

REQUEST FOR QUALIFICATIONS

PROFESSIONAL AIRPORT CIVIL ENGINEERING SITE DESIGN SERVICES AIRFIELD WILDLIFE HAZARD MANAGEMENT PROJECT RENO-TAHOE INTERNATIONAL AIRPORT

The Reno-Tahoe Airport Authority (RTAA) Reno, Nevada, is seeking qualified consulting firms to provide professional civil engineering site design services for the design, management, coordination, and preparation of construction documents associated with the Airfield Wildlife Hazard Management Project at the Reno-Tahoe International Airport (RNO). This project is for site design and **NOT** to develop a Wildlife Hazard Management Plan.

PROJECT DESCRIPTION

The Reno-Tahoe International Airport (RNO) Airfield Wildlife Hazard Management Project will involve the land application of a six-inch thick, three-inch minus gravel and crushed stone aggregate (gravel) material. Approximately 302,440 square yards of RNO's Air Operations Area (AOA) would be covered with the gravel material. The gravel material would be placed west of Taxiway A between the ARFF and the south end of Taxiway A (approximately 250 feet in width), and south and east of the ends of Runway 16R and Taxiways A and B to the Boynton Slough (Dry Creek).

The design work consists of the evaluation of the existing site, operational requirements to minimize impact to aircraft operations, provide continuous security for the airport, and determine locations of wildlife hazard mitigation. The consultant shall contribute professional recommendations, generate design plans and construction documents, and provide support throughout the project.

Specific project requirements and design features for the project will be developed in collaboration with project stakeholders, as part of the design process. The design services shall include construction phasing plans to accommodate aircraft operations and perimeter security at all times during construction.

The scope of services is broken down into four tasks. Task One involves data gathering and preparing a Basis of Design Report. Upon approval of the Basis of Design, Task Two consists of schematic design with the consultant generating design documents, preliminary cost estimates, and an assessment of constructability. With approval by the RTAA of the schematic phase, the Consultant will conduct Task Three for design development consisting of construction documents and issuing the documents for bids. Task Four includes construction support and project close out services. Further description is provided below.

This project will be funded by Passenger Facility Charges (PFC) under PFC #13 application. The estimated budget for the total program, including construction and soft costs, is \$3,672,000. The design shall be in accordance with industry standards and other applicable federal, state, and local requirements.

SCOPE OF SERVICES

The scope of services includes, but is not limited to:

Task 1: Data Gathering – Services include review of record information, field verification of the existing conditions, understanding wildlife deterrent requirements, and understanding airport operational requirements.

Basis of Design Report – The Consultant shall review and coordinate the project parameters with stakeholders and generate baseline design requirements. A Basis of Design Report shall be prepared summarizing the project requirements, operational requirements, design criteria, phasing requirements to meet aircraft operations, requirements for continued security of the airport, regulatory requirements, construction materials, operation and maintenance issues, project schedule, and a budgetary cost estimate.

Task 2: Schematic Design – Upon approval of the Basis of Design, the consultant shall be directed to generate a schematic design. The schematic design will be the basis for design development and preparation of construction documents. The Consultant shall generate a schematic design, preliminary construction cost estimate, and an assessment of constructability.

Task 3: Design Development / Construction Documents – The Consultant shall prepare design development plans and specifications, preliminary construction cost estimates, submittal requirements, and inspection and testing requirements.

Final construction documents shall consist of final construction plans and contract documents, Engineers Design Report, final opinion of construction cost, phasing plans, and a project schedule. Periodic technical reviews, stakeholder coordination, presentations, and a pre-bid meeting will be required. Final documents shall be issued for permits, construction bidding including addenda, construction, and conformed documents. Consultant shall assist in the permit process.

Task 4: Construction Support / Project Close Out – The Consultant shall provide bid evaluation services, review submittals, and provide RFI responses, contract administration, construction observation, acceptance, Final Engineers Report, Record Drawings, and project close out.

Program Management and Construction Management (PM/CM) services will be provided by others and is not a part of this solicitation. The Airport Authority reserves the right to negotiate additional professional consulting services with the selected firm(s) as it may deem necessary to fulfill the complete project intent.

SUBMITTAL CONTENT

The Statement of Qualifications (SOQ) shall include the following:

Cover Letter

- A cover with the legal name and address of the Consultant and titled **“Airfield Wildlife Hazard Management Project - Reno Tahoe International Airport”**
- A cover letter signed by the Consultant’s contact person expressing interest and capability to perform the work. Clearly identify a single point of contact with name, title, email address, mailing address and phone number.
- Acknowledge compliance with the applicable DBE Policy and any related participation goals.

Required Information

- Description of the team organizational structure, including a chart identifying the Project Manager, key personnel, sub consultants, and responsibilities of team members.
- SF330 Part I – Architect / Engineer Qualifications - Contract Specific Services for the team which will undertake the work, including sub consultants.

Supplemental Information

- Qualifications and experience in providing engineering services for airport fencing projects, and experience with airport operational and security requirements.
- Experience in the design, construction and administration of high security projects.
- Working knowledge of public works’ regulatory requirements.
- Ability to provide a local presence for client and job site activities.
- Experience with related specifications, costs, installation, inspection, and testing methods.
- Description of specific resources to be used to provide such services.

SELECTION PROCESS

The process is a Qualifications Based Selection (QBS) using the information contained in the Statement of Qualifications (SOQ). A selection committee from the RTAA will review the submittals. Any response that does not fully respond to and comply with all of the detailed terms, conditions, specifications or any requests for information including the execution of any resulting contract may be declared non-responsive by the RTAA and rejected without further consideration. The RTAA shall not be responsible for errors or omissions of the Consultant.

Depending upon the number and qualifications of respondents, the RTAA may select directly from the Statements of Qualifications, or may develop a shortlist of firms and invite them to interviews for final selection. The decision as to the process, timing, and selection will be at the discretion of the RTAA.

COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENT

Using Insurance Services Office “Commercial General Liability” policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$5,000,000 per occurrence for all covered losses and no less than \$5,000,000 location aggregate.

AIRPORT SECURITY BADGING REQUIREMENT

Airport Security Badging by the successful consultant will be required per the requirements of the RTAA Badging Office and as described on the website at: <https://renoairport.com/airport-authority/badging>. Consultant shall pay all required fees.

PROPRIETARY INFORMATION - PUBLIC DISCLOSURE

All documents submitted as part of the SOQ will be deemed confidential during the evaluation process. SOQs will not be available for review by anyone other than the evaluation team or its designated agents prior to award of the contract. Further, negotiations with the recommended Consultant(s) shall be confidential and not subject to disclosure to competing Consultants unless and until an award of contract has been recommended, or unless required to do so by law.

However, as a potential Consultant of a public entity, Consultants are advised that full disclosure is required by law. Under Nevada state law, RTAA cannot prevent the disclosure of public documents. By submitting the SOQ, the Consultant warrants and represents that all public information in response to this RFP may be fully disclosed by the RTAA without liability and without prior notice or consent to the Consultant or any of the Consultant’s sub-consultants once the bid or proposal has been recommended for the award of a contract.

SUBSTITUTION OF SUB-CONSULTANTS OR PROJECT TEAM MEMBERS

The selected Consultant shall be required to obtain written approval from the RTAA for a substitution of project team member or sub-consultant identified in the SOQ. The selected Consultant shall not request a substitution of a team member or sub-consultant identified in the SOQ unless the project team member or sub-consultant whose resume was submitted as a part of the SOQ is no longer employed by the Consultant or sub-consultant, or is unavailable for medical reasons.

BOYCOTT OF ISRAEL

The RTAA is prohibited from entering into a contract with a company unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel. Boycott of Israel means refusing to deal or conduct business with, abstaining from dealing or conducting business with, terminating business or business activities with or performing any other action that is intended to limit commercial relations with a) Israel; or b) A person or entity doing business in Israel or in the territories controlled by Israel, if such an action is taken in a manner that discriminates on the basis of nationality, national origin, or religion. (NRS 332.0245(d))

DBE PARTICIPATION

The RTAA has not set a DBE participation contract goal for this project. The RTAA has set an overall FY 2018 DBE program participation race / gender neutral goal for Reno Tahoe International Airport of 5.0%. DBE participation is encouraged to assist the RTAA in meeting its overall DBE program goal. The successful consultant will be required to submit reports providing information on DBE sub consultants as specified in the contract.

FAA REQUIRED PROVISIONS - The following requirement applies to all projects:

CIVIL RIGHTS

Title VI Solicitation Notice:

The Reno-Tahoe Airport Authority, 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 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.

GENERAL INSTRUCTIONS

The RTAA shall not be responsible for costs incurred in responding to this Request for Qualifications.

The RTAA reserves the right to reject any or all Statement of Qualifications (SOQ), to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ received. The RTAA shall not be obligated to accept any SOQ, but will make an award in the best interests of the RTAA.

All firms interested in this Project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

INTERPRETATION OF RFQ DOCUMENTS/RESTRICTION.

Should a consulting firm find discrepancies in or omissions from the RFQ, or doubt as to their meaning, the consulting firm shall notify the Owner by November 30, 2018 and, should it be found that the point in question is not clearly and fully set forth, a written addendum or Bulletin of Instructions will be posted to the Reno-Tahoe International Airport (RTIA) competitive solicitations website (<https://renoairport.com/airport-authority/competitive-solicitations/bids-rfps-rfqs>). All addendum or Bulletin of Instructions will be posted by December 6, 2018. The Owner shall not be responsible for any oral instructions. The consulting firm, by submission of his SOQ, confirms he has

familiarized himself with the RFQ and has found them fit and sufficient for purpose of preparing his SOQ.

SUBMITTAL REQUIREMENTS

Please submit six (6) copies of the Statement of Qualifications to the RTAA no later than 4:00 p.m. on December 13, 2018. Please direct all inquiries regarding this solicitation to Jon Lau Project Manager II, at (775) 328-6462.

Address submittals to:

Jon Lau, P.E. - Project Manager II
Airfield Wildlife Hazard Management Project
Reno-Tahoe Airport Authority
P.O. Box 12490
Reno, NV 89510-2490

The physical address for express deliveries is:

Reno-Tahoe Airport Authority
2001 E. Plumb Lane
Reno, NV 89502

In the event your firm desires additional information, the RTAA will endeavor to provide such information; however, the RTAA will not be responsible for any delay resulting in the respondent's inability to meet the deadline for submission of the Statement of Qualifications. In addition, the RTAA will not be responsible for Consultant's costs associated with preparation or submittal of the Statement of Qualifications or the selection process. RTAA will not be responsible for delays in deliveries of overnight carriers, US Post Office or couriers services.

Please direct all inquiries regarding this solicitation to Jon Lau at (775) 328-6462 or jlau@renoairport.com

Communications from prospective Consultant (including the firm's employees, representatives, agents, lobbyists, attorneys and sub-consultants), such as in person, by telephone, voice-mail, electronic mail, facsimile or any other means, to any Board of Trustee, officer, director, employee, or agent of the RTAA, other than the authorized representatives identified above, are strictly prohibited. Except for inquiries directed through the authorized representatives identified above, the RTAA, through its officers and employees, will neither meet nor otherwise communicate individually with prospective Consultants. The RTAA may, at its sole discretion, disqualify any Consultant who fails to observe this requirement.

INTEGRATION

This document and all associated documents found on the Reno-Tahoe International Airport (RTIA) website constitute the entire RFQ.

End of Request for Qualifications