

SOQ- NOTICE INVITING SOQ
Charleston County Aviation Authority
Statement of Qualifications- Airport Terminal Redevelopment and Improvement Project
Charleston International Airport

**NOTICE INVITING
STATEMENT OF QUALIFICATIONS**

The Charleston County Aviation Authority (CCAA) is requesting Statements of Qualifications from interested consultants for the Charleston International Airport Terminal Redevelopment and Improvement Project as further outlined in this notice.

Written statements will be received up to the hour of 2:00 p.m. (Local) on March 31, 2011. All such statements shall be addressed to:

Susan M. Stevens, A.A.E.
Director of Airports
Charleston County Aviation Authority
5500 International Boulevard, #101
Charleston, South Carolina 29418

and clearly marked:

**STATEMENT OF QUALIFICATIONS FOR PROFESSIONAL
PROGRAM MANAGEMENT SUPPORT SERVICES
FOR THE TERMINAL REDEVELOPMENT AND IMPROVEMENT PROJECT
CHARLESTON INTERNATIONAL AIRPORT
(Procurement No. 2011-52-CHS)**

Any questions and/or comments concerning this request for Statements of Qualifications shall be directed in writing to Susan M. Stevens, A.A.E., Director of Airports, at the above address. Questions must be received prior to March 24, 2011 at 5:00 p.m. (Local). CCAA will not be responsible for any oral instructions with regard to this Notice.

AIRPORT INFORMATION

The Charleston International Airport (CHS) is a joint use airfield operated in conjunction with Charleston Air Force Base (CAFB) in Charleston, South Carolina. The existing runway system includes two runways (15-33 and 03-21) which are owned, operated, and maintained by CAFB. Runway 15-33 is the Airport's principal runway and is 9001 feet long and 200 feet wide. Runway 03-21 is 7,000 feet long and 150 feet wide.

CHS serves as the primary air carrier airport for the Charleston, South Carolina MSA. Total enplanements for calendar year 2009 were 1,096,605. These passengers are accommodated through a terminal complex which includes a 10-gate, 276,005 sq. ft., three level structure terminal building constructed in April 1985.

Parking facilities include a parking deck, surface lot, remote lots, valet lot and a cell phone waiting lot for a total of 4,503 public parking spaces. Authority-owned property also supports two Fixed Base Operators, Air Cargo operations, federal support services (FIS, ATCT and NWS office) and Fuel Farm. In addition, a Boeing 787 aircraft manufacturing facility is located on Airport property.

SCOPE OF PROJECT

The Authority desires to engage a qualified, experienced consultant to provide the full range of Professional Program Management Support Services for the Terminal Redevelopment and Improvement Project to accommodate future growth and update the terminal facility at Charleston International Airport. The project will be partially funded through the Federal Aviation Administration Airport Improvement Program (AIP) and/or Passenger Facility Charge (PFC) Program. The Project is anticipated to include expansion of concourses A and B, expansion of the baggage claim area, terminal renovations, airside and landside improvements consistent with the Charleston County Aviation Authority (CCAA) Master Plan Update. The Consultant will serve as an extension to CCAA staff in achieving the Project's objectives. The anticipated scope of services may include, but may not be limited to, the following:

Task 1 – Pre-Design Program Management Services

- a. Initiate the project and provide support to CCAA on developing the project scope, phasing, budget, and master schedule.
- b. Assist the CCAA in identifying potential funding sources and in the completion and execution of grant applications.
- c. Develop the Project Design Criteria Manual and assist CCAA in the proper procurement of all required professional services.
- d. Develop recommendations for a Project Delivery System.
- e. Develop, implement, and maintain a comprehensive document management system including electronic storage and retrieval capabilities for all pre-design, design, bidding, construction and project close-out related documents.

Task 2 – Program Management Services during Design

- a. Provide technical management and Quality Assurance (QA) oversight for the design team as necessary to complete the desired work on-time and within budget.
- b. Develop project progress reports, update schedules, and prepare, conduct, and distribute minutes for progress meetings as necessary.
- c. Assist CCAA in the development of General and Supplementary Conditions.
- d. Review deliverables for technical accuracy and consistency with FAA, Building Codes, CCAA, TSA, Concessionaire, and Stakeholder requirements.
- e. Develop and update project schedules, review and validate design team project cost estimates, and provide assistance and data for Grant applications.
- f. Review and provide recommendations for all pay requests.

Task 3 – Pre-Construction Program Management Services

- a. Develop and independently validate the Design Team's Final Cost Estimates and Project Schedule(s).
- b. Assist with the development of Project Alternatives, Phasing, Bonding requirements, Feasibility Analysis, and Benefit-Cost Analysis as required.
- c. Attend and participate in all presentations of the project.
- d. Provide Contractor Pre-Qualification, Pre-Bid, Bidding and Bid analysis services as necessary.
- e. Assist in preparation of Construction Manuals as necessary.

Task 4 – Program Management Services During Construction

- a. Develop and regularly update project schedules, cash flow schedules, and project budget verification.
- b. Provide or assist CCAA in contracting for all required Construction Monitoring / Inspection services.
- c. Attend Project progress meetings, review pay applications, and ensure compliance with FAA requirements.

Task 5 – Commissioning

- a. Assist the Charleston County Aviation Authority in securing Commissioning Services and ensure all required final documentation is obtained and submitted to permitting agencies and to the FAA.
- b. Review and approve all final invoices and secure all required final documentation from inspectors, designers and contractors.
- c. Secure all final documentation, Maintenance and Operation Manuals, Maintenance Schedules and Spare Parts.

Specific terms of the contract engagement will be specified in the Authority's Standard Professional Services Agreement. At the Authority's sole option, it may award additional work for projects at the Charleston International Airport for a period of up to five (5) years from the date of the original contract execution. The selected Program Management consultant including subsidiaries and/or affiliate companies, sub-consultants, and all teaming partners will be prohibited from serving on the Project in any additional capacity including Design Teams, General Contractor, or Construction Manager-At Risk Teams.

SUBMISSION OF STATEMENT OF QUALIFICATIONS

Interested Consultants should submit in triplicate a written Statement of Qualifications and one (1) electronic copy of the submittal in PDF format no later than 2:00 p.m. (Local) on March 31, 2011 a sealed envelope or container. Submittals received after the deadline will not be opened. The submission shall include at least the following:

1. General Information and Corporate Qualifications
 - A. Provide the name, size, and description of the firm. Provide a brief history of firm including the legal organization. Provide an organizational chart showing key personnel.
 - B. List DBE sub-consultants (must be certified through the SCDOT-Unified Certification Program) and describe their role on the project team.
 - C. Provide the location(s) of the office(s) that will perform work.
 - D. List any contracts/agreements to which the firm was a party to that were terminated by either party for convenience or default within the past five years and any litigation that may affect the prime consultant's ability to perform.
2. Experience and Qualifications of the Team
 - A. Provide contract awards received for Program Management Support Services on similar projects that the firm has provided within the past 5 years. Describe the specific role that the designated Program Management Lead has provided on comparable projects within the past 5 years.
 - B. Provide examples of projects that the firm provided Program Management Support Services using Alternative Project Delivery Methods and information regarding the evaluation for a particular Project Delivery Method.
 - B. List the schedule and budget performance on projects submitted as experience.
 - C. Provide a point of contact reference (name, address, phone number and email address) for projects submitted as experience.
3. Staffing Plan Availability
 - A. Provide the Résumé and relevant information for the individual proposed to serve as the Program Management Lead. Include a statement confirming the firm's understanding that unavailability of the Lead individual may result in termination of any contract for Program Management Support Services.
 - B. Provide an analysis quantifying the project team's commitments versus resources through the project period.

STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

The selection process shall be in accordance with FAA Advisory Circular 150/5100-14D, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. The selection panel will use the following criteria to evaluate the Statement of Qualifications.

Selection Criteria	Maximum Points
1. Consultant's related project qualifications, experience, expertise, and ability to perform all or most aspects of the project and recent Program Management Support Services experience in airport projects comparable to the proposed task.	30
2. Experience and professional qualifications of the individual designated as Program Management Lead; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, procedures and funding.	25
3. Current workload and ability to meet schedules, deadlines, and budget goals.	10
4. Quality of project undertaken and capability to complete projects without having major cost escalations or overruns.	10
5. Capability of a branch office that will do the work to perform the work independently of the home office, or conversely, its capacity to obtain necessary support from the home office. The use of geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.	10
6. Demonstrated understanding of the project's potential problems and special concerns.	10
7. Degree of interest shown in undertaking the Project and familiarity with and proximity to the geographic location of the Project.	10
8. Consultant's approach, prior performance, and evidence of achieving DBE goals.	10
Maximum Possible Points	115

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GENERAL INFORMATION

CCAA will review the Statements of Qualifications and may later invite the most qualified firms or corporations to present a more detailed proposal.

The CCAA reserves the right to reject any or all proposals, to advertise for new proposals, or not to proceed at all with this Project.

Receipt of these Statements of Qualifications shall not in any way obligate CCAA to later invite a firm or corporation for a detailed proposal.

CCAA shall not be responsible in any manner for any cost associated with the submission of this Statement of Qualifications or any later proposals.

The Statements of Qualifications submitted, including any and all attachments thereto, shall become the property of CCAA upon receipt by CCAA.

CCAA shall have the right to copy, reproduce, or dispose of each Statement of Qualifications in any way that it selects.

CCAA shall be free to use as its own, without payment of any kind or liability therefore, any idea, scheme, technique, suggestion, layout or plan received during the review and proposal process.

CCAA reserves the right to engage other consultants as it may deem necessary.

CHARLESTON COUNTY AIRPORT DISTRICT
CHARLESTON COUNTY AVIATION AUTHORITY

A handwritten signature in black ink, appearing to read 'J. Fann', is written over a horizontal line.

Jim Fann, A.A.E., P.E.

Deputy Director of Engineering and Planning