

REQUEST FOR QUALIFICATIONS

PROFESSIONAL AIRPORT ENGINEERING SERVICES TERMINAL ELEVATORS MODERNIZATION AND NEW ELEVATOR INSTALLATION

RENO-TAHOE INTERNATIONAL AIRPORT

The Reno-Tahoe Airport Authority (RTAA) Reno, Nevada, is seeking qualified consulting firms to provide professional engineering services for the design, management, coordination, and preparation of construction documents associated with the Terminal Elevators Modernization and New Elevator Installation project at the Reno-Tahoe International Airport (RNO).

PROJECT DESCRIPTION

This project consists of providing design services for the modernization of four existing elevators and installation of one new elevator in the Terminal Building at Reno – Tahoe International Airport. The four existing elevators were originally installed as part of the 1980 Terminal Building and Concourse improvements. The “Arrivals” and “Administration” elevators were installed in 1980 and remain in service. The Concourse “B” and “C” elevators installed in 1980 were subsequently replaced in 1991. A new “Arrivals #2” elevator will be installed adjacent to the existing “Arrivals” elevator in the Terminal Lobby area.

Modernization of the four existing elevators consists of replacement of the cabs, doors, lifting systems, controls, electrical, lighting, communication, fire alarm, and access controls systems. The existing machine rooms, hoist way, hoist way walls, pits, rails, and beams will remain in place.

The new elevator installation consists of the construction of a new hoist way, pit, complete elevator assembly, related equipment and systems including, electrical, lighting, communication, fire alarm, and access controls systems. The existing “Arrivals” machine room will be modified to accommodate both the existing “Arrivals” (primary) and the new “Arrivals #2” (secondary) equipment.

This project has been initiated as part of the ongoing maintenance and renewal program for the Terminal Building facility. The design work consists of evaluation of the existing systems, operational requirements, system configuration, and recommendations for equipment replacement. The design will be based on the June 2017 Terminal Elevators Program Study conducted by the RTAA. The Consultant shall generate design documents, specifications, cost estimates, and issue construction documents for bids.

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 ongoing passenger operations in the Terminal Building and Concourses during construction.

The scope of services is broken down into four tasks. Task One involves data gathering, review of the June 2017 Terminal Elevators Program Study, field inspection, and preparation of a Basis of Design Report. Upon approval of the Basis of Design, Task Two consists of the consultant generating schematic 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 and issuing the construction 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 Charge (PFC) program. The estimated budget for the total program, including construction and soft costs, is \$2,450,000. 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 – Review of record information, the June 2017 Terminal Elevators Program Study, equipment maintenance and repair records, field verification of existing conditions, utility infrastructure, and evaluation of existing system configuration, equipment, controls, and 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, evaluation of the system configuration, recommendations for equipment replacement, maintenance 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 perform field verification, design development, and generate specification, submittal, inspection and testing requirements, final construction and contract documents, preliminary and final opinion of construction cost, phasing plan, 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, Engineers Design Report, and construction bidding, including addenda.

Task 4 Construction Support / Project Close Out – The Consultant shall provide bid evaluation services and assist in the permit process, submittal review, RFI responses,

contract administration, construction observation, facility commissioning, acceptance, Final Engineers Report, record drawings, and project close out.

Program and Construction Management (PM/CM) services will be provided by others and is not a part of this solicitation. The RTAA 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 name and address of the Consultant and titled “**Terminal Elevators Modernization and New Elevator Installation - Reno Tahoe International Airport**”
- A cover letter signed by the Consultant’s contact person expressing interest and capability to perform the work.
- 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 elevator systems, and experience with project design and administration.
- Experience in the design and construction of elevator systems, operational requirements, permits, and public works regulatory requirements.
- Ability to provide a local presence for client and job site activities.
- Experience with related equipment, controls, 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. 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.

NONDISCRIMINATION – COMPLIANCE WITH NRS 338.125

The Consultant, with regard to the work performed hereunder, shall not discriminate on the grounds of race, color, creed, national origin, sex, sexual orientation, gender identity or expression, or age in the selection and retention of any employee or applicant for employment, and subcontractors, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by 49 C.F.R. Section 21.5 including employment practices when the Agreement covers a program set forth in appendix B of the regulations.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) – FAA REQUIRED PROVISIONS

The requirements of 49 CFR Part 26 apply to this contract. It is the policy of the Reno-Tahoe Airport Authority to practice nondiscrimination based on race, color, sex or national origin in the award or performance of this contract. The Owner encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

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 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders 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.

SB 26 - BOYCOTT OF ISRAEL

Per State of Nevada Senate Bill 26, 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.

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.

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.

SUBMITTAL REQUIREMENTS

Please submit six (6) copies of the Statement of Qualifications to the RTAA no later than 4:00 p.m. on February 15, 2018. Please direct all inquiries regarding this solicitation to Amanda Twitchell, Project Manager II, at (775) 328-6464.

Address submittals to:

Amanda Twitchell, RA, NCARB, LEED AP - Project Manager II
Terminal Elevators Modernization and New Elevator Installation
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.

Please direct all inquiries regarding this solicitation to Amanda Twitchell at (775) 328-6464 or atwitchell@renoairport.com

End of Request for Qualifications