

**REQUEST FOR QUALIFICATIONS STATEMENT (RFQ)  
PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES  
FOR COMMERCIAL SERVICE TERMINAL PARKING DECK  
CONCORD REGIONAL AIRPORT  
CONCORD, NORTH CAROLINA**

The City of Concord is seeking to select one or more qualified firms to provide Architectural and Engineering services for a new parking deck to be built at the Concord Regional Airport for the Commercial Service Terminal.

The City of Concord is seeking Consultants whose combination of experience and personnel will provide timely, cost-effective and quality professional services to the City of Concord to support the planning, design, and construction of this project. Consultants may submit their qualifications to provide services for the project described below. All planning, design and construction administration shall be in accordance with applicable Federal Aviation Administration (FAA) requirements.

Selected Consultants will have experience in the planning, programming, design, upfitting, and construction administration for airport facilities. Each statement of qualifications should include descriptions of the experience information on all members of the firm or team submitting the statement, including experience in structural, electrical, mechanical, plumbing, HVAC, fire protection, etc.

**Parking Deck Facility:**

Project consists of a 2-level, 700-space automobile storage open parking structure. Deck to utilize pre-cast concrete structural components including but not limited to columns, light walls, wall panels, beams, double tees, spandrels and stairwells. The first level will be slab on grade cast in place concrete. There will not be any internal vehicular ramping. The facility will have 2 elevators. The facility will comprise approximately 200,000 SF.

The rough grading of the site has already been engineered as part of a separate project. Civil engineering work as part of this project will consist of fine grading, utility and drainage work.

**PROPOSAL FORMAT**

To facilitate review of your Statement of Qualifications by the City of Concord, your Submission shall conform to the following format:

1. **Cover Sheet:** List project title (Airport Engineering, Planning and Subcontracted Special Services), the name of your firm, and the name, address and telephone number of a contact person for questions concerning the Statement submitted.
2. **Experience of the Firm:** Provide a narrative of your firm's prior experience and qualifications in airport engineering, planning, and construction work for similar projects. Provide a list of similar airport projects involving federal and state funding completed

within the last seven (7) years. Also, please reference the experience of firm personnel in working with FAA and NCDOA regulations and procedures.

3. **Project Team:** Provide a list of the project team members, including the office location where they currently work, that you propose to use on these projects and identify the responsibility of each team member. Provide a brief resume' for each person listing specific similar project experience.
4. **References:** Provide the name, address and telephone number of at least three (3) references familiar with the quality of work done by your firm on similar projects.
5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm. The entire Qualifications Statement must not exceed fifteen (15) pages; excluding the cover sheet and letter of introduction. Qualification Statements exceeding 15 pages will be returned and not considered.

#### **QUALIFICATIONS PACKAGE EVALUATION CRITERIA:**

Qualifications Packages will be evaluated on the firm's/team's demonstrated ability to and experience in providing the professional services described herein. Evaluation criteria are as follows:

1. **Qualifications of the Firm, Including Firm Personnel:** Preference shall be given to those firms and personnel with recent experience in planning, design, and construction administration for similar projects, as outlined in this RFQ.
2. **Overall Qualifications of the Project Manager and Project Team:** Identify the Project Manager and those personnel that will be assigned to the project(s) including the location of their office. Preference shall be given to project teams with specific experience on similar projects, and familiarity with the Airport, region and similar projects, as outlined in this RFQ.
3. **Experience in Working with North Carolina and FAA Regulations and Procedures:** Preference shall be given to project team personnel (especially the project manager) with a demonstrated knowledge of North Carolina regulations and policies as well as a thorough understanding of FAA rules and regulations regarding airport improvements.
4. **Response Capability/Project Understanding:** Preference shall be afforded to those firms which in the opinion of the City of Concord will be able to adequately respond to requests for consultation meetings or project administration requirements, and firms that have a detailed understanding of the project requirements. This shall also include the current workload of key personnel to be assigned to the project. Due to tight construction time available, the selected firm will be expected to complete design in 30 days or less from notice to proceed. Consultant must clearly identify in the submittal how this will be accomplished.

## **SELECTION OF THE CONSULTANT**

It is the intent of the City of Concord to review the Qualifications Packages submitted and select, based on the criteria requirement contained in this RFQ, the best qualified firm. Due to tight construction time available, the selected firm will be expected to complete design in 30 days or less from notice to proceed.

With respect to this RFQ, contact with any members of the City of Concord City Council, City of Concord staff, or members of the Concord Regional Airport staff, other than the Contact Person specified in this RFQ, by any of the proposing Architectural Firms during the evaluation period is strictly prohibited and will result in that Architectural Firm being eliminated from consideration.

## **SUBMISSION OF QUALIFICATIONS STATEMENT**

Qualifications Statements shall be enclosed in a sealed envelope or package, addressed to the City of Concord. The name and address of the prospective firm and the RFQ title shall be placed on the outside of the package. Qualifications Statements submitted by facsimile or other electronic means will not be accepted. Three copies of the Qualifications Statement must be submitted no later than 2:00 p.m. on Thursday, July 23<sup>rd</sup>, 2015. Submit/Deliver to:

Name: Mr. Rick Cloutier  
Address: Concord Regional Airport  
9000 Aviation Boulevard  
Concord, NC 28027  
Tel: 704-793-9000

## **CONTACT PERSON**

All questions concerning this RFQ must be directed in writing no later than 2:00 p.m. on Tuesday, July 21st, 2015 to:

Mr. Rick Cloutier  
9000 Aviation Boulevard  
Concord, NC 28027  
Email: [cloutier@Concordnc.gov](mailto:cloutier@Concordnc.gov)

## **FINANCIAL CAPACITY and INSURANCE REQUIREMENTS**

The selected firm must have the financial capacity to undertake the work and to assume associated liability. By submitting a Statement of Qualifications in response to this RFQ, consultants certify that they have reviewed the Airport's standard contract for professional services, including insurance requirements and if selected, will execute the City's required

contract without modification or exceptions and provide certificates of insurance evidencing coverage in the amounts and in the form required by the City.

### **COST OF PROPOSAL PREPARATION**

The City shall not be liable for any costs incurred by any firm in the preparation and submittal of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project. Each firm shall hold the City harmless and free from any and all liability, costs, claims or expenses incurred by, or on behalf of, any person or firm responding to this RFQ.

### **CITY RIGHTS AND RESERVATIONS**

The City reserves the right to modify any part of this RFQ as issued with an addendum. The City, at its sole discretion, reserves the right to reject any or all responses to the RFQ, to cancel the RFQ, to re-advertise for new RFQ responses either with identical or revised specifications, or to accept any RFQ response, in whole or part, deemed to be in the best interest of the City.

A response to this RFQ shall not be construed as a contract, nor indicate a commitment of any kind.

The City reserves the sole right to award a contract or contracts to the most qualified firm(s) on the basis of the best overall proposal that is most advantageous to the City. The City also reserves the right to make multiple awards, based on experience and qualifications if it is deemed in the City's best interest.