

PIEDMONT TRIAD AIRPORT AUTHORITY

REQUEST FOR QUALIFICATIONS (RFQ)

for

**CONSTRUCTION ADMINISTRATION/CONSTRUCTION MANAGEMENT (CA/CM) SERVICES
INCLUDING**

RESIDENT PROJECT REPRESENTATIVE (RPR)/CONSTRUCTION INSPECTION SERVICES

at the

PIEDMONT TRIAD INTERNATIONAL AIRPORT

The Piedmont Triad Airport Authority (PTAA or the “Authority”) 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 to engage the services of a qualified firm to provide professional Construction Administration Services including Resident Project Representative (RPR)/Construction Inspection Services on an “as-needed” basis for various projects at the Piedmont Triad International Airport (GSO). These projects may include, but are not limited to: Runway 5R-23L Rehabilitation, South Apron Rehabilitation, and other various airfield projects.

PTAA plans to contract for these services for a period of up to three (3) years (with the possibility of two (2) – one (1) year extensions) from the time of the contract signing and retains the right to add to or delete from the projects listed above. Fees will be negotiated with the selected firm(s) for each individual project.

Firms reading this RFQ should not feel that they are in a less competitive position if they have not been actively marketing their services to the Authority. The Authority hopes to solicit interest from as many firms as possible.

GENERAL

To be considered for this assignment, firms must specifically demonstrate compliance with the following requirements:

- Experience in construction management of large-scale projects including but not limited to runway/taxiway rehabilitations, apron rehabilitations, taxiway construction, utility infrastructure improvements, and miscellaneous airfield projects of similar scope over the last ten (10) years with a construction value of not less than \$1,000,000;
- Construction management personnel (Project Manager, Construction Manager, Resident Project Representative, etc.) should possess a minimum of five (5) years of construction experience on contracts comparable in scope and size to those described in the above paragraph; and
- Firms 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 to practice Professional Engineering in the State of North Carolina.

Favorable consideration will be given to firms that have recent experience with the following:

- FAA Southern Region and Memphis ADO;
- North Carolina Department of Transportation – Division of Aviation; and

- Various additional resource agencies which coordination might be required.

These projects may be funded in part by the Federal Aviation Administration (FAA) AIP program and/or the North Carolina Department of Transportation – Division of Aviation. Consultant selection will comply with the current FAA Advisory Circular 150/5100-14E “Consultant Services for Airport Grant Projects” and all applicable current FAA Advisory Circulars.

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

Teaming is allowable and is limited only to companies and personnel with experience in Airport Construction Management/Administration and Testing Services. Only experience in the last ten (10) years will be considered, and such experience must be at commercial service airports. Experience at airports similar in size and function to PTIA is preferred.

SCOPE OF WORK

The scope of work will be developed in conjunction with the selected firm. The scope will generally include, but will not be limited to the following:

CA/CM Services

- CA/CM shall monitor and oversee the work of the contractors and oversee the coordination of construction work with PTAA, designer, affected agencies and utilities, any other construction contractors and other parties as necessary.
- Develop a written, project-specific quality assurance plan detailing the specific goals to be achieved in construction.
- Maintain a competent staff to perform all the project/construction management services as necessary to complete projects on time and in budget.
- Establish lines of authority and consistent communication procedures in order to carry out the success of the project.
- Assist PTAA in obtaining any necessary permits, excluding permits for inspection or temporary facilities required to be obtained directly by the various contractors. Assist PTAA in obtaining approvals from the authorities having jurisdiction. Monitor contractors’ conformance to permit requirements.
- Serve as PTAA’s liaison to the contractor, subcontractors and testing firm(s).
- Conduct project related meetings including pre-construction conferences and construction progress meetings. Prepare and distribute meeting minutes in collaboration with PTAA and the design firm.
- Review the progress schedule, shop drawing submittals, field reports, testing reports, etc. prepared by contractor and/or subconsultants and consult with PTAA concerning acceptability.
- Assist in implementing procedures for tracking, expediting the processing, and approval of submittals, shop drawings and materials samples in conjunction with RPR and PTAA.
- Maintain orderly files for any project correspondence, shop drawings and samples, reproductions of original contract documents including all work directive changes, addenda, change orders, field orders, additional drawings issued subsequent to the execution of the contract, PTAA’s clarifications and interpretations of the contract documents, progress reports, and other project-related documents.
- Prepare project update reports as requested by PTAA management.

- Review and process applications for payments for compliance including any necessary supporting documents in collaboration with RPR and forward with recommendations to PTAA.
- Review and enforce the Labor Standards provisions of the construction contracts.
- Review existing airfield construction security procedures and ensure adherence from RPR and construction contractors' personnel.
- Review and process change order requests in collaboration with PTAA and the design firm.
- Review and resolve project quality issues in collaboration with PTAA and the design firm.
- Consult with PTAA in advance of scheduled major tests, inspections, or start of important phases of the work.
- Notify PTAA upon receipt of notification of potential claim or dispute. Investigate circumstances and recommend merit or resolution to PTAA.
- Monitor contract closeouts to ensure receipt of all deliverables, completion of all contract modifications and ascertain final quantities necessary to invoice remaining payments. Prepare and process certificates of final inspection/acceptance certificates of completion where required, and final payment releases. Make recommendation to PTAA for closeout of the contract and final payment after determining that all contract requirements have been satisfied.
- Ensure the completeness of as-built plans from the record drawings, for PTAA acceptance and approval.

RPR Services

- Conduct on-site observations of the work in progress to assist Authority and CA/CM in determining if the work is, in general, proceeding in accordance with the contract documents.
- Ability to provide services for nighttime and/or daytime contractor/project work shifts as required.
- Review progress schedules, shop drawing submittals, and applications for payment quantities prepared by contractor in conjunction with CA/CM review.
- Report to CA/CM and PTAA whenever RPR believes that any work is unsatisfactory or does not conform to the contract documents, or does not meet the requirements of any inspections, test, or approval required.
- Maintain orderly files in the field for any project correspondence, shop drawings and samples, reproductions of original contract documents including all work directive changes, addenda, change orders, field orders, additional drawings issued subsequent to the execution of the contract, PTAA's clarifications and interpretations of the contract documents, progress reports, and other project-related documents in conjunction with CA/CM.
- Prepare required daily field reports including photos of project work and other documents in Word or Excel format; recording contractor hours on the job site, weather conditions, information relating to any work directive changes, change orders or changed conditions, list of job site visitors, daily activities, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to CA/CM and PTAA.
- Attend meetings with CA/CM and contractor, such as pre-construction conferences, progress meetings, and other project related meetings.
- Consult with CA/CM in advance of scheduled major tests, inspections, or start of important phases of the work.

- During the course of the project, verify that certificates, maintenance and operation manuals, and other data required to be furnished by contractor are applicable to the items actually installed and in accordance with the contract documents, and have this material delivered to PTAA prior to final payment for work.
- Conduct periodic safety reviews of job site(s) and advise contractor, CA/CM and PTAA of any deficiencies.
- Observe quality control testing performance by the contractor and maintain testing records, including corrective actions taken regarding failed tests.
- Upon substantial completion of the contractors' work, prepare a list of incomplete or unsatisfactory items and a schedule for their completion. Monitor the correction and completion of the work. Conduct inspections in conjunction with CA/CM and PTAA to determine if the work is substantially complete.
- Assist CA/CM in collecting and processing all necessary project close out requirements.

EVALUATION CRITERIA

Each proposal will be evaluated to determine overall responsiveness and qualifications under the RFQ and will be based on the following considerations and their respective weights:

1. Qualifications and Experience of Staff Assigned to this Project	30%
2. Firm Qualifications and Experience Related to the Scope of this Project	30%
3. Project Approach	20%
4. History/Aviation Experience of the Firm	20%

Final selection will be at the discretion of the Selection Committee. The firm will be expected to participate in meeting PTAA's DBE participation goals. These goals will be defined at a later date.

SUBMITTAL REQUIREMENTS

FORMAT:

All Statements of Qualifications 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. PTAA reserves the right to reject SOQs that do not meet these requirements.

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 identify the contact person and complete contact information including phone number and email address.

EVALUATION FACTORS:

The objective of this RFQ is to obtain responses that clearly communicate the Proposer's understanding of the project's specific goals and requirements. Only information which is essential to the evaluation of the RFQ should be submitted.

Experience should be directly related to the proposed scope. Any experience not directly related will be considered superfluous.

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 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.
3. Provide RPR experience reading/understanding submittals and shop drawings, and verifying compliance with approved submittals and shop drawings.
4. Prior RPR experience with projects on active airfields with security badging requirements.

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. Ability to provide services for RPR nighttime and/or daytime contractor/project work shifts as required.
4. Provide examples of recent experience, if any with the FAA Southern Region, NCDOT or coordinating agencies.

C. Project Approach

1. Describe your firm's project approach and processes on similar scope projects.

D. History/Aviation Experience of the Firm

1. Provide a brief history of the firm.
2. Provide evidence of aviation industry experience.

DISADVANTAGED BUSINESS ENTERPRISES (DBE) PROGRAM:

A. DBE Participation

1. DBE goals may be established for this project. Firms need not identify DBE subconsultants at this time. However, firms should provide brief evidence of willingness and history of working with airports to meet DBE goals.
2. It is the policy of PTAA that Disadvantaged Business Enterprises (DBE) as defined in 49CFR Part 26 shall have the maximum opportunity to participate in the performance of this work. The successful firm will be required to comply with the DBE program established and adopted by PTAA.

TIMELINE:

RFQ KEY ITEMS	DATE
Advertisement of RFQ	Monday, January 8, 2018
Pre-Proposal Information Meeting (Participation also available via WebEx)	Friday, January 19, 2018
Deadline to be Added to Distribution List	Thursday, January 25, 2018
Deadline for Questions	Thursday, January 25, 2018
RFQ Submission Deadline	Friday, February 2, 2018
Contract Negotiation and Anticipated Award	Within 60 days

Interested firms should submit six (6) copies of its SOQs, in a sealed envelope clearly marked with the project name, on or before 1:00 P.M. EST, Friday, February 2, 2018 to PTAA, c/o Mr. Alex Rosser, P.E., Deputy Executive Director, 1000A Ted Johnson Parkway, Greensboro, NC 27409. All proposals received 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 to selection for award of contract. PTAA reserves the right to waive any informalities or irregularities in any SOQs, to accept or reject any SOQs, or to reject all SOQs, if determined to be in its best interest.

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. However, an informational meeting will be held in the Stanley Frank Board Room located in the Authority Offices at 11:00 A.M. EST, Friday, January 19, 2018. WebEx participation instructions will be posted to the Piedmont Triad International Airport website under Airport Operations, which can be found at <http://flyfrompti.com> at least one week prior to the meeting.

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) prior to 5:00 P.M. EST, Thursday, January 25, 2018. 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 and hodgesk@gsoair.org prior to 5:00 P.M. EST, Thursday, January 25, 2018 to be added to the distribution list to receive any RFQ information. Please note that it is the responsibility of each Proposer 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>.

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