

Raleigh-Durham Airport Authority

Request for Qualifications
For
Professional Services

TRAFFIC STRUCTURES INSPECTIONS
RALEIGH-DURHAM INTERNATIONAL AIRPORT

June 4, 2009

**Raleigh-Durham Airport Authority
Facilities Engineering Department**

PO Box 80001
1000 Trade Drive
RDU Airport, NC 27623
(919) 840-7700

This Request for Qualifications is available on-line at www.rdu.com

Introduction

The Raleigh-Durham Airport Authority (Authority) invites firms, who may be interested in providing professional services to the Authority related to the inspection of bridges and tunnels in accordance with the standards of the North Carolina Department of Transportation and the Federal Highway Administration.

Firms submitting proposals are expected to have extensive, recent, and direct experience in projects similar in scope and scale to the Authority's project, which involves the inspection of seven bridges and four tunnels, some of which serve aircraft. Additionally, the scope of services will include visual evaluation of and reporting on the airport parking structures condition.

It is the policy of the Authority that Minority-Owned Businesses¹ (MBE's) shall have the maximum opportunity to compete for the awarding of contracts as professional, technical and non-technical service providers to the Authority. A copy of the Authority's MBE register is available at www.rdu.com/rdubusiness/.

The Authority shall award service contracts without regard to race, religion, color, creed, national origin, gender, age or handicapping condition. The Authority's service contracts are subject to the requirements of North Carolina law, and this contract will be awarded in accord therewith. The Authority is not applying federal or state grant funds to this service contract.

Proposals shall be transmitted so as to be received by the Authority not later than 2:00 p.m., June 25, 2009. The Proposer is entirely responsible for the timely delivery of its response to this solicitation.

¹ Minority-Owned Business means a business which is at least fifty-one percent owned by one or more Minority Persons or, in the case of a corporation or limited liability company, in which at least fifty-one percent of the voting stock is owned by one or more Minority Persons; which is managed and whose daily business operations are controlled by one or more of the Minority Persons who own it; and which has applied for and received certification by the Raleigh-Durham Airport Authority as a Minority-Owned business. See Footnote 2 for definition of Minority Person.

Background

Raleigh-Durham International Airport (RDU) is classified as a medium hub airport by the Federal Aviation Administration, operating with a 24-hour Air Traffic Control Tower. RDU has two air carrier runways, 5R-23L and 5L-23R, and one general aviation runway, Runway 14-32. Runways 5R-23L and 5L-23R are 7,500 feet and 10,000 feet respectively with a centerline-to-centerline separation of 3,500 feet, and each runway is served by an ILS/ALS. Runway 14-32 is 3,550 feet and is located to the southeast of Runway 5R-23L.

Runway 5L-23R has two full-length parallel taxiways, Taxiways B and F. Runway 5R-23L has one full-length parallel taxiway, Taxiway A, and one partial parallel taxiway (Taxiway J.). In addition, RDU has four cross-field taxiways, Taxiways C, D, J, and E.

RDU is served by thirteen major airlines. In the year 2008, RDU recorded approximately 229,000 aircraft operations, resulting in passenger flow in excess of 9,000,000 persons and approximately 113,000 tons of air cargo.

Project Particulars

The scope of services may include inspection and evaluation of the following structures.

Bridges

- Taxiway E bridge over Terminal Boulevard in-bound
- Taxiway E bridge over Terminal Boulevard out-bound
- In-bound Terminal Boulevard bridge over Airside Drive
- Out-bound Terminal Boulevard bridge over Airside Drive
- Taxiway D bridge over International Drive
- Service Drive bridge over International Drive

Tunnels

- Outbound Terminal Boulevard tunnel on exit ramp to northbound Aviation Parkway
- Pedestrian tunnel between Parking Garage Three and Terminal 1
- Taxiway E tunnel over maintenance service road
- Taxiway C tunnel over International Drive

Parking Structures

- Parking Garage 1
- Parking Garage 2
- Parking Garage 3
- Parking Garage 4

The inspections will be conducted in accordance with the procedures and guidelines of the North Carolina Department of Transportation and the National Bridge Inspection Standards of the Federal Highway Administration.

Scope of Services Contract

The successful Proposer, the Consultant, is expected to be proficient in bridge and tunnel inspections and have the capability to identify and resolve typical and non-typical structural deficiencies and cosmetic issues that occur in such structures due to the effects of age or damage.

The Consultant shall review the previous inspection reports of the bridges and tunnels and compare past findings to the current condition of the structures.

The Consultant shall be capable of visually assessing the general condition of the airport's parking structures, note any serious defects, and reporting on same.

The Consultant shall be prepared to assist the Authority in the development of a prioritized list of necessary and recommended repairs and maintenance items that may be necessary to accomplish in the near term and in the long term.

The Consultant is expected to be capable of producing design documents that may be utilized for bidding and accomplishing structure repairs if necessary.

It is anticipated that the selected firm will employ Professional Engineers on this project, licensed to work in the State of North Carolina.

Each proposing firm shall include in its response to this Request for Qualifications, information concerning its efforts to include Historically Underutilized Businesses (HUB's) in its performance of the work if sub-consultants are involved. HUB firms are encouraged to respond to this Request for Qualifications.

The Authority shall reserve the right to approve all proposed sub-consultants, modify roles of proposed sub-consultants, or require additional sub-consultants.

The Authority's form of agreement will be used for services requested through this solicitation.

The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.

Project Schedule

Submission of Qualifications:	June 25, 2009
Interviews of Selected Firms:	July 7, 2009
Present Selection Recommendation to Board	July 16, 2009
Award Services Contract:	July 30, 2009
Commence Services Contract:	August 10, 2009
Complete Inspection Services & Provide Draft Report:	September 10, 2009

Note: Dates are tentative except Submission of Qualifications due date.

Submittal Requirements

Each firm desiring to respond to this solicitation shall submit to the Authority a Statement of Qualifications for providing services to the Authority for the project. Information shall be composed so as to relate to the type of services requested in this solicitation and work required by this project.

Submit one (1) original and three (3) copies of the proposal. If the original document contains color text/graphics, the copies shall also contain such color text/graphics. Submissions shall be bound and in 8-1/2-inch by 11-inch format with information organized as indicated hereinafter. Submittals shall be written in 12-point font size. Font size in graphics is not limited, but should be able to be read without magnification devices.

Submittals that do not meet these requirements may not be accepted for review.

Address proposals to:

Raleigh-Durham Airport Authority
Attention: Ronald Jewett, Facilities Engineering Manager
P. O. Box 80001
1000 Trade Drive
RDU Airport, NC 27623

Include the following information in proposals. The maximum page count for the Section is shown at the end of each Section description. Pages 11" x 17" in size shall count as two pages. Reverse side of pages may be used, and if used will be counted. Provide a table of contents. Brevity is considered a plus. **Forms of EEO-1 are not constrained by page count.**

° **Section 1- Concise letter of interest/executive summary.** In this section, indicate interest in providing the services requested in this solicitation, name the proposing firm and proposed sub-consultants, if any, and indicate the name, address, and telephone and fax numbers of the designated contact for the proposing firm. **(One page.)**

° **Section 2- Project organization.** Describe the makeup and structure of the firm's team, including names of proposed sub-consultants, locations (city and state) of offices where primary work elements will be performed (for proposer and all sub-consultants), and names of persons who will be assigned key responsibilities and brief description of those responsibilities (for proposer and all sub-consultants). Identify the individual who will serve as the proposer's Project Manager. This individual will be involved on a daily basis in the services to be provided for the project (as opposed to an administrative or managing associate of the firm), will be the proposer's primary contact and liaison with

Authority staff during the project, and will so be identified in the agreement with the Authority. Also, include a graphical representation in organizational chart form indicating the structure of the proposer's team. **(Two pages.)**

◦ **Section 3- General Qualifications of Firm.** Provide a brief history of the proposing firm and each proposed sub-consultant and general description of services provided by the proposing firm and each proposed sub-consultant. Separate histories and descriptions of services may be provided for each firm on the team if desired. For the proposing firm and each proposed sub-consultant, please include HUB status concerning all qualified HUB firms and any firms who may be seeking HUB status at the time of submission of the proposal. **(Four pages.)**

◦ **Section 4- Project Personnel.** Provide resumes and concise descriptions of the work experience of key personnel (as indicated in Section 2). The resumes and descriptions should provide specific information regarding qualifications and experience as they relate to the type of work for which services are requested in this solicitation ONLY. Experience on unrelated projects should be avoided. Identify the key function each person will perform. Experience on a project directly comparable to that described herein is highly desirable. Indicate number of years with the Firm and a minimum of three years employment history. Multiple resumes may be contained on one page. **(Five pages.)**

◦ **Section 5- Relevant Project Experience.** A listing of not more than three projects that demonstrate relevant experience for the services requested in this solicitation. The most relevant project should be presented first, followed by less and less relevant projects in a priority sequence. The projects listed should show significant involvement by key personnel indicated in Section 4. For each project listed include a brief description of the project, the name and address of the project owner, the name and telephone number of an owner's representative familiar with the firm's performance on the project, the scope of services provided by the firm, the firm's role in the project such as prime consultant, sub-consultant, etc., the names of key personnel responsible for the project services, the total inspection/design costs for the project, the consulting fee for work for which the proposing firm was responsible, the project's status such as year completed or estimated completion date, and a description of special considerations, unusual project elements, or challenges presented by the project. **(Four pages.)**

◦ **Section 6- Project Approach.** A concise description of the proposer's perception of and approach to the project. Additionally, in this section, proposer's submission may include commentary regarding modifications and enhancements to the scope of services that the Authority may wish to consider, or any other specific matters relevant to the project. **(Two pages.)**

◦ **Section 7- Headcount Summary.** The number of the firms' personnel working in the following employment status categories: owner/manager, professional, technical, or administrative/clerical. Provide this information for the proposing firm and each proposed sub-consultant regardless of HUB status. Then, for each employment status category, identify the number of employees that are *minority, non-minority, female, and*

male. When identifying the number of minority employees within each employment status category, indicate the number of employees that are Black, Hispanic, Asian American, American Indian or Alaska Native, and female. Firms may submit form EEO-1, Headcount Summary, in lieu of the information requested in this Section. Provide information for at least the firms' office that will be involved in performing services on the project, but firms may provide this information for the entire firm. Provide this information for the proposing firm and each proposed sub-consultant regardless of HUB status. **(No page limit)**

(For the purpose of this Section 7, *minority*, means a person who is a citizen or lawful resident of the United States and who is: (a) Black, that is, a person having origins in any of the Black racial groups of Africa; (b) Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race; (c) Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, or the Pacific Islands; (d) American Indian or Alaskan Native, that is, a person having origins in any of the original peoples of North America; or (e) female.)

° **Section 8- Miscellaneous.** Other relevant information which the firm wishes to include in the proposal. Firms are advised that inclusion of superfluous or irrelevant information may degrade the overall quality of the proposal. **(Two pages.)**

Objectivity

It is inappropriate for firms competing for this professional services contract, including their agents and potential sub-consultants, to lobby Authority Board members or staff during the entire selection process, from the date the solicitation is issued through the date on which the Authority acts on the staff recommendation regarding the selected firm. Accordingly, potential respondents (including sub-consultants) interested in this engagement are instructed not to conduct activities of any nature that may be perceived as attempts to promote themselves or influence the outcome of the selection process.

The Authority is interested in maximizing the opportunities for firms to compete for roles in the subject services contract and to submit proposals offering the highest qualified teams. Accordingly, the Authority discourages firms interested in being selected for this engagement from entering into formal or informal agreements that limit subcontracting opportunities by other firms or result in exclusive subcontracting arrangements with other firms.

Selection Process

Upon receiving documentation submitted by firms desiring to be considered by the Authority for provision of services, the Authority's staff will begin reviewing proposals. During this process, questions and/or requests for clarification or provision of supplemental information may be directed to respondents as necessary. The objective of the staff evaluation will be to thoroughly evaluate the qualifications and capabilities of each respondent.

Based on evaluation of the submittals, Authority staff will select a limited number of firms for further consideration and conduct interviews with these selected firms, in all probability by teleconference.

Authority staff will recommend a selected firm and first and second alternates to the Airport Director based on the results of interviews, client reference checks, and review of proposals. The Airport Director will consider the staff recommendation and will recommend a selected firm and first and second alternates to the Airport Authority. The Airport Authority will authorize staff to negotiate an appropriate agreement including service fees with the selected firm. If a satisfactory agreement cannot be negotiated with the selected firm, then discussions with that firm will be terminated and initiated with the first alternate. If a satisfactory agreement cannot be negotiated with the first alternate, then discussions with that firm will be terminated and initiated with the second alternate.

Selection Criteria

Selection criteria include, but are not necessarily limited to, the following:

- Responsiveness of the proposal to the Submittal Requirements in this solicitation.
- Depth and breadth of experience of the proposing firm and proposed sub-consultants on other projects which are similar in nature. Regional experience is emphasized.
- Qualifications, work history, and relative work experience of the proposed project manager and other key personnel.
- Level of satisfaction expressed by other clients with the proposed personnel, the proposing firm, and proposed sub-consultants.
- Perception of and approach to the project.
- Adherence to the Objectivity instruction included in this solicitation.
- Ability of the firm to minimize travel costs, appear on site in minimum time, and generally present the most efficient inspection and reporting team.
- Efforts to include HUBs in the response to the Request for Qualifications, and the employment of female and minority personnel in the responding firm and proposed sub-consultants and in the performance of the services required under the contract.
- Such other matters as may be relevant.

General Information

- The Authority reserves the right to proceed or not proceed with this project or any part thereof.
- The Authority shall not be responsible in any manner for any cost or expenses associated with the preparation or submission of proposals or preparation for or participating in interviews.
- Upon receipt by the Authority, the proposals submitted, including any and all attachments to the Statement of Qualifications, shall become the property of the Authority.
- The Authority shall have the right to copy, reproduce, or otherwise dispose of each proposal received.
- The Authority shall be free to use as its own, without payment of any kind or liability thereof, any idea, scheme, technique, suggestion, layout, or plan received during the selection process.
- The Authority shall reserve the right to approve all proposed sub-consultants, modify roles of proposed sub-consultants and/or require additional sub-consultants.

Question and Inquiries Regarding the Project, the Selection Process, this Solicitation, and any Related Matters

All inquiries regarding this solicitation, the selection process, or related matters, must be submitted in writing to the attention of Ronald J. Jewett, PE, Facilities Engineering Manager, not later than five business days prior to date of submissions. Inquiries may be transmitted by telefax to (919) 840-0175 or via electronic mail to ron.jewett@rdu.com. Oral inquiries will not be accepted. It is the respondent's responsibility to ensure inquiries reach Mr. Jewett and should confirm such arrival by telephone or other means. Inquiries received after the deadline for submission of such inquiries may not be considered.

Responses to inquiries will be posted on the Authority's website at: <http://www.rdu.com/rdubusiness> and will not be available through any other means or sources.

End of Request for Qualifications