



Rhode Island Airport Corporation

May 4, 2011

REQUEST FOR PROPOSALS
FOR
PROGRAM MANAGEMENT SERVICES
T. F. GREEN AIRPORT
CONTRACT NO. 24040

Approved by:

A handwritten signature in blue ink, appearing to read 'Ahmed Shihadeh', written over a horizontal line.

Ahmed Shihadeh, A.A.E.
Manager of Engineering

Approved by:

A handwritten signature in blue ink, appearing to read 'Billy Cox', written over a horizontal line.

Billy Cox
Purchasing Agent/
Manager of Business Administration

INTRODUCTION

The Rhode Island Airport Corporation (RIAC) is requesting proposals from qualified consultant firms and/or consultant teams to provide professional Program Management (PM) services for the implementation of T. F. Green Airport's Airport Improvement Program. The key projects in this Program include:

- Runway Safety Area (RSA) improvements to Runway 16/34 and associated enabling projects and/or mitigation.
- Extension of Runway 5/23 and associated enabling projects and/or mitigation.

The Program will be partially funded through the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) and/or Passenger Facility Charge (PFC) Program.

This solicitation is subject to FAA regulations, rules, and policies and grant assurances, specifically, but not exclusively, 49 CFR 18 as outlined in FAA Advisory Circular (AC) 150/5100-14D or current edition.

The selected PM will provide overall coordination and program administration services for an entire Program of improvement projects. The PM will be expected to work closely with RIAC personnel, the FAA and any other consultants/firms who may be retained during all phases of design and construction. The selected PM must be qualified and able to self-perform (e.g., design and construction administration) for one or more of the Program elements. It will be at RIAC's discretion to allow the PM to self-perform any program element. If RIAC elects to have the PM self-perform any work, the PM will draft a scope of work and a cost estimate to accomplish the specific work. Upon review of the scope and fee, RIAC may choose to enter into a separate Task Order with the PM to perform the work.

Should RIAC elect to enter into contracts with other consultants/firms for design of individual Program elements, the PM will assist RIAC in the procurement of other design consultants/firms and the development of individual project scopes of work and fees for consultant responsibilities.

SCOPE OF SERVICES

At this time, RIAC anticipates that the PM will provide the following basic services. RIAC is open to suggestions or modifications to this basic scope should a consultant or consultant team have experience or expertise that supports it. **The PM is prohibited from self-performing any construction.**

Development of an Overall Program Strategy:

- The PM will develop an overall strategy for execution and completion of all selected program elements/projects, while maintaining the highest level of continuing airport operations as possible. The strategy must include overall coordination of the various phases of design, bid, construction and closeout that will ensure completion of the RSA projects within the FAA stipulated deadline and extension of Runway 5/23, all in accordance with the EIS

Record of Decision (ROD). In the development of this strategy, the PM will include input from RIAC and FAA, as well as include a system for project element prioritization. The strategy must also include coordination, as required, with FAA facilities and technical operations to ensure the continued availability of as many navigational aids as possible for operations. The strategy must address issues related to preconstruction and construction activities, including developing repair strategies, design standards, coordination between design consultant(s), as required, record keeping and all items that influence project delivery schedules, costs and airport operations. The PM may recommend modifications and adjustments to the Program project elements, if necessary, in order to gain overall project strategy acceptance. The PM, as required, shall prepare a systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies, and procedures as defined in FAA Order 5200.11.

Develop the Program Schedule:

The PM will develop and maintain a program schedule and establish schedule milestones for all activities necessary to advance each project to completion in accordance with the Program Strategy. The Program Schedule shall be reviewed and agreed upon by RIAC. RIAC and the PM, and any design consultant(s) on a case-by-case basis shall review any issues affecting an individual project element. The PM will be responsible to continually update and track all schedules, including those for the bidding. The PM will establish procedures to identify and rectify any activities that fall behind schedule.

Program Record-Keeping:

The PM will provide a system for tracking all program elements' design, preconstruction and construction activities and projections of the outcome, as well as the final archive of all Program documents. The final archive system will be easily understood and accessible by RIAC and any design consultant(s). Project status reports will be provided on a monthly basis. This system shall document and record the history of design decisions.

Program Design Oversight:

The PM will represent RIAC in assuring that all program elements are designed in accordance with FAA standards, the ROD and any policies outlined in the program strategy. The PM will develop standard specifications to be used on individual program elements/projects. The PM will resolve any and all design issues in compliance with the program schedule. The PM will review and distribute preliminary plans, including those from any design consultant(s) and schedule all review meetings with RIAC staff, and if applicable, the FAA. The PM shall be responsible for preparing, distributing and maintaining proper minutes of these meetings. The PM will review any and all proposed design exceptions, including changes or additions to standard specifications, and make recommendations to RIAC. The PM will review and maintain supporting

documentation. The PM will review and comment on all preliminary and final plans; at a minimum two preliminary plans (30% and 60%) will be submitted for review for each project. The PM will be responsible to prepare and/or track and update all cost estimates from the design consultant(s). The PM will present any proposed design modifications and confirm RIAC's and the FAA's concurrence before proceeding with final design.

The PM will conduct pre-bid conferences as necessary, and will be responsible for having appropriate plan revisions made by the applicable design consultant(s).

Potential Construction Administration /Resident Inspection:

RIAC may choose to have the PM assist and/or perform duties associated with construction administration and/or resident inspection. These duties may involve, but not be limited to the following:

- Prequalify contractors.
- Review bids and recommend award.
- Conduct construction meetings and coordination meetings as necessary.
- Provide full-time project inspection for all construction projects.
- Provide full construction documentation, including: daily reports, testing summaries, measurement and documentation of quantities for payment, approval of all payment requests, preparation and submittal of FAA monthly reports, and environmental monitoring and reporting as required by the FAA's ROD (which incorporates all permit conditions).
- Coordinate with the Airport's Operations & Maintenance Staff to insure that all safety and security issues are addressed during construction.
- Coordinate with all affected branches of the FAA.
- Review and approve shop drawings.
- Review and make recommendations for approval of construction change orders.
- Review and approve contractor's and subcontractor's certified payrolls and Disadvantaged Business Enterprise (DBE) compliance reporting.
- Hire and direct a materials testing firm to provide acceptance testing and documentation for all projects.
- Provide project documentation, for all projects, in accordance with the requirements of the FAA, including "close-out" paperwork for all AIP funded projects.
- Provide dispute resolution and claims service, if necessary.
- Conduct coordination meetings with airport management at a minimum of twice per month.
- Prepare a systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies, and procedures as defined in FAA Order 5200.11

Public Involvement:

The PM will work with RIAC to develop a public outreach program that will regularly present the status of the Program. The PM will document all comments and suggestions obtained through this outreach. The PM duties associated with this effort may include, but are not limited to the following:

- Attend and assist RIAC with the public involvement process to provide information on program/project status.
- Provide multiple means of communication for public involvement, including but not limited to establishment of a website providing schedule, project status and contact information.
- Coordinate with RIAC staff to ensure appropriate information is available to print other media in a timely manner.
- Be available to provide oral or written briefings to the RIAC in order to update them on the program status when requested.

REQUEST FOR PROPOSALS REQUIREMENTS

A mandatory pre-proposal conference for the Program Management Services will be held on May 25, 2011 at 1:30 p.m. at T. F. Green Terminal Building, 2nd Floor Board Room, located at 2000 Post Road, Warwick, RI 02886. At this meeting staff will discuss the scope of work, general contract issues and respond to questions from the attendees.

Proposing firm shall submit one electronic and seven printed copies of the proposal to:

Ms. Laurie A. Sirois
Grants and Contracts Administrator
Rhode Island Airport Corporation
T. F. Green Airport
2000 Post Road
Warwick, RI 02886-1533

ATTN: PROGRAM MANAGEMENT SERVICES – CONTRACT NO. 24040

The proposal must be submitted no later than **4:00 p.m., June 29, 2011**. Questions concerning this RFP should be directed to Laurie Sirois, Grants and Contracts Administrator, in writing via fax (401) 691-2560, or e-mail at lsirois@pvdairport.com no later than **4:00 p.m., June 1, 2011**. To ensure equal awareness of important facts and details, RIAC responses to questions concerning this RFP will be shared with each firm attending the Pre-Proposal Conference.

The following tentative schedule has been prepared for this project. Firms interested in providing this service must be available on the interview and meeting dates.

- o Mandatory Pre-Proposal conference 1:30 p.m. May 25, 2011
- o Deadline to submit questions 4:00 p.m. June 1, 2011

- o RIAC's response to questions June 8, 2011
- o Proposals due 4:00 p.m. June 29, 2011
- o Firms notified for interview week of July 18, 2011
- o Interviews August 23-24, 2011

RIAC accepts no financial responsibility for any costs incurred by a firm in either responding to this RFP, or in participating in oral presentations or in any meetings with RIAC prior to being hired. The proposals in response to this RFP become the property of RIAC and may be used by RIAC in any way it deems appropriate. By submitting a proposal, the firm certifies that it has fully read and understands the RFP, has full knowledge of the scope of work to be provided, and accepts the terms and conditions under which the services are to be performed.

RIAC reserves the right to reject any and all submittals, to request and consider additional information from submitters, and to reject any and all submittals on any basis without disclosing the reason. No firm may withdraw their submittal for at least ninety days after the time and date set for submission.

RIAC reserves the right to waive any irregularities and technical defects. RIAC reserves the right to modify, amend or waive any provisions of this RFP, prior to the issuance of a contract for the PM services.

For purposes of this proposal, the submitting firm/team should assume an overall contract time to be approximately sixty months.

SUBMITTAL CRITERIA

Provide an executive summary of the firm or team's qualifications and unique capabilities to perform this assignment. This summary shall also include a brief narrative describing your firm's approach to this program management and key personnel that will lead this assignment. RIAC requires that the respondents keep the proposal to less than twenty-five double sided 8 ½ x 11 pages, not including resumes.

The submittal shall include the following items which will assist in the evaluation:

1. Statement of Project Understanding - In a narrative format, provide your general understanding of the key airfield projects as delineated in the EIS Preferred Alternative. Identify any potential challenges or special concerns that may be encountered.
2. Technical Approach/Scope of Work Outline - Provide a technical approach for completing the key airfield projects, including an outline of a recommended preliminary scope of work. Include a brief description of anticipated milestones, and how quality control will be integrated into the project. Include management tools, resources and/or other factors that may be unique to this approach.

3. Management Approach - Provide an overall Management Plan or organizational chart for the project; to include, but not be limited to, project organization, assignment and duties of key staff, use of any sub-consultants, and coordination/communication procedures with RIAC and other entities, as necessary.
4. Qualification of Firm(s) or Team - Provide relevant information about the qualifications and capabilities of the firm(s) to perform the project. List recent relevant experience with similar projects (include year of project completion). Provide at least three recent references and indicate the firm(s) reputation for personal and professional integrity and competence. This description should specifically address the PM's record of delivering programs. The PM shall include a detailed list of projects illustrating comparable program management experience. For these projects, include the following detailed information:
 - Program title;
 - Location;
 - Name of client, including contact reference and current phone number and email address;
 - Key dates;
 - A brief description of the project and the work performed, clearly describing the project's size and complexity; and
 - Unique program management tools, resources and/or applications that contributed to this program's success.
5. Resumes of Proposed Key Staff - Provide a resume for the Principal-in-Charge, Project Manager, and other key staff, including qualifications and relevant experience.
6. Compliance with Laws and Regulations – The PM must indicate that it will comply with all applicable Federal, State and Local regulations and laws, including an Affirmative Action Program and the 11.2% DBE program goal established for this contract. The PM must list proposed DBE firms with certification numbers and expiration dates, indicating proposed percent participation and area of involvement by each firm, as necessary. Additionally, the PM must certify that it can provide PM services for construction projects awarded based on RIAC Procurement Rules, i.e., awards to the responsive and responsible bidder whose bid is either the lowest bid price or lowest evaluated or responsive bid price.
7. Exceptions to Professional Services Agreement (PSA), if any. (See attached form).
8. Disclosure and written explanation of all material PM, design and/or construction-related litigation (including arbitrations), disputes, contract

defaults, and/or liens within the last five year involving proposer and all key firms on proposer's team. For the purpose of this disclosure, material shall mean an amount in controversy (alleged or otherwise) equal to or greater than \$10,000.

9. Letter certifying commitment to Disadvantaged Business Enterprise (DBE) participation on the team.
10. Other information as deemed relevant by the PM firm.

EVALUATION CRITERIA

Submittals shall be evaluated by a Selection Committee, which will be seeking to distinguish which firm or team has, through the appropriate combination of several criteria, the unique abilities to best successfully perform the required services to the satisfaction of RIAC. While some criteria may be ranked higher than others in the selection process, the consultant that achieves the highest overall ranking will be considered the top-ranked consultant by the Selection Committee. The submittals will be evaluated using the following criteria:

1. The quality and extent of the firm's or team's experience and expertise in assignments of this nature, including the qualifications of the team and/or individuals who would be primarily responsible for providing PM services to RIAC.
2. The local management structure offered to execute the PM assignment as outlined in the Submittal Criteria, inclusive of experience and qualifications of any proposed sub-consultants
3. Any unique resources and/or experience offered by the firm or team to enhance the performance of the PM duties and/or improve Program cost and schedule.
4. Commitment to Disadvantaged Business Enterprise (DBE) participation on the team.

Selection of the PM will be based on the above criteria, without reference to cost, fees or man-hours. The submittal shall not include or make reference to cost, fees or man-hours in any portion of the proposal. Based on the criteria listed above, RIAC will identify a short list of qualified firms to move to the interview phase. All costs incurred in connection with the interviews shall be borne by the respondent.

In addition to the Evaluation Criteria outlined in this section, RIAC will also consider the financial stability of the proposer as evidenced by the most recent profit and loss statement for the proposer for one calendar year indicating solvency, organization and principles involved with the delivery of services.

DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION

In accordance with Title 49, CFR.26, it is RIAC's policy to provide DBEs the opportunity to compete and/or participate in the performance of RIAC contracts. A DBE participation goal of 11.2% has been established for this contract. The selected Consultant will, as necessary, complete DBE reporting requirements.

PROFESSIONAL SERVICE AGREEMENT AND INSURANCE REQUIREMENTS

RIAC will provide to each entity attending the May 25, 2011 Mandatory Pre-Proposal Conference a copy of the PSA that RIAC anticipates utilizing for this engagement. The PSA shall incorporate the insurance requirements for this project. Any exceptions to the terms and conditions of the PSA must be noted in the proposer's written submittal. Any such exception may, at RIAC's sole discretion, constitute an irregularity justifying rejection of the entire proposal. If there are no exceptions noted, and the proposer is selected by RIAC, proposer shall be obligated to execute the PSA without modification. The failure of RIAC to disqualify any proposals **with** exceptions noted shall not be deemed to be an acceptance by RIAC of any such exception.

ADDITIONAL REQUIREMENTS

Campaign Finance Compliance:

Every person or business entity providing goods or services at a cost of \$5,000 cumulated value is required to file an affidavit regarding political campaign contributions with the RI State Board of Elections even if no reportable contributions have been made (RI General Law 17-27). Forms may be obtained at Board of Elections, Campaign Finance Division, 50 Branch Avenue, Providence, RI 02904, (401-222-2056).

Major State Decision-Maker:

Does any Rhode Island "Major State Decision-Maker", as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a \$5,000 or greater cash interest in this business?

For purposes of this question, "Major State Decision-Maker" means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in R.I.G.L § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of president, senior vice president, general counsel, director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- (ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff; and

- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is "Yes", please identify the Major State Decision-Maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §36-14-16, 17 and 18.

EXCEPTIONS TO THE PROFESSIONAL SERVICES AGREEMENT

I, _____, _____, of _____
(Name) (Title) (Company)

certify that on I have no exceptions to the Professional Services Agreement as presented for work associated with RFP No. 24040 "Program Management Services, T. F. Green Airport"

SIGNATURE OF PROPOSER

DATE

OR

I, _____, _____, of _____
(Name) (Title) (Company)

request the following exceptions to the Professional Services Agreement as presented for work associated with RFP No. 24040 "Program Management Services, T. F. Green Airport"

SIGNATURE OF PROPOSER

DATE