

**PIEDMONT TRIAD AIRPORT AUTHORITY**

**REQUEST FOR QUALIFICATIONS (RFQ)**

*for*

**ON-CALL ENGINEERING CONSULTANT SERVICES**

*at the*

**PIEDMONT TRIAD INTERNATIONAL AIRPORT (GSO)**

The Piedmont Triad Airport Authority (PTAA) will receive Statements of Qualifications (SOQs) from interested firms for the services described in this Request for Qualifications (RFQ) at the time and place stated below.

**PROJECT DESCRIPTION**

PTAA is soliciting SOQs from qualified firm to provide on-call engineering and other related professional consulting services at the Piedmont Triad International Airport (GSO). The contract term for these services is expected to be (5) five years from the date of execution. Firms are advised that the work is expected to be accomplished during the course of several state and federal grant projects.

**GENERAL**

PTAA may select multiple consultants to provide engineering and other related professional services including design, geotechnical exploration, surveying, permitting, bidding, construction administration, project representation, construction materials quality assurance testing, and program management services both overall and related to managing and administering the different aspects of all subconsultant services required for new construction, repair, renovation, and maintenance of various pavements, site design, drainage systems, and structures at the airport. Selected firm(s) will be assigned projects based upon the required scope of services and the firm's ability to provide those services. Consultant services may include, but will not be limited to the following types of projects:

- Airfield Design
- Landside Design
- Site Development
- Hangar Design
- Rental Car Facilities
- New/Relocated Utilities and Stormwater Drainage
- Airport Facility Design
- Road Design
- Program Management

- Miscellaneous Planning and Design Services

The firm(s) will have recent (within the last 5 years) experience with the following:

- Federal Aviation Administration (FAA) Southern Region and Atlanta ADO;
- North Carolina Department of Transportation (NCDOT) Division of Aviation; and
- North Carolina Department of Environmental Quality (DEQ).

These projects may be funded in part by the FAA AIP program and/or the NCDOT Division of Aviation. Consultant selection will comply with the current FAA Advisory Circular 150/5100-14E “Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects” and all applicable current FAA Advisory Circulars.

Teaming is allowable between the primary firm and subconsultants needed for support tasks. These arrangements shall be indicated in the RFQ submittal.

Firm(s) must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. Firm(s) must have an adequate accounting system to identify costs chargeable to the project.

The firm(s) must be licensed and have the authority to transact business in the State of North Carolina. For further information, please reference North Carolina General Statutes for exact requirements.

The firm(s) must be pre-qualified with the NCDOT to perform services described in SOQ. Please reference <https://connect.ncdot.gov/business/Prequal/Pages/default.aspx> for information.

### **SCOPE OF WORK**

To scope of work for the selected firm(s) will generally include, but will not be limited to the following:

- Conceptual planning, schematic designs and cost estimates;
- Preparation of construction documents;
- Permitting associated with the projects;
- Construction Management, inspection and other construction phase services; and
- Program Management.

Final scope(s) of work will be determined during the negotiation process for individually assigned tasks.

The successful firm(s) shall perform the work under the direct supervision of a Professional Engineer registered in the State of North Carolina with good ethical and professional standing. Any firm wishing to be considered must be properly registered with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Registration for Professional

Engineers and Land Surveyors. It will be the responsibility of the prime firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a SOQ.

**DISADVANTAGED BUSINESS ENTERPRISES (DBE) PROGRAM**

PTAA has not established a numerical goal for participation by DBEs in this project. However, the requirements of 49 CFR Part 26 will apply. It is the policy of PTAA to practice non-discrimination based on race, color, sex or national origin in the award or performance of this contract. PTAA encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

**EVALUATION CRITERIA**

The evaluation of firm(s) and project teams, if any, submitting a SOQ for this work will be based on the following considerations and their respective weights:

Qualifications and Experience of Staff Assigned to this Project	40%
Firm Qualifications and Experience Related to the Scope of this Project	30%
History/Aviation Experience of the Firm	20%
Prior Experience with PTAA	5%
Location of Office to Perform Work	5%

The selection of a consultant firm(s) for the award will be qualifications-based subject to a mutual understanding of the scope of services and a negotiation of a fair and reasonable fee. Depending on the number and quality of the SOQs, PTAA may decide to conduct interviews of shortlisted firms prior to the selection of a consultant.

No cost or fee schedules for consultant services shall be submitted with SOQs.

The firm(s) is responsible for all costs related to the submittal of its SOQs, preparation of documents or submittals needed for negotiations and the costs incurred in traveling to and participating in any meetings associated with the PTAA’s selection process and/or negotiating an agreement.

Submission of SOQs establishes a conclusive presumption that the firm is thoroughly familiar with the RFQ and that the firm understands and agrees to abide by all of the stipulations and requirements contained therein.

**SUBMITTAL REQUIREMENTS**

**Format:**

All SOQs are limited to ten (10) pages exclusive of cover sheet and shall be typed, 8½” x 11” sheets, single-spaced, single sided with font of 11 point Times New Roman. In addition, up to five (5) single page resumes for key staff that will be assigned to this effort may be included in an appendix. In order to reduce costs and to facilitate recycling, cover stock, binders, dividers, tabs, etc., are prohibited. One (1) staple in the upper left-hand

corner is preferred. In addition, each firm shall submit one (1) copy of the SOQ on a USB flash drive in a portable document format (PDF).

All materials and documents submitted in response to the RFQ become the property of PTAA and will not be returned. All submittals will be subject to public disclosure, after the RFQ submission deadline, consistent with Chapter 132, North Carolina General Statutes.

**Cover/Introductory Letter:**

The introductory letter should be addressed to Mr. Alex Rosser, P.E., Deputy Executive Director. This letter is limited to one (1) page and should include contact person for this project, including his/her address, telephone and email address.

**Evaluation Factors:**

The objective of this RFQ is to obtain responses that clearly communicate the firm(s) understanding of the project's goals and requirements and the firm(s) qualifications for the work. Only information which is essential to the evaluation of the RFQ should be submitted.

This section is limited to nine (9) pages and should include the information requested below:

**A. Qualifications and Experience of Staff Assigned to this Project:**

1. Provide an organizational chart identifying disciplines, specific personnel, and role of those who will be assigned to this project along with physical office location of key personnel.
2. Provide a responsibility matrix indicating the reporting structure and task responsibilities of each member of the project team.
3. Provide team descriptions with subconsultants that may be used for this project, and previous working relationship with prime consultant.
4. Provide biographical resumes, including similar projects completed, of key personnel assigned to the project and who are available to commence services immediately after being awarded a contract. Resumes should include educational background and any relevant licenses and/or certifications. The resumes shall clearly identify the years of experience (last 10 years) in the field related to the tasks for which the individual(s) will be responsible. As previously discussed, five (5) single page resumes may be included in an appendix to supplement staff descriptions.

**B. Firm Qualifications and Experience Related to the Scope of this Project:**

1. Provide qualifications to provide services as listed previously in RFQ.
2. Provide examples of experience (last 10 years) on projects of very similar scope including project name, scope, cost, and contact person including phone number.
3. Provide examples of recent experience, if any with the FAA Southern Region, NCDOT or coordinating agencies.

**C. History/Aviation Experience of the Firm:**

1. Provide a brief history of the firm.
2. Provide evidence of aviation industry experience *in the office proposed for this work in item E below.*
3. Provide State of North Carolina license number.

**D. Prior Experience with PTAA:**

1. Discuss any previous experience with PTAA and discuss project performance.

**E. Location of Office to Perform the Work:**

1. Provide address of office where work will be completed.
2. Provide location of staff that will be assigned to this contract. This should be the normal, *permanent* office of each staff member.

**TIMELINE**

<b>RFQ KEY ITEMS</b>	<b>DATE</b>
Advertisement of RFQ	Monday, February 4, 2019
Deadline to be added to Distribution List	Tuesday, February 19, 2019
Deadline for Questions	Tuesday, February 19, 2019
RFQ Submission Deadline	Friday, March 1, 2019
Contract Negotiation and Anticipated Award	Anticipated within 60 days

Interested firms should submit six (6) copies of its SOQ, on or before 1:00 P.M. EST, Friday, March 1, 2019, to PTAA, c/o Mr. Alex Rosser, P.E., 1000A Ted Johnson Parkway, Greensboro, NC 27409, in a sealed envelope, box or package, and clearly marked on the outside with the following: “GSO ON-CALL ENGINEERING CONSULTANT SERVICES RFQ RESPONSE ENCLOSED” and including the firm name, address, phone and primary contact person. Proposals received by PTAA after the above date and time will not be considered and will be returned unopened.

PTAA reserves the right to request clarifications to resolve minor questions and to conduct discussions, either oral or written, with firms as determined by PTAA to be reasonably viable for selection for award of contract. PTAA reserves the right to waive any informalities or irregularities in any SOQ, to accept or reject any SOQ, or to reject all SOQs, if determined to be in its best interest. PTAA reserves the right to amend this solicitation

prior to the due date. Any change(s) to this solicitation will be conveyed through the written addenda process. Only written addenda will be binding.

Prior to the RFQ submission date, PTAA will provide via addendum, a draft of the agreement that would be entered into with the selected firm if a contract is awarded. PTAA will not be bound to award any contract to the selected firm until the contract has been approved by the PTAA Board of Directors and executed by PTAA.

PTAA will not be providing site tours or preliminary design information at this time. PTAA will not conduct any meetings to discuss this project with individual firms.

Questions or information requests should be submitted in writing to Mr. Alex Rosser, P.E., at the address listed previously or by email ([rossera@gsoair.org](mailto:rossera@gsoair.org)) prior to 5:00 P.M. EST, Tuesday, February 19, 2019. Firms are advised that any information given or questions asked will be provided via addendum to all interested firms. Interested firms should email both [rossera@gsoair.org](mailto:rossera@gsoair.org) and [hodgesk@gsoair.org](mailto:hodgesk@gsoair.org) prior to 5:00 P.M. EST, Tuesday, February 19, 2019 to be added to the distribution list to receive any RFQ information. **All emails shall reference this RFQ in the subject line of the email.** Please note that it is the responsibility of each firm to verify receipt of any and all addenda issued for this RFQ.

Information related to this RFQ, including any addenda, will be posted to the Piedmont Triad International Airport website under Airport Operations, which can be found at <http://flyfrompti.com>.

The Piedmont Triad Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all firms that it will affirmatively ensure that, in any contract entered into pursuant to this RFQ, disadvantaged business enterprises will be afforded full and fair opportunity to submit their responses to this RFQ and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

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