

**➔ SUSQUEHANNA AREA REGIONAL  
AIRPORT AUTHORITY**

**REQUEST FOR  
QUALIFICATIONS/TECHNICAL  
PROPOSAL**

**Professional Design, Bidding and Construction  
Phase Services**

**Franklin County Regional Airport**

**Construct Snow Removal Equipment Storage  
Building**

*Susquehanna Area Regional Airport Authority  
Harrisburg International Airport  
One Terminal Drive, Suite 300  
Middletown, PA 17057*

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**January 2020**

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## **I. INTRODUCTION**

The Susquehanna Area Regional Airport Authority (SARAA), owner of Franklin County Regional Airport (FCRA) invites interested firms to submit Statements of Qualifications and Technical Proposals (SOQ/TP) to provide engineering, bidding and construction phase services for the Construct Snow Removal Equipment (SRE) Storage Building project at FCRA, a General Aviation Airport owned and operated by SARAA.

## **II. SCOPE OF SERVICES SUMMARY**

The scope of work is generally described as providing construction drawings, specifications, bid phase, and construction phase services for a SRE storage building at FCRA. See Section IX for the full scope of services.

Design Phase services include developing construction design documents and specifications for a metal SRE building at FCRA. The size of the building is approximately 2,500 square feet and will include one maintenance/storage bay. Additional site improvements to be designed include grading, site utilities, access road paving, stormwater management and erosion and sedimentation control measures.

Construction phase services include oversight of construction activities including, but not limited to, providing a qualified resident project representative, establishing a document control system, monitoring construction progress, implementing a quality assurance program, providing and coordinating acceptance testing, preparing progress reports, verifying quantities, reviewing pay applications, attending inspection meetings and coordinating project close-out activities.

## **III. AIP/BOA PARTICIPATION IN PROJECT FUNDING**

SARAA anticipates that the selected consultant will perform the described services in support of the Construct SRE Building Project, which will be funded with Federal Airport Improvement Program (AIP) and Pennsylvania Bureau of Aviation (BOA) grant participation.

## **IV. USE OF SUBCONSULTANTS**

SARAA expects that consultants responding to this RFQ/RFP may assemble a team of sub-consultants that provide an adequate range of resources to undertake the variety of assignments described in the Scope of Services, or they may supply those services in-house. The resources and capabilities of each member of the sub-consultant team must be described in the SOQ/TP. The proposed team of sub consultants will be reviewed by SARAA during the selection process.

Once a consultant team has been selected to begin contract negotiations, prime consultants will be required to obtain written approval from SARAA for any changes to the sub-consultant team before negotiations can be completed. SARAA reserves the right to reject any proposed sub-consultant and to request that the selected prime consultant review other candidate firms for a particular area of responsibility.

## **V. SELECTION PROCESS**

The procedure to be used in this selection process is described in the following steps:

Step 1: Review SOQ/TP from consultants responding to the Request for Qualifications/Technical Proposals.

Step 2: Based upon the information received in the SOQ/TP, SARAA will evaluate and rank the consultants in order of best qualified. There will be no interviews conducted during this consultant selection process.

Step 3: SARAA will initiate negotiations with the first ranked consultant. If negotiations are successful, SARAA will enter into an agreement with the consultant. If a mutually satisfactory contract cannot be

negotiated with the first-ranked consultant, the negotiations will be terminated and negotiations will be initiated with the second-ranked consultant.

The process will be repeated until a satisfactory agreement has been reached with a qualified consultant. SARA, at its sole discretion, reserves the right to reject any SOQ/TP for any reason.

## **VI. SELECTION CRITERIA**

The selection process will follow the guidelines set forth in Federal Aviation Administration (FAA) Advisory Circular Number 150/5100-14E, Change 1, "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects". The evaluation criteria to be used in selecting and ranking consultants include, but are not limited to, the items listed below.

1. Capability to perform all or most aspects of a project and recent experience in airport projects comparable to the proposed project. (20%)
2. Key personnel's professional qualifications, experience, and availability. (11%)
3. Current workload and existing commitments. (5%)
4. Demonstrated ability to meet schedules and deadlines. (5%)
5. Quality of projects previously undertaken. (7%)
6. Qualifications and experience of sub-consultants regularly engaged by the consultant under consideration. (11%)
7. Demonstrated understanding of potential project problems and sponsor's special concerns. (5%)
8. Capability of a branch office that will be doing the work, to perform independently of the home office; or conversely, its capability to obtain necessary support from the home office. (5%)
9. Capability to furnish qualified inspection and testing personnel. (11%)
10. Familiarity with and proximity to the geographic locations of potential projects. (7%)
11. Evidence documenting consultant met Disadvantage Business Participation goals or documenting good faith efforts. (8%)
12. Responsiveness to RFQ format and instructions. (5%)

## **VII. SUBMITTAL REQUIREMENTS**

### **A. Format and Content**

To be considered for evaluation, the length of submittals shall not exceed 18 pages of data developed for responding to this RFQ/TP (one-sided, double-spaced, and type no smaller than a 12 font size). This limitation does not include index sheets, general promotion data, a brief transmittal letter, or required attachments such as Disadvantaged Business Enterprise (DBE) certification forms. Submittals must address the following topics within the 18 data pages:

1. Executive Summary: The Statement of Qualifications and Technical Proposal shall be prefaced by an Executive Summary of three pages or less, which gives in brief concise terms, a summation of the submittal.

2. Description of Firm: Provide a general description of the firm including such information as Services offered number of employees, office location, and years in business, etc.
3. Organization and Management: Provide a graphic and narrative description of the administrative structure proposed for managing the services contract, specifically outlining major responsibilities and areas of expertise. The overall project manager and key staff members must be identified and brief resumes provided. Resumes of firm principals are not required unless they are proposed as active, integral members of the team. Principals should, however, be listed on the organizational diagram in relation to the study team.
4. Firm Project Experience: Provide experience summaries for past projects which demonstrate experience and ability to undertake a wide variety of design, bidding and construction phase services.

All projects listed in this section must have been completed by the firm using current employees. List the names of such key employees with each project. Do not include projects for which key project personnel are no longer employed by the firm. Projects for which experience was gained by individuals during previous employment should be indicated in the next section.

For each qualifying project, include the following information in tabular form: project name, location, client, total contract amount (and firm amount, if different), principal-in-charge, day-to-day technical project manager, key design staff, date completed, client reference (name, position and phone number) and brief narrative description of the project. A tabular summary or other format may be used.

5. Individual Project Experience (Optional Section): This section must follow the same general format as the firm experience summaries, but is reserved for projects for which experience was obtained while individuals were employed elsewhere.

For each qualifying project, include a brief narrative description and the following tabular information: Project name, location, client, current employees who had key management or staff roles, employer during the project, and a client reference.

6. Technical Approach: Provide a brief discussion of the tasks or steps that the firm will take to accomplish the work described in the scope of services. Limit this discussion to no more than three pages.

The material presented in the SOQ/TP to address the above topics is expected to clearly reflect qualifications that demonstrate the consultant's knowledge and experience in services for U.S. airports.

#### B. Equal Employment Opportunity and Disadvantaged Business Enterprise (DBE) Participation

Any contract awarded as a result of this Request for Qualifications and Technical Proposal is expected to be funded in part by Grants from the United States Department of Transportation, Federal Aviation Administration (FAA), the Pennsylvania Department of Transportation, and Bureau of Aviation (BOA). This procurement will be subject to regulations required by the FAA and BOA with regard to minority participation.

Describe your program for the direct involvement of DBE in the ownership, management, or operation of your business. If you or a subcontractor is a certified DBE, indicate the source of your certification.

C. Submittal Deadline

1. Three (3) hard copies and one (1) electronic copy of SOQ/TP must be submitted to Mr. David Spaulding, Deputy Director for Engineering and Planning, Susquehanna Area Regional Airport Authority.

Mailing Address

Harrisburg International Airport  
One Terminal Drive, Suite 300  
Middletown, PA 17057

Phone: 717/948-3900

Fax: 717/948-3516

Delivery Address

same

SOQ/TP shall be submitted in a sealed package marked "Statement of Qualifications, SRE Equipment Storage Building, Franklin County Regional Airport". Submittals must be received no later than 2:00 PM, EST, on Monday, March 9, 2020.

Only timely received submittals meeting the requirements of this Request for Qualifications and Technical Proposals will be considered. No submittal will be considered or accepted which is submitted by a Consultant that is in default under the terms of any existing agreement with SARAA or which has failed to perform its obligations faithfully under any previous agreement with the Susquehanna Area Regional Airport Authority. Submittals shall be signed by an authorized representative of the Consultant.

2. It is believed that this request contains all the information about this RFQ/TP that is needed to prepare an adequate response. However, any questions or requests for information that may arise must be submitted in writing to David Spaulding at the address / fax number noted above by 4:00 PM EST on Monday, February 24, 2020. Responses, where deemed appropriate, will be in writing and copies will be distributed to all RFQ/TP recipients of record. Please refrain from discussions of any matters related to this RFQ/TP with any member of SARAA's Board of Directors or staff, except for Mr. David Spaulding, Deputy Director for Engineering and Planning, or the Executive Director, Mr. Timothy Edwards, or Airport Project Manager, Mr. James Aiello.

**VIII. MISCELLANEOUS**

1. A cost proposal is expressly excluded from this submittal.
2. This RFQ/TP is not to be construed as a contract or a commitment of any kind, nor does it commit SARAA to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
3. SARAA reserves the sole right to: (1) evaluate submittals; (2) waive any irregularities therein; (3) request supplemental or additional information as deemed necessary; (4) contact others to verify information provided in the submittal; or (5) reject any and all submittals(s), should it be deemed in the best interest of SARAA.
4. No debriefings by SARAA staff to unsuccessful submitters will occur until after the award of a contract to successful consultant. Any debriefing will be at SARAA's sole discretion.
5. After a consultant has been selected and the project fee successfully negotiated, SARAA will require the successful firm to enter into a professional services Agreement.

**IX. FULL SCOPE OF SERVICES STATEMENT**

**DESING, BIDDING AND CONSTRUCTION PHASE  
SCOPE OF SERVICES  
SUSQUEHANNA AREA REGIONAL AIRPORT AUTHORITY**

PROJECT TITLE: Construct Snow Removal Equipment Storage Building

LOCATION: Franklin County Regional Airport (N68)

PROJECT DESCRIPTION: The project will construct a new Snow Removal Equipment Storage Building at Franklin County Regional Airport. The construction project consists of design documents and specifications for a SRE storage building at FCRA. The Size of the building is approximately 2,500 square feet, and will include one maintenance/storage bay. The design concept consists of a pre-engineered metal building. Additional site improvements to be designed include grading, site utilities, access road paving, stormwater management and erosion and sedimentation control measures. The project will be designed starting in the fall 2020 and finalized in spring of 2021. The project will be bid out in the spring of 2021, with construction to begin in the fall of 2021 and completed in the 2022 construction season.

**SCOPE OF SERVICES REQUIRED – DESIGN PHASE**

GENERAL: This scope of services is generally described as providing phase which includes all activities required to undertake and accomplish a full and complete project design, including, but not limited to, those below:

1. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters. 9/25/2015 AC 150/5100-14E Change 1 1-3
2. Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; and performing architectural, engineering, and special environmental studies.
3. Preparing necessary engineering reports and recommendations.
4. Preparing detailed plans, specifications, cost estimates, and design/construction schedules.
5. Preparing Construction Safety and Phasing Plan (CSPP).
6. Printing and providing necessary copies of engineering drawings and contract specifications.

**SCOPE OF SERVICES REQUIRED – BID PHASE**

GENERAL: These activities include assisting the Sponsor including, but not limited to, those below:

1. Advertising and securing bids.
2. Attending pre-bid conference and developing meeting minutes.
3. Issue addenda in response to bidding questions
4. Analyzing bid results and furnishing recommendations on the award of contracts.

## SCOPE OF SERVICES REQUIRED – CONSTRUCTION PHASE SERVICES

GENERAL: This phase may include all basic services rendered after the award of a construction contract, including, but not limited to, the following activities:

1. Providing consultation and advice to the Sponsor during all phases of construction.
2. Representing the Sponsor at preconstruction conferences.
3. Inspecting work in progress periodically and providing appropriate reports to the Sponsor.
4. Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concept/drawings.
5. Reviewing, analyzing, and accepting laboratory and test reports of materials and equipment.
6. Assisting in the negotiation of change orders and supplemental agreements.
7. Observing or reviewing performance tests required by specifications.
8. Determining amounts owed to contractors and assisting Sponsor in the preparation of payment requests for amounts reimbursable from grant projects.
9. Making substantial completion inspections and developing punch-list report to the Sponsor.
10. Making final inspections report of the completed project to the Sponsor.
11. Reviewing operations and maintenance manuals.
12. Project Closeout including, but not limited to, making final inspections and submitting punch-lists and a report of the completed project to the Sponsor, providing record drawings, preparing summary of material testing report, preparing summary of project change orders, preparing final project reports including financial summary.