



MTAA

METROPOLITAN TOPEKA AIRPORT AUTHORITY

TOPEKA REGIONAL | BILLARD AIRPORT
AIRPORT & BUSINESS CENTER

REQUEST FOR QUALIFICATIONS FOR MULTI-YEAR ON-CALL AVIATION ARCHITECTURAL AND ENGINEERING SERVICES

**Metropolitan Topeka Airport Authority
Topeka Regional Airport
Philip Billard Airport
6510 SE Forbes Ave., Ste. 1
Topeka, Kansas 66619-1446**

Advertised: April 24, 2020

Submittal Deadline: June 2, 2020

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I. INTRODUCTION

The Metropolitan Topeka Airport Authority (MTAA), owner of Topeka Regional Airport (FOE) and Philip Billard Airport (TOP), invites interested firms to submit Statements of Qualifications (SOQ) to provide on-call aviation architectural and engineering services for a period of five years. These services will support a continuous program for the execution of master plan development works and other development at the two airports.

II. RANGE OF WORK

Over the course of the contract, it is expected that a wide variety of skills and capabilities in aviation design and construction will be required to complete specific assignments. Each assignment will be scoped, cost estimated and a separate contract / agreement prepared on an individual Task Order basis prior to issuance of a notice-to-proceed.

III. FEDERAL AIP PARTICIPATION AND CARES ACT PROJECT FUNDING

The MTAA anticipates that the selected consultants will be tasked to undertake various assignments that are eligible for Federal Airport Improvement Program (AIP) funding participation and projects funded through the CARES Act. All prospective respondents are advised that some of the services described herein may not be required and that the MTAA reserves the right to initiate additional procurement action for any of the services that are described herein.

IV. USE OF SUB CONSULTANTS

MTAA expects that consultants may assemble a team of sub consultants that provide an adequate range of resources to undertake the variety of assignments described in the Scope of Work, or they may supply those services in-house. The resources and capabilities of each member of the sub consultant team must be described in the SOQ. The proposed team of sub consultants will be reviewed by MTAA during the selection process.

Once a consultant team has been selected to begin contract negotiations, prime consultants will be required to obtain written approval from MTAA for each of the sub consultants on the team before negotiations can be completed. No funds will be committed, nor any services rendered, until MTAA has approved the sub consultants. MTAA reserves the right to reject any proposed sub consultant and to request that the selected prime consultant review other candidate firms for a particular area of responsibility.

V. SELECTION PROCESS

The procedure to be used in this selection process is described in the following steps:

- Step 1: Solicit SOQ's from consultants responding to the Request for Qualifications.
- Step 2: MTAA will review the information contained in the SOQ and discuss the consultant's ability to satisfy requirements for providing the requested services. MTAA will create a "short-list" of no less than three and no more than five consultants to interview. MTAA will notify short-listed firms and firms who did not make the short-list of the results of the pre-interview selection process.
- Step 3: Short-listed firms will come before the MTAA Consultant Selection Committee to present their qualifications in person to the committee. The Selection Committee will interview the short-listed firms, rank the firms on the basis of established criteria, and make a selection and recommendation for consideration by the Metropolitan Topeka Airport Authority Board of Directors.
- Step 4: The MTAA Board of Directors will make a selection and award of contract to a firm selected for the On-Call A/E/P Services program.
- Step 5: Upon concurrence from the Federal Aviation Administration, the MTAA will enter into agreements with the selected consultant to provide on-call engineering services.

MTAA, at its sole discretion, reserves the right to reject any SOQ for any reason. Contracts will be executed with the successful consultant and projects will be assigned pursuant to those contracts based upon the availability of funds.

VI. SELECTION CRITERIA

The selection process will follow the guidelines set forth in Federal Aviation Administration (FAA) Advisory Circular Number 150/5100-14E, "Architectural and Engineering Consultant Services for Airport Grant Projects". The evaluation criteria to be used in selecting and ranking consultants may include, but is not limited to:

- A. Capability to perform all of a project, such as environmental evaluations, financial analysis, architectural design, mechanical engineering, electrical engineering and civil engineering.

- B. Recent experience in airport projects comparable to anticipated projects.
- C. Team's and Key personnel's professional qualifications, experience, and availability.
- D. Current workload and existing commitments.
- E. Demonstrated ability to complete projects on-time.
- F. Capability to complete projects within budget.
- G. Familiarity with and proximity to the projects.
- H. Knowledge of FAA regulations, policies, and procedures.
- I. Demonstrate an understanding of the potential problems and the sponsor's special concerns.
- J. Capability to furnish qualified inspectors for construction inspection.

All parties competing for the work are advised that the work may be accomplished over the course of a single, or multiple, grant projects.

The negotiations of any fee for on-call services, i.e. those included in the RFQ but not in the initial contract, shall occur at the time those services are needed. An independent professional services cost analysis will be performed for each of these negotiations. If a price cannot be agreed upon between the MTAA and the selected firm, negotiations will be formally terminated with that firm, and the MTAA reserves the right to advertise for these services and enter into negotiations with another firm.

VII. SUBMITTAL REQUIREMENTS

A. Format and Content

To be considered for evaluations, the length of submittal shall not exceed 20 pages of data developed for responding to this RFQ. Submittals shall be one-sided and utilize type no smaller than a 12 font size. This limitation does not include index sheets, general promotion data, a brief transmittal letter, key personnel resumes, or other attachments such as disadvantaged business enterprise (DBE) certification forms. Submittals must address the following topics within the 20 data pages.

1. Executive Summary: The Statement of Qualifications shall be prefaced by an Executive Summary of three pages or less, which shall give in brief concise terms, a summation of the submittal.
2. Description of Firm: Provide a general description of the firm including such information as services offered, number of employees, office locations, and years in business, etc.
3. Firm Project Experience: Provide experience summaries for past projects which demonstrate experience and ability to undertake a wide variety of architectural and engineering services.

All projects listed in this section must have been completed by the firm using current employees. List the names of such key employees with each project. Do not include projects for which key project personnel are no longer employed by the firm. Projects for which experience was gained by individuals during previous employment should be indicated in the next section.

For each qualifying project, include the following information in tabular form: project name, location, client, total contract amount (and firm amount, if different), principal-in-charge, day-to-day technical project manager, key design staff, date completed, client reference (name, position and phone number) and brief narrative description of the project. The tabular summary and narrative of each project description shall not exceed one-half of an 8-1/2" X 11' page.

4. Individual Project Experience: This section must follow the same general format as the firm experience summaries, but is reserved for project for which experience was obtained while individuals were employed elsewhere.

For each qualifying project, include a brief narrative description and the following tabular information: Project name, location, client, current employees who had key management or staff roles, employer during the project, and a client reference.

5. Organization and Management: Provide a graphic and narrative description of the administrative structure proposed for managing the service contract, specifically outlining major responsibilities and areas of expertise. The overall project manager and key staff members must be identified and brief resumes provided. Resumes of firm principals are not required unless they are proposed as active, integral members of the team.

Principals should, however, be listed on the organizational diagram in relation to the team.

The material presented in the SOQ to address the above topics is expected to clearly reflect qualifications that demonstrate the consultant's knowledge and experience in services for U. S. airports.

B. Submittal Deadline

1. Three (3) copies of SOQ's must be submitted to Mr. Eric M. Johnson, President & Director of Airports, Metropolitan Topeka Airport Authority.

Mailing Address

Metropolitan Topeka Airport Authority Phone: 785-862-2362
6510 SE Forbes Ave., Ste. 1 Fax: 785-862-1830
Topeka, Kansas 66619-1446

Delivery Address

Metropolitan Topeka Airport Authority
6510 SE Forbes Ave., Ste. 1
Topeka, Kansas 66619-1446

SOQ's shall be submitted in a sealed package marked "Metropolitan Topeka Airport Authority, Request for Qualifications for Multi-Year On-Call Aviation, Architectural and Engineering Services". Submittals must be received no later than **3:00 PM** Central Daylight-Savings Time, on Friday, **June 2, 2020**.

Only timely received submittals meeting the requirements of this Request for Qualifications will be considered. No submittal will be considered or accepted which is submitted by a Consultant that is in default under the terms of any existing agreement with MTAA or which has failed to perform its obligations faithfully under an previous agreement with the Metropolitan Topeka Airport Authority. Submittals shall be signed by an authorized representative of the Consultant.

2. It is believed that this request contains all the information about this RFQ that is needed to prepare an adequate response. However, any questions or request for information that may arise must be submitted in writing to Mr. Eric Johnson at the address noted above by 4:00 PM Central Daylight-Savings Time on Monday, May 27, 2020. Responses, where deemed appropriate, will be in writing and copies will be distributed to all RFQ recipients of record. Please refrain from discussions of any matters related

to this RFQ with any member of MTAA's Board of Directors or staff, except for Mr. Eric Johnson, President & Director of Airports.

3. Selection Process Schedule:

- Solicitation Advertisement April 24, 2020
- Deadline for Questions May 27, 2020
- Submittal Deadline June 2, 2020
- Short-Listing Notification June 4, 2020
- Interviews June 9-10, 2020
- Selection by MTAA BOD June 16, 2020
- Concurrence by FAA and Award of contract TBD (within 4 weeks of selection)

VIII. MISCELLANEOUS

- A. A cost proposal is expressly excluded from this submittal.
- B. This RFQ is not to be construed as a contract or a commitment of any kind, nor does it commit MTAA to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
- C. MTAA reserves the sole right to: (1) evaluate submittals; (2) waive any irregularities therein; (3) request supplemental or additional information as deemed necessary; (4) contract others to verify information provided in the submittal; or (5) reject any and all submittals(s), should it be deemed in the best interest of the MTAA.
- D. No debriefings by the MTAA staff to unsuccessful submitters will occur until after the award of contracts to successful consultants. Any debriefing will be at the MTAA's discretion.
- E. After Consultant has been selected, the MTAA will require the successful firm to enter into an Agreement to provide on-call professional services. Services for fee on specific projects will be entered into at the MTAA's sole discretion by Supplemental Agreement in order to execute individual engineering projects or studies.

IX. LISTING OF PROGRAMMED PROJECTS

Phillip Billard Municipal Airport (TOP)
1. Reconstruction of Runway 18/36 Threshold
2. Reconstruction of Runway Lighting 18/36
3. Construction of a Connecting Taxiway from the Runway 13 Threshold to the Reconstructed Runway 18 Threshold
4. Construction of T-Hangar Taxilane to Taxiway Bravo
5. Rehabilitation of T-Hangar Taxilane
6. Mill & Overlay Runway 13-31
7. Rehabilitate Terminal Parking Lot
8. Pavement Condition Survey and Update Pavement Management System
9. Rehabilitation/Reconstruction of Airport Access Road
10. Construction of New Terminal Building
11. Construction of New T-Hangars
12. Construction of Self-Fueling Facility

Topeka Regional Airport (FOE)
1. Procurement of Index C Aircraft Rescue Firefighting Equipment
2. Reconstruction of 700' & Rehabilitation of 1400' of Taxiway Alpha
3. Reconstruction of 2000' of Taxiway Alpha Edge Lighting System
4. Reconstruction of 4800' of Taxiway Alpha
5. Reconstruction of 4800' of Taxiway Alpha Lighting System
6. Reconstruction of 2800' of Taxiway Alpha
7. Rehabilitation of Runway 03/21

8. Rehabilitation of 80,000 sq.yds. of Charter Apron
9. Construction of Snow Removal Equipment Storage Facility with Maintenance Shop and Sand Bay
10. Pavement Condition Survey and Update Pavement Management System
11. Replacement of Jet Bridge on the south side of terminal
12. Construction of Regional Jet Bridge on the north side of terminal
13. Construction of New Fuel Farm
14. Mill & Overlay Terminal Parking Lot (areas not recently improved)
15. Mill & Overlay of Airport East and West Drives including terminal loop

The required services include, but are not limited to, A/E/P services for preliminary design, bidding and construction phases including incidental special services for projects funded under the FAA Airport Improvement Program.

Fees will be negotiated for projects as federal funds become available. Prospective consultants are advised that applied overhead rates must be in accordance with the cost principals established within Federal Regulation 48 CFR Part 31, *Contract Cost Principles and Procedures*.

The agreements between the MTAA and the selected consultant are subject, but not limited, to the federal provisions as listed on the Federal Aviation Administration's website at www.faa.gov.