

October 9, 2020

ADDENDUM NO. 2

Re: Solicitation No. 8005375 – Bond Counsel and Disclosure Counsel Services

Please be advised of the following changes to the above referenced Solicitation.

CHANGES:

1. Add the following to the proposal instructions: **Please place the following information in a separate Envelope 1 – Minority/Women Business Enterprise (M/WBE) Participation (Do not include this section in the thumb drive copies) Must respond even if M/WBE goal is zero percent.**

1. **Experience and Qualifications (50 points):** Experience as bond counsel or disclosure counsel of the partners and associates who would be assigned to the Board's account. This would include experience of the firm(s) and attorneys assigned to the account with financings of large hub airports and/or other large municipal issuers, particularly Texas issuers, and comparable in type/size to financings represented by the Board's outstanding debt, and the qualifications of the attorneys proposed to serve the Board's account and the commitment of time (especially by the partner in charge) and other resources to the Board. Responses by references will be included to evaluate the experience and qualifications of the firm(s).
2. **Firm(s) location and availability to Board staff (20 points):** Ability of firm(s) to have an attorney(s) readily available in order to address urgent issues that may arise from Board Staff as well as the availability to attend committee and Board meetings.
3. **Approach to the Assignment (15 points):** Describe how the firm(s) will approach the representation of the Board as bond counsel or disclosure counsel, as applicable, including the types of services offered by the firm(s), and, if appropriate, how a co-bond counsel or co-disclosure counsel arrangement would work, including the roles and responsibilities of each participant.
4. **Diversity & Inclusion Initiatives (15 points):** This category will be evaluated based on a two-step process:

- a. Step One: Initial proposal will be evaluated based on:
 - i. **Affirmative Action Plan.** Firm's Affirmative Action Plan and/or diversity and inclusion policy statement; to include goals with respect to hiring staff for the proposed project. Such plan shall include, but not be limited to: goals for women and minorities for management and non-management positions.
 - ii. **Private sector participation.** Firm's ability to demonstrate MWBE participation on private sector work or on contracts that require no goals. How is the overall effectiveness of your firm's diversity and inclusion initiatives measured? Is it tied to a goal or metric? If so, what is the goal/metric and how have you performed in relation to the goal historically?
 - iii. **Team selection.** Explain the selection of your team composition including diversity within the team and any opportunities given to team members that may be new to your team and why they were selected.
 - iv. **Teaming arrangement.** If applicable, explain how the teaming arrangement between co-bond counsel or co-disclosure counsel will work and the proposed division of work between firms.
- b. **Step Two:** For firms that are interviewed, those interviews will be evaluated based on the firm's responses to questions from the Business Diversity & Development Department's representative regarding the initial proposal(s).

Include the following completed forms as a part of this section. (Forms are available in Exhibit B):

- Work Force Composition Form
- Business Disclosure Form
- Commitment to M/WBE Participation Form*
- Preliminary Schedule of Subcontractors*
- Good Faith Effort (GFE) Criteria & Support Documentation*
- M/WBE Certificates for prime and/or subconsultants. Be sure that the certificates confirm certification as a Minority/Women Business Enterprise (M/WBE) certified by the North Central Texas Regional Certification Agency (NCTRCA), DFW Minority Supplier Development Council or the Women's Business Council Southwest, other certifications are not acceptable. Companies may hold multiple certifications, but one of those certifications must be as a M/WBE from an authorized certification agency.

Note: * If the M/WBE Goal is 0% and no M/WBE participation is proposed, note the forms as "Not Applicable".

NOTE: A copy of this addendum shall be acknowledged by appropriate signature and attached to the submitted proposal.

Company Name

Signed

Date

If you have any questions regarding this matter, contact during normal working hours (8:00 AM to 4:30 PM, Monday through Friday) at 972-973-5648 (p) or at the email address of sbkillyon@dfwairport.com.

Sincerely,

Sonji Brown-Killyon, CPPB
Procurement and Materials Management Department