

**PIEDMONT TRIAD AIRPORT AUTHORITY**

**REQUEST FOR QUALIFICATIONS (RFQ)**

*for*

**CONSULTING SERVICES FOR AN AIRPORT LAYOUT PLAN (ALP) UPDATE**

**AND NARRATIVE REPORT**

*for the*

**PIEDMONT TRIAD INTERNATIONAL AIRPORT (GSO)**

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

**PROJECT DESCRIPTION**

PTAA is soliciting proposals to engage the services of a qualified firm and/or team to provide professional planning services for an *UPDATE* of the Airport Layout Plan (ALP) and produce an accompanying Narrative Report for the Piedmont Triad International Airport (GSO).

The ALP is a component of the September 2010 GSO Master Plan Update. The current ALP was updated and conditionally approved by the Federal Aviation Administration (FAA) on January 5, 2012. Where appropriate, information and data gathered as part of other previously completed airport studies shall be utilized in order to reduce the scope of work and time required to complete this project.

The ALP drawing set must be developed per FAA Standard Operating Procedure (SOP) 2.00 "Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)".

**GENERAL**

To be considered for this assignment, firms must specifically demonstrate relevant experience and show the ability to complete such efforts quickly and efficiently, making use of any information that is already available and eliminating rework.

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 (NCDOT) Division of Aviation; and
- Various additional resource agencies which coordination might be required.

This project 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", FAA Advisory Circular 150/5300-13A "Airport Design", FAA Advisory Circular 150/5070-6B "Airport Master Plans" and all applicable current FAA Advisory Circulars and other applicable federal, state, and local requirements.

Teaming is allowable between the primary firm and subconsultants if needed for support tasks. These arrangements shall be indicated in the SOQ 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 \$5,000,000. 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.

**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.

**SCOPE OF WORK**

Scope of requested services may include, but is not limited to:

**Airport Layout Plan Narrative Report:**

Provide a brief narrative report with a focus on future airport land use and airfield pavement geometry needs, utilizing existing information where applicable. Requested areas of analysis may include but is not limited to:

- Aviation Forecasts - The Aviation Forecast that is completed for the Part 150 Update shall be used as the basis and only updates to that forecast for the purposes of this project shall be anticipated.
- Facility Requirements (focusing on airfield geometry and airport land uses) - Identify and evaluate needs of existing and future potential tenants. Assess the ability of the existing airport land uses (both airside and landside) to support the forecasted demand. Include an analysis of airfield pavement geometry and design standards compliance focusing on runways (including any proposed extensions and existing/future runway safety areas), taxiways (including runway exits), and apron areas and the access provided by each.
- Alternatives Development/Evaluation (focusing on airfield geometry and taxiway direct access solutions) - Identify options to meet projected facility requirements and alternative configurations for each major component. Assess the expected performance of each alternative against a wide range of evaluation criteria, including its operational, environmental, and financial impacts/implementation. Based on this assessment provide recommended development alternatives and triggers for their implementation (includes analysis of potential on-going maintenance needs including AIP funding needs).

**Airport Layout Plan Update:**

Provide an updated ALP utilizing the results of the preferred alternatives evaluation developed above.

- Update ALP utilizing an AGIS survey - Provide full electronic and hardcopy Airport Layout Plans depicting the phased development plan in the near-term, medium-term and long-term development of GSO. AGIS survey will be provided by PTAA.
- Exhibit "A" Update.

The selected firm/team, if requested by PTAA, may also be required to make presentations, conduct public meetings and other related public involvement activities.

A final scope of work will be developed during the negotiation process with the selected firm.

### **EVALUATION CRITERIA**

The evaluation of firms submitting SOQ for this work will be based on the following considerations and their respective weights:

Qualifications and Experience of Staff Assigned to this Project	30%
Firm(s) Qualifications and Experience Related to the Scope of this Project	30%
Project Understanding and Approach	20%
History/Aviation Experience of the Firm	20%

The selection of a consultant firm for the award of this project 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 SOQ submittals 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). PTAA reserves the right to reject SOQs that do not meet these requirements.

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. The letter is limited to one (1) page and should identify the contact person for this project, including complete contact information.

### **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, including any subconsultants, 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 as well as team member's office location.
3. Detail the qualifications, professional capabilities, education, training, working title, and office location of your designated Project Manager to be assigned to this project. Provide the number of years the Project Manager has been employed by the firm. Provide a list of specific examples of the Project Manager's relevant experience with airport planning projects. Demonstrate the Project Manager's ability to dedicate the necessary time needed to successfully complete this project on schedule and in budget.
4. Biographical summaries, including similar projects completed, of key personnel assigned to the project and who are available to commence services immediately after being awarded a contract. As previously discussed, five (5) single page resumes may be included in an appendix to supplement staff descriptions.

#### **B. Firm (s) Qualifications and Experience Related to the Scope of this Project:**

1. Provide examples of five (5) projects of a similar nature (airport master planning, airport layout plans, airport obstruction surveys, etc.) at commercial service airports including at least three (3) of which were completed or active in the past five (5) years. Describe each project in detail, including Project Manager, start and completion dates and location.
2. Provide team descriptions with subconsultants that may be used for this project, and previous working relationship with prime consultant.
3. Provide at least four (4) client references, including name and phone numbers from current or ongoing airport planning projects or projects completed within the last five (5) years.
4. Describe firm's knowledge and understanding of FAA standards and procedures related to Airport Master Plans and Airport Layout Plans including experience with the FAA's Memphis ADO and Southern Region, NCDOT or other coordinating agencies.

**C. Project Understanding and Approach:**

1. Provide a statement to indicate an understanding of the project requirements, a description of the proposed approach, and the challenges you anticipate in this project and how you propose to overcome them. Include a brief discussion of the tasks, steps, and methodology the firm will use to accomplish the scope of work described above.
2. Describe how you plan to staff the project to efficiently complete the work effort including current workload and demonstrated ability to meet schedules and deadlines.
3. Describe what makes your firm and/or team uniquely qualified for this project.

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

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

**Timeline:**

<b>RFP KEY ITEMS</b>	<b>DATE/TIME (ALL TIMES ARE EST)</b>
Posting of RFQ	Friday, August 23, 2019
Deadline to be added to Distribution List	Thursday, September 5 2019 at 5:00 P.M.
Deadline for Questions	Thursday, September 5 2019 at 5:00 P.M.
RFQ Submission Deadline	Friday, September 13, 2019 at 4:00 P.M.
Contract Negotiation and Anticipated Award	Within 60 days

Interested firms should submit six (6) copies of its SOQ, including one (1) copy on a USB flash drive, on or before 4:00 P.M. EST, Friday, September 13, 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 ALP UPDATE AND NARRATIVE REPORT 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, Thursday September 5, 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, Thursday, September 5, 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>.

PTAA, 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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