

## Request For Qualifications: Architectural and Design

The Moore County Airport Authority in Pinehurst, NC, is seeking Statements of Qualifications from Airport Architectural Design Consultants (Consultant) to determine which Consultant(s) is/are the most qualified firm/team to provide professional airport terminal design services for the Moore County, NC Airport (SOP). SOP is a General Aviation Airport near Pinehurst, NC, the home of American Golf.

### PROJECT BACKGROUND AND DESCRIPTION

Moore County Airport Authority (MCAA) invites written Statements of Qualifications from firms with the requisite, demonstrable competence, and experience in architectural services for Airport Terminal Buildings and other associated construction projects.

The selected firm will work with the Engineering firm of Talbert & Bright (MCAA's engineering firm of record) to provide architectural design and construction administration services as the prime design consulting firm on selected projects.

Talbert & Bright will contract directly with the MCAA for the civil and site engineering and other project responsibilities.

The MCAA recently completed a conceptual design for the terminal building, air and landside improvements identifying \$40+ million in capital improvements. Future projects will continue to modernize both the airside and landside with early identified projects of need in terminal building improvements, terminal wayfinding and signage, and general terminal construction and rehabilitation to include exterior areas, including terminal canopies coverings.

### SOLICITATION PARTICIPATION SUBMISSION

Interested firms may submit statements of qualifications either by hard copies or electronic submission.

Sealed statements may be mailed or delivered to the Moore County Airport Authority (address below). Attention: Rick Cloutier, Airport Director, must be identified outside the envelope(s) as **Statements of Qualifications– Airport Terminal Architectural Design Services**.

Firms/Architects submitting a complete hard copy statement of qualifications must include six (6) copies and at least one (1) digital copy in PDF format. Delivered to the following address:

Address: Moore County Airport- Attn: Airport Director, 7825 Aviation Dr, Carthage, NC 28327

Electronic Submissions may be submitted to:

[submittals@moorecountyaairport.com](mailto:submittals@moorecountyaairport.com); Digital Submissions must be identified in the subject heading as **Statements of Qualifications– Airport Terminal Architectural Design Services**.

## RFI's & Documents Request:

To request and receive the General Airport Layout Plan, Terminal Overview Map, conceptual design, and request for information (RFI), Firms Shall Contact Rick Cloutier, Airport Director, at [rcloutier@moorecountyairport.com](mailto:rcloutier@moorecountyairport.com).

Airport Site tours at the Moore County Airport may be requested and scheduled by contacting Paul Puszynski, Airport Operations Manager, at [paulp@moorecountyairport.com](mailto:paulp@moorecountyairport.com). All site tours will be scheduled for the dates of 12/12/23-12/14/23 between the hours of 8:00 am -11:00 am and 1:00 pm – 3:00 pm.

All requests for information or documents must be received by 4:00 p.m., 12/18/23. RFI's, responses, and addenda will be posted to the Moore County Airport web page under the purchasing / RFP section at [www.moorecountyairport.com/purchasing/](http://www.moorecountyairport.com/purchasing/).

The Moore County Airport Authority reserves the right to reject all Statements or portions of any or all Statements, waive irregularities and technicalities, re-advertise, or proceed to provide the service, otherwise in the best interest of the MCAA. At its sole discretion, the MCAA may modify or amend any and all provisions herein.

## Tentative Award & Deliverable Schedule:

Statement of Qualifications RFI Submission Deadline: 12/18/23.

Statement of Qualification Due: 12/29/23.

Tentative firm interviews and award date: 1/15/24.

## BUDGET

The selected firm will participate in determining the future Project (s) budgets and phasing. It is anticipated that the estimated capital investment for the first phase of the project will be in the **\$6,000,000 - \$8,000,000** range.

## STATEMENT CONTENT

The Statement submittal shall consist of the following documents in the sequence listed below. To facilitate quick reference, each section of the Statement should be offset with a tab. The Statements may be disqualified if the documents are not submitted in the sequence listed.

**Statements shall be limited to a maximum of 15 pages.**

The cover page, cover letter, and tab dividers do not count towards the page limit. Work Product Samples, as discussed below, do not count towards the page limit.

The Architectural Design project(s) may be funded in part by the Moore County Airport Authority, State of North Carolina Grants, and Federal Aviation Administration (FAA) grants. Therefore, the project (s) shall be conducted in accordance with FAA Advisory Circulars (AC) and other applicable federal, state, and local requirements. **The selected firm must be prequalified by the NC Department of Transportation for this type of work.** Documentation of the firm's prequalification should be included in the Statement of Qualifications.

**A. Cover Letter:** The cover letter should identify the firm and state other general information that the Architect desires to include regarding the Architect's business organization. At a minimum, the cover letter must include the name, form of business entity (e.g., corporation, partnership, joint venture, etc.), principal address, and direct contact information of the Architect.

**B. Executive Summary:** The executive summary should provide a clear and concise overview of the Architect's background, level of expertise, directly relevant experience, and ability. The executive summary should make the Architect's case that they are the best candidate for providing the described services and should answer the question, "Why should MCAA hire your firm?". Structure this section in a manner that allows it to serve as a stand-alone summary when separated from the other sections of the Statement.

**C. Key Staff:** Architects should indicate the proposed staff for this contract, setting forth the specific responsibilities of each key staff person. Firms should indicate who will be the primary contact with Moore County Airport. Provide each proposed key staff person a one-page abbreviated resume detailing both general experience and specific experience related to the services as defined in this Request for Qualifications.

**D. Qualifications Experience:** This section allows firms to discuss their industry experience with similar projects and what defines them as a leader in their industry. Firms may submit as much information in this section as is needed to differentiate themselves and their Statement from the other firms. Please include, at a minimum, the following information: list relevant recent experience. The list should be limited to at most five (5) projects, and each project description should include the location, primary client contact info, general order of magnitude of the project in dollars, and a description. Include, at a minimum, the following information:

**E. Project Approach:** Provide a statement discussing your understanding of the consulting opportunity at SOP, including factors critical to making the opportunity successful. Firms must provide a detailed discussion of how they will approach this opportunity to ensure that the MCAA's goals and objectives will be realized. The Statement should also identify and discuss critical issues impacting the services defined in this Request for Qualifications and discuss methods/models that would address critical issues.

**F. References:** Give the names and addresses of at least three (3) references as to your professional capability. The references should include the contact person's name, e-mail address, and telephone number.

**Work Product Samples (Does not count against the page limit.):** Firms are invited to submit a case history demonstrating the ability to perform design services for airport terminal projects. This case history should address the following elements: concept, strategy, supporting tactics, work product, and images of the finished product. In addition, provide examples and discuss in a narrative the firm's capabilities to produce quality written, graphic, and pictorial materials.

## **Evaluation Criteria**

20% Experience of the firm in planning, design and construction administration of airport terminal buildings, especially general aviation terminals and FBO facilities, or similar work.

30% Experience of the key staff in performing planning, design, and construction administration of airport terminal buildings, especially general aviation terminals and FBO facilities, or similar work

20% Quality and extent of references on previous similar projects.

15% Experience of the proposed staff, based on input from the Owner, to design facilities that reflect/represent the Owner's desired aesthetics and/or are reflective of the local community.

15% Experience of the firm in performing work funded by the NCDOT – Division of Aviation and the Federal Aviation Administration and identifying eligible and non-eligible grant costs and cost estimating for such work.