



NORTHWEST ARKANSAS NATIONAL AIRPORT

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL DESIGN AND PLANNING SERVICES FOR A CONSOLIDATED RENTAL AUTO CENTER (CONRAC) FACILITY

December 1, 2023

TABLE OF CONTENTS

Section 1: Notice of Opportunity and General Project Information	2
A. Notice and Description	2
B. Timeline and Schedule	2
C. Location of Procurement Documents	3
D. Minimum Qualifications	4
E. General Scope of Services	4
F. Evaluation	7
G. Equal Employment Opportunity	7
H. Prohibition Against Lobbying	7
I. Questions, Inquiries and Airport Contact	7
J. Publication of Notice	8
Section 2: Airport, Region, and Rental Car Activity Information	8
A. Airport Information	8
B. Regional Information	9
C. Existing Rental Car Operations at XNA	9
Section 3: Statement of Qualifications Content and Criteria	10
A. Requirements for Statements of Qualification	10
B. Evaluation and Criteria	11
C. Process Following Selection	12
Exhibits: A through D	

SECTION 1:
NOTICE OF OPPORTUNITY AND GENERAL PROJECT INFORMATION

A. NOTICE AND DESCRIPTION.

The Northwest Arkansas Regional Airport Authority (the “Authority”) gives notice of this Request for Qualifications (“RFQ”) from architects/engineers/planners (“Respondent” or “Designer”) for the planning and design of a Consolidated Rental Auto Center (“CONRAC”) facility and rental car campus near the terminal of the Northwest Arkansas National Airport (the “Airport” or “XNA”). The Authority has a preferred location directly west of the terminal (see Exhibit A) but is open to design ideas in other locations if another location can be demonstrated to be superior (e.g., see Exhibit B). It is the Authority’s intent to select a Designer that meets or exceeds the criteria set forth in this RFQ, and thereafter to negotiate an engagement (the “Agreement”) with the most qualified Respondent.

The Authority wishes to engage a Designer to design a facility as well as plan the overall rental car campus with consideration given to forecasted demand and fleet mix for rental cars, optimization of automobile access from existing or proposed roadways, and safe and efficient pedestrian access from the terminal. Consideration should be given to utilizing existing Quick Turnaround (QTA) facilities if they can be incorporated into an efficient comprehensive campus plan. Key goals of the engagement include siting, planning, programing, and designing a rental-car-only parking deck or a combined public parking and rental car parking deck and providing a recommendation of the most cost-effective project delivery method. The parking deck will likely contain a lobby and rental car counter space so the rental car operators can optimize operational efficiency with a “one-stop” experience for rental car customers. The Authority’s goal is to design a facility that has maximum flexibility for changes in use and possible future expansion as needs change over time. The scope may also include designing or working with another design team selected by the Authority to design a shell connection building between the existing terminal and the new CONRAC facility in order to accommodate future baggage claim and additional lobby space.

The Authority anticipates that full design will be complete within approximately 12 months of entering into an Agreement, but the Authority reserves the option to design the project in phases and to remain flexible on the construction timeline depending on demand, market conditions, funding, and other factors. While the Authority expects this project to take place over a roughly three-year period, the Authority reserves the right to extend the engagement for an additional two years. The Authority also reserves the right to re-advertise for those services not under contract and to select multiple firms.

B. TIMELINE AND SCHEDULE.

The anticipated timeline and schedule of events for the RFQ process is as follows:

<u>EVENT</u>	<u>DATE/TIME</u>
Issue RFQ	December 1, 2023
Deadline for Submitting Qualifications	January 16, 2024, by 4:00 CST
Finalist Interviews	February 12 - 15, 2024
Possible Presentation by Finalists to the Authority's Operations Committee	February 27, 2024
Approval by the Authority's Board of Directors	March 5, 2024
Negotiate and Execute the Agreement	By April 1, 2024

*****NOTE***** The above timeline and schedule is subject to modification without notice at the Authority's sole discretion.

C. LOCATION OF PROCUREMENT DOCUMENTS.

This RFQ and all other documents related to this procurement are only available online at www.flyxna.com/public-notices-procurements. This RFQ will be available beginning December 1, 2023. Any amendments, addenda, questions/answers, and other documents pertaining to this procurement will be posted at this site as they are released. It is the responsibility of each Respondent to frequent this site on a regular basis to ensure the delivery of up-to-date information and documentation regarding this procurement.

D. MINIMUM QUALIFICATIONS.

Respondents must show experience in providing architectural services to airports. Specifically, the successful Respondent should have expertise in planning and design of similar rental car facilities at commercial service airports certified under

Part 139 of the Federal Aviation Regulations. A Respondent must be knowledgeable of Federal Aviation Administration policies and procedures regarding air spacing of structures and construction on a commercial service airport. To be eligible to submit a statement of qualifications for the work, Respondents must meet the following minimum requirements:

1. Must have all or be able to obtain applicable licenses and permits required by the federal government and the State of Arkansas.
2. Must have, within the last four years, provided similar services to other commercial service airports.
3. Must have adequate numbers of qualified personnel to accomplish the work.
4. Must comply with the Authority's policy and program for Disadvantaged Business Enterprises.

Respondents must be incorporated or organized under the laws of a state in the United States and must be authorized to do business in the State of Arkansas at the time of agreement execution.

E. GENERAL SCOPE OF SERVICES.

Architectural Services for the CONRAC project are anticipated to include, but not be limited to, the following:

1. Planning for the overall Rental Car Campus
 - a. Forecasting future activity levels, rental car volumes, operational hours and fleet mix.
 - b. Reviewing existing roadway access, traffic flow and signage.
 - c. Developing alternative access roadway options to optimize customer convenience while minimizing traffic flow in front of the terminal building.
 - d. Considering connections between the new parking deck and the terminal and optimizing pedestrian flow.
 - e. Meeting with the rental car companies to better understand their requirements.

- f. Siting the structure after examining the pros and cons of alternative locations.
- g. Conducting necessary surveys, geotechnical reports, reviewing existing structures, and performing field investigations as needed.
- h. Obtaining required environmental approvals.
- i. Conducting a financial feasibility study including a review of lease rates and CFCs, which are anticipated to be a primary source of revenue for the project, and examining financing options, interest rates, and loan terms.

2. Designing the Parking Deck

- a. Coordinating with rental car companies, XNA staff, and the XNA board of directors as programming and concepts are developed.
- b. Phasing the design as directed by XNA staff with the understanding that the project may be halted if adequate funding is not secured or is interrupted.
- c. Preparing detailed plans and specifications.
- d. Developing cost estimates.

3. Bidding or Negotiation

- a. Providing guidance on the best delivery method and assisting with the procurement process.
- b. Assisting the Authority in advertising and securing bids, negotiating fees for services, analyzing bid results.
- c. Providing recommendations on the award of contracts and assisting in the preparation of contract documents.

4. Construction Oversight

Services to be performed after the award of a construction contract include, but are not limited to, the following:

- a. Representing the Authority in pre-construction conferences.

- b. Inspecting work in progress periodically and providing appropriate reports to the Authority.
- c. Reviewing and approving shop and erecting drawings submitted by contractors for compliance with design concepts and contract documents.
- d. Reviewing, analyzing, and approving laboratory and mill test reports as necessary for materials and equipment.
- e. Preparing and negotiating change orders and supplemental agreements.
- f. Observing or reviewing performance tests required per plans and specifications.
- g. Determining amounts owed to contractors and assisting the Authority in the review of payment requests.
- h. Making final inspection and submitting a report of the completed project to the Authority.
- i. Preparing as-built drawings in electronic formats and GIS survey of the project.

5. Special Services

The development of this project may involve activities or studies outside the scope of the basic design services routinely performed by the Respondent. These special services may vary greatly in scope, complexity, and timing, and may involve several different disciplines and fields of expertise. Consultants performing special services may be employed directly by the Authority to implement one or more phases of a project or may be engaged by the principal consultant via a subcontractor agreement. Some examples of special services that might be needed for this project include:

- a. Soils investigations, including core sampling, laboratory tests, related analyses, and reports.
- b. Detailed mill, shop, and/or laboratory inspections of materials and equipment.

- c. Land surveys and topographical maps.
- d. Field and/or construction surveys and GIS survey work.
- e. Onsite construction inspection and/or management involving the services of a full-time resident architect, inspector, or manager during the construction or installation phase of a project. This differs from the periodic inspection responsibilities included as part of the basic services.
- f. Special environmental studies and analyses.
- g. Expert witness testimony in litigation involving specific projects.
- h. Project feasibility studies, to include need, constructability, and financial feasibility.
- i. Public information and community involvement, surveys, studies, and special presentations to tenants, lessees, committees, and the Board of Directors.
- j. Preparation of as-built constructed plans in electronic formats including GIS.
- k. Assisting the Authority in the preparation of necessary application for local, state, and Federal Aviation Administration approvals if required for the project.
- l. Preparation of or updating the Airport Layout Plan.
- m. Preparation of property maps.
- n. Preparation of quality control plan and safety management plans.
- o. Preparation of progress reports, special reports, presentations, and final reports.

F. EVALUATION.

The Authority will evaluate qualifications based on the criteria set forth herein. The Authority will only evaluate Statements of Qualifications submitted by Respondents who meet the minimum requirements and qualifications set forth in this RFQ. Further, the Authority reserves the right to reject any or all Statements

of Qualifications, to waive irregularities and technicalities of any kind, to re-advertise, or to otherwise proceed in the best interests of the Airport.

G. EQUAL EMPLOYMENT OPPURTUNITY.

The Authority is an equal employment opportunity organization, which does not discriminate on the basis of race, religion, color, sex, age, marital status, national origin, sexual orientation, or the presence of any sensory, mental, or physical disability in consideration of a contract award. The successful Respondent will be required to comply with all federal, state, and local laws and regulations.

H. PROHIBITION AGAINST LOBBYING.

A Respondent shall not lobby, either on an individual or collective basis, the Authority (including its directors, officers, employees, or agents) or any federal, state, or local elected or public official or staff regarding this RFQ or its Statement of Qualifications. No Respondent, and no acquaintances, friends, family members, outside advisors, agents, or other representatives of a Respondent, shall contact the Authority (including its directors, officers, employees, or agents), or any federal, state, or local elected or public officials or Airport staff to arrange meetings, visits, or presentations to influence the outcome of the selection process. Violation of this provision, by or on behalf of a Respondent, intentionally or unintentionally, may result in disqualification of the Respondent and/or rejection of a Statement of Qualifications.

I. QUESTIONS, INQUIRIES AND AIRPORT CONTACT.

The Authority is committed to providing all interested parties with accurate and consistent information. To this end, from the date of this RFQ through the execution of the Agreement, the Authority's contact is Ben Perea, Director of Construction (email: ben.perea@flyxna.com; telephone: (479) 205-1420).

Oral communications and emails from the Authority, its staff, agents, employees or outside advisors, or any other person associated with this RFQ shall not be binding on the Authority and shall in no way modify any provision of this RFQ. Only formally issued addenda and the Authority's published responses to Respondents' questions shall modify the terms of this RFQ. Any addenda issued for this RFQ will be published at the following website address: www.flyxna.com/public-notices-procurements. Respondents are responsible for checking the website prior to submission of qualifications for any addenda and responses to questions. If you are unable to download the addenda, you may contact the Authority's contact noted in this Section.

J. PUBLICATION OF NOTICE.

This RFQ, or a summary thereof, will be published, posted, or delivered to the following:

- Airports Council International—North America (ACI-NA);
- American Association of Airport Executives (AAAE); and
- Any entity that has previously expressed interest in the project or which the Authority has identified as a potential Respondent.

SECTION 2: AIRPORT, REGION, AND RENTAL CAR ACTIVITY INFORMATION

A. AIRPORT INFORMATION.

XNA currently is the second largest commercial service airport by enplanements in the State of Arkansas and was ranked as the 104th largest airport in the United States based on 2022 enplanements. The Airport opened for commercial service in 1998. Over the years since then, a variety of capital projects and expansions have been completed. In 2011, XNA opened a new concourse (Concourse A) with 12 gates. In 2018, a new structured parking facility was completed with 1,123 public parking spaces on floors 2 through 4. The first floor was reserved for rental car ready return operations. Beginning January 1, 2024, rental car ready return facilities will once again be outside on the west side of the terminal on surface parking. This is the proposed location for the CONRAC facility.

XNA has experienced strong growth over the years. By 2018, XNA's enplanements had grown to over 788,000, an increase of 8.7% over 2017. In 2019, enplanements increased 17% to 922,533. Although XNA's enplanements followed the national and global decline during the COVID-19 pandemic, 2022 enplanements were 836,195, and 2023 enplanements are expected to surpass the record level set in 2019 with approximately 980,000 enplanements for full year 2023. Over 800 people are employed on the XNA campus, with approximately 70 people being employed directly by the Authority.

Historically, XNA's customer base has been predominately made up of business travelers in support of Walmart, Tyson, J.B. Hunt, the University of Arkansas, and other companies in the Northwest Arkansas area. The COVID-19 pandemic ushered in a surge of leisure travelers, and the airlines have responded, adding new service and routes. Currently, XNA has six airlines (American, United, Delta, Allegiant, Frontier, and Breeze) serving 22 non-stop destinations (as of November 2023).

B. REGIONAL INFORMATION.

Northwest Arkansas is a fast-growing metropolitan area that is home to more than 550,000 people. In addition to being home to the University of Arkansas, Northwest Arkansas is the corporate headquarters of three Fortune 500 companies: Walmart (#1), Tyson Foods (#80) and J.B. Hunt Transport Services (#280). Hundreds of Walmart supplier offices have been established in the region, meaning thousands of employees for Procter & Gamble, Colgate-Palmolive, General Mills, Kraft Heinz, Coca-Cola, Mondelez International, Johnson & Johnson, Nestle USA, and other companies rely on XNA to conduct business worldwide.

Leisure travelers use XNA to access the region’s increasing number of quality-of-life amenities. Crystal Bridges Museum of American Art, The Momentary, the Walmart AMP outdoor concert venue, and the region’s recognition as the mountain bike capital of the world are among dozens of reasons Northwest Arkansas is an attractive place to visit.

C. EXISTING RENTAL CAR OPERATIONS AT XNA.

XNA is currently served by six rental car brands: Avis, Budget, Enterprise, Hertz, National, and Thrifty. The Authority currently assesses a \$4.75 customer facility charge (CFC) per contract day that applies to all rental car transactions at XNA. CFCs collected in recent years are shown below:

CUSTOMER FACILITY CHARGE & RENTAL CONTRACTS SUMMARY				
Year	CFC Revenue	Total # of Contracts	Total # of Rental Days	Average # of Rental Days per Contract
2017	\$1,921,464	131,601	404,519	3.1
2018	\$2,056,721	138,455	432,994	3.1
2019	\$2,272,347	147,778	478,389	3.2
2020	\$963,238	55,177	202,787	3.7
2021	\$1,184,802	66,895	249,432	3.7
2022	\$1,649,029	97,489	347,164	3.6
2023*	\$2,000,000	120,000	420,000	3.5

*Projected

SECTION 3:
STATEMENT OF QUALIFICATIONS CONTENT AND CRITERIA

A. REQUIREMENTS FOR STATEMENTS OF QUALIFICATIONS

Respondents shall submit ten (10) copies of the statement of qualifications and one thumb drive (accompanied by a completed copy of the certification attached hereto as Exhibit D) that includes an electronic version of the submittal providing the following information:

1. Transmittal letter – Submitted by Designer’s principal and giving the firm name, address, phone number, and person to contact regarding the Statement of Qualifications.
2. Project Description – A brief statement regarding the Respondent’s understanding of the project, an expression of Respondent’s interest in undertaking this assignment, and a summary of the major issues that you believe should be addressed in the program.

In addition, describe the technical proposal of the project including project coordination procedures, data collection processes, time schedules, any services that would be provided through a subcontractor, and a concise summary of deliverable products, services, and their quantity.

Please specify and cite examples from similar projects both on or off airports, if applicable, where Respondent’s firm has had past experience with projects that are similar to those planned for XNA.

3. Organizational Structure – The legal form of the Respondent’s business organization, the resident state of incorporation (if applicable), a list of current and anticipated contracts, and an organizational chart.
4. Facilities and Resources – A list of Respondent’s resources considered advantageous to successful project completion. This might include management capabilities and experience, technical resources or equipment not assigned to this project but available for project consultation, if needed or required.
5. References – Information regarding previous work of similar nature for rental car parking decks performed by Respondent or in conjunction with another organization. This would include a description of work performed

and assignment breakdowns, the dates and names, addresses and telephone numbers of previous and current clients available for contact.

6. Project Staff – Biographical summaries of key personnel who would be responsible for this project throughout the effort and who are available to commence services immediately after being awarded a contract for services. Also include a listing of similar projects undertaken by the key personnel assigned.
7. Work Samples – ***Upon request only***, samples of a similar project in scope and magnitude.
8. All qualifications submitted shall be signed by a principal owner of the design firm and be in a form to provide ease of review.
9. A list of subcontractors may be submitted with this proposal. At a minimum, include the subcontractor for the financial analysis and structural design work with the submission. The Authority reserves the right to accept or reject any/all subcontractors proposed and may name to the Respondent certain qualified subcontractors to be utilized.
10. Any other information or data which, in the opinion of the Respondent, has a bearing upon or would prove useful to this project.

B. EVALUATION AND CRITERIA.

Statements of Qualifications received in response to this RFQ will be evaluated by Authority staff members. Staff will use the evaluation criteria summarized below and may utilize any information or other criteria they deem necessary as submitted by Respondents.

1. The specialized experience and technical competence of the firm with respect to the type of professional services required for similar projects – **40 POINTS**
2. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project – **30 POINTS**
3. The past record of performance of the firm with respect to such factors as control of costs, quality of work and ability to meet schedules and deadlines – **30 POINTS**

C. PROCESS FOLLOWING SELECTION.

After selection of the top-rated firm is completed, the Authority will negotiate to achieve the most advantageous contract for the Airport. If, after reasonable effort, a contract cannot be negotiated, the negotiations with the selected firm shall be terminated. The firm will be requested to submit in writing a “best and final” offer. Any contract negotiated shall include a not-to-exceed dollar clause.

EXHIBIT A: Likely CONRAC Location

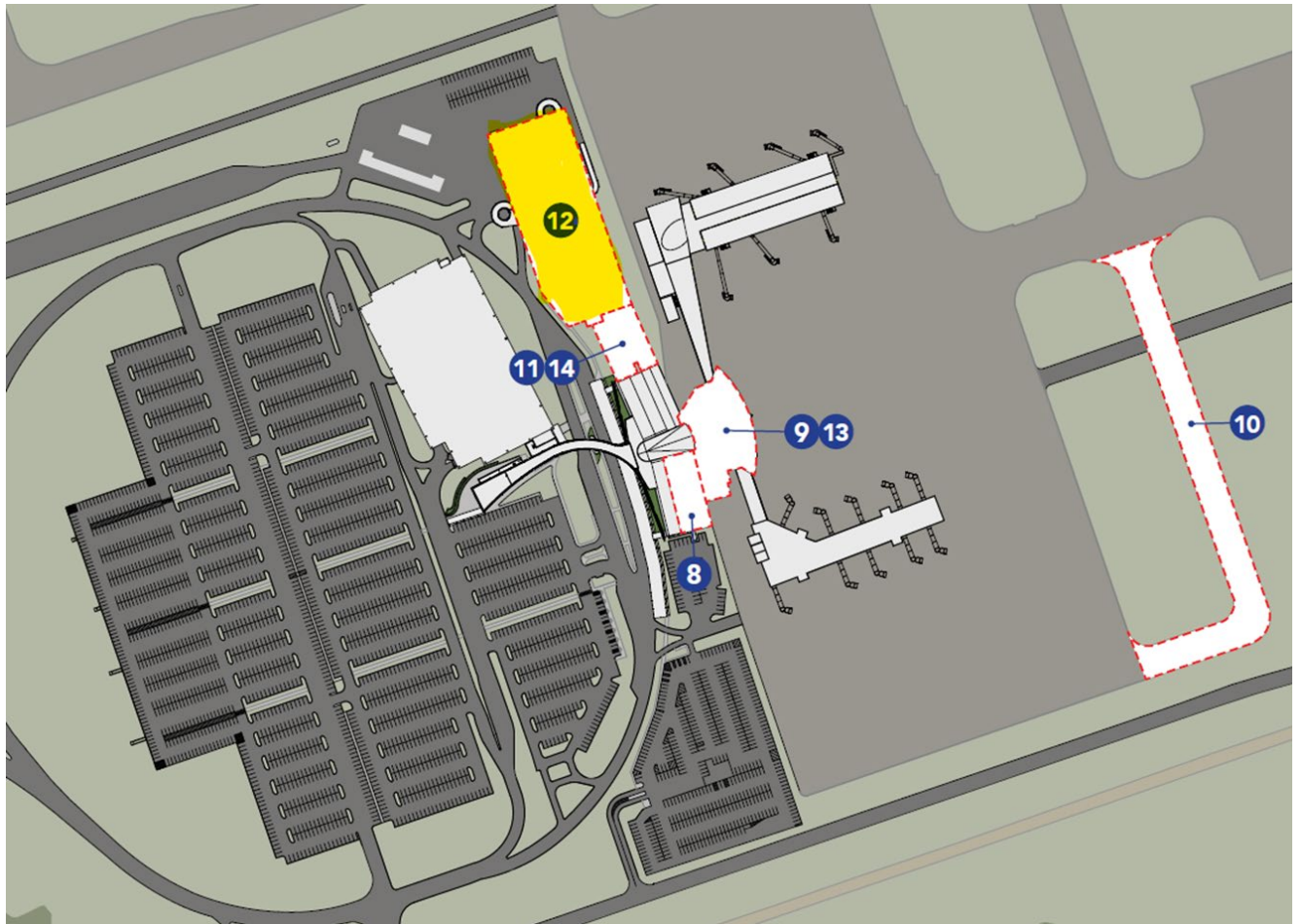


EXHIBIT B: Alternative CONRAC Location

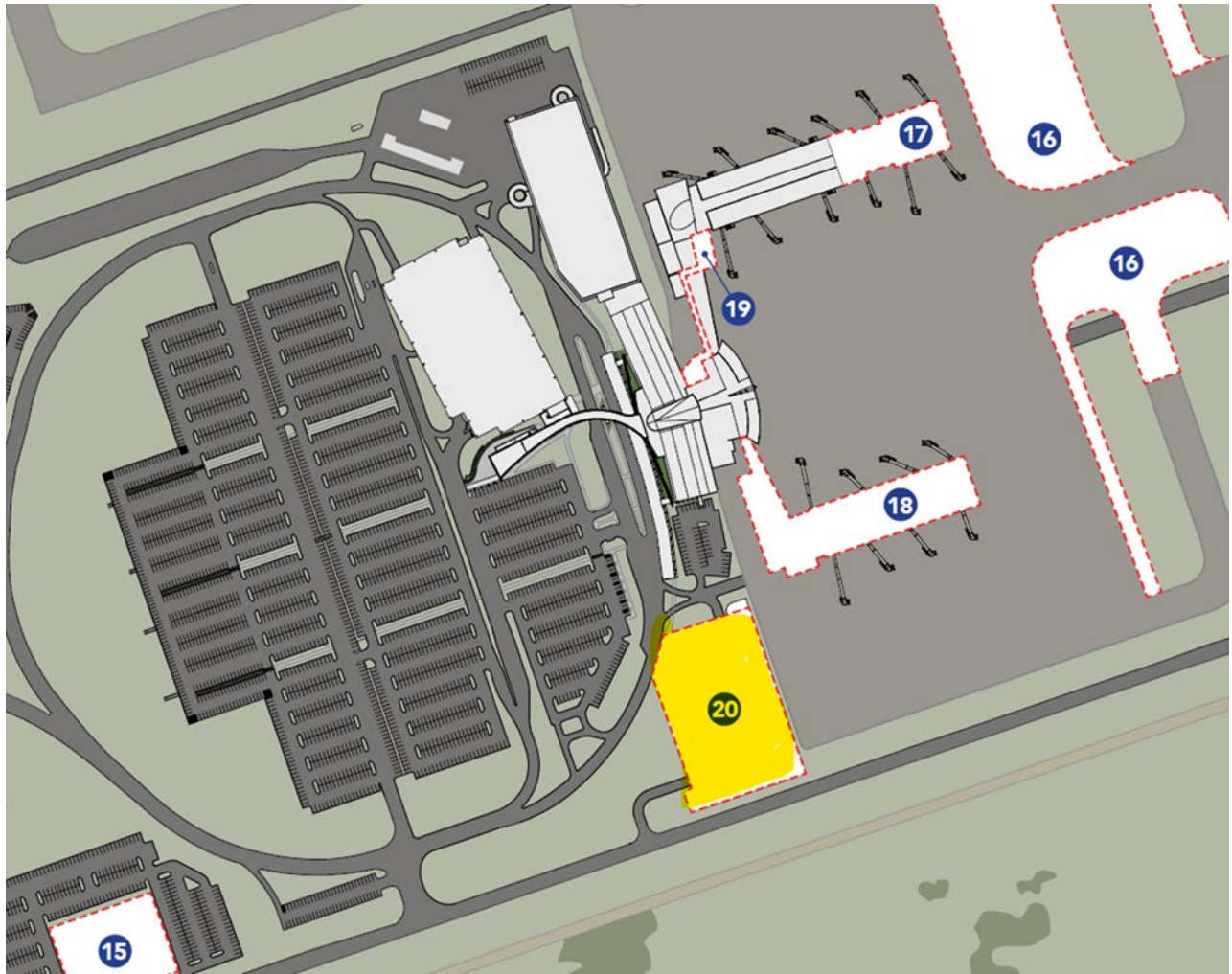


EXHIBIT C: Possible Rental Car Campus Access Road

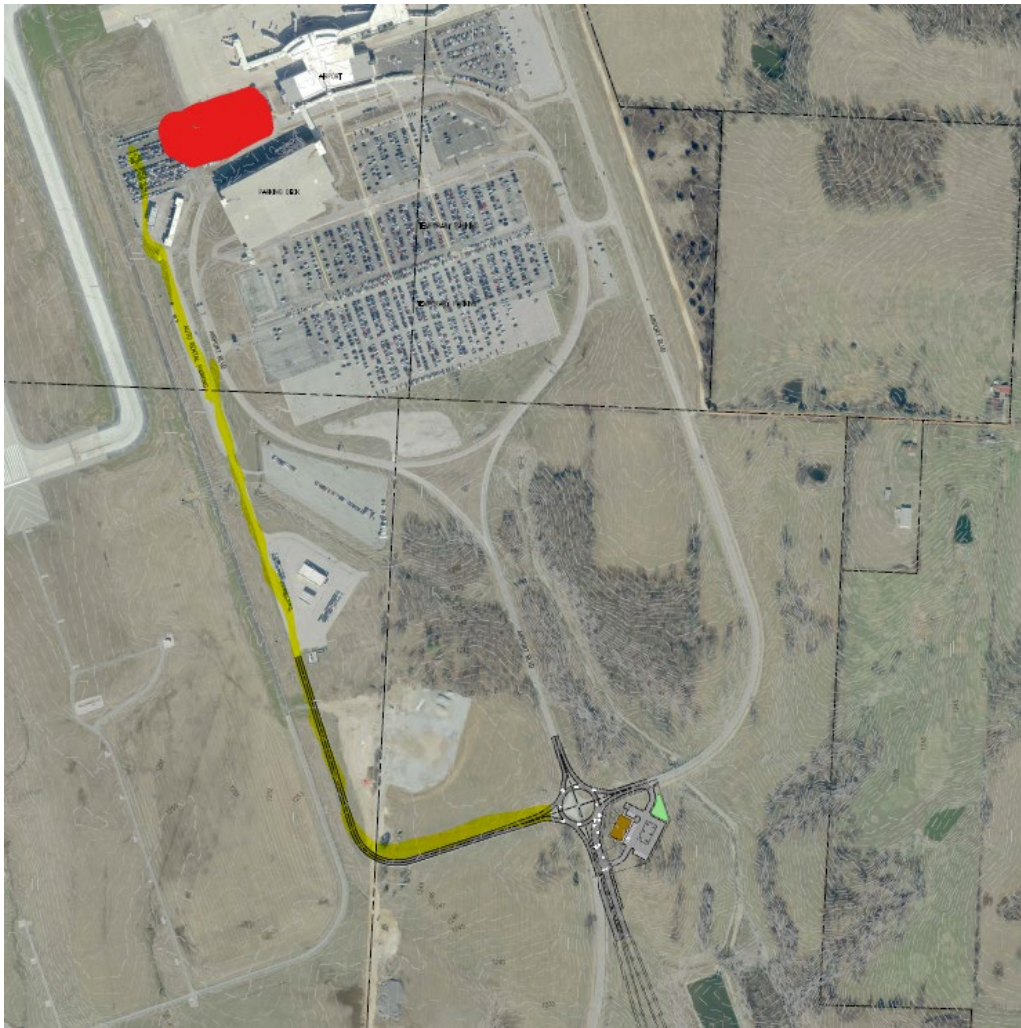


EXHIBIT D: Virus-Free Certification

COMPUTER VIRUS AND MALWARE CERTIFICATION

Proposer Name: _____

I hereby certify that the proposal submitted on the USB flash drive accompanying this certification was scanned for computer viruses and malware using software that is commercially reasonable for such purpose, and that said flash drive is free of computer viruses and malware at the time of its delivery to XNA. I further certify that to the best of my knowledge any hyperlinks contained in the proposal may be safely accessed as of the date of this certification.

Signature of Authorized Representative

Date

Print name: _____

Print title: _____