

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications – Airfield Design Services for Airfield Safety Enhancements & Improvements Program (ASEIP) - Phase 1**

Solicitation Number: RFQ 25-013

Description: The projects are anticipated to be completed over at least five funding years and are directly dependent upon FAA AIP funding. The projects may accelerate or be extended further due to actual funding levels. Construction contract packaging shall be developed in collaboration with the CMAR contractor to provide maximum flexibility in accommodating varying funding levels.

Work associated specifically with the ASEIP – Phase 1 will follow the appropriate steps to help facilitate grant applications and potential awards. It is anticipated that the project will be executed with early work packages, which would lead to the execution of multiple work efforts at various levels of development and/or construction under the key services within this PSA:

1. Design and Bid Phase Services
2. Construction Phase Services

The scope of services will include but is not limited to:

### **Design and Bid Phase Services**

- Apply appropriate FAA Advisory Circulars (AC), Orders, and other Airport and regulatory guidance documents as required throughout project duration, to include but is not limited to:
  - Update aviation forecasts for pavement design, if required,
  - Design of airfield pavement, drainage, embankment, grading, and associated work,
  - Design of airfield electrical circuitry, regulators, and associated work,
  - Design of airfield pavement marking and guidance signs,
  - Design of FAA-owned facilities (including ALS and other NavAids) and other utility relocation,
  - Design of temporary and permanent fencing and security systems for AOA access,
  - Prepare and develop design and construction documents,
- In collaboration with the CMAR contractor:
  - Develop overall construction sequencing and packaging strategy,
  - Identify phasing and sequence impacts per phase of work and develop proposed mitigations,
  - Prepare cost estimates and schedules,
  - Prepare construction solicitation front-end documents and coordinate with City and Airport staff as directed to meet solicitation schedules and FAA grant application requirements.
- Perform site investigations, if required, to include but not be limited to geotechnical investigations, surveys to include underground features, and review of existing record documents.
- Provide design submittals for review, coordination, and/or approval at 65%, 95%, and 100% construction contract documents, including supporting cost estimates and schedules.
- Provide design submittals for review, coordination, and/or approval at 65%, 95%, and 100% construction contract documents, including supporting cost estimates and schedules for FAA-owned facilities.
- Incorporate the Airport's SMS, including Safety Risk Assessments, as applicable in



- evaluating design and construction phasing/sequencing alternatives.
- Provide Bid/Solicitation support services to include but not be limited to:
  - Pre-Bid/Pre-Solicitation agenda and presentation preparation and participation at the Pre-Bid/Pre- Solicitation meetings,
  - Responding to questions and Requests for Information (RFIs),
  - Interpretation of contract documents as required,
  - Preparation of Addenda as required,
  - Performing bid/pricing evaluations, due diligence as required,
  - Attendance at bid openings and contract negotiations as needed.
- Perform Limited Phase 2 Environmental Assessments before mobilization and after demobilization for the construction contractor staging areas and temporary batch plants, if applicable. The Airport's Soil Management Plan is located on the Airport's webpage and can be located at:

<https://flysanantonio.com/wp-content/uploads/2021/02/Soil-Management-Plan.pdf>.

- Assist with the development and negotiations of anticipated Reimbursable Agreements with the FAA for impacts and mitigations of impacts to FAA communications and navigational aid equipment, design and installation of replacement approach lighting systems, and coordination for potential modification to runway approach procedures.
- Assist with the coordination with TxDOT San Antonio District Office for installation of an approach lighting system over US Highway 281 and other infrastructure impacting TxDOT ROW.
- Develop project presentations and reports and present to Airport Executives, FAA personnel, Airport Tenants and other project Stakeholders, and other City Leaders.

## **Construction Phase Services**

- Provide conformed "Issue for Construction" (IFC) documents as required.
- **Resident Project Representative and Resident Inspection Services**
  - Provide dedicated, on-site, and licensed Resident Project Representative to oversee the dedicated Resident Inspection Services.
  - As Resident Project Representative, be present as an observer at the project sites through Final Completion of the construction activities. The working hours and schedules will be addressed during the contract negotiations.
  - The Resident Inspector will be required to be onsite during all major work activities to ensure all work adheres to the specifications and measure required quantities for contractor payment. The working hours and schedules will be addressed during the contract negotiations.
  - Resident Project Representative Services shall include, but not be limited to:
    - Serving as engineer's liaison with the construction contractor(s) as required,
    - Submitting weekly and quarterly construction observation reports,
    - Attending weekly construction meetings,
    - Observing and reviewing acceptance test results performed by construction contractor(s) at the frequency stated in the specifications.
  - Observations are required for the purpose of providing the City with a greater degree of confidence that the completed Work will conform to the construction contract documents.

- **Construction Administration Services**

- Provide Construction Administration Services through completion of the project to include, but not be limited to:
  - Maintaining Shop Drawing and Submittal Logs,
  - Reviewing and approving shop drawings and samples submitted by construction contractor(s) for conformance,
  - Evaluating and determining the acceptability of substitute or “or-equal” materials or equipment proposed by construction contractor(s),
  - Responding to Requests for Information (RFIs) and maintaining the RFI Logs,
  - Interpretation of construction contract documents,
  - Preparing and processing change orders, etc. to include providing review, negotiation, AIP eligibility justification, and recommendation on change order requests made by construction contractor(s),
  - Reviewing construction contractor applications for payment and the accompanying support documentation and providing recommendation for payment,
  - Preparing daily, weekly, and quarterly project status reports,
  - Assist the Airport with Claim negotiations to include attending mediation and legal hearings,
  - Submitting Project closeout documentation and final engineers report with the following documents:
    - Pre-construction documents such as construction contract schedule; agendas; meeting minutes; and contractor’s safety, quality control, and Storm Water Pollution Prevention plans,
    - Construction documents such as weekly inspection reports, monthly applications for payments, submittals, and submittal log,
    - Certifications such as Stormwater, Texas Pollution Discharge Elimination System permits.
    - Final documents such as final quantities computations, change orders, and contractor’s retainage package with recommendation letter,
    - Appendix materials such as construction contractors’ certified payrolls, field test results, scale tickets, project photos, etc.

- **Post Construction Services**

- Prepare as-built drawings and provide in hard copy, electronic (PDF), Airport GIS (AGIS), and Paver formats,
- Prepare FAA specific as-built drawings for submittal and approval by the FAA for all FAA owned facilities,
- Prepare a final test and quality control report documenting the results of all tests performed, highlighting those tests that failed or that did not meet the applicable test standard. The report shall include the pay reductions applied and the reasons for accepting any out-of-tolerance material.
- Perform warranty inspections.

Respondent will also be required to provide services, in addition to those already listed, as set out in the City’s General Conditions. **Refer to RFQ Exhibit B – General Conditions.**

All phases of the work will require close interaction and coordination with the City, local and regional FAA offices, the CMAR, TxDOT, and DOD as required by City.



## **Other Requirements**

Personnel provided by awarded Consultant must be able to obtain proper TSA security clearances, to include the required background check for airfield access. Consultant shall be responsible for either having all sub-consultants properly badged or providing escorts to sub-consultants. Driving within the secured areas of the airfield will be required. See **RFQ Exhibit E - Procedures for Obtaining Airport Personnel Identification Badge & Airfield Driver's License**.

In addition to standard requirements contained in the City's **Professional Services Agreement Template (RFQ Exhibit A)**, Consultant will be required to comply with provisions of FAA Advisory Circular (AC) 150/5100-14E "Architectural, Engineering, and Planning Consultant Services for Airport Grants Projects", or its most current version. This AC can be obtained through the internet at <http://www.faa.gov/>. Note: Consultant and their sub-consultants will be expected to provide substantiation for labor, overhead & burden rates to meet the requirements outlined in FAA Advisory Circular (AC) 150/5100-14E "Architectural, Engineering, and Planning Consultant Services for Airport Grants Projects", or its most current version. To meet the Overhead substantiation requirements, Consultant will be asked to submit an Audited Overhead supported by the Report of Independent Auditors that accompanied the Audited Overhead. Consultant may also submit a Defense Contract Audit Agency (DCAA) audit or other governmental agency audit report.

## **Internship Program**

Consultant shall commit to providing at least two (2) paid internships per year to work on the Project for the duration of the Project. Interns shall be students enrolled in college or graduate school programs that are relevant to work being performed by Consultant in furtherance of the Project. Each internship shall be a minimum of three (3) months in duration and at least 20 hours per week. The requirement for internships is limited to non-DBE prime consultants and may not be imposed by the Consultant on any subconsultants on the Project.

Consultant shall be responsible for the establishment and on-going management and supervision of the Internship Program.

Applicable Product Categories:

91313 – Reconstruction/Rehabilitation

91438 – Electrical

90976 – Site Work

91875 – Management Consulting

96258 – Professional Services

**Date Issued: November 15<sup>th</sup>, 2024**

**Due Date & Time: January 10<sup>th</sup>, 2025, 10:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on November 25, 2024, via WebEx and In-Person at Meeting Location. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.



**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2632 508 2975 | **Meeting Password:** COSA2024

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m2384a98f145a3f166b01fb7c3ddd4920>

The Pre-Submittal Conference will be held at the City of San Antonio Airport Center, 10100 Reunion Place, Boeing Conference Room 3<sup>rd</sup> Floor, San Antonio, Texas 78216. The event is not in the Airport Terminals, and via WebEx meeting. The meeting is located adjacent to the San Antonio Airport in the Airport Center office building.

Staff Contact Person: Adrian Pena, Procurement Specialist III, Adrian.Pena@SanAntonio.gov

**Evaluation Committee Voting Members:**

Jeff Coyle, Assistant City Manager, City Manager's Office

Jesus H. Saenz Jr., I.A.P, Director of Airports, Aviation Department

Sam Rodriguez, P.E., Chief Planning & Development Officer, Aviation Department

Candyce Selby, P.E., Capital Program Manager, Aviation Department

Emily Underhill, P.E., A.A.E., Deputy Executive Director, Development at Lee County Port Authority

**Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFQ or proposal from the time the RFQ has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFQ has been released until the contract is approved at a City Council “A” session.**

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on December 6, 2024.** Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City's responses will be posted with this solicitation.

**Adrian Pena, Procurement Specialist III  
City of San Antonio, Finance Department – Procurement Division  
Adrian.Pena@SanAntonio.gov**



**For SAePS language -**

**To view this solicitation,** go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on "My Bids" (first), if not viewable then click "Other Bids" (to view all already published competitive bids). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.

**For CivCast language –**

**To view this solicitation,** go to <https://www.civcastusa.com/bids> and search under SAP Project ID number or project name.

