

“Study on climate adaptation approach for APAC & MID airports”

REQUEST FOR PROPOSAL (RFP) - Responses to questions

#	Questions and Answers
1	<p>P 3: Could you please provide the specific formatting requirements for the proposal, such as word or page limits, font type and size, margins, and any other relevant details? Should the proposal be submitted in Microsoft Word or PDF format?</p> <p>Answer: There are no template requirements for the proposal.</p>
2	<p>P 5: On the website, there are 2 levels of membership (World Business Partners). Which one is applicable?</p> <p>Answer: For WBPs, Regular and Affiliate companies are determined based on the company size and location of main revenue. The selected consultant is required to become a Regular WBP of ACI APAC & MID. However, if your company is already Regular WBP member of another ACI region, your company can be an Affiliate WBP member in ACI APAC & MID.</p>
3	<p>P 5: Can you explain what is meant by ACI APAC & MID World Business Partners (WBP)? Does it involve other members beyond APAC and MID?</p> <p>Answer: The World Business Partner (WBP) programme is a platform that provides opportunities for companies to connect and engage with ACI’s airport members as a means to meet business objectives and operational needs. Please refer the link for your better understanding. If your company’s business is mainly based on the outside of our region, firstly your company should be a Regular WBP member of another ACI geographical region. And then you can be a WBP AFFILIATE member in our region.</p>
4	<p>P 5: Could the supplier provide a copy of the Terms and Conditions you intend to apply to the Contract for this project?</p> <p>Answer: The contact template will be negotiated with the selected Consultant.</p>
5	<p>P 5: The RFP details that each proposal shall be submitted in the requested format, is there a template for this requested format? Could you provide specific formatting requirements, e.g. word/page limits?</p> <p>Answer: There are no template requirements for the proposal.</p>

6	<p>P 5: Do you have any particular contract conditions that we should consider?</p> <p>Answer: The contact template will be negotiated with the selected Consultant.</p>
7	<p>P 7: Who will be the main users of the tool (small / medium airports?) We may imagine that major airports have already done an exhaustive risk analysis and have their own contingency plan.</p> <p>Answer: Not all major airports in the region have conducted a risk assessment. Therefore, airports of any size should be able to use the tools. (ACI APAC & MID will persuade advanced airports to participate in the dashboard purpose.)</p>
8	<p>P 7: Is it mandatory to use open-source climate data, or can we suggest using our own proprietary climate data?</p> <p>Answer: It is not mandatory, but the Proposer will have to ensure the data will be available for ACI APAC & MID after Phase 3.</p>
9	<p>P 7: Open-source data have good temporal coverage till the end of the century (year of 2100) and there is a sharp decrease in open-source data availability beyond 2100. With combination of airports' life span may be beyond 2100, what is the temporal horizon up to for this Consultancy? Is year of 2100 sufficient?</p> <p>Answer: The time horizon is not fixed but year of 2100 would be good as the projections beyond this may not be viewed as 'high confidence'.</p>
10	<p>P 8: How the Monitoring Dashboard will ensure real-time updates and reporting of climate-related incidents? Will it have a user interface for airports to submit data?</p> <p>Answer: The Monitoring Dashboard will be subjected to periodic updates of received tools results from the airports.</p>
11	<p>P 8: Our understanding is that tsunami, land subsidence and coastal erosion are earth-induced hazards and are not related to climate change, therefore they are not part of this Consultancy. Rain-induced landslide is a climate-related issue but other types of landslide such as earthquake-induced landslide should not be part of the Study.</p> <p>Answer: This is correct but please refer to the full content of the RFP.</p>
12	<p>P 9: Can we leverage our existing in-house developed online digital climate risk platform to create the Airport Climate Risk Maturity Check Tool/Airport Climate Risk Assessment Tool in an online digital format, or must we recreate the offline tools in an Excel format?</p> <p>Answer: This is up to the Proposer but will have to ensure the data/tool will be available for ACI APAC & MID after Phase 3.</p>

13	<p>P 9: We have developed our own Excel based Airport Climate Change Risk Assessment tool we have used with our airport clients, which follows scientific best practice. We would want to retain the background IP for this tool, whilst granting ACI and its members a license to use the IP developed for this project royalty free. Would this be acceptable?</p> <p>Answer: The RFP has specified - No licensed tools.</p>
14	<p>P 10: What is meant by "be made available as an Excel spreadsheet"? Shall the excel spreadsheet be provided as downloadable and for circulation?</p> <p>Answer: Yes. The Tool should be provided in Excel format so that the client (ACI APAC & MID) can manage and modify it as needed even after the completion of the project.</p>
15	<p>P 11: For the Airport Climate Risk Assessment Tool, does it have requirements in the assessment output, e.g. should it be qualitative or quantitative?</p> <p>Answer: As it written Page 11, "Airport Climate Risk Assessment Tool" should be able to gather quantitative and qualitative data to generate aggregated analyses and the Proposer should submit a plan to implement the Tool at least 10 target airports.</p>
16	<p>P 11: For the monitoring dashboard, is it expected to be in an online portal format?</p> <p>Answer: Online portal format is an option, as long as the dashboard can be transferred to ACI APAC & MID after Phase 3.</p>
17	<p>P 10,11: Is there a predefined selection process for the 50 and 10 pilot airports?</p> <p>Answer: Airport Climate Maturity Check Tool will be offered to all members in APAC & MID. The pilot airport selection process is not set yet, but it should consider regional and climate diversity. The consultant may suggest a method.</p>
18	<p>P 10, 11: If not, do you expect the consultant to present a selection methodology?</p> <p>Answer: The consultant may suggest a selection methodology for a pilot airport.</p>
19	<p>P 10, 11: Do you envision that we will broadcast and expect airports to volunteer?</p> <p>Answer: Airport Climate Maturity Check Tool will be broadcast and pilot airports will be selected from results of this tool.</p>
20	<p>P 11: Although the Consultant is expected to pilot implement the Airport Climate Risk Assessment Tool to a minimum of 10 target airports, this question seeks to confirm that the ultimate goal of this tool is to guide airports how they can rely on open-source but recognised climate-related tools to do climate risk assessments themselves. At the end</p>

	<p>of their self-driven assessments (with support of the toolkit and associated guidance), the progress of their assessments can be reported and tracked.</p> <p>Answer: This is correct but please refer to the full content of the RFP and that the proposer will need to assist pilot airports to do so.</p>
21	<p>P 11: Pilot implementation of the Airport Climate Risk Assessment Tool does not require the Consultant to visit those airports physically.</p> <p>Answer: Physical visits to the airport are not mandatory.</p>
22	<p>P 11: How does ACI anticipate the tools being used after this pilot project with 50 + 10 airports? Will it be made widely available to all members in the regions? This has impacts on the level of QA that needs to be completed on the tools before they are published and how the tools are designed, all of which may impact the associated costs.</p> <p>Answer: The tools will be made widely available to all members in the regions run by ACI APAC & MID.</p>
23	<p>P 11: Please could you elaborate further on the task requirements within Phase 3 for the monitoring dashboard? Is it expected that this is an online digital tool?</p> <p>Answer: Online Digital Tools can also be one of the options. The proposer should suggest a way for ACI APAC & MID to continue the use the dashboard to provide ongoing insights and track climate resilience progress.</p>
24	<p>P 11: For the Airport Climate Risk Assessment Tool, it is assumed that the components of risk should be outlined and systematically established in accordance with the IPCC definition of terms, where climate sensitivities and associated adaptive capacities are rated in order to assess vulnerability, exposure and potential climate impacts are then defined to result in an overall risk rating. To what extent are ACI stakeholders familiar with this terminology and the components of risk?</p> <p>Answer: Proposers should consider a variety of maturities across airports and build a tool that can cater for very low awareness.</p>
25	<p>P 11: Does ACI APAC have a preferred tool / software for building the regional Dashboard? Is the Dashboard for ACI APAC's use or also for individual airports to have a login to check their progress?</p> <p>Answer: There is no specific preferred format for the Tool and Dashboard. The Dashboard should be designed to be accessible by ACI APAC & MID in the future.</p>

26	<p>P 15: Can you provide an evaluation criteria please? We have completed many airport Climate Risk Assessments for airports of differing sizes, as well as many other public and private sector companies, so have a very experienced team. However, the budget is very limited, so we need to consider carefully how we can deliver what is required within the available budget. Understanding how you will scope experience, methodology and price would help with our assessment of whether to bid for this work or not.</p> <p>Answer: Please refer to section 4.1 of the RFP.</p>
27	<p>P 16: 100,000 USD for such level of engagement with all the travels seems to be inadequate. Would ACI consider increasing the budget?</p> <p>Answer: The budget for the Study has been provided in RFP as USD 100,000. For the additional tasks, please refer the “Fee for additional services” in Page 16. Consultants should bid their core services in line with the project brief that would meet the budget, and additional services that may be used should there be further budget available.</p>
28	<p>P 16: If the budget is fixed, shall we assume the development of the Overarching Process, Climate Risk Assessment Toolkits and Guidance Documents shall remain high level framework?</p> <p>Answer: Proposer is recommended to adjust the tools sophistication as per resource available.</p>
29	<p>P 16: What challenges do you expect in collecting data for certain markets, and what specific support will ACI APAC & MID offer to address these challenges?</p> <p>Answer: One scenario we can anticipate is that, in the process of developing the tool and guidance, cooperation from airport operators will be essential. However, gathering and assessing certain data may be challenging for the Consultants. In these cases, ACI APAC & MID will do its utmost to support the Consultants in achieving the Study’s goal, especially in engaging with airport stakeholders.</p>
30	<p>P 16: Does ACI APAC have any historical data, existing studies or access to any data sets that can be useful for the project?</p> <p>Answer: ACI APAC & MID has a minimum data and will do its best to provide materials for the Study upon request by the selected Consultant.</p>
31	<p>P 17: Can you clarify the scope of this license and its implications for future use? This sentence is complex to understand - "The Consultant shall otherwise grant to ACI APAC & MID an irrevocable, royalty-free, non-exclusive license to use all rights, titles, and interest in any such intellectual property."</p> <p>Answer: For ACI APAC & MID, this clause serves as a general provision to prevent unnecessary conflicts over Intellectual Property Rights.</p>