

**REQUEST for QUALIFICATIONS (RFQ)**

**for**

**ENGINEERING SERVICES**



***UniversityParkAirport***

**STATE COLLEGE, PA**

**UNIVERSITY PARK AIRPORT**

**2535 FOX HILL ROAD**

**STATE COLLEGE, PA 16803**

**July 2016**

The Pennsylvania State University/University Park Airport recently completed a Sustainable Master Plan/Update Master Plan and now is seeking a qualified aviation consultant to provide professional services for the design and construction administration/inspection of airport improvement projects. All work will be required to meet Federal Aviation Administration (FAA) and Pennsylvania Department of Transportation (PennDOT) Bureau of Aviation standards.

The University anticipates entering into a contract for professional services for the planning design and construction administration/inspection of airport improvement projects with the selected firm(s) for a five (5) year period for the projects listed in Appendix A.

Request for Qualifications (RFQ) information and Sustainable Master Plan/Update Master Plan Report and supporting information, are available at [www.UniversityParkAirport.com](http://www.UniversityParkAirport.com).

Statements of Qualifications are to be received in a sealed package plainly marked "Statement of Qualifications – Airport General Consultant of Record." At the following address **no later than 4:30 P.M., Eastern Standard Time, Friday, August 5, 2016**

University Park Airport  
2535 Fox Hill Road  
State College, PA 16803

ATTN: Ed Foster, AAE  
Associate Director

## **SUBMITTING INSTRUCTIONS**

Six (6) spiral bound copies of the Statements of Qualifications shall be submitted. Submittals must be received at the location indicated above on, or prior to the time and the date indicated above. Statements of Qualifications received after the time and the date specified will not be accepted. The University reserves the right to accept or reject any or all Statements of Qualifications or to waive any irregularities or informalities therein. Any incomplete, false or misleading information provided by or through the Consultant will be grounds for non-consideration. Do not include any type of pricing data or work hours. Inclusion of pricing data will eliminate your firm/team from consideration. The University is an equal opportunity employer.

The Consultant acknowledges that this solicitation is subject to Federal laws and regulations, including FAA regulations, rules, policies and Grant Assurances, specifically but not exclusively, 49 CFR 18 as outlined in FAA Advisory Circular (AC) 150/5100-14E or current edition. The Consultant, with the submission of the Statement of Qualifications, accepts the responsibility for knowledge of, and compliance with the guidelines and procedures stated within this noted documentation.

The University reserves the right to make changes to this RFQ. Changes will be made by written addendum, which will be posted to [www.UniversityParkAirport.com](http://www.UniversityParkAirport.com). Respondents are responsible for checking the airport website for addenda to the RFQ.

Questions regarding this RFQ must be submitted, in writing, to Ed Foster, AAE, Airport Associate Director at [wef11@psu.edu](mailto:wef11@psu.edu) or via FAX 814-865-5827 no later than Tuesday, July 26, 2016 by 5:00 P.M. Eastern Standard Time.

## **CONSULTANT SERVICES**

The airport consultant services required for engineering type services include environmental, architectural, civil, geotechnical, structural, mechanical and electrical engineering. The basic services that will be required are the following:

1. Planning Services including, but not limited to:
  - a. Feasibility/Concept Budget Report for a new ARFF facility
  - b. Facility requirements determination
  - c. Project development schedules and cost estimates
  - d. Airspace analysis
  - e. Environmental evaluations
  - f. Updating of the Airport Layout Plan (ALP)
2. Preliminary Phase. This phase involves those activities required for defining the scope of a project and establishing preliminary requirements including land development plans, if applicable. Some examples of activities within this phase of a project include:
  - a. Conferring with Airport Staff on project planning, requirements, finances, schedules, early phases of the project, and other pertinent matters and meeting with FAA and other concerned agencies and parties on matters affecting the project.
  - b. Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations and architectural and engineering studies required for preliminary design considerations.
  - c. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations and preliminary layouts and cost estimates.

- d. Represent and/or accompany the Airport Director and/or Associate Director at meetings including, but not limited to Benner Township Conditional Use and Centre County Planning.
3. Design Phase. This phase includes all activities required to undertake and accomplish a full and complete project design. Examples include:
- a. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
  - b. Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; and architectural, engineering and special environmental studies.
  - c. Preparing necessary engineering reports and recommendations.
  - d. Preparing detailed plans, specifications and cost estimates.
  - e. Printing and providing necessary copies of engineering drawings, contract documents and specifications.
4. Construction Phase. This phase includes all activities to construct the project. Examples include:
- a. Assisting the University in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on the award of contracts and preparing contract documents.
  - b. Represent the University at pre-bid meeting(s).
  - c. Onsite construction inspection and/or management involving the services of a part time or full-time resident engineer(s), inspector(s), or manager(s) during the construction or installation phase of a project.
  - d. Providing consultation and advice to the University during all phases of construction.
  - e. Represent the University at pre-construction, job progress and final inspection meetings.
  - f. Inspecting work in progress periodically and providing appropriate reports to the University, the FAA and the PennDOT Bureau of Aviation.
  - g. Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concept.

- h. Reviewing, analyzing and approving laboratory and mill test reports of materials and equipment.
  - i. Preparing and negotiating change orders and supplemental agreements.
  - j. Observing or reviewing performance tests required by specifications.
  - k. Preparation of record drawings in the format outlined in the airport's *CAD Structure Requirements*, dated January 2008 or current edition.
  - l. Determining amounts owed to contractors and assisting the University in the preparation of payment requests for amounts reimbursable from grant projects.
  - m. Making final inspection and submitting a report of the completed project to the University, FAA and PennDOT Bureau of Aviation.
5. Special Services. The development of projects may involve special activities or studies. Some examples of special services that may be employed for airport projects include:
- a. Geotechnical including soils investigations, core sampling, laboratory tests, related analyses and reports.
  - b. Detailed mill, shop, and/or laboratory inspections of materials and equipment.
  - c. Land surveys and topographic maps.
  - d. Field and/or construction surveys.
  - e. Photogrammetry surveys.
  - f. Geographic Information System (GIS surveys)

## **STATEMENT of QUALIFICATIONS SUBMITTAL REQUIREMENTS**

The Statement of Qualifications submittal shall include, at a minimum, and be organized per the following:

### **OPENING STATEMENT**

Provide a statement of 500 words or less describing why your firm would be the University's best choice to provide the requested professional services.

#### **1. AVAILABLE RESOURCES TO PERFORM THE WORK**

The Consultant should describe the firm's current workload and its ability to complete these services in a timely manner.

- a. Submit a specific Organization chart of personnel to be assigned to the services together with the specific project tasks that will be performed by the designated individual.
- b. Are resources currently available to perform the work for this contract?
- c. List other ongoing projects.
- d. Describe the firm's internal measures that will ensure timely completion.
- e. Identify the person who is responsible for maintaining the schedule.
- f. Identify the firm's record for project completion and other recent clients.
- g. Identify and list the qualifications of any sub-consultants that may be used to complete any portion of the work.
- h. Your firm's policies relative to affirmative action, equal employment opportunity and disadvantaged business enterprises (DBE). University Park Airport's current DBE goal will be provided via addendum Discuss how your firm can assist UNV to meet this goal.

#### **2. FIRM/TEAM EXPERIENCE IN A SIMILAR CAPACITY**

The Consultant should describe the firm/team's experiences in dealing with the various aspects that will be involved in these services.

- a. Identify the type and location of similar work performed which characterizes the work quality.

- b. Knowledge of FAA design standards, construction standards, grant assurances, eligibility for project funding (AIP and VALE) and grant administration policies and procedures.
- c. Knowledge of PennDOT Bureau of Aviation regulations, policies and procedures including grant administration.

### 3. **QUALIFICATIONS OF THE FIRM /TEAM**

The Consultant should describe the firm's qualifications in regard to preparing studies, reports, plans, specifications, and estimates. This section should list the key points of contact within the firm, and their individual and collective qualifications for the projects identified in Appendix "A".

- a. Describe the firm's management and organizational capabilities.
- b. Describe internal procedures and/or policies that are associated or related to work quality and cost control.
- c. Discuss your firm/team's experiences and relationships with the FAA, including staff of the Harrisburg Airports District Office and the PennDOT Bureau of Aviation.
- d. Provide evidence of current liability insurance, including but not limited to professional, general and automobile policies.

### 4. **EXPERIENCE OF THE TEAM (including, but not limited to the Client Manager, Project Manager and Project Engineer)**

In this section, the Consultant should discuss the specific experience of the key Team members assigned to serve the Airport and the University and their experiences.

- a. Identify the client manager and lead project manager for the each project.
- b. Team experience on similar projects.
- c. Relevant individual Team member(s) experience for each of the projects identified in Appendix "A".

**5. PAST PERFORMANCE**

Past performance shall be scored by the Qualifications Evaluation Committee (QEC) based upon all information obtained from and by the University and references provided by the Consultant. No response specific to this criterion is required from the consultant.

**6. OTHER RELEVANT INFORMATION**

Provide other relevant information, limited to a maximum of three (3) pages, your firm/team may wish to submit.

**7. REFERENCES**

List specific references with their contact information. References should be for projects that are similar to those listed in Appendix "A". All provided references will be contacted. In addition, clients that are not listed in your Statement of Qualifications, but are known to the Airport, at the time of this selection process, will be contacted, too.



## **SELECTION PROCESS**

The University will follow FAA AC 150/5100-14E or current edition for the procedures of consultant selection.

Firms will be screened and evaluated by the Qualifications Evaluation Committee (QEC) based on the criteria listed in the section titled STATEMENT of QUALIFICATIONS SUBMITTAL REQUIREMENTS, which are listed in the relative order of importance. The QEC may create a short list of consultants based on their review of the submitted documents. The QEC may choose to conduct discussions with the short listed consultants regarding the submitted Statement of Qualifications and the anticipated Scope of Services or may choose to enter directly into contract negotiations with the highest qualified consultant as determined by the QEC. The University reserves the right to select the highest qualified firm for each project or projects. If the University is unable to negotiate a fair and reasonable fee as determined by the University the University will terminate the negotiations with the first ranked consultant and begin negotiations with the next most qualified consultant from the short list or may choose to re-initiate the selection process.

Negotiations for each project will take place separately based on a defined scope of work. Projects may be subject to separate Forms of Agreements or Purchase Orders. Fees for individual projects will be negotiated and third party reviewed as funding is obtained.

This contract is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulations 49 CFR Parts 21 (Nondiscrimination in Federally-Assisted Programs) and 26 (Disadvantaged Business Enterprise Participation) and to foreign trade restrictions. DBE firms are encouraged to submit. The fees for each individual project will be negotiated with the consultant as funding is received for each project.

## Appendix “A”

### Proposed Projects

- 1) Airfield Pavement Maintenance, including, but not limited to:
  - a) Rehabilitate Taxiway “A”, including Hold Aprons
    - i) Evaluation of taxiway fillets for compliance with current FAA design standards, at a minimum, meet TDG-4 design standards and potentially 20-foot wide paved shoulders.
  - b) Rehabilitate Taxiways “B” and “C”
  - c) Bituminous and/or concrete joint/crack sealing
- 2) Feasibility/Concept Budget Report for a New ARFF Facility
  - a) Potential tie to existing SRE Facility for a consolidated ARFF/SRE Facility
    - i) Site feasibility
  - b) FAA AC 150/5210-15A (or current edition) and FAA AC 150/5220-18A ( or current edition)
  - c) Space needs
  - d) AIP/PFC eligibility
  - e) Project budget estimate
- 3) Consolidated ARFF/SRE Building
- 4) Conduct Drainage Study
  - i) Knowledge and experience with local stormwater regulations and design is mandatory.
- 5) Expand Air Carrier Apron
  - i) Expansion of the air carrier apron to the southwest. Reorganization of aircraft parking position to accommodate a mix of power in/power out and push-back-style parking positions that are to be equipped, in the future, with passenger loading bridges.
- 6) Obstruction Removal
- 7) Acquire Snow Removal Equipment
  - i) Multi-purpose vehicles
- 8) Acquire ARFF Vehicle
  - i) Index “B” ARFF Vehicle and supporting tools/equipment
- 9) Passenger Loading Bridges
- 10) Improvements to General Aviation Terminal
  - i) Architectural improvements
    - (a) Replace windows south facing windows
    - (b) Rehab structural steel
    - (c) Improve insulation
  - ii) Mechanical improvements
    - (a) Replace existing VVT Rooftop Units