



# Rhode Island Airport Corporation

December 20, 2018

**Requests for Qualifications**

**On-Call Independent Fee and  
Construction Cost Estimators for  
Professional Architectural, Engineering,  
Environmental, and Planning Services**

**Contract No. 27847**

## **Introduction**

The Rhode Island Airport Corporation (RIAC) is seeking proposals from experienced and qualified Firm's (individuals, partnerships, companies, and corporations) that have demonstrated experience in providing professional and comprehensive Independent Fee Estimates (IFE) and Construction Cost Estimating (CCE) services, on an on-call basis. Services provided must be in accordance with all Federal Aviation Administration (FAA) guidance requirements, specifications and regulations including Advisory Circular No. 150/5100-14E or latest version. Services may include, but are not limited to, preparing IFE's for:

- (1) Various studies associated with capital improvement projects;
- (2) The planning, design and construction inspection and administration of various planning, engineering, environmental and architectural projects;
- (3) The development of CCE services for RIAC to use when developing its Capital Improvement Program (CIP) on an as-needed basis. CCE services may require environmental permitting in the design and compliance of the construction cost component.

Firms selected will be provided a scope of work by the selected planning/design consultant, as well as a blank fee estimating spreadsheet that correlates to the Scope of Work. Firms will be required to estimate the value of the planning/design/construction administration efforts by estimating hours to complete the identified work tasks, estimating staffing costs associated with those hours, and calculating expected fixed overhead and profit costs.

**NOTICE:** *In accordance with the requirements of FAA Advisory Circular No. 150/5100-14E ("Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects"), any consultant ultimately awarded a task order for services hereunder may not be otherwise allowed to participate in the underlying project for which it is engaged to provide an IFE. Consultants who provide CCE services may be allowed to submit proposals on work they have provided CCE services for as long as prior approval is received in writing from RIAC and that RIAC has made this cost information available to all proposers on the project design. The determination of whether to allow the participation is vested solely in RIAC's discretion.*

It is anticipated that the services of one or more Firms selected through this Request for Qualifications (RFQ) would be utilized for projects at all six (6) airports operated by RIAC. RIAC reserves the right to determine if any of the firms are utilized during the contract period. This RFQ contains information describing the desired services, as well as instructions for preparing and submitting a Firm's qualifications. **Consultants who are selected to perform these services are not precluded from pursuing other design work for RIAC.**

## **Services**

During the term of the agreement RIAC may require IFE and/or CCE services for airport planning studies, professional architectural, civil, environmental and engineering design, and construction inspection and administration services associated with the operation and capital improvement of:

1. RIAC buildings and any associated utility systems (such as roofing replacements, glazing installations, flooring repairs, mechanical, electrical and plumbing (MEP), security and closed circuit television (CCTV) systems);
2. Repairs/rehabilitation and construction of runways, taxiways, ramps, apron areas;
3. Survey, geotechnical and utility data collection efforts;
4. Replacement/installation/upgrades to airfield lighting, signage, power & control systems;
5. NAVAID design and construction and/or assistance to FAA;
6. Repairs/rehabilitation and construction of sewage & drainage systems;
7. Repairs/rehabilitation and construction of service road networks, seawalls, vehicle parking

- facilities and roadway signage/lighting;
8. New development and/or construction;
  9. Specialty projects such as ADA compliance upgrades, obstruction removal and landscape architecture;
  10. NEPA conformance (EIS, EA, CATEX), environmental site assessments, environmental remediation, as well as State and Federal permitting requirements and stormwater management; and
  11. Land and/or Easement Acquisition programs.

These estimates will be used to assist RIAC when evaluating the reasonableness of a Firm's fee proposal in conjunction with performing the work.

### **Request for Qualifications (RFQ) Requirements**

RIAC requires respondents to use a minimum 12-point font size and keep the proposal to a **maximum** of ten (10) 8½" x 11" double sided pages, excluding:

- Executive Summary (which should not exceed one page, double sided)
- Resumes (each resume not to exceed one page, double sided, maximum of six)
- References (each reference not to exceed one page, double sided, maximum of five)

Proposing Firm shall submit five (5) printed copies and one (1) electronic thumb drive of the proposal to:

Office of Procurement  
Rhode Island Airport Corporation  
T. F. Green Airport  
2000 Post Road  
Warwick, RI 02886-1533  
**Attn: On-Call Independent Fee and  
Construction Cost Estimators for  
Professional Architectural, Engineering,  
Environmental, and Planning Services - Contract No. 27847**

The proposal must be submitted **no later than 2:00PM EDT, January 15, 2019**. Late submissions will not be accepted. In order to control the dissemination of information regarding this RFQ, Firms interested in submitting proposals shall not make personal contact with any member of RIAC staff or Board of Directors regarding this RFQ. Questions concerning this RFQ shall be directed, via email, to [procurement@pvdairport.com](mailto:procurement@pvdairport.com) no later than **4:00PM EDT, January 4, 2019**. RIAC will respond to all relevant questions no later than end of day **January 7, 2019** via addendum. This addendum will be posted to RIAC's website ([www.pvdairport.com/corporate/procurement](http://www.pvdairport.com/corporate/procurement)) and the State of Rhode Island's Division of Purchasing website ([www.purchasing.ri.gov/](http://www.purchasing.ri.gov/)).

RIAC accepts no financial responsibility for any costs incurred by a Firm in responding to this RFQ, participating in oral presentations, or meeting with RIAC prior to being awarded the contract. The proposals in response to this RFQ become the property of RIAC and may be used by RIAC in any way it deems appropriate. All information submitted in response to this RFQ is deemed public and subject to disclosure unless a separate redacted public copy is submitted, regardless of whether the information is marked confidential/proprietary. Firm's may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act (R.I. Gen. Laws § 38-2 et. seq.). If Firm does not

submit a redacted public copy, RIAC assumes that Firm is not seeking confidential treatment for any of its information and thus, all information is subject to public disclosure.

By submitting a proposal, the Firm certifies that it has fully read and understands the RFQ, 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 will be the sole judge in determining as equivalent products (if applicable).

RIAC reserves the right to interview some, all or none of the Firms responding to this RFQ based solely on its judgment as to the Firms proposals and capabilities. 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 one hundred twenty (120) 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 RFQ, prior to the issuance of a contract.

### **Standard Professional Services Agreement (PSA)**

RIAC's standard PSA is attached hereto and incorporated herein as Attachment A. RIAC requires the proposer to execute this PSA and no changes to the PSA will be allowed. The term of this PSA shall be for five (5) years from the commencement date unless cancelled under the provisions of the PSA.

### **Submittal & Evaluation Criteria**

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

1. **Necessary experience, organization, technical and managerial staff, and the facilities to carry out this work. 25%**
  - a. Provide an organizational chart for the proposed team.
  - b. Provide resumes for each team member.
  - c. For each team member, indicate the percentage of dedicated availability for this project.
  - d. Articulate experience performing similar services
  - e. Provide contact information (phone number & email address) of the primary contact for this solicitation.
2. **Adequate record of performance on similar projects/services, verifiable through references. 25%**
  - a. Include at least two (2) representative projects to be used as relevant experience, and only those for which the some or all of the project team were involved, and include a contact for the respective client.
  - b. Provide three (3) general references other than the 2 identified in "a" above.
3. **Ability to provide IFE and CCE services in a wide variety of the specialized services identified in the Scope of Work. 20%**
  - a. Demonstrate an understanding of and familiarity with the variety of services that may be requested.
4. **Familiarity with the geographic location, permitting requirements, economic impacts on construction costs, and demonstrated experience with federal, state and local permitting authorities. 25%**

**5. DBE Participation Goal – 5%**

- a. A DBE goal will be set for all work elements issued via a Task Order. For the purpose of this RFQ, Firms must provide a statement committing to the use of available DBE's as determined by the goal(s) and to provide a representative list of potential DBE firms who may be able to participate on all work elements associated with this RFQ.

**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.

**Title VI Solicitation Notice**

RIAC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.