

## **REQUEST FOR QUALIFICATIONS**

### **PROFESSIONAL AIRPORT ENGINEERING SERVICES TERMINAL ACCESS ROAD RECONSTRUCTION RENO-STEAD 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 contract documents associated with the Terminal Access Road Reconstruction project at the Reno-Stead Airport (RTS).

#### **PROJECT DESCRIPTION**

This solicitation consists of providing design services for the Terminal Access Road Reconstruction project at Reno-Stead Airport. The existing asphalt road has deteriorated and is at the end of its useful life. The proposed rehabilitation consists of reconstruction of approximately 1,000 linear feet of two lane road (Texas Ave. 29,200 square feet), and 240 linear feet of Florida Ave. (6,150 square feet). The site improvements include a new 50 space (15,000 square feet) asphalt parking lot, drainage, lighting, landscaping, and related appurtenances. The design work consists of surveying, demolition of existing asphalt pavement and curb, geotechnical investigation, asphalt pavement, curb and gutter, concrete swales, storm drain, utility relocation, lighting, signage, landscaping, and irrigation for the roadway and parking areas.

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 vehicle operations and contingency plans for tenant, aerial fire-fighting, military, and special event operations 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 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 contract documents for bids. Task Four includes construction support and project close out services. Further description is provided below.

This project will be funded by the RTAA FY 2017-18 Capital Projects Budget. The estimated budget for the total program, including construction and soft costs, is \$1,132,800. The design shall be in accordance with Standard Specifications for Public Works (Orange Book), 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, RTAA planning documents, existing conditions, including utility infrastructure, field verification and survey of surface and subsurface improvements, geotechnical investigation, operational requirements and stakeholder meeting.

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, vehicle operations, operation and maintenance issues, design objectives, engineering design criteria, site improvements, regulatory requirements, building materials, constructability, and budgetary cost estimates. The Basis of Design Report shall include design options for the parking lot configuration and storm drain system.

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 schematic design improvement plans, a preliminary construction cost estimate, and an assessment of constructability.

Task 3 Design Development / Contract Documents – The Consultant shall perform field verification, design development, generate specification, submittal, inspection and testing requirements, final construction and contract documents, preliminary and final opinion of construction cost, Construction Safety and Phasing Plan (CSPP), and a project schedule. Periodic technical reviews, stakeholder coordination, presentations, and a pre-bid meeting will be required. Final documents shall be issued for agency permits, and construction bidding, including any addendas.

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 Access Road Reconstruction” (Reno-Stead 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 similar projects, familiarity with road and parking lot construction, airport facilities, aviation operations, experience with public works design and administrative requirements.
- Experience in the design and construction of roads, parking lots, airport operational requirements, and public works regulatory requirements.
- Ability to provide a local presence for client and job site activities.
- Experience with local construction methods, materials, costs, 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.

### **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 October 19, 2017. Please direct all inquiries regarding this solicitation to Gary Probert, Senior Project Manager, at (775) 328-6459.

Address submittals to:

Gary Probert, P.E. - Senior Project Manager  
Terminal Access Road Reconstruction (Reno–Stead Airport)  
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 Gary Probert at (775) 328-6459 or [gprobert@renoairport.com](mailto:gprobert@renoairport.com)

**End of Request For Qualifications**