

**REQUEST FOR QUALIFICATIONS (RFQ) FOR
PROFESSIONAL AIRPORT ARCHITECT / ENGINEERING (A/E)
CONSULTING SERVICES FOR DEVELOPMENT
PROJECTS AND SPECIAL SERVICES
AT CONCORD-PADGETT REGIONAL AIRPORT
CONCORD, NORTH CAROLINA**

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NOTICE

ANNOUNCEMENT INVITING STATEMENT OF QUALIFICATIONS

The City of Concord is requesting Statement of Qualifications (SOQ) from interested Consultants for Professional Architectural Engineering Consulting Services for Development Projects that are anticipated to occur within the next five years at the Concord-Padgett Regional Airport as further outlined in this notice and in Attachment “A”.

These projects have been developed from the Concord Padgett Regional Airport’s Capital Improvement Plan (CIP) prepared following the recently approved Airport Master Plan project schedule.

Written statements will be received up to 2:00 p.m. (local time) on **Wednesday, July 1, 2020**.

All such SOQ statements shall be address to:

Mr. Dirk Vanderleest
Aviation Director
Concord-Padgett Regional Airport
9000 Aviation Boulevard
Concord, NC 28027

And clearly marked:

STATEMENT OF QUALIFICATIONS (SOQ) FOR
PROFESSIONAL AIRPORT ARCHITECT / ENGINEERING (A/E)
CONSULTING SERVICES FOR DEVELOPMENT
PROJECTS AND SPECIAL SERVICES
AT CONCORD-PADGETT REGIONAL AIRPORT

Any questions and/ or comments concerning this request for Statements of Qualifications shall be made submitted in writing by emails to vanderleestd@concordnc.gov and addressed to the attention of Dirk Vanderleest, Aviation Director. Questions must be received prior to **Friday, June 19, 2020** at 2:00 p.m. (local time). Only questions and/or comments will be accepted by email. No written SOQ will be accepted by fax. The City of Concord is not responsible for any oral instructions with regard to this notice.

**REQUEST FOR QUALIFICATIONS (RFQ) FOR
PROFESSIONAL AIRPORT ARCHITECT / ENGINEERING (A/E)
CONSULTING SERVICES FOR DEVELOPMENT
PROJECTS AND SPECIAL SERVICES
AT CONCORD-PADGETT REGIONAL AIRPORT
CONCORD, NORTH CAROLINA**

GENERAL

The Concord-Padgett Regional Airport (**Airport code: JQF; IATA code: USA**) is located 15 minutes northeast of Charlotte North Carolina, in Cabarrus County, and is owned and operated by the City of Concord. The airport has one 7,400' x 100' foot runway, on site ARFF, federal contract control tower, and is classified by the FAA as a FAR Part 139 Class 1 commercial service airport. In 2019 the FAA reported 81,410 total operations occurred at JQF, 3,584 of those operations were airline operations. The airport current has one scheduled commercial airline, Allegiant which serves seven (7) destinations from Concord-Padgett Regional Airport with 170,120 enplanements in 2019.

The City of Concord is requesting Statements of Qualifications (SOQs) from interested and qualified Aviation Consultants for engineering, planning, and subcontracted special services for Concord-Padgett Regional Airport for the next five (5) years.

The services may include, but are not limited to, preliminary design, final design, bidding, construction, and closeout phases of apron expansions, hangars, control tower, fuel farm, terminal area facilities and other projects as determined by the City of Concord. Services may also include ALP updates, airfield lighting and signage plans, exhibit drawings, grant application & management, land acquisition program assistance, and other projects as determined by the City of Concord.

Special Services may include subcontracted or performed special services such as surveying, geotechnical, environmental, construction observation, and quality assurance testing.

Planning service needs for Concord-Padgett Regional Airport will be covered under separate RFQ at a future date.

PURPOSE

The purpose of this Request for Qualifications is to obtain qualifications and experience information about Aviation Consultants interested in providing expert, professional, technical, and advisory services at the discretion of the City of Concord for anticipated architectural and engineering projects of the type generally listed in the above paragraph including expected schedule for a period not to exceed five (5) years. Projects anticipated to be completed during this time period are:

- Hangar Taxilane Rehabilitation
- Runway Widening
- North & South Apron Expansion

- EMAS for Runway 2 Overrun area
- Fire Station / Security Center
- North Apron Expansion
- West Side GA complex
- Airport Tree Obstruction Removal
- South Apron Expansion
- Commercial Terminal Expansion

Additional details on these projects, broad project scopes, probable year, anticipated services, and estimated costs can be found in Attachment “A”

The information obtained will be utilized by the City of Concord to evaluate each interested firm by utilizing a qualifications-based selection criterion outlined in this Request for Qualifications (RFQ). The City reserves the right to pick one or more firms to negotiate an aviation consulting contract(s) with the City for a period beginning **September 1, 2020**. Work under the agreement will occur on an as-needed basis (not on a monthly ongoing fee basis) as projects schedules, funding availability, or needs develop. Some services may not be required under the agreement and the City reserves the right to initiate additional procurement actions for any of the services included in the initial procurement.

REQUIREMENT/SCOPE

To be considered for selection, the Aviation Consultant (“Firm”) must be experienced, be [registered to do business in the State of North Carolina](#), and [prequalified by the NCDOT](#) in the Airport Planning/Design/Engineering Category. The Firm must have the financial ability to undertake the work and assume the liability having professional liability insurance coverage that meet the minimum City of Concord requirements. The selected consultant will be required to enter into an agreement with the City of Concord which will be reviewed by the North Carolina Division of Aviation and Federal Aviation Administration. Aviation Consultants submitting a Statement of Qualifications must have a verifiable history of providing, at a minimum, the following related scope services:

1. Airport planning, environmental analysis, land acquisition assistance, preliminary design, final design, estimating, bidding, construction administration, and resident project representative services for potential airport projects.
2. Subcontracted special services such as surveying, geotechnical, environmental, and quality assurance testing
3. Demonstrated assistance in preparation of funding grant applications for the North Carolina Department of Transportation, Division of Aviation (NCDOA) and/or the Federal Aviation Administration (FAA), and develop justification to document the need for federal and state funds. Demonstrated assistance in developing documents and submittals for project funding is required.

4. Experienced Disadvantaged Business Enterprise (DBE) goal setting, evidence-based documentation of meeting DBE goals or adequate good faith efforts to meet DBE goals
5. Provide technical assistance and advice to the activities identified above as required.

PROPOSAL FORMAT

To facilitate review of your Statement of Qualifications by the City of Concord, it is requested that your submission conform to the following format:

1. **Cover Sheet:** List project title (Airport Architectural, Engineering, and Subcontracted Special Services), the name of your firm, and the name, address, telephone number, and email address of a contact person for questions concerning the Statement of Qualifications submitted.
2. **Experience of the Firm:** Provide a narrative of your firm's history and 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 five (5) years. Also, please reference the experience of firm personnel in working with FAA and NCDOA regulations, procedures, and grants.
3. **Project Team:** Provide a list of the project team members and project manager, 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 an organization chart, brief resume' for each person listing specific similar project experience and professional certifications.
4. **References:** Provide the name, address and telephone number, and email address 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 (such as a description of accounting system and processes firm uses to identify costs chargeable to specific projects).

The entire Statement of Qualifications (SOQ) must not exceed fifteen (15) pages; excluding the cover sheet, index sheet, and letter of introduction. Statement of Qualifications exceeding 15 pages will be returned and not considered.

DO NOT SUBMIT COST OR FEE SCHEDULES FOR CONSULTANT SERVICES WITH SOQ.

CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

A qualifications based selection process conforming to FAA Advisory Circular 150/5100-14E *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects* will be utilized to select a consultant. Fee information will not be considered in the selection process and shall not be submitted with the Statement of Qualifications. Fees will be negotiated for projects as federal funds become available. The agreement(s) between the City of Concord and the selected consultant will be subject to all applicable Federal Rules and Regulations as identified in AC 150/5100-14E. The most current version of the Federal Contract Provisions for A/E agreements will be attached to each agreement.

Consultants will be rated by a selection committee according to the following selection criteria and the weight given to each:

1. **Response Capability/Project Requirement Understanding (30 points):** Preference shall be afforded to those firms which will be able to demonstrate they can adequately respond to requests for consultation meetings, project administration requirements, meet project deadlines, have capability to conduct Value Engineering (VE) studies, and firms that have a detailed understanding of the project requirements.
2. **Qualifications of the Firm, Including Firm Personnel (25 points):** Preference shall be given to those firms and personnel with experience and training in airport planning, land acquisition, airfield design, and construction administration for similar projects, as outlined in this RFQ.
3. **Overall Qualifications and Location of the Project Manager and Project Team (20 points):** Identified 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 identified in Airport's Master Plan, ALP, or TIP and familiarity with the Concord-Padgett Regional Airport, the Charlotte region, and proposed projects, and unique challenges as outlined in Attachment "A" this RFQ.
4. **Experience in Working with FAA & NCDOA Regulations and Procedures (15 points):** Preference shall be given to project team personnel (especially the consultant, but including sub-consultants regularly engaged by consultant under consideration.) with a demonstrated working relationship with the FAA and NCDOA, and possess a thorough understanding of FAA rules and regulations regarding design and development of airports similar to the Concord-Padgett Regional Airport.
5. **Ability to meet DBE Goals (10 points):** The consultant shall have a demonstrated ability to meet the required DBE goals for professional services. Provide information/qualifications on proposed DBE firm(s) to be used, including where and when the DBE firms have worked with your firm on past airport projects similar to those outlined in this RFQ.

SELECTION OF THE CONSULTANT

The selection of consultant(s) will be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the services required. The City of Concord will use an internal review committee (or board as described in section 2.6.2 of FAA AC 150/5100-14E) to evaluate each of the Statement of Qualifications received in response to this RFQ following the screening and ranking criteria described above.

The review committee shall then evaluate, score, and rank all SOQ received and then recommend the top ranked firm to enter into a five-year Master Contract with the City of Concord. Emphasis in selecting a consulting firm shall be placed on the firm's qualifications, experience, and response capability in projects similar to those which the City of Concord anticipates undertaking.

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-Padgett Regional Airport staff, other than the Contact Person specified in this RFQ, by any of the proposed Consulting Firms during the evaluation period is strictly prohibited and will result in that Firm being eliminated from consideration.

The City of Concord reserves the right to reject any and/or all submitted Statement of Qualifications (SOQ) and to waive or decline any SOQ irregularities. Submittals will become the property of the City of Concord.

The Concord-Padgett Regional Airport in accordance with the provisions of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. ("Title VI") and the regulations, hereby notifies proposed consultants that it will affirmatively ensure that any contract entered into pursuant to this advertisement, that disadvantaged business enterprises will be afforded full and fair opportunity to submit a SOQ in response to this request and will not be discriminated against on the grounds of race, color, or national origin in consideration for selection.

CONTRACT

The selected Aviation Consultant firm(s) shall execute a Master Contract with the City of Concord based on the criteria described in this RFQ and the Firm's Statement of Qualifications. A template of the Master Contract outlining the City of Concord's general contract and insurance requirements can be found as Attachment "B" to this RFP. The agreement(s) between the sponsor and the selected consultant will be subject to all applicable Federal Rules and Regulations as identified in FAA AC 150/5100-14E. The most current version of the Federal Contract Provisions will also apply to the Master Contract. Those provisions can be found at the following web address:

https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/media/combined-federal-contract-provisions.pdf

For each project performed under the Master Contract, a detailed scope of work will be developed and agreed to by the Aviation Consultant(s) and the City of Concord. This detailed scope of work and associated fee will be developed into a work authorization and included as an attachment to the Master Contract.

The Master Contract may be cancelled by either party for any reason at any time with sixty (60) day notice.

SUBMISSION OF QUALIFICATIONS STATEMENT

Statement of Qualifications must be submitted, by hand delivery or mail, no later than 2:00 p.m. local time on **Wednesday, July 1, 2020** to:

Name: Mr. Dirk Vanderleest
Aviation Director

Address: Concord-Padgett Regional Airport
9000 Aviation Boulevard
Concord, NC 28027
Tel: 704-920-5912

Three (3) hard copies and one electronic .pdf file (on CD, DVD or USB drive) of the firm's Statement of Qualifications are required. Statements of Qualifications received after this deadline will not be considered.

CONTACT PERSON

All questions must be submitted via email no later than 2:00 p.m. local time on **Friday, June 19, 2020** to:

Mr. Dirk Vanderleest
Aviation Director
9000 Aviation Boulevard
Concord, NC 28027
Email: vanderleest@Concordnc.gov

Firms interested in obtaining more information on Concord-Padgett Regional Airport may visit the airport website: www.concordnc.gov/Departments/Concord-Regional-Airport

Also, any additional requests for information, or additional project details must be made in writing and arranged through the RFQ Contact Person and deadline listed above.

Due to COVID-19, no meetings or airport tours or visits will be provided to any firms with regard to this RFQ.

For addition airport and project details, the latest Airport Master Plan is available to review on the Concord-Padgett-Regional Airport website: <https://www.concordnc.gov/Departments/Concord-Padgett-Regional-Airport/Airport-Master-Plan>

SELECTION NOTIFICATION

The City of Concord appreciates your firm's interest in providing services to the Concord-Padgett Regional Airport and for submitting a Statement of Qualification. The City of Concord anticipates notifying the chosen firm(s) of its selection (or non-selection) by **August 14, 2020**.

If selected, please be ready and prepared to discuss and define detailed scope of work for known projects included in this RFQ but not fee estimates. The City of Concord is required to prepare an Independent Fee Estimate (IFE) based on the agreed upon scope of work before selected firm submits its cost proposals with detailed project proposal.

Anticipate submittal of selected firm proposal after **August 14, 2020** with negotiation period to extend until **August 28, 2020**. If agreement is reached, contract for the five (5)-year term is anticipated to be awarded at the City of Concord City Council meeting with effective contract start date of **October 1, 2020**.

If a consultant service agreement cannot be agreed upon by **August 31, 2020**, the City of Concord reserves the right to end negotiations with top ranked selected firm and begin negotiations with the next highest ranked firm.

RFO TIMELINE

The following is a timeline overview for key events of this RFQ:

Advertisement of RFQ	June 1, 2020
Deadline for Questions	June 19, 2020
SOQ Submission Deadline	July 1, 2020
Selection of Preferred Firm	August 13, 2020
Contract Negotiation Period	August 14 th – August 28 th
Contract Award	September 13, 2020
Contract Start Date	October 1, 2020

{END OF RFQ}