

➔ **SUSQUEHANNA AREA REGIONAL AIRPORT AUTHORITY**

REQUEST FOR QUALIFICATIONS / TECHNICAL PROPOSAL

(RFQ / TP)

Professional Engineering Services Harrisburg International Airport Baggage Handling Control System Upgrade

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

January 2020

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I. INTRODUCTION

The Susquehanna Area Regional Airport Authority (SARAA), owner of Harrisburg International Airport (HIA) invites interested firms to submit Statements of Qualifications/Technical Proposal (SOQ/TP) to provide engineering design and construction administration services for upgrade of the Baggage Handling Control System at Harrisburg International Airport, a Commercial Service Airport certificated for operations under Part 139 of the Federal Aviation Regulations.

II. SCOPE OF SERVICES SUMMARY

The scope of work is generally described as providing engineering design services to prepare plans, specifications and bid documents for the upgrade of the control system associated with the Airport's Baggage Handling System (BHS). The scope of work will also include providing construction administration services to include resident representation during the period of construction when the successful bidder is actually upgrading the BHS system. See Section IX for the full scope of services.

III. PROJECT FUNDING

This project will be funded with Airport resources. SARAA does not anticipate any Federal or State participation in funding.

IV. USE OF SUBCONSULTANTS

SARAA expects that consultants responding to this RFQ/TP 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's from consultants responding to the Request for Qualifications/ Technical Proposal.
- Step 2: SARAA will review the information contained in the SOQ/TP and evaluate the consultant's ability to satisfy requirements for providing the requested services. SARAA will develop a short list of consultants on the basis of responses to the RFQ/TP only; there will be no interview process during the initial selection of consultants. SARAA will notify those consultants not selected for the short-list.
- Step 3: SARAA will thereafter issue a Request for Fee Proposals (RFFP) to the consultants on the short list. Any additional selection criteria developed (including their relative importance) that will be used to evaluate the fee proposals, will be made available to each of the firm on the short-list. SARAA will receive the consultants' fee proposals. Based upon the information received after applying the selection criteria developed, SARAA will evaluate and rank the consultants in order of best qualified. SARAA may, at its sole discretion, conduct formal interviews.

Step 4: 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. SARAA, at its sole discretion, reserves the right to reject any proposal for any reason.

VI. SELECTION CRITERIA

The evaluation criteria to be used in selecting and ranking consultants include, but are not limited to, the items listed below. Particular emphasis will be placed on firms' proven ability to accomplish the tasks requested in a quick, efficient, cost effective, and responsible manner.

1. Capability to perform all or most aspects of the project and recent experience in commercial service airport projects comparable to the proposed task. (15%)
2. Key personnel's professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of TSA/FAA/Airport regulations, policies, and procedures. (10%)
3. Demonstrated ability to meet schedules or deadlines. (5%)
4. Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns. (10%)
5. Qualifications and experience of sub-consultants regularly engaged by the consultant under consideration. (10%)
6. Technical approach for upgrading the BHS control system from a ContolNet / DeviceNet to an EtherNet system. (20%)
7. Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office. (5%)
8. Ability to furnish qualified inspection and testing personnel. (5%)
9. Understanding of the project's potential challenges and the Sponsor's special concerns. (5%)
10. Degree of interest shown in undertaking the project and their familiarity with and / or proximity to the geographic location of the project. (5%)
11. Current workload and existing commitments. (5%)
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 industry certifications. Submittals must address the following topics within the 18 data pages:

1. Executive Summary: The Statement of Qualifications 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 project team. Principals should, however, be listed on the organizational diagram in relation to the project team.
4. Firm Project Experience: Provide experience summaries for past projects which demonstrate experience and ability to undertake the proposed project.

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 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.

4. 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.

The material presented in response to the RFQ /TP to address the above topics, is expected to clearly reflect qualifications that demonstrate the consultant's knowledge and experience in engineering design of controls for baggage handling systems at U.S. commercial service airports as well as describe the consultant's expected technical approach for upgrade of a ControlNet/DeviceNet system to an EtherNet system.

B. Submittal Deadline

1. Three (3) hard copies and one electronic copy of the SOQ
2. /Proposal 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/TPs shall be submitted in a sealed package marked "Statement of Qualifications/Technical Proposal, HIA Baggage Handling Control System". Submittals must be received no later than 2:00 PM, EDST, on Wednesday, January 29, 2020.

Only timely received submittals meeting the requirements of this Request for Qualifications 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 noted above by 4:00 PM EST on Friday, January 17, 2020. Responses, where deemed appropriate, will be in writing and copies will be posted on the SARAA website at <http://www.flyhia.com>. 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 the Deputy Executive Director, Mr. Marshall Stevens.

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. There will be no debriefings by SARAA staff to unsuccessful submitters until after the RFQ/TP process has been completed and the successful consultant is under agreement. Any debriefings will be at SARAA's sole discretion.

IX. FULL SCOPE OF SERVICES STATEMENT

SCOPE OF SERVICES

SUSQUEHANNA AREA REGIONAL AIRPORT AUTHORITY

PROJECT TITLE: Baggage Handling Control System Upgrade

LOCATION: Harrisburg International Airport (KMDT)

PROJECT DESCRIPTION: The scope of work is generally described as providing engineering design services to prepare plans, specifications and bid documents for the upgrade of the control system associated with the Airport's Baggage Handling System (BHS). The scope of work will also include providing construction administration services to include resident representation during the period of construction when the successful bidder is actually upgrading the BHS system.

SCOPE OF SERVICES REQUIRED

ARTICLE A – PROJECT MANAGEMENT

The consultant will provide project management services throughout the course of the project as follows: designate a project manager; develop and maintain a project schedule; maintain adequate financial records; prepare progress reports; attend such regular and special meetings of the Owner in connections with the project as reasonably required for management of the project; consult with the Owner to determine specific requirements, conditions and limitations relative to the project and incorporate these into the project documents; and assist the Owner in financial planning for the project by providing regular updates of the anticipated probable cost of construction.

ARTICLE B – DESIGN SERVICES

The consultant will provide design services to upgrade the Baggage Handling System controls from a ControlNet/DeviceNet system to an EtherNet system. The consultant will provide mechanical, electrical and software engineering services to develop a design for the system upgrade. Design services will include field investigation, meetings, interviews with Airport staff, oversight of subconsultants, preparation of drawings and specifications and bid phase services. Major anticipated tasks include:

Pre-Design Site Visit and Evaluation: This task will include visiting the Airport, attending a pre-design meeting, gathering information about the current BHS and control system, identifying performance criteria, identifying upgrade concepts, conducting a cost/benefit analysis, and providing a report describing the preferred alternative for upgrade of the system.

30% Design Submission: Provide a design report detailing the Basis of Design, provide mechanical and electrical drawings and specifications for the control system upgrade, provide software specifications and drawings for the control system upgrade, provide a 30% estimate of the rough order of magnitude for the probable cost of construction, provide a preliminary construction phasing plan, and conduct a 30% plan review meeting with the Owner.

100% Design Submission: Provide 100% mechanical and electrical drawings and specifications for the control system upgrade, provide 100% software specifications and drawings for the control system upgrade, provide a 100% estimate of the probable cost of construction, provide a construction phasing plan, and conduct a 100% plan review meeting with the Owner.

Bid Phase Services: Provide Bid / Award Phase services to include During the Bid / Award phase portion of the project, the consultant will assist the airport in soliciting bids for the project. This phase includes the following activities: arranging for issuing of bid documents by a plan house, assisting in conducting a pre-bid conference, preparing meeting minutes for the pre-bid conference, responding to bidders questions, issuing addenda, assisting in the evaluation of bids, and providing the Engineer's recommendation for Award.

ARTICLE C - CONSTRUCTION ADMINISTRATION: The scope of services for this Article is generally described as providing oversight of construction activities including providing a qualified Resident Project Representative(s), establishing a document control system, monitoring and coordinating construction progress, implementing a quality assurance program, providing and coordinating acceptance testing, preparing progress reports, verifying quantities, reviewing pay applications, reviewing certified payrolls, attending inspections and coordinating project close-out activities.