTAL SCREENING,  
LAND PLANNING, AND SURVEY/MAPPING  
Pre-Submittal Conference

Date:	January 7, 2026	Time:	11:30 a.m.	Catalina Room
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