

➔ **SUSQUEHANNA AREA REGIONAL AIRPORT AUTHORITY**

REQUEST FOR QUALIFICATIONS

Professional Planning Services Franklin County Regional Airport Update Master Plan

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

October 2021

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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 (SOQ) to provide planning services for the Update Master Plan project at Franklin County Regional Airport, a General Aviation Airport in southcentral Pennsylvania.

II. SCOPE OF SERVICES SUMMARY

SARAA desires to select a professional consulting firm for the purposes of completing a Master Plan Study for the Franklin County Regional Airport. The selected firm will perform all services in accordance with FAA Advisory Circular 150/5070-6B (Change 2).

The Scope of Services to be included in the contract shall include, but not be limited to, the following work elements:

1. **Inventory** - Collect and assemble relevant data on existing airport facilities and operations; local economic and demographic data; demographic data to define local growth trends; and environmental conditions.
2. **Forecasts** - Examine the potential aviation demand for aviation activity at the airport by analyzing local socioeconomic information and national air transportation trends. The results are used to determine the types and sizes of facilities required to meet the projected aviation demands on the airport through the planning period.
3. **Facility Requirements** - Compare the existing facility capacities to forecast aviation demand to determine deficiencies/excesses in facility capacities. If deficiencies exist, the size and type of new facilities to accommodate the demand are identified. Facilities to examine include but are not limited to the hangars, apron, and airfield needs. The airfield analysis should focus on improvements needed to serve the type of aircraft expected to operate at the airport in the future as well as navigational aids to increase the safety and efficiency of aircraft operations.
4. **Alternatives** - Develop a variety of solutions to accommodate the projected facility needs. Complete analysis of strengths and weaknesses of each development alternative to identify the best direction for development.
5. **Airport Plans** - Develop a graphic and narrative description of the recommended plan for the use, development, and operation of the airport. Update airport mapping data for uploading into the FAA's Airport Data and Information Portal (ADIP), and electronic Airport Layout Plan (e-ALP) in accordance with FAA AC 150/5200-16A, 17B, and 18B.
6. **Environmental Considerations** – Review current conditions at the airport with respect to environmental impacts. Include brief discussion steps that have been taken in the past to address those issues, and evaluate proposed future projects with respect to potential environmental impacts.
7. **Compatible Land Use Planning and Zoning in the Vicinity of the Airport** - Identify existing and future land use and zoning incompatibilities. Review and provide revisions as needed to SARAA for land use in the vicinity of the Airport to ensure it is a compatible policy applicable to realistically foreseeable, ultimate potential aircraft activity at the Airport. Review and provide revisions as needed to Airport Zoning Ordinances adopted by Green Township and the Borough of Chambersburg and confirm if appropriate airport zoning is adopted by local jurisdictions to ensure land uses in the vicinity of the Airport are compatible for long-term Airport growth.
8. **Capital Improvement Plan** - Develop the capital needs program to define the timing, costs, and funding sources for the recommended development projects and compatible land use planning and projects.

9. **Coordination and Documentation** - Identify a group of community members and aviation interests to act in an advisory role in the development of the master plan. Conduct a series of information workshops for the public to provide input and learn about general information concerning the master plan. Prepare master plan report and summary brochure of the master plan study.

III. AIP/BOA PARTICIPATION IN PROJECT FUNDING

SARAA anticipates that the selected consultant will perform the described services in support of the Update Master Plan 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: Based upon the information received in the SOQs, 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. SARAA, at its sole discretion, reserves the right to reject any SOQ 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 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 (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 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 planning 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.

The material presented in the SOQ 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 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, 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 electronic copy of SOQ must be submitted to Mr. Jamie Sides, Airport Engineer, 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: Jamie.Sides@saraa.org

Fax: 717-948-3516

SOQ’s shall be submitted in a sealed package marked “Statement of Qualifications, Franklin County Airport”. Submittals must be received no later than 2:00 PM, EDST, on Thursday, December 2, 2021.

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 that is needed to prepare an adequate response. However, any questions or requests for information that may arise must be submitted in writing to Jamie Sides at the address noted above by 4:00 PM EDST on Wednesday, November 17, 2021. Responses, where deemed appropriate, will be in writing and copies will be distributed to all RFQ recipients of 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. Jamie Sides, Airport Engineer, Mr. Lou Pirozzi, 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 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.