REQUEST FOR QUALIFICATIONS

PROJECT: 2023-2027 Airport Engineering & Design Consulting

Services

ISSUE DATE: December 16, 2022

ISSUED BY: City of Delaware, Ohio

City Hall

1 S. Sandusky St. Delaware, OH 43015

INQUIRIES: Shane Harding

Public Works Operations Manager sharding@delawareohio.net

Q&A via Bid Express

Deadline for Written Questions – January 10, 2023, 3:00 p.m.

SUBMISSION DEADLINE: January 17, 2023 3:00 p.m. (local time)

SUBMIT TO: City of Delaware via Bid Express (preferred) at:

https://www.bidexpress.com/businesses/12193/home

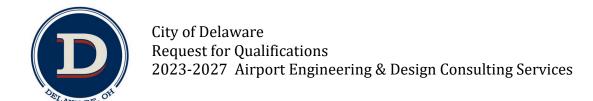
or to Shane Harding at sharding@delawareohio.net with subject

"SOQ Airport Consulting Submittal"

PERIOD OF SERVICES: 2023 through 2027

ADVERTISED: City of Delaware Website

Bid Express

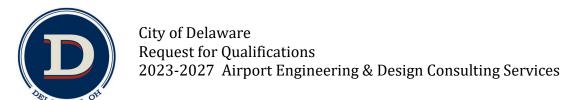


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ATTACHMENTS

- SOQ Submittal Checklist
- Qualifications Evaluation Rating Form
- Airport Layout Plan
- Current ACIP



GENERAL BACKGROUND

DLZ is a leading central Ohio general aviation facility. It is home to approximately 100 based aircraft and handles an estimated 40,000 operations per year, including corporate activity, training, and pleasure flying. The city oversees all aspects of the airport. The airport is strategically located to serve the region, including commercial centers in Delaware, Dublin, Westerville, and Powell. The city has aggressively pursued airport enhancements that include an expanded 5,800-foot runway, Automated Weather Observing System, and Wide Area Augmentation System (WAAS), allowing precision approach for horizontal and vertical navigation. Other upgrades include a grooved runway and improvements to the flight terminal, lounges, and weather briefing areas. Please visit the City's website at www.delawareohio.net for more information on the airport.

INVITATION

In accordance with Federal Aviation Administration Advisory Circular 150-5100-14, the City of Delaware submits this RFQ seeking responses from consultants experienced in providing professional services needed for projects within airport environments. The City of Delaware seeks to enter into an engineering and design airport services agreement with a qualified airport consultant to assist with projects at the Airport over a five (5) year period commencing upon approval of agreement in 2023 and ending December 31, 2027. The consultant and its team of sub-consultants must be able to provide design, engineering, and construction services for both federally and non-federally funded projects at the Airport. All work must meet Federal Aviation Administration (FAA), Ohio Department of Transportation (ODOT), City of Delaware, and all other applicable standards and regulations. Consultants responding to this solicitation must be willing to provide professional airport services to the City of Delaware on an as needed basis for the projects at the Airport until final close-out activities are completed or such services are no longer required by City of Delaware. The actual scope of services will be determined by the City of Delaware as needed on a per project basis pursuant to the terms of the professional services contract. This engagement and services to be rendered only covers projects by the City of Delaware. Results of the selection process will be announced at a day and time to be determined by the City of Delaware.

SCOPE OF SERVICES

The City of Delaware is seeking Statements of Qualifications (SOQs) from interested consulting firms for engineering and design services as described herein. The purpose of the RFQ is for the city to retain qualified firm(s) for construction projects at the Delaware Municipal Airport (DLZ).

The firm(s) chosen will perform design/engineering and planning of Airport construction projects. The City of Delaware anticipates that the selected firm(s) will provide staff that can perform the duties of a design engineer, resident engineer, assistant resident engineer, structure representative, civil inspector, structure inspector, and material testing technicians.



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Examples of other specific tasks that may be provided may include, but are not limited to:

- Prepare necessary applications and documentation for Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant funding. Assist in project coordination with the FAA and the Ohio Department of Transportation Aviation Office
 - Update Airport Master Plan as needed, including property inventory map and preparation of Airport Capital Improvement Plan (ACIP).
 - Prepare the necessary technical detail and/or analysis and support the preparation of
 environmental documents that may be required under all federal, state, or local
 environmental laws, policies, or programs that may be applicable. Demonstrated technical
 expertise and knowledge of applicable environmental acts and programs for airports is
 essential. Knowledge of local conservation plans is highly desirable.
 - Provide miscellaneous airport design/engineering, construction administration management, and consulting support services as may be required by the City of Delaware. These consultant services may include representing the City of Delaware in discussions with the FAA regarding work program, grant requirements, and project documentation.
 - Provide design/engineering plans and drawings in accordance with FAA standards and guidelines as outlined in Advisory Circular 150-5370-10, Standards for Specifying Construction of Airports. The consultant will also develop a safety plan for projects in accordance with Advisory Circular 150/5370-2.
 - Design and engineering of runway, taxiway, ramps, and roadways and other projects included in the current and future ACIP.
 - Pavement reconstruction and/or overlay of aircraft parking aprons, taxiways, and runways.
 - Design/engineering of subgrade stabilization.
 - Environmental and design/engineering of airfield drainage improvements.
 - Airfield lighting, signage improvements, and energy efficient retrofitting.
 - · Security upgrades including access control, perimeter fencing, CCTV, and lighting.
 - Update airfield markings.
 - Updates to the Airport Pavement Maintenance Plans.
 - Updates to the Airport Security Plan, and Airport Emergency Plan.
 - Assistance in filing various federal and state reports required of airports.

SOQ SUBMITTAL METHODS

The SOQ shall be submitted electronically in portable document format (PDF) files. We encourage firms to utilize Bid Express to submit the SOQ materials. Please note that Bid Express requires a subscription and digital ID that takes time to establish. The link to the City's Bid Express page to access this RFQ is: https://www.bidexpress.com/businesses/12193/home

In lieu of Bid Express, electronic documents may be submitted via email to Shane Harding at sharding@delawareohio.net. To avoid email attachment size issues, submittals via email should include a file sharing hyperlink to download the submittal files. Additionally, to ensure emails are filtered correctly, include the subject "SOQ Airport Consulting Submittal" and include basic narrative in the body of the email along with the file sharing hyperlink.



CONTACT WITH CITY EMPLOYEES/WRITTEN QUESTIONS

To ensure a fair and objective evaluation of all qualifications, all inquiries are required to be submitted in writing to the point of contact via Bid Express (preferred) or via email. No marketing type engagements or correspondence will be permitted by interested firms after the date the RFQ is published through the time in which selections are made. Written inquiries via email and Bid Express must be received no later than date and time indicated below. Questions submitted on Bid Express will be publicly answered on Bid Express. Any additional answers or modifications to the RFQ will be documented and an addendum will be issued with the City's responses. The City will endeavor to provide a copy of such addendum delivered to each person receiving the RFQ; however, it is ultimately the interested firm's responsibility to check the City's website at Bid Express for verification of any issued addenda.

EVALUATION AND SELECTION PROCESS

The City is performing a qualifications-based selection without regards to cost during the evaluation and selection process. The following process and schedule is anticipated:

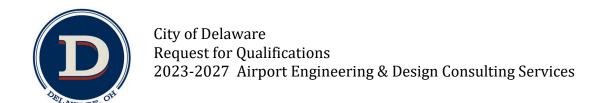
RFQ Issued	December 16, 2022
Deadline for Written Questions	January 10, 2023, 3:00 p.m.
City Responses to Questions	January 12, 2023
Deadline for SOQ Submittals	. January 17, 2023, 3:00 p.m.
Notification of Selected Firm	February 10, 2023

All responses to this RFQ will be evaluated by a selection committee, consisting of representatives of City of Delaware. The statement shall contain the following information in the order listed below. The selection will be based, in part, on the guidelines set forth in the FAA Advisory Circular No. 150/5100-14 (Architectural, Engineering, and Design Consultant Services for Airport Grant Projects) and the following criteria:

SOQ CONTENT

To facilitate review, submissions should conform to the following format:

- 1. **Cover Letter:** Provide a letter of introduction, no more than two pages in length, highlighting your understanding of the City's airport needs and the value your firm would bring to the City. The cover letter should be signed by the individual who will be the point of contact for the selection process.
- 2. **Experience of the Firm**: Provide a description and up to ten examples of projects similar in nature to those included on the DLZ ACIP (attached) that your firm has completed. Provide a description of your firm's prior experience and qualifications in airport architectural, engineering, design, and environmental analysis. Also, please reference the experience of the firm in working with the State and FAA regulations and procedures.
- 3. **Project Team (Key Staff)**: Identify the proposed Project Manager and key project team members and responsibilities. Provide a brief resume for each person outlining their credentials and experience.



- 4. **Project Understanding**: Provide your general understanding of the airport, project, and issues regarding the identified project(s). Identify any potential challenges or special concerns that may be encountered.
- Ability to Meet Schedules and Demands: Firm's demonstrated ability and capacity to meet schedules and deadlines.
- 6. **References**: Provide letters of recommendation or the name and contact information for at least three (3) references familiar with the quality of work by your firm of similar nature as contained in the above Scope of Work.

CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

The following criteria will be used in screening, ranking and selection of the successful firm:

- 1. **Qualifications of the Firm (5):** Preference shall be given to those firms with experience in architectural, engineering, design, and environmental analysis related to the ACIP and scope of services.
- 2. Qualifications of the Project Team (Key Staff) (5): Key personnel's professional qualifications and experience, availability for the above scope of services; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures.
- 3. **Project Understanding (4):** Preference shall be given to those firms which have a comprehensive understanding of the project requirements and environment.
- 4. Ability to Meet Schedules & Demands (3)
- 5. References (3)

MISCELLANEOUS

- 1. The City of Delaware is neither obligated nor legally bound in any manner whatsoever by the consultant's submission of a qualifications package. The City of Delaware also reserves the right to make changes to this RFQ.
- 2. Any false statements made by respondent will void the submittal and eliminate the consultant from further consideration. Verbal responses to inquiries shall not be binding, only written addenda to the RFQ will modify its terms.
- 3. Notwithstanding any other provision of this RFQ the City of Delaware herein, reserves to itself the following rights:
 - The right to modify or amend any provision of this RFQ, including, without limitation, the provisions of the Agreement.
 - The right to reject in whole or in part any or all submittals for any reason.
 - The right to cancel its award to any firm(s) at any time before an agreement with such firm(s) has been fully executed and delivered; and City of Delaware reserves the right to cancel its award to a consultant without any liability.



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- The right not to award to any consultant(s) that is in arrears or in default to the
 City of Delaware upon any debt or contract or that has failed to perform
 satisfactorily and faithfully under any previous agreements with the City of
 Delaware.
- 4. Should the City of Delaware find a discrepancy in this RFQ, it reserves the right to provide written instructions to all proposers in the form of addenda to the RFQ. The City of Delaware is not bound by any oral statements.
- 5. The specific terms of the engagement for professional services will be governed by the terms of a final negotiated agreement. In the event of a conflict between the provisions of the final agreement and any provision of the RFQ, the provisions of the final agreement shall control.
- 6. The City of Delaware is not responsible for any costs incurred by consultant(s) in preparing the response or in attending any meetings, and or preparing any presentations to City of Delaware staff in connection with this RFQ.
- 7. Before the City of Delaware will execute any agreement resulting from the response to this RFQ, the consultant will be required to complete and submit an Affirmative Action Assurance form.
- 8. The City of Delaware reserves the right to accept or reject any or all Statements of Qualifications.

SOQ SUBMITTAL CHECKLIST

This checklist is provided for the convenience of firms to help ensure all required documentation is included with the SOQ. Bid Express includes a mandatory upload for each of the required items. The checklist does not need to be submitted with the SOQ.

Check	Item
	Cover Letter
	SOQ Section 1 – Experience of Firm
	SOQ Section 2 – Project Team
	SOQ Section 3 – Project Understanding
	SOQ Section 4 – Ability to Meet Schedules and Demands
	SOQ Section 5 - References

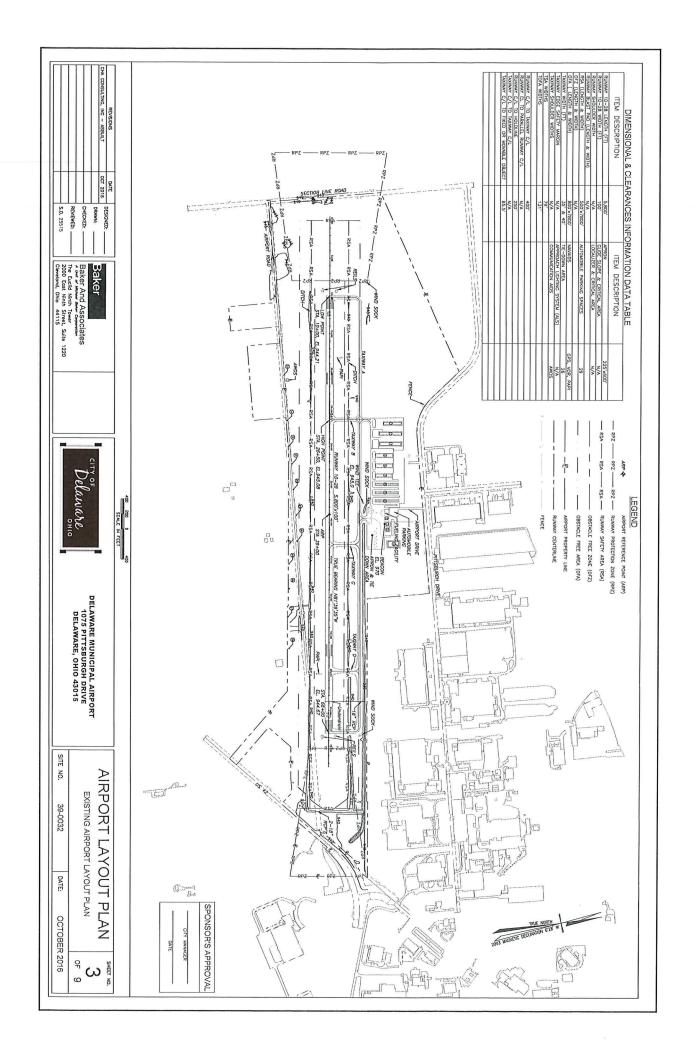


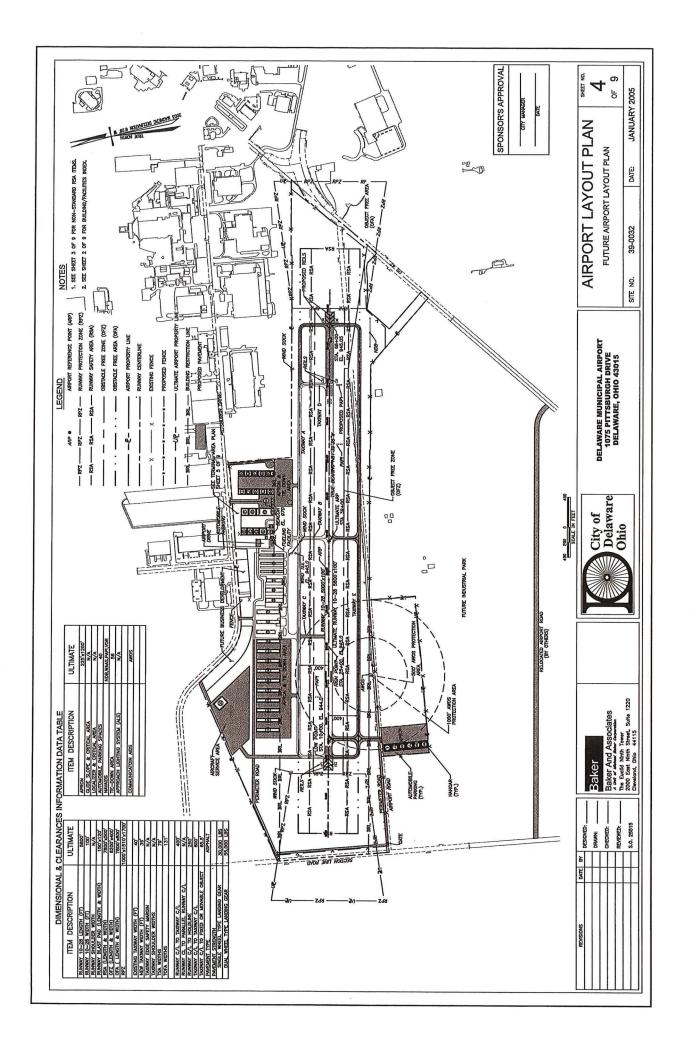
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Firm Name:					
Evaluator:		Γ	Date:		
Category	Criteria	Weig	ght	Rating (1-5)	Score = Weight x Rating
Firm Qualifications	Experience in airport architectural, engineering, design and environmental analysis related to the ACIP and scope of services.	5			
Staff Qualifications	Key personnel's professional qualifications and experience, availability for the above scope of services; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures.	5			
Project Understanding	Comprehensive understanding of the project requirements and environment.	4			
Ability to Meet Schedules & Demands	Firm's demonstrated ability and capacity to meet schedules and deadlines	3			
Strength of References	Recommendation of references. Reference description of positives or negatives. Letters of recommendation. References' experience with staff's interaction with client, public, and contractors.	3			
	TOTAL SCORE (OUT OF 100)		·		

Rating Criteria Ratings shall be assigned to each category based on the criteria given, with 5 being the best rating and 1 being the worst rating: (5) Complete knowledge, outstanding qualifications; (4) Strong knowledge and qualifications; (3) Some knowledge and basic qualifications; (2) Limited knowledge and limited qualifications; (1) Little to no knowledge or applicable qualifications.

Weight A weight has been assigned to each category to reflect the importance of each, with (5) being the most heavily weighted.





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			Pavement Preservation - last mill/overlay 2016			Pavement Preservation - last mill/overlay 2016		Building age, location, and capacity issues				•	Terminal Plan Update/Last approved ALP was 2006		Pavement Preservation			FY 2026 BIL Funds - Taxilane D, E, F Reimbursement			•	Pavement Preservation. PCI 57 in 2016		Fuel Farm 20 years old.		23,000	23,000 Pavement Preservation PCI 74 in 2016	Increased jet traffic	ODOT ODOT Remarks/Item Justification						