

REQUEST FOR PROPOSAL
AIRPORT VISITOR INFORMATION CENTER UPGRADES
DESIGN - BUILD

The Akron-Canton Airport is hereby soliciting request of qualifications from experienced design-build entities for the AIRPORT VISITOR INFORMATION CENTER UPGRADES DESIGN – BUILD.

A qualification-based selection process conforming to FAA Advisory Circular 150/5100-14D will be utilized. Fee information will not be considered in the selection process and should not be submitted with the statement of qualifications. Selection criteria will include:

- Recent experience on similar projects
- Capability to perform all aspects of project
- Reputation
- Ability to meet schedules within budget
- Quality of previous airport (and similar) projects undertaken
- Interest shown
- Consultant qualification
- Local design-build leadership

Fees will be negotiated for projects with the winning Proposal.

This contract is subject but not limited to the following federal provisions:

- Title VI of the Civil Rights Act of 1964
- Section 520 of the Airport and Airway Improvement Act of 1982
- DOT Regulations 49 CFR Part 26–Disadvantage Business Enterprises Participation
- DOT Regulations 49 CFR Part 30–Federal Trade Restriction Clause

Interested firms should submit three copies (plus one electronic copy on a thumb drive) of their statement of qualifications and experience along with references to Akron-Canton Airport, 5400 Lauby Road, #9, North Canton, OH 44720, no later than 2:00 PM, August 23, 2019. Interested firms can request a detailed package by contacting Gretchen Shrock, Executive Assistant, at gshrock@akroncantonairport.com or (330) 499-4059.

AKRON-CANTON REGIONAL AIRPORT AUTHORITY

Renato Camacho
President & CEO

TO BE ADVERTISED ON:
Thursday, June 20, 2019
Monday, June 24, 2019

AKRON-CANTON AIRPORT REQUEST FOR PROPOSAL

AIRPORT VISITOR INFORMATION CENTER UPGRADES PROJECT

I. Introduction

The Akron-Canton Airport (“Airport”) is requesting proposals from qualified professional aviation planning / architectural / engineering firms to provide a design-build plan to the Airport related to an AIRPORT VISITOR INFORMATION CENTER UPGRADES PROJECT.

II. Background

- A. The Akron-Canton Airport is owned and operated by the Akron-Canton Regional Airport Authority, which is a political subdivision of the State of Ohio. Eight trustees serve on the Authority Board, which is responsible for the strategic direction of the organization.

The Airport sits astride the Stark / Summit County border at Exit 113, off Interstate 77. It serves the entire Northeastern Ohio region. Akron-Canton Airport is served by 4 airlines and handled about 930,000 passengers in 2018. The Airport also serves as home for many corporate and general aviation aircraft. The Airport provides roughly \$500M in economic impact to the region.

III. Project Description

- A. The current Airport Visitor Information Center (“VIC”) desk possesses several features and amenities that are not considered convenient or aesthetically pleasing to visitors of the Akron-Canton region. Many of the amenities, including furniture, lighting, and finishes, are outdated and not considered contemporary for a modern airport. Airports are the first and last impressions that visitors have to a region, thus having a memorable experience through the Airport, including a warm and inviting Visitor Information Center, where easily-accessible, user-friendly amenities are provided to meeters, greeters, and passengers seeking local information. Providing a modern, welcoming VIC will grant visitors the opportunity to approach and interact with VIC staff to answer any questions related to Airport navigation plus local attractions in Summit and Stark Counties.
- B. The new information desk will include renovation and upgrade of about 400 square feet (SF) of VIC space, including VIC staff desk, walls, monitors, and display stands. Additional elements of the upgrade shall include:

1. Modernization of the VIC desk area - replace CAK logo on front of desk with current logo standard;
2. Relocate touch screen from baggage claim side to Door 3 side of VIC
3. Update VIC lighting, offering LED lighting options to spotlight the space;
4. Include CAK, ASCVB, and VC corporate logos along the top 'ring' of VIC (in alphabetical order), facing toward passenger exit channel and screening checkpoint. This element needs to 'pop' and not overpower space, whether through use of neon lights or other measure;
5. Repaint the VIC space with color(s) as determined by CAK staff;
6. Relocate or eliminate any modular pamphlet displays, so that views along this area are maximized.

In addition, Bid Alternates include:

1. Upgrade the seating and carpeting on the north and south side of the VIC (approximately 1,100 SF total); the goal is to have a 'consistent look' to furniture on both the north and south sides of VIC;
2. Update information on the relocated touch screen to include an interactive Airport map;
3. Other feature(s) which may add to the aesthetic appeal of the VIC for visitors.

C. The size of the information desk will be determined as a part of the design process. **No work is to be performed with either the rear VIC storage rooms, personal computer equipment, or phone system in place.**

D. The construction services shall include all general contracting and construction work necessary to complete the design-build of the Airport's VIC, in accordance with the design-build contract. These services will also include the incorporation of sustainable elements plus provision for information technology elements, as required. The services will also need to fulfill project close-out and punch list requirements, repairs and/or replacements during the warranty period.

E. It is the Airport's intent to hire a Design-Build team to provide the full range of architectural, engineering and construction services required for the completion of the design-build of the Airport VIC Project.

F. It is the responsibility of the Design-Build team to be fully acquainted with the existing conditions of the project site by conducting visual inspection before Proposal submission.

G. The project scope of work is not intended to be all inclusive, but instead defines the Airport's minimum expectations and requirements. The Design-Build team will be required to perform all

duties supplementary to the preparation of a conceptual design, construction cost estimate and construction of the renovation.

- H. The Successful Firm must ensure the integrity of all extensions of the design and ensure that all equipment and materials meet the minimum design criteria requirements.
- I. The Successful Firm must be available and dedicated to completing all design-build phases of the project by **December 20, 2019**. This date would mandate final delivery and the acceptance date of the project for complete use by the Airport.
- J. The Successful Firm will be required to submit a Design Schedule for the performance of their services and construction work within ten (10) business days after the award of the contract by the Airport. The schedule will need to be delivered timely so that the Airport staff can review and/or approve all authorities having jurisdiction over the project.
- K. The selected firm/team will be required to submit a detailed scope of services to design the facility along with coordination with the Airport, FAA, and/or local building/code officials who have jurisdiction over the proposed facility.
- L. Final Construction Documents must be submitted to the Airport within 60 calendar days of the approved conceptual design. The Airport intends to construct the facility in 2019.
- M. The Airport is committed to the utilization of approved Disadvantaged Business Enterprises. A copy of our approved DBE Utilization Plan is available in the Airport office. This project has a goal of 10%.

IV. General Terms and Conditions of the Contract

Financial Proposal:

Firm should submit its fee proposal, for all its services, in a **separately sealed envelope clearly marked on the outside**. Itemize the fee by project phase or other divisible unit completed, in dollars and percentage, or by deliverable. **Refer to Page 13 of this RFP for more details**. Firm shall also provide its best estimate of expenses including, but not limited to, travel and associated expenses. No qualification of the fee proposal will be accepted. The fee proposal may be considered a firm and final offer and will not be subject to negotiation.

Subcontractors/Subconsultants:

Clearly indicate the specific tasks or areas of expertise that are subcontracted and to what entities. Experience cited for proposed subcontractors/sub-consultants shall demonstrate proficiency in the services proposed for this contract. If the Firm has doubt as to whether

an area or field of expertise may potentially be used on the project, then strongly encouraged is a subcontractor/subconsultant with this specialty be provided with the list of subcontractors/subconsultants intended to be part of the Firm's project team.

Insurance:

Public Liability and Property Damage Insurance; Such policy or policies shall include the "Explosion Hazard", the "Underground Property Damage Hazard", and the "Collapse Hazard" and shall be in an amount not less than a combined single limit of \$1,000,000.00 for bodily injury and property damage per occurrence. This insurance shall include coverage for damage of property of any nature in care, custody, or control of the contractor or any property over which the contractor is directly or indirectly exercising physical control by reasons of the work to be performed.

Bond Information:

Upon execution of the Contract, Design/Build contractor shall furnish, to the Airport, separate performance and payment bonds in the penal sum of 100% of the Guaranteed Maximum Price ("GMP") amount, or the amount of the Project construction budget if a GMP has not been established as of the date of execution of the Contract, as a guarantee of good faith that the terms of the Contract shall be complied with in every particular. If the GMP established under the Contract is less than the Project construction budget, Firm may furnish a rider to adjust the amount of the bonds to reflect the GMP, and shall reflect the adjusted premium cast appropriately in the general conditions shown as a part of the GMP.

- A. Said performance bond shall be subject to the approval of the Airport.
- B. The Surety must be licensed to do business within the State of Ohio. A "Certificate of Compliance" issued by the Ohio Department of Insurance shall accompany the performance bond.
- C. The Surety must have an agent located within the State of Ohio, and the agent shall be identified as part of the bond submittal.
- D. The Surety shall provide a properly executed power of attorney evidencing the authority of the signatory to execute the bond.
- E. The Surety must be listed on the current edition of U.S. Treasury Circular 570, and the penal amount of the bond shall be within the limit noted on the circular.
- F. The Design-Builder's performance bond and the Design-Build Team Surety will be released only when all provisions of the contract and all warranty obligations required by the contract have been fulfilled.

Deliverables:

The Airport has established the following list which includes items that the Firm will be required to provide as deliverables. The Airport reserves the right to modify the list of deliverables, at any time, before execution of a contract, to add, delete, or otherwise amend, any report

or other deliverable, as it deems necessary, in its sole judgment, and in the best interest of the Airport.

- A. Within one week after receipt of a written Notice To Proceed issued by the Airport, the successful Firm shall be prepared to begin work covered by the contract and shall execute the work to be performed, in accordance with the tasks specified and unless otherwise directed by the Airport.
- B. All work performed by the Firm shall be under the direction of the Airport's Customer Service Manager and/or his designee.
- C. All pertinent conversations, emails, or other correspondence relative to instructions and/or authorizations, must be confirmed in writing by the successful Firm and submitted to the Airport's Customer Service Manager for written approval.
- D. Along with your submittal, the Airport is requesting no more than three (3) conceptual schematics of what the VIC space can look like when complete. As concepts allow, include bid-alternate items with your submission of schematics. Once a concept is approved by the Airport, plan approvals will be at a 30%, 90%, and 100% level (final approval set); contractor cannot proceed until Airport final approval is granted.
- E. The selected Firm shall acquire of all permits for the work, plus provide as-builts, associated electronic files, and rectify any punch list items at project closeout.
- F. No modification to the scope of work or extra work shall be considered by the Airport unless conditions have been specifically documented as required by the terms of the contract.
- G. The successful Firm's staff shall be available with no more than two (2) business days' notice to attend meetings or make presentations at the request of the Airport and/or designee. The successful Firm may be called upon to provide maps, drawings, audiovisual displays and similar material for such meetings.
- H. Copies of all appropriate written correspondence between the successful Firm and any party pertaining to the project shall be provided to the Airport within one (1) week of the receipt or sending of such correspondence.
- G. All other correspondence shall be submitted to the Airport after completion of the project. The successful Firm shall provide on a monthly basis, progress reports which describe the work performed on each work element, problems encountered, man hours expended by each member of the team and the total dollar expenditure on the project by work element during the reporting period. Progress reports shall be delivered to the Airport's Customer Service Manager within

one week of the monthly reporting period and shall be attached to the invoices when submitted for payment.

- H. No work performed on behalf of the Airport may be used for other clients or potential clients of the successful Firm without prior written approval from the Airport.
- I. The successful Firm may be expected to provide briefings to the President & CEO or his designated representative regarding any issues which arise during the conduct of the work.
- J. Provide responses to questions or issues which may be raised by Airport representatives during project reviews and audits. These may include briefings to review the status or content of the project plans.
- K. Provide a minimum of three (3) hard copies and one (1) electronic copy on CD-ROM of each completed work product, including a detailed executive summary. Additional copies may be requested on an as-needed basis.

DBE Participation:

DBE participation may be in the form of one or more joint ventures, partnerships, subcontracts or other legal arrangements meeting the eligibility standards in 49 CFR Part 26. **A DBE goal of 10% has been established for this project.** If the DBE goal cannot be met, then the successful Firm must provide a letter indicating that a good faith effort has been attempted, including at least two (2) minority firms that were contacted in the DBE participation process. Certified DBE firms in the State of Ohio can be found at www.dot.state.oh.us/Divisions/ODI/SDBE/Pages/UCP.aspx

Short-listing:

The Airport reserves the right to select a limited number (a "short-list") of Firms to make an oral presentation of their qualifications, proposed services and capabilities. The Airport will notify the Firms selected for oral presentations in writing.

Execution of Contract:

The successful Firm shall, within ten (10) business days after receipt of a contract prepared by the successful Firm, exclusive of Saturdays, Sundays and holidays, execute and return the contract together with evidence of proper insurance and intent to conform to all requirements of the contract and all applicable federal, state and local laws and ordinances prior to or at the time of execution of the contract.

Familiarity with Request for Proposal:

By submission of a Proposal, the Firm acknowledges that it is aware of and understands all requirements, provisions and conditions in the Request for Proposal and that its failure to become familiar with all the requirements, provisions, conditions and information either in this Request for Proposal or disseminated either at a pre-proposal

conference or by addendum issued prior to the Proposal submission deadline, and all circumstances and conditions affecting performance of the services to be rendered by the successful Firm will not relieve it from responsibility for all parts of its Proposal and, if selected for a contract, its complete performance of the contract in compliance with its terms.

Firm acknowledges that the Airport has no responsibility for any conclusions or interpretations made by Firm on the basis of information made available by the Airport. The Airport also does not guarantee the accuracy of any information provided and Firm expressly waives any right to a claim against the Airport arising from or based upon any incorrect, inaccurate or incomplete information or information not otherwise conforming to represented or actual conditions.

V. Qualifications for Proposal

Each Firm must meet the following requirements. Failure to meet all requirements may be cause for rejection of a proposal. If the Firm is a partnership or a joint venture, at least one general partner or constituent member must meet the requirements. Each Firm must:

- A. Provide evidence that it has a minimum of five (5) continuous years of experience in the last seven (7) years in performing general engineering design-build services for public agencies.
- B. Have previous experience in professional general engineering design-build services for other public facilities; or employ a designated staff member with related experience. The designated staff member should have any required licenses and/or certification.
- C. Possess all applicable licenses, certificates, permits or other authorizations required by all governmental authorities, including, but not limited to, Stark/Summit Counties, having jurisdiction over the operations of the Successful Firm at the Airport or elsewhere.
- D. Be authorized to conduct business in the State of Ohio, Summit/Stark Counties, and the City of Green.
- E. Demonstrate experience in establishing and maintaining constructive relations with project stakeholders and the community.

VI. Proposal Content

The Proposal shall consist of the following documents in the sequence listed below. To facilitate quick reference, each section of the Proposal shall be offset with a tab. The Proposal may be disqualified if the documents are not submitted in the sequence listed below.

- A. The purpose of the RFP is for the Airport to determine if your firm/team is qualified to perform the Visitor Information Center Upgrades Project, including availability to meet the strict timelines. To assist the selection committee in the evaluation process, each proposal should include the following information and any other information deemed relevant.

1. Firm name, complete address and zip code; telephone/fax numbers; type of ownership (sole proprietor, partnership, corporation, etc.); firm structure (including organizational chart) and a brief firm overview/history (provide this information for all members of your team, if applicable).
2. Qualifications of key personnel assigned to this project
 - a. Include team structure/organizational chart
 - b. Include resumes
3. Provide related experience
 - a. Projects of similar scope with dates of completion
 - 1) List owners' representative and phone number;
 - b. Team member with experience in relatable projects, with dates;
 - c. Clearly state the total number of such projects, and their locations, that you have provided and implemented at a facility comparable in size to the Airport within the last five (5) years;
 - d. Give the name, location and date of all similar contracts that have been terminated or canceled within the past three (3) years, prior to the expiration of their contractual term, and also list any judgments terminating or any pending lawsuits or unresolved disputes for the termination of such services provided by you within the past three (3) years.
4. Current Workload:
 - a. Demonstrate the ability to complete this design-build project within the given timeframes. List all major projects underway and their planned completion date.
5. A team member with knowledge of all applicable standards and policies:
 - a. All work will be developed in accordance with current local and Ohio building code standards and policies approved by Summit County and/or City of Green.
6. Understanding of the project:
 - a. In a brief narrative format, the Firm should set forth its understanding of the anticipated project goals and discuss the unique nature of the project requirements.

7. DBE Participation:
 - a. Firms shall submit the names of persons, sub-consultants, joint ventures or others to be used in meeting DBE goals or requirements.
 8. Project cost estimating performance.
 - a. Provide a listing of all project estimates versus bid for the past five years.
 9. Three (3) references over the last five years.
 10. Exceptions:

The Firm shall include a list of exceptions to the Request for Proposal, if any. If no deviations or exceptions are identified and the Airport accepts the Firm's proposal, then the Firm shall conform to all of the requirements contained in the Request for Proposal.
- B. Financial Offer: Firm shall submit its best financial offer including the cost of a monthly retainer, hourly staff rates and reimbursable as necessary for services not covered by the retainer. No qualification of the financial offer will be accepted. The financial offer may be considered a final offer and will not be subject to negotiation. **The financial offer must also be submitted in a separate, sealed envelope with the firm's name, date and title of project on the envelope.**
- C. Affidavit: Firm shall submit, with its Proposal, an affidavit stating that either it nor its agents, nor any other party for it has paid or agreed to pay, directly or indirectly, any person, firm or corporation any money or valuable consideration for assistance in procuring or attempting to procure this contract subject to proposal and further agreeing that no such money or reward will be hereafter paid.

VII. Scoring Criteria

The Akron-Canton Airport utilizes a Qualification Based Selection (QBS) process to select Airport planning/engineering/architectural design-build firms per the requirements of FAA Advisory Circular 150/5100-14D Architectural, Engineering and Planning Consultant Services for Airport Grant Projects. Submittals will be evaluated for completeness, specificity, and experience on similar assignments, qualifications of personnel, knowledge and experience in facilities similar to the Airport's Visitor Information Center.

The Evaluation Panel may use the total points awarded for a Proposal, to recommend for a contract award. The ranking of the Proposal qualifications will be 50% of the proposers score with the highest score having the highest numerical ranking. The ranking of the estimated Proposal Pricing (fee) will be 50% of the Proposers score with the

lowest price having the highest numerical ranking based on the number of proposals received. The winning Proposal will be the highest total of these rankings. In case of a tie score, the Proposer with the highest score in the Qualifications will be the selected Design/Build Team.

- A. A submittal will not be evaluated unless it meets all the requirements of this RFP.
- B. Each Statement of Qualifications (SOQ) will be evaluated according to the following:

<u>Selection Criteria for Qualifications</u>	<u>Points</u>
1. Recent experience (within the past 5 years) and past performance of your firm/team on similar projects at similar airports. <u>Statements of experience and past are to be limited to a maximum of 8 pages.</u>	30
a. Planning, design, construction, and construction administration / construction inspection of facility upgrades similar in nature to the design-build improvements sought after for the Visitor Information Center. (20)	
b. Demonstrated knowledge of, and experience with Ohio Revised Codes, Ohio/local Building Codes, structural, electrical, plumbing, and mechanical/HVAC for an area/facility similar to the VIC. (5)	
c. Ability to work with multiple trades for the type of work specified in this RFP (5).	
2. Qualifications and role of the proposed project team members. Include resumes for each member of the team and provide an organizational chart of all team members. <u>Resumes are to be limited to key people in the organizational chart and limited to one page per person. Additional information may be included in an appendix.</u>	25
3. Demonstrated ability to meet design schedules or deadlines and to complete the project without planning or design-related amendments (provide specific project examples within the past five years).	7
4. Construction cost estimating (provide examples of similar projects within the past five years comparing construction cost estimate to actual bid award amounts).	8

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| 5. Plan to meet the project goal of 10% DBE participation. | 10 |
| 6. Provide letter of reference from a minimum of three and a maximum of five similar projects performed within the last five years. Any work performed for the Akron-Canton Airport will be considered. | 10 |
| 7. Based on the project scope, provide at most three (3) concepts of your Firm's recommended visual improvements of the VIC. As concepts allow, provide additional renderings that include the additional seating areas identified as bid-alternates. | 10 |

**Total 100
(50% of Scoring)**

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| 8. Financial Offer (SEALED) - Unsealed Offers may be subject to disqualification | (50% of Scoring) |
|--|-------------------------|

Use the table on the following page to submit with your Financial Offer. No other form of fee breakdown will be accepted.

**TO BE SUBMITTED WITH FINANCIAL OFFER
(SEPARATE SEALED ENVELOPE)**

ITEM	DESCRIPTION	QUANTITY	UNIT	PRICE
	BASE SCOPE			
1	Modernization of VIC desk area - replace CAK logo			
2	Relocate touch screen from baggage claim side to Door 3 side of VIC			
3	Update VIC lighting			
4	Include CAK, ASCVB, and VC corporate logos along the top 'ring' of VIC (in alphabetical order)			
5	Repaint the VIC space			
6	Relocate or eliminate any modular pamphlet displays			
			SUBTOTAL	
	BID ALTERNATES			
1	Upgrade the seating and carpeting on the north and south side of the VIC (approximately 1,100 SF total)			
2	Update information on the relocated touch screen to include an interactive Airport map			
3	Other feature(s) – DESCRIBE IN DETAIL IN STATEMENT			
	10% CONTINGENCY			
			SUBTOTAL	
			GRAND TOTAL	

- C. At the conclusion of the SOQ evaluation process, the Airport may choose to select up to three firms to participate in the interview process with the selection committee or they may select a single firm directly based on the evaluation scoring.

VIII. Disqualification

The Airport reserves the right to reject any Proposal that does not provide or is unresponsive to the information requested herein. Proposals shall not be accepted from any firm that has failed to perform faithfully any previous contract with the Airport or is currently in default on any current contract with the Airport. The Airport reserves the right to reject any and all Proposals without cause. A firm's failure to respond to all questions thoroughly and completely may result in rejection of its Proposal. The Airport reserves the right to thoroughly investigate the financial status, qualifications, experience and history of performance of each firm. The Airport reserves the right to cancel the award of the Contract, with or without cause, at any time before such Contract has been fully executed by all parties.

IX. Submission Requirements:

- A. All submittals shall be received at the following address not later than **August 23, 2019 at 2:00 PM EST**;

Akron-Canton Airport
Renato Camacho, President & CEO
5400 Lauby Road, #9
North Canton, OH 44720

- B. Interested firms shall submit 3 copies (with one electronic copy on a thumb drive) of its submittal by the deadline stated above. The proposal shall be no more than 20 double-sided or 40 single-sided sheets.
- C. Submittals that arrive after the deadline, for any reason, will be rejected.
- D. Submittals shall be sealed in one envelope and be clearly marked **"Request for Qualifications, Visitor Information Center Upgrades Project"**.

X. Questions:

- a. All inquiries regarding this RFP shall be made in writing to Renato Camacho, President & CEO, at the address on Page 1 of this RFP or email at rcamacho@akroncantonairport.com. For clarification questions, please contact the above at (330) 499-4059. If a modification to this RFP becomes necessary, a written addendum will be sent to each recipient of the documents.

XI. Award of Contract:

a. The Airport will negotiate a contract with the top ranked firm. If a satisfactory contract cannot be negotiated, negotiations will be terminated with that firm and negotiations will begin with the second ranked firm, and so on down the line until a contract can be finalized.

b. Project Timeline:

The Airport anticipates it will, but neither promises nor is obligated to, process Proposals received in accordance with the following schedule:

Release of Request for Proposal	June 20, 2019
Pre-proposal Conference	July 10, 2019
Deadline for Inquiries	July 24, 2019
Written Response to Inquiries	July 31, 2019
Deadline for Proposals	August 23, 2019
Short-Listing Interviews*	August 29-30, 2019
Final Firm Selection	September 4, 2019
Scoping Meeting	September 12, 2019
Airport Authority Action	September 19, 2019

* As applicable