January 10, 2012

Request for Qualifications for Engineering Services

Yuma International Airport intends to engage a Professional Engineering Firm to design and oversee the rehabilitation of the terminal aircraft apron. The budget for this project, including design, construction and construction administrative oversight shall not exceed $220,000.

This project is funded by a grant from the Arizona Department of Transportation / MPD Aeronautics Group and Yuma International Airport. Firm selection and final contract approval by the Yuma County Airport Authority Board of Directors is dependent upon approval by ADOT.

The Airport will solicit and receive proposals for professional engineering services as described in the project scope listed below. The RFQ Package is available by calling Andrea Lopez at 928-726-5882.

Anticipated Milestones for Design

Project Name: Rehabilitate Passenger Terminal Apron
RFQ Available: January 23, 2012
Site Visit: February 2, 2011 at 10:00 am MST in the airport conference room (optional)
Last Date for Questions: February 21, 2011 at 4:00pm MST
Response Due: NLT February 24, 2011 at 4:00pm MST
Contract Award: Upon ADOT authorization

Project Manager: Gladys Wiggins 928-726-5882

Scope of Work

The Project includes the concrete pavement rehabilitation of that portion of concrete apron that lies north of Taxiway A2 and serves as the aircraft parking apron for all airlines using the airport's main terminal building. Within that apron area, the pavement to be rehabilitated is bounded by existing asphalt surfaces on the south, west and east and by the Terminal Building on the north. The above-described section is about 700 ft long and about 300 ft wide within the apron areas. It interfaces with Taxiway A2.

Concrete Pavement Rehabilitation

The method of rehabilitation design will be performed in accordance with FAA AC 150/5320-6, Airport Pavement Design and Evaluation. For those portions of the concrete apron that must be removed and replaced, samples of the subgrade will be obtained from beneath the concrete apron as well as cores of the existing paving and concrete. Tests will be performed in order to determine the pertinent subgrade properties and the concrete cores evaluated in order to obtain the existing apron section. These will also be compared with any available as-built plans that might help determine the limits of varying pavement conditions, if any.

Subsurface Investigations and Testing

Not less than six cores 36 inches deep will be made in the apron at selected locations.

Pavement Rehabilitation Design

Based on the current and projected aircraft fleet mix and the results of the concrete testing, a firm method of concrete repair will be developed. The thickness of any required concrete apron will then be calculated.

Topographic Surveys

The interface of this project with Taxiway A2 will require proper grade design to ensure a smooth interface that satisfies the requirements of AC 150/5300-13, Airport Design. Any required topographic surveys will be performed in order to obtain the precise grades of the interfacing apron pavement, as well as the existing Taxiway A2.

Field Surveys will be performed by way of linear feet elevations taken every 25 ft. Points on each section will be no more than 25 ft apart. Information shall extend beyond the limits of concrete pavement and shall include edge of pavement as well as dirt elevations at the edge of pavement, 25 ft, 50 ft and 75 ft out from edge of pavement. The cross sections will start 100 ft before and 100 ft after the project limits along the projected apron.

Within the coverage area, all existing improvements shall be identified. Manholes, if any, will be opened and structures below grade will be identified and measured. Drainage improvements will have their inverts and tops reported and pertinent measurements taken. Utility improvements on the surface shall be identified, measured, and dipped, if possible, and inverts shall be provided, if applicable. Surface markings (striping) shall be identified, located and shown on the topographic map. Edges of concrete pavement areas within the coverage area will be identified and located, as will lights, signs and any other structures.

Temporary benchmarks will be established for facilitation of construction, if existing benchmarks are not located nearby.

A topographic map showing all points, elevations and existing features will be generated in AutoCAD. Contours will be generated. Basis of bearing and survey control benchmarks will be shown.

Preliminary Engineering Report

A Preliminary Engineering Report is required for this project. It will be submitted to Yuma County Airport Authority and MPD Aeronautics Group for review. The findings and recommendations of the preliminary Engineer's report will be presented to the YCAA and other Airport Users, as requested.

Preliminary Design

Plans will be prepared on 24 x 36 inch sheets and in accordance with Yuma County Airport Authority sheet format and title blocks. Engineer is required to submit a 30% design review to YCAA and ADOT. Engineer is required to have the 30% approved by ADOT prior to proceeding in the design. A meeting is required to held and conducted with ADOT, Engineer, and Sponsor/YCAA.

The following plans are anticipated. The number in parenthesis represents the number of sheets associated with the pertinent plans:

- Title Sheet (1)
- General Notes, Abbreviations, Legend (1)
- General Project Layout & Haul Route (1)
- Phasing Plan/Staging/Safety/Security (1)
- Disposition Plans - 30 scale (3)
- Survey Control / Basis of Bearing (1)
- Horizontal Control Plan (1)
- Grading & Drainage - 30 scale (3)
- Cross Sections (1)
- Pavement & Drainage Details (1)
- Pavement Markings - 40 scale (2)
- Marking Details (1)
- Lighting & Signage Plan - 40 scale (2)
- Lighting & Signage Details (1)

Specifications will be prepared in accordance with AC 150/5370-10, Standards for Specifying Construction of Airports, and any non-standard specifications recommended will be closely coordinated with FAA and ADOT for approval, prior to finalizing.

The 60% complete specifications will be a compilation of the applicable FAA specifications in their boilerplate format, and similarly, non-FAA specifications, proposed.

Any required drainage improvements will be designed in accordance with the most recent version of AC 150/5320-5, Airport Drainage, as applicable, while signage improvements will be designed in accordance with AC 150/5340-18, Standards for Airport Sign Systems, and AC 150/5345-44, Specification for Ramp Signs. Ramp lighting will also be designed in accordance with the most current version of the appropriate advisory circular, of which, in this case, there are several, depending on the type of lighting. Pavement markings will be designed in accordance with AC 150/5340-1, Standards for Airport Markings.

The preliminary construction cost estimate will be based on the 60 percent complete plans and specifications and appropriate design contingency included.

Final Design

Engineer will provide a 95% design review and after comments are obtained from the YCAA and ADOT, Engineer will address comments and finalize the 100% set of plans, specifications and estimate. Subsequent to ADOT approval of the 100% plans, the Final plans will be signed and sealed by an Arizona Registered Engineer.

The Preliminary Engineering Report will be updated, as necessary, to reflect any changes that may have occurred during design.

A construction Management plan will be prepared that identifies the construction management team, roles and responsibilities, material sampling and testing plan, and coordination efforts with the YCAA, FAA and ADOT.

FAA Form 7460-1, Notice of Proposed Construction or Alteration, will be prepared with the necessary pertinent technical information and attachments. This will be submitted to YCAA for review and signature and for forwarding to the FAA.

Bidding Phase

After review and acceptance by OWNER, the ENGINEER shall complete necessary steps identified in article 2.05 "Bidding or Negotiating Phase" of this agreement, according the schedule determined by OWNER in consultation with FAA & ADOT considering funding availability.

Prepare and distribute up to 40 sets of the Bid Documents and attend and lead a Pre-Bid meeting including FAA & ADOT recommended topics. Attend the bid opening and prepare the Bid Tab and award recommendation.

Construction Phase

In addition to the provisions of Section 2.06 of this Agreement, the parties may supplement the Scope of Work as it pertains to the Construction Phase by a written addendum signed by both parties. OWNER's payment obligations under the Construction Phase are subject to funding from the appropriate governmental agency.

RFQ Document Submission

Submission of Qualifications Procedures: Your proposal should address a technical approach for the planning project only. Your proposal SHOULD NOT include a fee schedule. The selection of the engineering firm will follow the guidelines in FAA Advisory Circular 150/5100-14D "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects."

Please note the proposal format for this RFQ in the accompanying document. Carefully follow the instructions provided on each page of the form. The response forms may not be altered in any way. The proposal document is available in PDF and Word.Doc at the airport web site, www.yumaairport.com. An excerpt of the Airport's ALP is provided for your reference.

Proposals may not exceed the number of pages in the proposal format. The proposal format consists of seven pages of data plus two optional pages consisting of an illustration page and a proposal summary page. All other material will be discarded without review.

ONE COPY of your completed proposal must be delivered to the Administration Office, Attention: Terminal Apron, 2191 E 32nd St, Ste 218, Yuma, AZ, 85365, not later than the date indicated in the project milestones on the cover page of this RFQ. Either Electronic or Postal delivery is acceptable. You may call 726-5882 ext 223, and speak with Andrea Lopez to confirm receipt. Submittals received after the stated time will not be considered. A party authorized to bind the entity submitting the RFQ must sign the cover letter.

All material submitted in response to this solicitation becomes the property of YCAA and will not be returned. After the contract is awarded, the RFQ's shall be open for public inspection except to the extent that the withholding of information is permitted or required by law.

A selection committee will review all proposals and rate and rank each submission in accordance with the evaluation criteria described below and in FAA AC 150/5100-14D. All participating firms will be notified of the result and the top rated firm will be contacted to begin fee negotiations. The selection committee reserves the right to conduct interviews with the top rated firms if the committee deems it necessary. In such case, selection will be made following interviews.

No verbal agreement or selection is binding or considered final until approved by the Yuma County Airport Authority. The YCAA reserves the right to reject any or all proposals, and to conduct new professional services selection procedures. If there are any questions concerning any aspect of this solicitation or the scope of work, please submit them in writing via fax to Andrea at 928-344-4677. All questions and answers will be published on the airport web site underneath the RFQ Package. It is the responsibility of the responders to review all questions and answers prior to the submission of their proposals. The last date for questions is indicated above in the milestones.

Past Experience Referrals

The airport requires past experience referrals as part of the RFQ review process. Using the list of customers on the Relevant Projects Form on Page 4, we recommend that you request previous customers to complete the survey at the following URL.

http://www.yumaairport.com/yumahome.nsf/engineersurvey

You can cut and paste the above URL and email it to your customers so they can complete the survey.

Criteria for Evaluating Engineer Proposals

The Selection Committee will use the following criteria to evaluate proposals.

Criteria	Max Points
1. Does the Proposer's firm indicate the ability to perform all or most aspects of the project and is their recent experience in airport design projects comparable to the proposed task? (20 points)	20
2. Do the Proposer's key personnel have the professional qualifications, experience and availability for the proposed project? (40 points)	40
3. Does the Proposer's reputation indicate professional integrity and competence? (10 points)	10
4. Does the Proposer indicate a thorough knowledge of FAA regulations, policies, and procedures? (10 points)	10
5. Does the Proposer have experience on DoD projects and knowledge of NavAir regulations and procedures? (10 points)	10
6. Does the Proposer team member's indicated schedule realistically demonstrate the likelihood to meet schedules and deadlines? (10 points)	10
7. Does the Proposer's history in previous projects indicate the capability to complete projects without experiencing delays. (10 points)	10
8. Does the Proposer indicate an awareness of local conditions, relevant local projects and knowledge of local agencies and related histories? (30 points)	30
9. Does the Proposer demonstrate an understanding of the project’s potential problems and associated special concerns? (30 points)	30
10. Does the Proposer indicate a high degree of interest in undertaking the project? (10 points)	10
Maximum Possible Points	180

Thank you for taking the time to respond to this RFQ.

Sincerely,

Craig Williams
Airport Director

Attachment:
Proposal Package for Professional Services (10 pages)

Airport Engineering Services Proposal

Project Information

Date Submitted _____

Airport Name Yuma International Airport

Project Name Rehabilitate Terminal Apron

Project Manager Gladys Wiggins

Engineering Firm Information

Firm Name _____

Mailing Address _____

City State Zip _____

Contact Name _____

Position _____

Telephone _____

Fax _____

Email

Information Submitted and Verified by

Name _____

Title _____

Signature _____

This form must be used to present proposals for engineering/planning projects as directed in the Request for Qualifications. The proposal may not exceed the number of pages as provided in this form package. Please use 12-point type fonts. Any other material will be discarded without review. Materials submitted will not be returned.

Airport Engineering Design Team

Indicate no more than four key team members, their respective roles (i.e. project manager, project engineer) and relevant work experience. If a sub-consultant is involved in critical components of the design effort, their name and relevant qualifications should be listed as one of the four team members. If listed, a sub-consultant should be identified as such on the "Project Role" line. For the time commitments, indicate for each team member, the percentage of time currently committed to other work, and the percentage of time necessary for this project.

Name _____ Project Role _____

Licensed Arizona Engineer _____

Arizona Registration Number _____

Years of Engineering Design Experience _____

Percentage of time Required for this project _____

Other Concurrent Time Requirements _____

Relevant Experience with Similar Projects. Indicate which projects on page 4 this person participated in this role.

Page 4 Projects: 1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐ 8☐ 9☐ 10☐

Name _____ Project Role _____

Licensed Arizona Engineer _____

Arizona Registration Number _____

Years of Engineering Design Experience _____

Percentage of time Required for this project _____

Other Concurrent Time Requirements _____

Relevant Experience with Similar Projects. Indicate which projects on page 4 this person participated in this role.

Page 4 Projects: 1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐ 8☐ 9☐ 10☐

Airport Project Design Team (Continued)

Name _____ Project Role _____

Licensed Arizona Engineer _____

Arizona Registration Number _____

Years of Engineering Design Experience _____

Percentage of time Required for this project _____

Other Concurrent Time Requirements _____

Relevant Experience with Similar Projects. Indicate which projects on page 4 this person participated in this role.

Page 4 Projects: 1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐ 8☐ 9☐ 10☐

Name _____ Project Role _____

Licensed Arizona Engineer _____

Arizona Registration Number _____

Years of Engineering Design Experience _____

Percentage of time Required for this project _____

Other Concurrent Time Requirements _____

Relevant Experience with Similar Projects. Indicate which projects on page 4 this person participated in this role.

Page 4 Projects: 1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐ 8☐ 9☐ 10☐

Recent Experience

List no more than 10 most relevant projects designed by your firm within the last ten years.

Project Name and Location	Contact, Position, Phone Number	Past Experience Survey Requested
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Engineering Design Development Schedule

Based on the published project scope and your technical approach, indicate below the number of weeks necessary to design the project. Some of the basic responsibilities within each design phase are included for reference. Do not include Owner's review time. Assume, however, that your work will require some revision after Owner review, and that the time required addressing these comments should be included within your schedule.

Note: This proposed schedule will be used to establish a "reality check" of your proposal and be included as a factor for the contract deadlines in the professional services agreement, if your firm is selected.

	Number of Weeks
Preliminary Engineering Report Phase	
• Attend pre-design conference	
• Obtain and analyze necessary survey data	
• Obtain and analyze necessary geo-technical data	
• Prepare comprehensive report	
• Provide project cost estimate	
Preliminary Design Phase	
• Attend project meetings	
• Prepare project drawings (all sheets - minimum 50 percent complete)	
• Provide all technical specifications, including modifications	
• Provide project cost estimate	
Final Design Phase	
• Attend project meetings	
• Finalize drawings and contract documents to ADOT and owner satisfaction	
• Provide a revised opinion of probable total project costs	
• Prepare a construction management plan	
• Update, if necessary, the preliminary engineering report	
• Prepare FAA form 7460-1	
Bidding	
• Manage Bidding Process and Pre-Bid Conference	
• Prepare Bid Tabulation and Award Recommendation	
• Negotiate bid if required	4 Weeks
Total Design Time in Weeks	

Proposed Technical Approach

Use the following two pages to discuss your understanding of a proposed approach to the project. Highlight critical factors that could affect the design. If any, discuss alternative or additional items that you believe should be addressed in the project. This narrative may not exceed the two pages of this section of the proposal form.

Proposed Technical Approach (Continued)

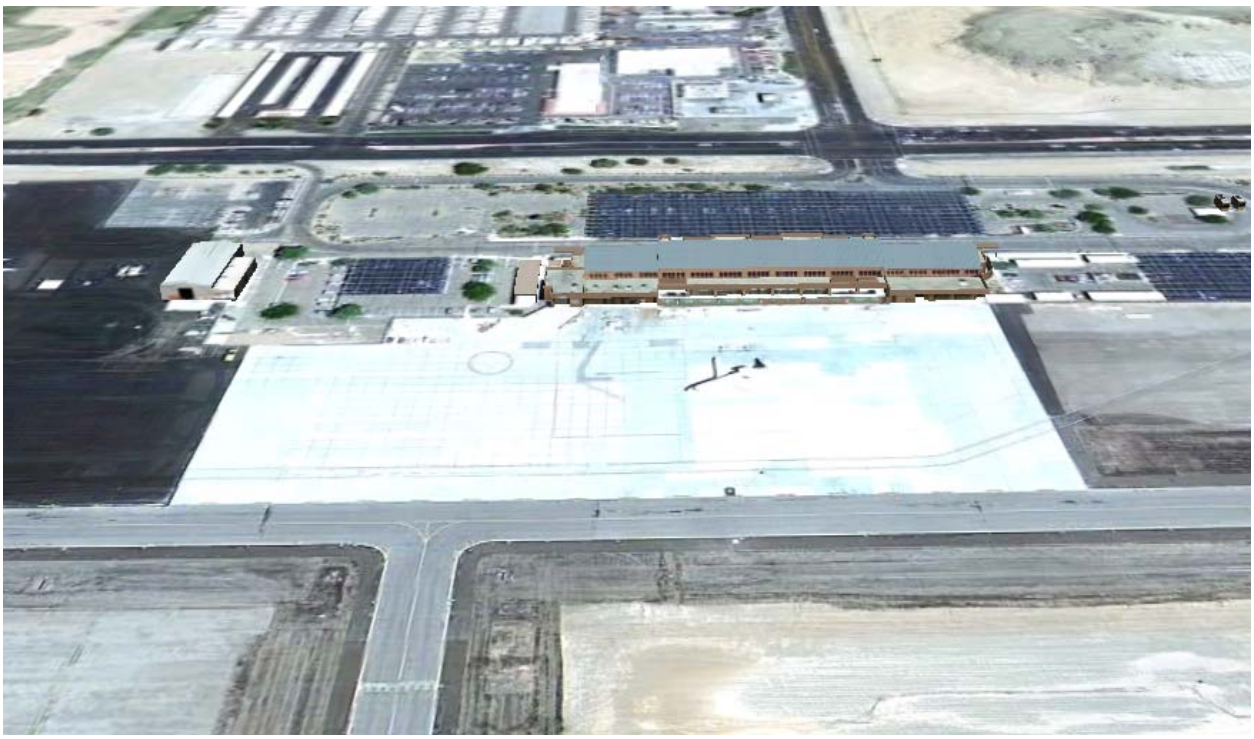
Optional Supplemental Illustration Page

An optional supplemental illustration page may be inserted here. That page should be numbered 8 and this sheet should be removed. The illustration page can be no larger than 11" x 17" and can be used to depict items or locations discussed within the narrative on the preceding two pages.

Optional Proposal Summary

As an option you may use this page to include any additional information about your firm, project team or approach, schedule, previous experience, specialized skills, or anything else that you feel pertinent to the specifics of the project scope identified in the Request for Qualifications for Engineering Services that have not been included elsewhere.

Attachment 2 – Terminal Apron



This project will rehabilitate the concrete portion only.