

REQUEST FOR QUALIFICATIONS ADVERTISEMENT

HUNTINGTON, WEST VIRGINIA USA TRI-STATE AIRPORT AUTHORITY

State Project No: U350-TRI/ST-1. 00
Federal Project No: TMA-2016 (054) D

Architectural/Design Services

The Tri-State Airport Authority ("Authority") is soliciting competitive proposals from qualified engineering consultants to provide architectural and design services at the Tri-State Airport in accordance with all the terms and conditions contained in the Scope of Work herein. Sealed proposals will be received up to the hour of **2:00:00 PM (EST) on Thursday, August 11, 2016**, at the Airport Administration Office, 1449 Airport Road, Huntington, WV 25704.

In submitting this proposal, it is understood that the Tri-State Airport Authority reserves the right to reject any and all proposals, and to waive any informalities in proposals as submitted. Consultant acknowledges that their firm is qualified in this area of work and has experienced personnel able to provide the required services. The Authority may request information substantiating the indicated requirements. Failure to provide this information may result in a vendor's proposal being declared non-responsive.

I. BACKGROUND / OBJECTIVE

This contract is for A/E and Design Services that address Americans with Disabilities Act (ADA) compliance issues, including the construction of elevators, sidewalks, pedestrian canopy, and ancillary ADA work. The Authority reserves the right to inquire into the proposer's ability to provide the services.

Additionally, the successful engineering firm shall prepare and maintain an electronic database (compatible with AutoCAD) that accurately represents all existing and future civil infrastructure for the project completed under this contract.

II. QUALIFICATIONS

Proposals will be considered only from consultants who have experienced personnel able to provide the required services. The Authority may request information substantiating the above requirements. Firms are required to submit the following information. The responses shall be evaluated and ranked in accordance with established criteria. Using company letterhead, please attach your responses to these items to the Response Cover Sheet. Failure of firms to respond to any of the following submittal requirements may be grounds for considering a proposal non-responsive.

1. Firm's name, address, phone and contact person. Basic firm information, including the year the prime consultant firm was formed.
2. Statement of Qualifications must be **Ten (10)** pages or less, exclusive of cover page and certificates of insurance, to include:

- a. Project Team and Experience: Identify the prime consultant and, if sub-consultants or sub-contractors are to be utilized by the Consultant, the Consultant shall also submit a list of such firms along with the qualifications and experience of each sub-consultant or sub-contractor.
 - b. Describe similar and recent projects for which the prime consultant is responsible. Submit references (name and current telephone number) of a client contact for each of the projects.
 - c. Describe background and capabilities in dealing with the various local, state, and federal agencies that may be involved in the project.
 - d. Describe experience with Disadvantaged Business Enterprise (DBE) goal setting and capability to meet those goals.
3. Submit current insurance certificates for professional liability and indicate the limits.
 4. All prospective firms must submit **five (5)** copies of their proposal, one of which must be an unbound, untabbed original.

III. **CONTRACT LIMITATIONS**

This contract is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and the provisions of the Department of Transportation Regulation 49 CFR Part 26 (Disadvantaged Business Enterprise participation).

The negotiations of the fee services shall occur after a firm is selected. A third party cost estimate may be performed. If a fee cannot be agreed upon between the sponsor and the selected firm, negotiations are terminated and a new procurement action may be initiated.

IV. **WRITTEN AGREEMENT**

The selected consultant(s) shall be required to enter into a written agreement with the Authority, approved as to form, by the Authority's Attorney.

Signature on the Response Cover Sheet shall serve as an acknowledgment that the proposer is willing and able to enter into an agreement with the Tri-State Airport Authority if their proposal is accepted.

V. **EVALUATION CRITERIA AND CONTRACT AWARD**

The Authority shall evaluate and select a consultant or consultants based on the completed proposal responses. A Selection Committee shall be formed and shall be the sole judge in determining how the evaluation process shall be conducted and what Consultant shall be considered for award as deemed to be in the best interest of the Authority.

The Authority may conduct such investigations, as the Authority considers necessary to assist in the evaluation of any proposal to establish the responsibility, qualifications and experience of any potential Consultant to perform the services specified under this Request for Qualifications.

The Selection Committee, in evaluating the proposals, shall use the following criteria:

Point System: 100 Points Maximum possible.

1. Qualifications of Consultant:

- a. Recent experience and background of firm with comparable projects, including experience with DBE's. (0-25 points)
 - b. Successful experience and demonstrated capability of key management individuals to perform the services. (0-25 points)
 - c. Current workload of key individuals and the degree of interest shown in the projects. (0-20 points)
2. Reference Contact and Experience:
 - a. Demonstrated ability to meet schedules and deadlines. (0-15 points)
 - b. Capability to complete projects without having major cost escalations or overruns. (0-15 points)

The Selection Committee may select the Consultant from the submitted documents or may produce a short list of firms that will be invited for an interview. Based on the qualifications and/or interview, the Selection Committee shall select a top-ranked Consultant and initiate negotiations for an agreement to provide said services. **Therefore, Consultant shall not include estimated fees with this Request for Qualifications.**

VI. OMISSIONS

Should the Authority omit anything from this Request for Qualifications which is necessary for a clear understanding of the work, or should it appear that various instructions are in conflict, then the submitter shall secure written instructions from the Authority at least seventy-two (72) hours prior to the time and date of the opening of proposals as stated above.

VII. EQUAL OPPORTUNITY

This contract is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and the provisions of the Department of Transportation Regulation 49 CFR Part 26 (Disadvantaged Business Enterprise participation).

The Tri-State Airport Authority is an Equal Opportunity Employer. Proposers will commit to and meet the nondiscrimination and equal employment requirements of Section 1-8-3, P.M.C. Minority and Woman Owned Businesses are encouraged to submit proposals.

VIII. COST OF DEVELOPING PROPOSALS

All costs related to the preparation of the proposals and any related activities are the sole responsibility of the proposer. The Authority assumes no liability for any costs incurred by proposers throughout the RFQ process.

IX. OWNERSHIP OF STATEMENTS

All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of the Authority and will not be returned to the proposer.

X. REJECTION OF STATEMENTS

No proposals shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the Authority, upon debt or contract or that is a defaulter, as surety or otherwise, upon any obligation to the Authority, or that may be deemed irresponsible or unreliable by the Authority. Prospective firms may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFQ.

XI. **DEBARMENT**

By submitting this proposal, the prospective consultant certifies that neither the company nor its principals are presently debarred, suspended, in the process of debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

XII. **ADDITIONAL INFORMATION**

For additional information concerning the services, procedures and regulations specified in this Request for Qualifications, interested parties may contact Jerry Brienza, Airport Director (304) 453-6165 Ext. 321, or e-mail at jbrienza@tristateairport.com.

It is understood that any/all changes or revisions to this Request for Qualifications will be through written addendum issued via E-mail to the Airport Director.