

PIEDMONT TRIAD AIRPORT AUTHORITY
REQUEST FOR QUALIFICATIONS (RFQ)
for
ARCHITECTURAL PLANNING AND DESIGN
for
TERMINAL AND CONCOURSE REDEVELOPMENT
at 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 Request for Qualifications (RFQ).

PROJECT DESCRIPTION

PTAA is seeking a Terminal Concepting, Programming, Planning and Design Consultant to provide concept, programming and final design for terminal and concourse redevelopment.

The successful proponent will demonstrate the following:

- Skill at identifying current needs as well as projecting future demands;
- The ability to program Airport Terminal Space in an efficient manner to meet those demands;
- Skill to envision a striking, unique, and beautiful form that meets the functional need; and
- Experience with the unique issues facing Small Hub Airports.

Teaming is allowed, but PTAA is not looking for a large team with multiple firms with similar disciplines. Only experience at commercial service airports will be considered. Experience at airports similar in size and function to GSO is preferred.

This project 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.

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:

- Refined Development of conceptual plans;
- 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
- As-needed Miscellaneous PTAA facility projects.

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 \$5,000,000. The firm 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.

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:

Qualifications and Experience of Staff Assigned to this Project	30%
Firm Qualifications and Experience Related to the Scope of this Project	25%
History/Aviation Experience of the Firm	25%
Prior Experience with PTAA	10%
Location of Office to Perform Work	10%

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 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. This 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 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 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 Project Manager's experience on projects of *very similar* scope including project name, scope, cost, and contact person including phone number.
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 Qualifications and Experience Related to the Scope of this Project

1. Provide qualifications to provide services as listed above.
2. Provide examples of experience on projects of very similar scope including project name, scope, cost, and contact person including phone number.
3. Provide proof of ability to complete the project in an expeditious manner.
4. Provide examples of recent experience, if any with the FAA Southern Region, NCDOT or coordinating agencies.

C. Project Approach including Schedule

1. Describe your firm's project approach and processes on similar scope projects.
2. Describe any perceived challenges and proposed resolutions.
3. Provide anticipated schedule.

D. History/Aviation Experience of the Firm

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

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.

DISADVANTAGED BUSINESS ENTERPRISES (DBE) PROGRAM:

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
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., Deputy Executive Director, 1000A Ted Johnson Parkway, Greensboro, NC 27409 in a sealed envelope, box, or package clearly marked on the outside with the following: “GSO ARCHITECTURAL PLANNING AND DESIGN RFQ RESPONSE ENCLOSED” and including the firm name, address, phone, and primary contact person. 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 SOQ, to accept or reject any SOQ, or to reject all SOQs, if determined to be in its best interest. 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) 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 and 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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