

# ➔SUSQUEHANNA AREA REGIONAL AIRPORT AUTHORITY➔

## REQUEST FOR QUALIFICATIONS

**Construction Management Services  
Gettysburg Regional Airport**

**Construct South Apron, Phase IV  
Project Number 2009-003**

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

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**December 2020**

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## **I. INTRODUCTION**

The Susquehanna Area Regional Airport Authority (SARAA), Gettysburg Regional Airport (GRA) invites interested firms to submit a Statement of Qualification (SOQ) to provide construction management services for the Construct South Apron, Phase IV project at Gettysburg Regional Airport.

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

The scope of work is generally described as providing oversight of construction activities, including providing a full-time qualified Resident Project Representative(s), 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 and payrolls, DBE forms, attending inspections and coordinating project close-out activities for the GRA, Construct South Apron, Phase IV project. The agreement will be for three (3) years, plus an option for two (2), one (1) year renewals.

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

SARAA anticipates that the selected consultant will perform the described services in support of the Construct South Apron, Phase IV 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 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. 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's from consultants responding to the Request for Qualifications.
- Step 2: SARAA will review the information contained in the SOQ 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 the SOQ 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 issue a Request for Proposal (RFP) to the consultants on the short list. SARAA will receive the consultants' proposals. Based upon the information received in the response to the RFPs and RFQs, 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.

## **VI. SELECTION CRITERIA**

The selection process will follow the procedure set forth in the Susquehanna Area Regional Airport Authority's Procurement Policy. 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 aspects of the project and recent experience in Part 139 airport projects comparable to the proposed task. (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. (7%)
7. Demonstrated understanding of potential project problems and sponsor's special concerns. (10%)
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. Explanation of consultant's program to include participation by Disadvantaged Business firms. (7%)
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 eighteen (18) pages of data developed for responding to this RFQ (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 eighteen (18) data pages:

1. Executive Summary: The Statement of Qualifications shall be prefaced by an Executive Summary of three (3) 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 construction management services for SARAA.

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.

The material presented in the RFQ to address the above topics is expected to clearly reflect qualifications that demonstrate the consultant's knowledge and experience in highway/roadway construction management.

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

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

**C. Submittal Deadline**

1. Three (3) hard copies and one (1) electronic copy of SOQ must be submitted to Mr. James Aiello, Project Manager, Susquehanna Area Regional Airport Authority.

Mailing Address

Harrisburg International Airport  
One Terminal Drive, Suite 300  
Middletown, PA 17057  
Phone: 717/948-3900

Delivery Address

same  
Email: [James.Aiello@saraa.org](mailto:James.Aiello@saraa.org)  
Fax: 717/948-3516

SOQ shall be submitted in a sealed package marked "Statement of Qualifications, Construct South Apron, Phase IV, Gettysburg Regional Airport". Submittals must be received no later than 2:00 PM, EST, on Thursday, January 21, 2021.

Only timely received submittals meeting the requirements of this Request for Qualifications will be considered. No submittal will be considered or accepted if 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 that is needed to prepare an adequate response. However, any questions or requests for information that may arise must be submitted in writing to James Aiello at the address noted above by 4:00 PM EST on Wednesday, December 30, 2020. Responses, where deemed appropriate, will be in writing and copies will be distributed to all RFQ recipients on record. Please refrain from discussions of any matters related to this RFQ with any member of SARAA's Board of Directors or staff, except for Mr. James Aiello, Project Manager, or the Executive Director, Mr. Timothy Edwards, or the Deputy Director of Engineering and Planning, Mr. David Spaulding.

#### **VIII. MISCELLANEOUS**

1. A cost proposal is expressly excluded from this submittal.
2. This RFQ 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 a 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. SCOPE OF SERVICES**

**CONSTRUCTION MANAGEMENT, SCOPE OF SERVICES  
SUSQUEHANNA AREA REGIONAL AIRPORT AUTHORITY  
GETTYSBURG REGIONAL AIRPORT  
CONSTRUCT SOUTH APRON, PHASE IV**

PROJECT TITLE: Construct South Apron, Phase IV

LOCATION: Gettysburg Regional Airport, (GRA)

PROJECT DESCRIPTION: The Construct South Apron, Phase IV construction project at Gettysburg Regional Airport will consist of site work to bring the site to grade, installation of drainage structures and underground drainage pipes, construction of subgrade sections for new taxiway and apron areas, placement of base course materials, placement of bituminous asphalt pavement and pavement markings. The Construct South Apron, Phase IV project will be constructed over five (5) construction seasons beginning in the Spring of 2022.

**SCOPE OF SERVICES REQUIRED**

GENERAL: The scope of services is generally described as providing oversight of construction activities including providing a full-time 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 and payroll, attending inspections and coordinating project close-out activities.

**ARTICLE A – PROJECT MANAGEMENT**

The Construction Manager (CM) will coordinate and control the entire construction program for the Construct South Apron, Phase IV Project. The construction manager will assemble and maintain a team of engineers and construction inspection personnel to perform the construction management function. The CM will provide general coordination between the Sponsor, the Design Engineer and the contractor. The CM will coordinate the pre-construction conference, record meeting minutes, and develop a contact list for the project. The pre-construction conference will address project scope, work hours, construction safety on airports, contract communication / coordination, project schedule / milestones, plans and specifications, utility coordination, quantity measurement, payment, change requests and other items. The CM will make periodic visits to the construction site to monitor progress of the work and the CM's resident staff. The CM will monitor the budget performance of the CM staff and ensure that man-hours are managed efficiently and effectively so that sufficient CM services are available throughout the life of the project.

**ARTICLE B – DOCUMENT CONTROL**

The CM will implement a document control system to track submittals, Request for Information, schedules, letters, other communications and other project documentation. The system should be a modern software application having general industry acceptance.

**ARTICLE C – SUBMITTALS**

The CM will process submittals made by the contractor, entering them into the document control system and either referring them to the Design Engineer or responding to those submittals that are directly related to construction operations.

## ARTICLE D – REQUESTS FOR INFORMATION (RFI)

The CM and the CM staff will receive RFIs from the contractor, enter the RFI into the document control system and ensure that the RFI is brought to the attention of the project team member responsible to respond to the RFI. The CM will track the RFI and ensure that a timely response is provided to the contractor.

## ARTICLE E - PROJECT COORDINATION AND OVERSIGHT

The CM will supervise and coordinate the project team's efforts to monitor the contractor's performance and compliance with the contract plans and specifications. The CM will coordinate the contractor's work with Airport Operations to ensure minimal disruption to on-going airport activities. The CM's staff will inspect the progress of the contractor's work daily and determine if the work is complying with the contract documents. The CM will make periodic site visits to observe the contractor's work and the performance of the CM staff. The CM or CM's staff will promptly notify the contractor of any non-compliance and ensure that corrective action is initiated. The CM and CM staff will monitor the project schedule to ensure that the work is progressing as planned and not to adversely affect airport operations.

## ARTICLE F - QUALITY ASSURANCE AND ACCEPTANCE TESTING

The CM will conduct quality assurance testing to determine the contractor's compliance with contract specifications. Where required by the contract documents and specifications, the CM will conduct acceptance testing to include compaction testing for soils and bedding material. The CM will prepare a Summary of Testing for both quality assurance tests performed and acceptance tests performed during the project.

## ARTICLE G – DEVELOP CHANGE ORDERS AND PENDING CHANGE ORDERS

If during the course of the project, the contractor, the CM or the Design Engineer identify a need to make modifications to the work in the field that require changes to contract plans or specifications, the CM will initiate a Pending Change Order (PCO) and also assemble all related back-up and substantiating documentation. If after consultation with the Sponsor it is determined that a modification is necessary, the CM will prepare a Change Directive or Change Order as appropriate.

## ARTICLE H – RESIDENT PROJECT ENGINEER AND/OR REPRESENTATIVES

1. Resident Project Representative (RPR) - The Construction Manager will provide a qualified RPR team to observe that the construction is carried out in reasonable conformity with the contract documents and in accordance with the customary practices of professional engineers and consultants. The RPR will be available for both full-time and part-time construction observation services during the duration of the project as required by the nature of the ongoing construction activities.

- a. For planning purposes, it should be assumed that there will be a lead RPR who is a qualified and experienced construction inspector.
- b. The RPR will be the Construction Manager's primary contact between the Design Engineer and the contractor during the course of construction. The RPR will be available to meet with the representatives of the contractor, Sponsor, the state, and other interested parties at the project location. The RPR will coordinate and oversee the sub-consultants and personnel who are performing on-site testing, surveying or other project related services.
- c. The RPR will monitor and coordinate the construction progress; will coordinate with the Sponsor, the Design Engineer and Airport Operations; will provide construction oversight to ensure that the work is proceeding according to the construction contract documents; and will notify the engineer if problems, disputes or changes arise during the course of construction.

- d. The RPR will coordinate daily with the contractor and Airport Operations to coordinate and plan the daily work schedule of day to day work.
- e. The RPR will conduct weekly progress meetings that includes participation by all stakeholders to include the Sponsor, contractor, Design Engineer, Airport Operations, PennDOT and others. The RPR will ensure that meeting minutes are written and that a three-week look-ahead schedule is distributed at each meeting.
- f. The RPR will monitor contractor compliance with the Construction Safety Phasing Plan approved for the project and require corrective action if non-compliance is observed.
- g. The RPR will prepare and maintain cost estimates and construction quantity estimates for use in monitoring the progress of the work and for use in reviewing contractor monthly payment requests and payrolls. The RPR will prepare daily reports of the construction activities that are observed and will submit the reports to the Design Engineer and Sponsor as required for review.
- h. The RPR will assist sub-consultants and the Design Engineer with construction surveying to identify the limits of work, to determine elevations and grades, to locate physical features discovered during the course of construction and to calculate quantities of materials either removed or utilized on the project. The construction survey data will be incorporated into the record drawings at the completion of the project. The Design Engineer will provide the RPR with CADD support to plot the results of the construction survey data and to generate electronic drawings, sketches, and details at the request of the RPR to facilitate the construction.
- j. The RPR will maintain a set of red-line drawings to document changes made in the field during the course of construction. This set of red-lines will be in addition to the set of red-lines maintained by the contractor. Periodically, the RPR will meet with the contractor to compare the two sets of red-lines.
- k. The RPR will develop a preliminary punch list with the contractor, attend the Substantial Completion Inspection, develop a final punch list, monitor correction of the uncompleted or defective work items and attend the Final Completion Inspection.

#### ARTICLE I –PROJECT CLOSE-OUT

The Construction Manager will monitor close-out of the project and ensure that all required contract documentation is collected and submitted as required to the Design Engineer or Sponsor to include Operation and Maintenance Manuals, Warrantees, red-line drawings, final payment application, Consent to Surety to Final Payment, Contractor Affidavit, Contractor Release, all daily construction records, test reports, project photographs and other project documentation.