



ADDENDUM NO. 3, Q&A

Request For Proposals: RFP #FY25-102-04 IT CABLING INFRASTRUCTURE

Date: May 02, 2025 @ 2:00 p.m.

The purpose of this Addendum #3 is to introduce the questions and answers to all the participants regarding this solicitation.

Q1. Can you clarify the insurance coverage requirements and limits?

A1. Please see attached a copy of Contractor's Insurance Requirements directly following this Addendum.

Q2. Is there a fee associated with this background check that the contractor is responsible for paying? If so, may you provide the amount.

A2. Yes, Authorized Personnel- Your company must provide a letter on company letterhead listing each person your company is requesting to receive a badge. Please also include next to the employee's name, if escort authorization is needed. Please keep in mind that there must be an operational need for escort privileges, and only 25% of your badged employees can have escort authorization. (Please see attached page for an example)

-There is a \$80.00 fee for each employee requesting a SIDA badge.

Q3. Please advise if hourly rates may be provided in lieu of quoting price per drop. Recommendation to provide solely hourly rates as material costs fluctuate, which directly impacts the per drop rate.

A3. Please provide a proposed price per drop as the rate and product cost today. This is only for the proposal. Separately provide an addendum with SME hourly cost.

Q4. Was the On-site Pre-proposal meeting March 25, 2025 and April 21, 2025, required to attend?

A4. No. Firms and companies that did not attend the pre-proposal meeting may still submit a proposal.

*All other terms and conditions of the original RFP remain in effect.

Note: A signed acknowledgement of this addendum must be received via email to procurement@norfolkairport.com either prior to the proposal due date and hour or attached to your proposal submission. A Signature on this addendum does not substitute for your signature on the original bid/proposal document. The original bid/proposal document must be signed.

Bruce Tingle
Bruce Tingle
Senior Manager, Controller

Name of Firm

Signature/Title

Date

**NORFOLK AIRPORT AUTHORITY
CONSTRUCTION AND MAINTENANCE OFF THE AIRFIELD**

CONTRACTOR'S INSURANCE REQUIREMENTS

- A. The CONTRACTOR shall purchase and maintain with an insurance company licensed and admitted to conduct business within the Commonwealth of Virginia with an A.M. Best Rating of at least "A" and a financial rating of at least "X" using the currently approved Commercial General Liability (CGL) insurance contract on an Occurrence Form; Workers' Compensation and Employers Liability; Business Automobile and Non-Owned and Hired Auto coverage; Pollution Liability if specified; in addition to an Employee Dishonesty Bond if specified that will provide protection from third-party negligence claims and employee dishonesty and the dishonesty of others for the CONTRACTOR's business operations as set forth below which may arise out of or be a result of the CONTRACTOR'S performance of the Work assumed by the CONTRACTOR, all Subcontractors or by any individual or company directly or indirectly employed, leased, rented, hired or used by the CONTRACTOR or Subcontractors or by any individual or company for whose acts the CONTRACTOR or Subcontractors may be liable.
- B. Commercial General Liability (CGL) Insurance, Business Automobile Insurance (BAP), Pollution Liability Insurance if specified, Workers' Compensation and Employers Liability Insurance (WC) to protect the CONTRACTOR, Subcontractors and the AUTHORITY from third-party, employee and volunteer liability claims for bodily injury, personal injury, property damage, products liability, completed operations,, the use, loading and unloading of any licensed vehicles and the bodily injury, on site and off site pollution occurrences, occupational sickness or disease including death and disability benefits of the Virginia Workers' Compensation Act arising out of the CONTRACTOR's or Subcontractors completed work or work in progress for at least those limits illustrated below.

Each insurance policy will include the Commonwealth of Virginia's standard Notice of Cancellation requirement as reflected in all insurance policies with a minimum of 45-days notice of cancellation, non-renewal or material change in coverage, limits, deductibles, exclusions, terms and conditions and all other aspects of the placements that would have an affect on the insurance coverages. All changes are to be in an outline format and sent to the AUTHORITY's Executive Director at the AUTHORITY's Administrative Offices by Certified Mail. Copies of all Certificates of Insurance illustrating the minimum insurance requirements will be presented to the AUTHORITY within thirty (30) days of the start of any work under this contract and all insurance policy renewals will be presented to the AUTHORITY within thirty (30) days of the individual insurance policies renewal date.

All insurance coverages will remain in force for at least one (1) year after the AUTHORITY has accepted the work or has made the final payment, whichever is later, and Certificates of Insurance will continue to be sent to the AUTHORITY to confirm the coverages are in place and are valid.

A Notice and Knowledge of Occurrence Endorsement will be included within the CGL contract along with the Per Project/Per Location Endorsement.

The Permission to Complete and Occupy wording will be included within the Builders' Risk policy.

Commercial General Liability

General Aggregate Limit	\$2,000,000
Products-Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence Limit	\$1,000,000
Fire Damage Limit (Any One Fire)	\$100,000
Medical Expense Limit (Any One Person)	\$10,000
Retention or Deductible	None
Hold Harmless Agreement	Existence Stated in CGL Contract

Business Automobile

Liability	\$1,000,000
Medical Payments	\$5,000
Uninsured Motorist	\$1,000,000
Hired, Rented and Leased Autos	\$1,000,000
Non-Owned Autos	\$1,000,000
Retention or Deductible	None
Comprehensive Deductible	CONTRACTOR's Choice
Collision Deductible	CONTRACTOR's Choice

Workers' Compensation and Employers Liability

Workers' Compensation	Statutory Benefits
Employers Liability	\$500/\$500/\$500,000 or Amount Necessary for Excess Liability Underwriters
Retention or Deductible	None

Excess Third-Party Liability As Specified

General Aggregate	\$5,000,000
Products-Completed Operations	\$5,000,000
Each Incident Limit	\$5,000,000
Retention	None or \$10,000 Maximum
Over and Above these Primary Placements:	
Commercial General Liability	
Business Auto Liability Including Hired and Non-Owned Auto Liability	
Employers Liability	

CONTRACTORS' Pollution Liability If Specified

Each Occurrence	\$5,000,000
General Aggregate	\$5,000,000
Retention or Deductible	\$10,000 or Less

Including Coverage for On and Off Site Cleanup and Damages to the AUTHORITY's Property, Property of Others on Site and Property of Others Off Site.

Employee Dishonesty Bond If Specified

Employee Dishonesty	\$500,000
Loss of Money & Securities	\$25,000
Depositors' Forgery	\$500,000
Counterfeit Money and Money Orders	\$25,000
Retention or Deductible	As Per Underwriters Guidelines

The insurance required will be included in the specific coverages and be written for not less than the limits of liability and coverages provided above or required by law, whichever is greater. The Commercial General Liability Insurance shall include Products and Completed Operations insurance on an Occurrence basis. All insurance listed within this Paragraph will contain a manuscript endorsement providing that the insurance coverage will not be cancelled or modified in any way without giving the AUTHORITY at least a 45-day written notice. This written notice will also be given to the CONTRACTOR, ENGINEER AND ARCHITECT.

CONTRACTURAL LIABILITY INSURANCE

The Commercial General Liability Insurance contract as required will include Contractual Liability Insurance applicable to the CONTRACTOR'S obligation.

ACCEPTANCE OF INSURANCE

If the AUTHORITY has any objection to the insurance coverages afforded by or to any other provision of the insurance required to be purchased and maintained by the CONTRACTOR on the basis that such insurance placements do not comply with this Article or the Supplemental Conditions, the AUTHORITY will notify the CONTRACTOR in writing thereof within 15 days of the start of any work. CONTRACTOR and AUTHORITY will discuss the objections and the situation will be negotiated between the two parties, with the AUTHORITY's Insurance Consultant, legal advisor, ENGINEER AND ARCHITECT, and/or Insurance Agent/Pool being included in the discussions and negotiations as necessary.

PARTIAL UTILIZATION

If the AUTHORITY finds it necessary to occupy or use a portion or portions of the Work prior to the Final Completion and Acceptance of all the Work, such use or occupancy may be allowed in accordance with the construction document provided that the use or occupancy shall commence after the Property Insurance Company providing coverage on the WORK has had the opportunity to consent by endorsement under the Permission to Complete and Occupy Endorsement of the Builders' Risk contract and the property insurance will not be cancelled or modified or allowed to lapse on account of any such partial use or occupancy.

INSURANCE

As outlined in the above the CONTRACTOR will maintain at their own expense all insurance as required in this agreement with the minimum limits and expanded coverage endorsements and wording as stated. The CGL, Business Automobile and Workers' Compensation placements will not be modified by removing any coverages granted by the standard Virginia approved Insurance Services Organization coverages or forms.

The CONTRACTOR and all Subcontractors will also do the following regarding the placement of insurance for the project:

The AUTHORITY, ENGINEER AND ARCHITECT are to be named as Additional Insureds for the Project.

ACORD Certificates of Insurance that are currently being utilized within the Commonwealth of Virginia are to be sent to the AUTHORITY within thirty (30) days of the start of the work and then thirty (30) days prior to the CONTRACTOR's individual insurance policies renewal dates for each year of the project and then for one year following the acceptance of the project by the AUTHORITY.

The ACORD Certificate of Insurance will illustrate the basic information and include the Project Name, Number and any other information within the Description of Operations/Locations/Vehicles remarks section to clarify the project's name, number and location.

Certified Copies of the Commercial General Liability (CGL); Business Auto Policy (BAP); Workers' Compensation and Employers Liability (WC); Excess Liability (Umbrella); and the Builders Risk contracts (if any) are to be sent to the AUTHORITY within thirty (30) days of the start of any work by electronic transmission. Copies of these insurance contracts are to be sent to the AUTHORITY upon their renewal dates by electronic transmission in addition to the ACORD Certificates of Insurance. All endorsements, warranties, etc. that are included within the insurance contracts are to be attached and included.

Builders' Risk Property insurance will be secured by the CONTRACTOR and shall be on either an "All Risk" or "Special Causes of Loss" form and shall insure against any and all perils of physical direct loss to the property, excepting the normal exclusions in the form, and including while in transit and property stored on and off site, collapse, damage from faulty workmanship, damage from faulty materials, damage from freezing, surface water, flood, earthquakes, mudslides, theft, vandalism, malicious mischief, false-work, acts of terrorism by foreign operatives, soft costs, demolition, increased cost of construction, the operation of building laws, debris removal, temporary buildings and trailers, underground pipes, flues, property while in transit and other real property placed below the ground, testing and startup of the completed work and shall cover compensation for the damages on a Replacement Cost Basis for the Full Replacement Cost of the Real and Personal Property of the Project both above and below ground. The Builders' Risk policy will include coverage for reasonable compensation for the ARCHITECT's, ENGINEER's and CONTRACTOR's services and expenses required as a result of a direct physical loss to the insured property.

The Named Insured will include the CONTRACTOR, AUTHORITY, ARCHITECT and ENGINEER.

The property being constructed or modified will be included along with materials and equipment which are stored on or off site for the full Replacement Cost of the damaged, stolen or lost real and personal property.

The CONTRACTOR will be responsible for all damages over and above a minimum of \$1,000 per occurrence of loss or damage covered by the property insurance provided by the CONTRACTOR. However, the CONTRACTOR will be totally responsible for all loss or damage arising from theft, malicious mischief, vandalism and domestic terrorism in addition to any and all tools and equipment of the CONTRACTOR or Subcontractor and suppliers of any tier. Higher damage assumptions can be selected by the CONTRACTOR.

Any Loss of Use of the Property will be covered for 100% of its Lost Income and include any Extra Expense exposures for at least \$500,000. The final amount of the payment will be between the AUTHORITY and the CONTRACTOR's insurance carrier. The AUTHORITY will inform the CONTRACTOR of the amount of loss income or extra expense for twelve months after the property damage.

Boiler and Machinery coverages of the AUTHORITY will automatically apply to the work if necessary and at the option of the AUTHORITY. The Boiler and Machinery coverages will include the AUTHORITY, CONTRACTOR, ENGINEER AND ARCHITECT as additional insureds for the work being performed.

HOLD HARMLESS AGREEMENT

CONTRACTOR shall indemnify and save harmless the AUTHORITY, ENGINEER and ARCHITECT and their officers, agents and employees from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature and description either caused directly or indirectly from the work brought or recoverable against the CONTRACTOR or AUTHORITY or by reason of any act or omission of the CONTRACTOR, his agents or employees, in the execution of the work or in consequence of any negligence or carelessness arising out of the work and resulting in any bodily injuries, property damages and personal injuries arising out of the work being performed.

The CONTRACTOR shall assume all risk and bear all loss or injury to real or personal property or persons occasioned by the CONTRACTOR's neglect or accident during the progress of work until the work shall have the completed and accepted by the AUTHORITY. CONTRACTOR shall also assume all responsibility for the direct and indirect physical loss by reason of neglect or violation of any state laws, federal laws, municipal laws, codes, regulations or orders to the property of others. The CONTRACTOR shall give to the proper authorities all required notices relating to the work; obtain all official permits and licenses; and pay all proper fees. The CONTRACTOR shall accept responsibility and make repairs regarding any direct or indirect damages that may have occurred to any adjoining buildings, structures or utilities arising out of the work being performed.

SAFETY AND SECURITY RULES AND REGULATIONS

The CONTRACTOR and all Subcontractors shall abide by and follow all AUTHORITY, TSA, FAA, LOCAL, STATE AND FEDERAL laws, guidelines, rules and regulations pertaining to Safety and Security while operating on the Airport during the term of the work.