

REQUEST FOR QUALIFICATIONS
Annual Architectural/Engineering Consulting Services
Fiscal Year 2016-2017
Reno-Tahoe International Airport
Reno-Stead Airport
Reno, Nevada

The Reno-Tahoe Airport Authority (RTAA), as owner and operator of the Reno-Tahoe International Airport and the Reno-Stead Airport in Reno, Nevada, intends to retain the services of Architectural and Engineering firms to perform consulting services at Reno-Tahoe International and Reno-Stead Airports. Consulting services will be provided for projects including, but not limited to, Capital Improvements, Airport Improvements Program (AIP), Operations & Maintenance (O&M), Passenger Facility Charge (PFC) and Special Projects. Consulting services are non-exclusive and consist of, but are not limited to, design, environmental, geotechnical, planning, construction management, surveying, and various engineering and architectural services.

The purpose of this request is to update the RTAA database of qualified consulting firms for fiscal year 2016-2017 from which the RTAA may select specific consulting services. This database may also be used for additional solicitation for project specific Request for Qualifications.

In order to expedite selection of qualified consulting firms, the RTAA has adopted the United States Federal Government Standard Forms SF330 Part II, ARCHITECT-ENGINEER QUALIFICATIONS. The SF330 Part II form can be obtained by accessing the following Internet site: www.gsa.gov/forms.

The RTAA will advertise for consulting services annually; however, Consultants may submit an **SF330 Part II** at any time during the RTAA fiscal year, which begins July 1. At the end of each fiscal year, the RTAA will discard the Consultant SF330 Part II unless the Consultant submits a written reaffirmation of interest prior to that date.

The RTAA reserves the right to select consultants:

- A. Based solely on information provided in the SF330 Part II.
- B. Based solely on information provided on a SF330 Part I, which may be requested for specific projects.
- C. Based solely on information provided in response to an advertisement by the RTAA, requesting consultant services for a specific project.
- D. Based solely on any other information requested by the RTAA.
- E. Based on any combination of the above.

Consultants may be selected directly from the list of qualified consultants or may be invited for interviews for selected projects. The RTAA may issue additional Request for Qualifications or Proposals for individual projects separate from this solicitation.

The evaluation of each firm's submittal for consulting services will be based on, but not limited to, a comparison of relevant experience, technical competence, office location, interest in working with the RTAA, capabilities of staff personnel, and understanding of the project intent. The decision as to those selected to perform work will be based entirely on the judgment of the RTAA.

The RTAA reserves the right to negotiate additional work with the selected firm(s) as it may deem necessary to fulfill complete project intent.

SUBMITTAL REQUIREMENTS

Submittals shall consist of a Letter of Transmittal and SF330 Part II. Please note, the SF330 Part I is not required for this solicitation. Any further inquires shall be directed to Faith M. Allen, Capital Improvements & Grant Coordinator, at (775) 328-6979 or e-mail to fallen@renoairport.com

RTAA NON-DISCRIMINATION POLICY

It is the policy of the RTAA that Minority and Women Business Enterprises shall have equal opportunity to participate in the performance of airport contracts. Respondents to this invitation shall not be discriminated against on the basis of race, color, national origin or gender in the award and performance of any contract entered into pursuant to this advertisement.

NON-DISCRIMINATION – 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.

The following requirements apply for projects utilizing federal funding:

DBE POLICY

The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate. The above assurance must be included in each subcontract the prime contractor signs with a subcontractor.

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.

Submittals shall be addressed to:

Annual Architectural & Engineering Consulting Services
Faith M. Allen
Capital Improvements & Grant Coordinator
Reno-Tahoe Airport Authority
PO Box 12490
Reno, NV 89510

Submittals can be either mailed or e-mailed to: fallen@renoairport.com

The physical address for express deliveries is:

2001 E. Plumb Lane
Reno, NV 89502

In the event your firm desires additional information, the RTAA will endeavor to provide such information as expeditiously as possible; however, the RTAA will not be responsible for any delay resulting in respondent's inability to meet the deadline for submission of the Statement of Qualifications. In addition, the RTAA will not be responsible for costs associated with preparation or submittal of the Statement of Qualifications.