ALLEGHENY COUNTY AIRPORT AUTHORITY

PITTSBURGH INTERNATIONAL AIRPORT
ALLEGHENY COUNTY AIRPORT

REQUEST FOR QUALIFICATIONS
For
QTA Facility Design Phase Services

PITTSBURGH INTERNATIONAL AIRPORT
ALLEGHENY COUNTY, PENNSYLVANIA

February 12, 2025

1. INTRODUCTION

The Allegheny County Airport Authority (Authority) manages and operates Pittsburgh International Airport (PIT) and Allegheny County Airport (AGC). In 2024, PIT served nearly 10 million passengers on fifteen (15) carriers. In 2020, the airport was named by *Fast Company* magazine as "One of the Most Innovative Companies in the World" as well as a finalist in its "World Changing Ideas" awards.

PIT is completing an ambitious transformation that will make the passenger experience more efficient and deliver real opportunity for the region. The Terminal Modernization Program (TMP) is expected to reshape the future of the region by reflecting and serving its community, inspiring the industry, and advancing the region's role as a world leader. The Authority is nearing construction completion of the TMP with the addition of a nearly 800,000 square foot Landside Terminal building and a 4,300 space, five-level Multi-Modal Complex (MMC), complete with Rental Car Ready Return on the ground level of the garage. A Customer Service Building with Rental Car Counters and kiosks between the new garage and new terminal completes the MMC. The new terminal building will include a right-sized space to better suit airline partners, concessions, and TSA. Passenger experience is a necessity in this program, upgrading PIT's systems to better accommodate the modern travel experience and transforming the airport from a hub to an origin-and-destination airport in 2025. More information on the TMP can be found at www.pittransformed.com.

The Authority is inviting your organization to submit a Proposal to design a rental car Quick Turnaround (QTA) facility at PIT for exclusive use by the rental car companies under agreement with the Authority. The proposal also seeks design of a precast addition to the new concrete garage structure with a minimum 1,200 public parking space deck over top of the proposed QTA facility. Entry and exit to and from this new parking deck will be via level 2 of the MMC garage utilizing the newly constructed garage ramps. A portion of the canopy structure on the north side of the new MMC garage will need to be removed to accommodate the connection of the 1,200 new parking spaces to the MMC.

2. BACKGROUND

The Authority's mission and vision are as follows:

> **Vision:** To transform Pittsburgh's airports to reflect and serve the community, inspire the industry, and advance the region's role as a world leader.
>
> **Mission:** A global aviation leader driving innovation, regional growth, and prosperity by investing in our employees, customers, airlines, and partners.
>
> The Authority is guided by four strategic priorities:
>
> - Operational Excellence
> - Cost Competitiveness
> - Customer Service
> - Employee Engagement

3. OVERVIEW

The Authority was created by the County of Allegheny (the County) on June 17, 1999 as a body corporate and politic under the Pennsylvania Municipality Authorities Act of 1945, as amended. The Airport is owned by the County and is operated by the Authority under the Operation, Management, and Transfer Agreement and Lease. The Authority leases and operates two airports -- PIT, the commercial airport serving the Pittsburgh metropolitan region, and AGC, which serves as the region's largest general aviation airport and the reliever airport for PIT.

4. SUBMISSION PROCEDURES

The RFQ must be uploaded to Submittable by 12:00 PM on March 14, 2025 (late submissions will not be accepted and no time extensions will be granted). Submissions will be received in PDF format as *one file only through the platform* Submittable at https//acaacapitalprograms.submittable.com. Do NOT mail or deliver hard copies as they will be considered rejected and will be returned to the respondent unopened. Please note that Submittable does not support Internet Explorer 11. Submittable recommends the following browsers: Microsoft Edge, Google Chrome, Mozilla Firefox, or Apple Safari.

Proposals shall be prepared in not smaller than 11-point font with minimum of 1-inch margins. Responses with respect to the Submittal Requirements shall be limited to ten (10) pages in length with single line spacing. Cover pages, a cover letter, and certain information that Respondents are directed to include as exhibits or appendices will not count towards this page limit.

Proposals must be submitted with Respondent's name, address, and submittal date included in the document file name. Proposals must be complete and must contain all the information and documents required in this RFQ. Proposals will become the property of Authority.

Interested parties will submit their proposals according to the guidelines specified above.

The Authority reserves the right to reject all proposals that do not meet the requirements. Respondents will be notified of results according to the specified schedule in this RFQ. At its discretion, the Authority may invite vendors to present their proposals virtually or in person to the Authority selection committee after proposals are submitted. At the sole discretion of the Authority, selected companies may be required to complete a non-disclosure agreement and contract with the Authority, as well as provide all supporting materials requested by the Authority.

5. SCHEDULE

- **February 12, 2025 - RFQ Posted and Distributed**
- **March 14, 2025 - Proposals Due to the Allegheny County Airport Authority**
- **March 14, 2025 through March 21, 2025 - Evaluations**
- **March 21, 2025 - Vendor Selection**

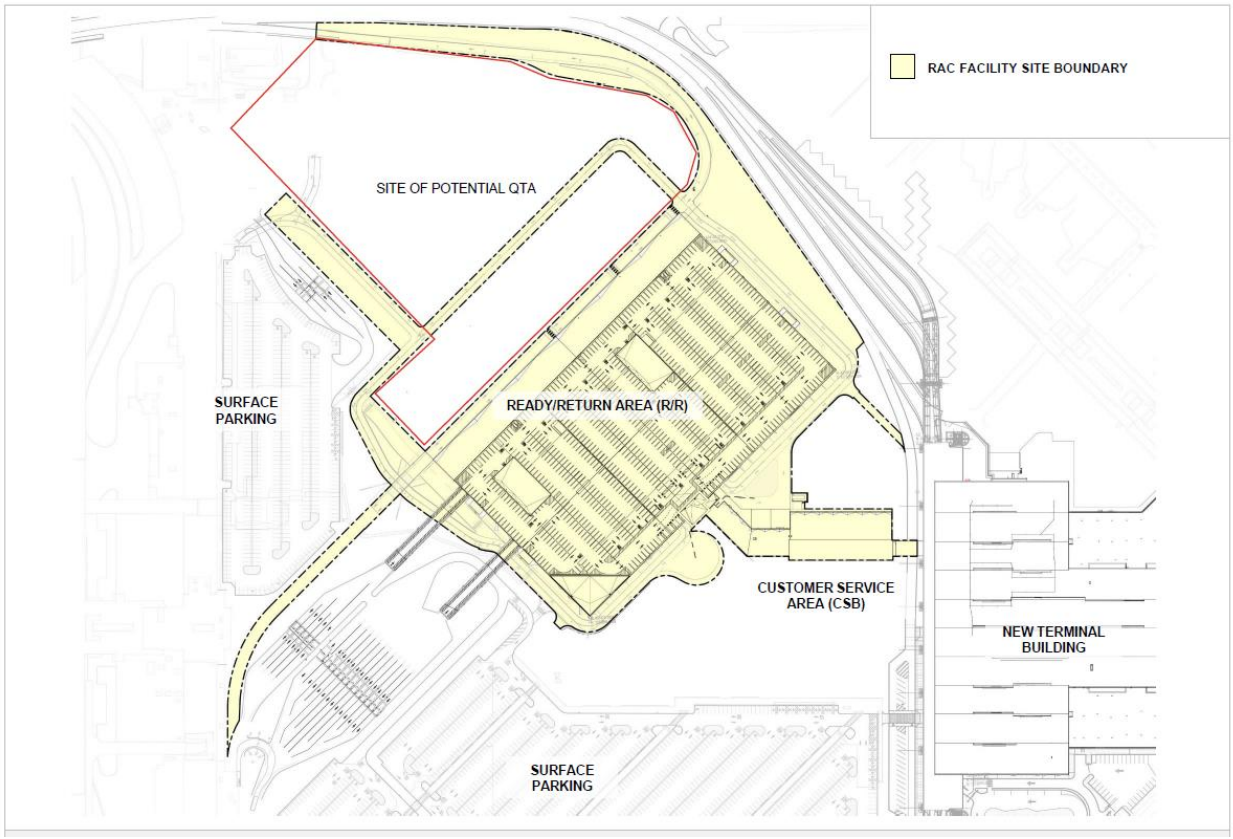
6. SCOPE OF WORK

I. SCOPE SUMMARY – QUICK TURNAROUND FACILITY (QTA)

Project Objective

A previous design was completed to approximately 95% completion for a QTA facility in that location. As such, utility tie-in points are already designated and a utility as-built plan will be provided to the successful Respondent for use in tying in QTA utilities. The Quick Turnaround Facility (QTA) is expected to include the following minimum requirements:

- Carwash Building: An automated carwash featuring fourteen (14) carwash bays with prep wash, 5 brush wash unit, rinse arch and reverse osmosis rinse arch. Car wash must also include rinse water collection system.
- Fueling System: A common fueling system consisting of above ground storage tanks located northwest of car wash building, featuring 42 fueling nozzles. A fuel management system will be used to track the fuel usage of each tenant, and a leak and inventory monitoring system. A vacuum hose is to be included at each service position, and compressed air and windshield washer fluid reels serving two service positions.
- Administration building(s)
- No maintenance buildings will be included. Maintenance functions are to be performed at the rental car maintenance facilities located off the Rental Car Service road on airport property.
- Security control and fencing surrounding the QTA.
- Vehicle stacking/storage area. This area is already defined on the site map as the area ringed by the shuttle circulation roadway on the north side of the MMC garage.



CRITERIA

The Scope of Work is to provide design services for the QTA Special Systems in accordance with the following criteria:

A. FUEL SYSTEM

i. Fuel Storage: The tanks shall be aboveground double-walled steel tanks. The fuel storage system is a common system that provides fuel to all the dispensers. The common fueling system for the QTA will consist of four (4) 12,000-gallon gasoline aboveground storage tanks (AST's) and twenty-one (21) dual hose dispensers. The AST's will be located to the north of the QTA and will be manifolded together such that the combined volume of 48,000 gallons will be available to all dispensers. The 12,000-gallon gasoline ASTs will be constructed of double-walled steel and two-hour fire rate and shall meet the UL-2085 requirements. The tanks shall be located end to end. Each AST shall have a primary vent riser with a pressure-vacuum vent, two emergency vents, an access manway to the tank, access platform on each tank, and multiple fittings. Each tank will have a 4 hp variable speed pump. One underground line will supply fuel to all the dispensers. A mechanical pipe leak detector shall be installed in each submersible pump and the pumps will operate in a master/slave configuration. The product piping shall be double-walled fiberglass construction. The underground product piping shall be sloped back to the tank sump for leak detection purposes. Each tank shall have a remote integral spill containment box located at the AST area to be used for bulk fuel deliveries into the ASTs. In addition, the drop tube in each remote fill shall be equipped with an overfill prevention valve that will activate at 95% of AST capacity. A Stage I vapor recovery line shall also extend from the ASTs to the off-loading pump system. The fueling area shall consist of code required emergency shut-off switches that when activated will shut the fuel system down.

ii. Fuel Delivery Area: The fuel shall be delivered by tanker truck. The tanker truck will have a dedicated off-loading pad adjacent to the storage tanks. A master emergency shut-off switch shall be located per the fire departments direction that will allow the fire department to shut the entire fuel system down. There shall be an indicator panel at the entrance of the facility to notify the fire department which switch was activated to help identify the specific area of concern.

iii. Dispensers: There shall be 21 dual-hose dispensers. The nozzles shall be automatic shut-off style nozzles.

iv. Spill Containment: The fire code requires that a spill in the fueling area does not flow beyond perimeter of the fueling area. This can be accomplished by a dedicated drainage system or curb and highpoints.

v. Fuel Piping: All fuel piping and vapor recovery piping shall be double walled piping.

vi. Inventory and Leak Monitoring Panel: The fueling system shall have an inventory and leak monitoring panel as required by code to monitor the inventory of the fuel tanks, all sumps, and overfilling of the storage tanks.

B. CAR WASH

i. Washing equipment shall be designed for cars, vans, SUVs no taller than 92”. Fourteen (14) car wash bays will be located at grade. Each bay shall have a concrete floor sloped to a trench drain running the length of the bay. Each drain shall connect via underground piping to a recovery pit (approximately 4’ x 4’ x 6’ deep) in the equipment alcove located adjacent to each car wash bay. The recovery pit shall have an overflow pipe to a sump pit (approximately 4’ x 4’ x 6’ deep). A reclaim system, including associated pumps, water storage tank(s), and controls, shall be used to recycle waste water from each car wash and will be located in the equipment alcove. The reclaim system shall draw waste water from the sump pit. The sump pit shall have an overflow pipe to an oil- water separator, which will discharge to the site sanitary sewer system.

ii. Each car wash will be a pre-engineered, automated system and will include the following components:

1. Pre-wash area with pressure washer.
2. Activation treadle
3. Car wash control unit system controls
4. Flooder arch
5. Guide rail
6. Low and high side wheel brushes (total of 5)
7. Photo eye sensors

iii. The vehicle wash systems including the water reclaim and reverse osmosis systems shall be a fully automated wash system that is a high-performance turnkey equipment package. It shall be specifically designed for fleet operation use and shall have a rugged framework and simple mechanism for heavy use environment of fleet operations running high volumes of vehicles for continuous operations.

iv. The carwash shall accommodate 300 cars per day with a peak demand of 30 cars per hour for a two-hour period.

C. VACUUM, COMPRESSED AIR AND WINDSHIELD WASHER FLUID SYSTEMS

i. The vacuum system, compressed air system, and windshield washer fluid systems. The design shall cover three separate service levels called Quick Turnaround Area’s (QTA’s) where the cars are vacuumed, and fluids checked. The Windshield Washer Fluid (WWF) System shall provide methanol based fluid to each fueling position. The WWF system shall consist of a 500-gallon UL 142 double-walled tank, distribution pump and piping, and hose reel. One hose reel will serve two adjacent fueling positions. WWF is a class 1 liquid when dispensed.

ii. The WWF will be delivered pre-mixed.

iii. The distribution pump shall be an air diaphragm pump mounted on the wall just above the drum. The distribution piping shall be either stainless steel or galvanized carbon steel.

iv. The reel shall be mounted at the fuel island near the front of the car 12’ above the finish floor and be compatible with WWF. The reel shall have a weather cover and a fusible valve that in the event of a fire the link will melt and the valve will close.

D. VACUUM SYSTEM

i. A vacuum system shall provide a vacuum source for cleaning the cars at each fueling position. The vacuum system shall consist of a vacuum blower, piping; knock out separator, vacuum post, vacuum hose and accessories.

ii. The vacuum units will be located in a dedicated vacuum room. The vacuum piping will be 16 ga zinc tubing and be run from the vacuum room to each station.

iii. The vacuum blower will consist of a separator, dirt can, blower, and motor. The components can either be mounted on a frame or independent of each other and will be located remotely from the fuel dispensing area.

iv. The vacuum hose will be approximately 25' long with a "duck foot" shaped tool on the end. When not in use the tool will be place in a holder that will seal off the air flow.

E. COMPRESSED AIR SYSTEM

i. A compressed air system will provide 100 psi air to each fueling position via a hose reel, one reel will serve two fueling positions. The compressed air system will consist of an air compressor, dryer, filter, hose reel and nozzle. The air compressor and dryer will be located in the vacuum room remotely from the fuel dispensing area.

ii. A compressed air system will provide 100 psi air to each carwash bay and windshield washer fluid pumps. The compressed air system will consist of an air compressor, dryer, filter, hose reel and nozzle. The air compressor and dryer will be located in the lubrication storage room remotely from the maintenance bays.

REFERENCES

a. Codes

i. International Fire Code 2018
ii. International Building Code, 2018
iii. NFPA 30, Flammable and Combustible Liquids Code
iv. NFPA 30A, Code for Motor Fueling Dispensing Facilities and Repair Garages

b. Other Referenced Documents

i. UL 2085 – Protected Aboveground Tanks for Flammable and Combustible Liquids
ii. UL 142 - Steel Aboveground Tanks for Flammable and Combustible Liquids.
iii. UL 567 - Pipe Connectors for Flammable Liquids and Combustible Liquids and LP-Gas.
iv. UL 842 - Valves for Flammable Fluids.
v. UL 913 - Intrinsically Safe Apparatus and Associated Apparatus for Use in Class I, II, and III, Division 1, Hazardous Locations.
vi. API 2000 - Venting Atmospheric and Low-Pressure Storage Tanks: Nonrefrigerated and Refrigerated.
vii. ASME B16.3 - Malleable Iron Threaded Fittings.
viii. ASME B16.18 - Cast Copper Alloy Solder Joint Pressure Fittings.
ix. ASME B16.22 - Wrought Copper and Copper Alloy Solder Joint Pressure Fittings.
x. ASME B31.4 - Pipeline Transportation Systems for Liquid Hydrocarbons and Other Liquids.
xi. ASME B31.9 - Building Services Piping

xii. ASTM A53 - Standard Specification for Pipe, Steel, Black and Hot-Dipped, Zinc- Coated, Welded and Seamless

II. SCOPE SUMMARY – PUBLIC PARKING DECK ABOVE QTA FACILITY

Project Objective

PUBLIC PARKING DECK

This RFQ is requesting design services for approximately 1,200 structured public parking spaces, constructed above a portion of or all of the proposed QTA facility (designer to determine if the fueling facilities may be covered with a parking deck by applicable codes.) Parking space efficiency, which represents the total parking structure size, including stairs, elevators, and ramps, shall be based on 337 square feet per space. The design of the garage's structure should match the MMC garage built as part of the Pittsburgh International Terminal Modernization Program (TMP) be as open as possible to provide unobstructed sight lines and to match the Class 1A building construction of the MMC garage. It should enhance security by eliminating hiding places.

CRITERIA

The Scope of Work is to provide design services for the QTA Special Systems in accordance with the following criteria:

A. All structural elements in the parking deck shall be precast structural concrete and shall be exposed and generally untreated; however, in some locations, the structure and deck may be painted to signal the location of elevator lobbies, or entries or exits to the structure.

B. Foundation designs are expected to be deep caissons to competent bedrock as used to construct the MMC garage. The designer shall perform a geotechnical investigation to determine the size and depth of the foundation caissons. Alternate foundation designs may be considered if the designer can present adequate justification for the Owner to review and consider.

C. Traffic coating shall be applied at deck areas to enhance durability.

D. Garage decks shall have a 2 percent design slope and should drain water from exterior columns, walls, and pedestrian paths. These floor-to-ceiling heights are intended to better accommodate lighting, signage, and parking guidance systems that would improve user experience and safety.

E. The structure of the Garage should be designed to accommodate a light-weight roof covering or solar panel and shall consider snow removal with each option. The designer shall present an option to allow for the addition of a second floor to the parking deck at a later date. This option is to be presented with a cost estimate at the 30% conceptual design submission. Structural design should consider durability, maintenance costs, openness of design, construction budget, and schedule.

F. Lighting sources should be coordinated and consistent with the MMC Garage. Lighting levels should meet or exceed the Illuminating Engineering Society of North America lighting standards for parking facilities. Exterior bay lighting, as well as rooftop lighting, should be on separate circuits to take advantage of daylighting designs and to reduce energy use.

G. Parking Access Revenue and Control System (PARCS). A PARCS system shall be integrated into the new parking deck if any new access gates, card readers or AVI readers are required for the new parking deck. The PARCS system in the MMC garage is a system manufactured and installed by Scheidt & Bachmann and as such, any new components shall be of the same manufacture.

H. Parking Guidance System (PGS). The PGS system in the new garage is manufactured by Park Assist. The designer shall design the new PGS for the parking deck as an extension of the Park Assist system.

I. Electric Vehicle charging stations shall be designed for 1% of the total number of new parking spaces on the parking deck. This criteria is required to meet minimum requirements set forth in ParkSmart sustainability criteria.

J. Artwork, Wayfinding, Branding and Signage. Artwork, wayfinding, branding and signage shall match the MMC garage in look, quality, and level of customer experience. Wayfinding and branding shall be coordinated with the ACAA's Arts and Cultural, Customer Experience, and Planning departments.

K. Sustainability. The designer shall design the new parking deck to meet the basic certification requirements for ParkSmart. The MMC garage structure meets or exceeds this minimum certification requirement, and so shall the new parking deck as an extension of the MMC garage.

FAA REQUIREMENTS

Respondent is responsible for the costs associated with any improvements to the proposed QTA area and must be in compliance with all FAA requirements for development of Airport property, including the following:

- Airport Layout Plan (ALP) Update
- Obstruction Evaluation/Airport Airspace Analysis filings for temporary activities such as geotechnical drilling and construction work
- Obstruction Evaluation/Airport Airspace Analysis filings for the proposed permanent changes (e.g., aprons, buildings, taxi-lanes, landside facilities, etc.)
- Environmental Review, and all associated surveys, studies, and documentation, in compliance with the National Environmental Policy Act (NEPA)

The successful Respondent will be required to provide the Authority with Project Descriptions and site plans that will be used to submit an update to the Airport Layout Plan (ALP), as required by the FAA. Site plans must be submitted to the Authority in any of the following formats: 1) georeferenced CAD; 2) georeferenced PDF; or 3) state plane referenced geodatabase (GDB). The Authority will coordinate this process directly with the FAA.

Obstruction Evaluation/Airspace Analysis: In accordance with 14 CFR Part 77.9, any construction or alteration, even a temporary alteration, located on a public use airport listed in the Airport/Facility Directory requires filing a notice with the FAA at least 45 business days prior to the proposed construction or alteration. Obstruction Evaluation/Airport Airspace Analysis filing is conducted with an

FAA Form 7460-1 Notice of Proposed Construction or Alteration. FAA Form 7460-1 will be officially filed by the Authority.

In addition to the proposed permanent structures and pavements, the Authority anticipates that several filings will be required, including temporary activities such as geotechnical drill rig use, construction equipment use, construction staging areas and haul routes. Airspace determinations expire 18 months after issuance but can be extended.

The Authority will coordinate the submittal of environmental documents to the FAA and Respondents may not at any time contact the FAA regarding the QTA. The successful Respondent will be required to develop those documents and complete any studies or analysis required by the FAA. Should the FAA determine that the level of environmental review requires an Environmental Assessment (EA) or Environmental Impact Statement (EIS), a lessee of the premises should contract directly with a professional environmental consulting firm to assist in the process. The Authority recommends that the selected environmental consulting firm have experience conducting environmental reviews for the FAA.

PROPOSAL CONTENT AND REQUIREMENTS

It is the Respondent's sole responsibility to read and interpret this RFQ and the written instructions contained herein.

A. Procedures for Submission of Responses to RFQ

To be considered, a Respondent shall submit a complete response to this RFQ. The Authority encourages creative and innovative submittals that are compatible with local land-use policies. Submittals shall be straightforward and contain a concise delineation of the Respondent's capability to deliver the proposed development.

Submittals shall be comprehensive, accurate and submitted electronically through the platform Submittable at https://acaacapitalprograms.submittable.com. Submissions lacking one or more of the requested documents may be considered non-responsive. The Authority reserves the right to reject any non-responsive submission and reserves the right to waive any irregularity in submissions.

All Proposals should be addressed to:

Mr. Jeff Bezek, P.E.
Director, Engineering
Allegheny County Airport Authority
Pittsburgh International Airport
Landside Terminal, 4th Floor Mezzanine
Pittsburgh, PA 15231-0370

Questions should be directed to Jeff Bezek via email only at jbezek@flypittsburgh.com

B. Disadvantaged Business Enterprise (DBE) Requirements

The respondent agrees to include the below statements in any subsequent agreement or contract covered by 49 CFR part 26, that it enters and cause those businesses to similarly include the statements in further agreements.

Each financial assistance agreement you sign with a DOT operating administration (or a primary recipient) must include the following assurance: The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under 49 CFR part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

Each contract you sign with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance: The contractor, sub recipient or subcontractor 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, which may include, but is not limited to:

(1) Withholding monthly progress payments;
(2) Assessing sanctions;
(3) Liquidated damages; and/or
(4) Disqualifying the contractor from future bidding as non-responsible.

In compliance with 49 CFR Part 26, Allegheny County Airport Authority has established a 14.9% DBE goal for participation of DBEs in ACAA projects.

For this opportunity a goal of 0.0% has been established. To be eligible to be awarded the contract, competitors must make good faith efforts to meet this goal. Only DBEs certified by the Pennsylvania Unified Certification Program (PAUCP) at https://paucp.dbesystem.com/ will be counted towards this goal.

Title VI Solicitation Notice:

The Allegheny County 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 for any contract entered into pursuant to this advertisement, [select businesses, or disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

C. Insurance Requirements

- The Respondent shall, at its sole cost and expense, maintain in effect the following insurance coverages at all times during the term of the Agreement, and prior to the execution of this Agreement, shall deliver to the Authority certificates setting forth required insurance. The Authority and its Board of Directors and the County of Allegheny shall be named as additional insured to each policy excluding workers compensation and professional liability coverage. Additional Insured coverage on the consultant's General Liability policy will apply to both Premises/Operations and Products/Completed Operations. Additionally, consultant's General Liability policy will be endorsed to be primary with respect to the Authority's liability coverage and consultant acknowledges that The Authority's liability coverage will be non-contributory with the consultant's General Liability policy in the event of a loss. Each policy shall be endorsed to provide for 30 day written notice to the Authority in the event of termination, cancellation, non-renewal or material change in the terms of the contract. Copies of policy endorsements evidencing coverage for additional insureds with right of notice shall be attached to the delivered certificate of insurance. Consultant will disclose any polices wherein they are self-insured.

- Workers' compensation coverage as required by law and employer's liability ($1,000,000/$1,000,000/$1,000,000).

- Commercial general liability insurance with a combined single limit of liability of FIVE MILLION DOLLARS ($5,000,000) for bodily injury and property damage. The policy must be written on an Occurrence form.

- Automobile Liability insurance covering all owned, non-owned and hired motor vehicles with a combined single limit of not less than FIVE MILLION DOLLARS ($5,000,000) for bodily injury and property damage.

- The Consultant shall provide evidence of professional liability insurance with limits of not less than ONE MILLION DOLLARS ($1,000,000).

- The Respondent agrees to comply with all safety recommendations made by the Authority or its Insurers.

- Neither party hereto shall be liable to the other party or to the insurer of other party claiming by way of subrogation through or under such other party with respect to any loss or damage to the extent that such other party shall be reimbursed or has the right to be reimbursed out of that party's property insurance coverage carried for such other party's protection with respect to such loss or damage. The provisions of this paragraph shall apply only to the extent permitted by provisions of the insurance policy in question.

- Such other insurance in amounts and containing provisions as the Authority may reasonably, from time to time in his discretion, require.

- The Authority, in its discretion, may modify or waive any of the foregoing requirements, and may approve such deductibles deemed appropriate.

D. Content of Proposals and Respondent Qualification

RESPONDENTS PROPOSALS SHOULD CONTAIN THE FOLLOWING PROPOSAL INFORMATION AND A STATEMENT OF RESPONDENT QUALIFICATIONS IN THE FOLLOWING ORDER:

1. Cover [should include the name of the project, name, address, and phone number of the Respondent and date] (Not included in page limit)

2. Table of Contents (Not included in page limit)

3. Transmittal Letter (1-page limit)

4. Prime Consultant (1-page limit)

Provide the following information:

a. Legal Structure and the name and address of the legal entity that will contract with the ACAA if awarded the Agreement for the Services. If the Respondent is a consortium, partnership, or any other form of joint venture, an authorized representative for each Lead Member must be provided. ACAA does not recognize subcontractors and deals only with the prime contractor on a project.

b. Name, address, email address and telephone/fax numbers of one individual to whom all future correspondence and/or communications will be directed.

5. Prime Consultant's Qualifications/Relevant Experience (3-page limit)

a. Identify at least one large QTA facility project (or very similar project) of similar size and complexity as the QTA Facility Development Project completed, or substantially completed, in the last 5 years in which the Respondent was the Prime Consultant. Identify two additional similar airport, manufacturing and/or industrial facility projects completed, or substantially completed in the last 10 years, where the Respondent was the Prime Consultant responsible for the project.

Provide the following information for each program:

a. The name of the program, the owner, and the program location

b. A description of the program

c. A reference list for each program, including contact names, positions, addresses and telephone numbers. These reference contacts should be the owner's staff representatives who oversaw the project for the owner.

d. For each program, the original construction budget amount and the final construction amount. Explain the reason for any significant differences.

e. Key Performance Indicators for the program that demonstrate positive performance, including achievement of DBE/Local participation goals.

f. Unique challenges and/or opportunities addressed in the performance of the program.

g. Prime Consultant's key staff for each program, their responsibilities and percentage of time committed to fulfilling their responsibilities.

h. Identify key staff members, who would be assigned to the project, their roles and expected percentage of time they would be committed during the design phase.

6. Overall Design Team Composition and Organization (2-page limit)

Provide the following information:

a. Organizational chart illustrating the firms comprising the complete design team and their respective roles.

b. Identify in the organizational chart key project management staff and technical lead for firms anticipated to have greater than 10% project participation in terms of fee.

c. Summarily describe the organization of the proposed design team and management of communications between the ACAA, Prime Consultant and sub consultants

d. Provide brief firm overviews (not counted in 2-page limit) not exceeding one-half page per firm. Information pages should be formatted to contain no less than two firms per page.

7. Design Team Composition Table (Not included in page limit)

Provide a summary table listing the following information for each firm comprising the design team. This table will be used to cross reference key staff, responsibilities and firms.

a. Firm name and technical area(s) of responsibility.

b. Anticipated participation in terms of percentage of design fee.

c. Whether the firm is a certified DBE firm as referenced in DBE requirements.

d. Name of key staff person(s) responsible for day to day management of the firm's technical service area(s). Only one key staff shall be named for a technical service area.

i. List two projects completed by named staff within the past 5 years that are relevant to their responsibilities as part of the Design Team.

ii. Include key staff resume(s) and project experience in Section 10

8. Design and Management Approach (2-page limit)

Provide the following information, assuming a design-bid-build procurement for the project - with the possibilities for multiple design and construction packages and/or phases:

a. Describe how the Respondent will manage design processes to resolve any identified key project issues in order to maintain the program schedule.

b. Identify key design and permitting milestones in the design process and key Owner decisions at each milestone.

c. Describe any unique design and/or project management tools that the Respondent tools will employ.

d. Describe the approach to maximize local firm participation.

e. Describe the Respondents quality control and quality assurance program for this project.

f. Describe the approach to communication and coordination with key stakeholders.

g. Describe the approach to meeting or exceeding meaningful DBE participation.

9. Approach to Controlling Costs (1-page limit)

Describe how the Respondent would set up processes and reporting systems to regularly and accurately monitor program budgets and design team fees.

a. Describe the Respondent's experience with Value Engineering (VE), including:

b. Appropriate timing during the design process for VE effort(s) and objectives for VE sessions

c. Approach to reconciling VE options

d. Results from past experience with VE.

10. Key Staff Resumes (Not included in page limit)

Provide single page resumes for key staff listed on the Design Team Composition Table (Section 7). Resumes shall be organized alphabetically by name. Resumes shall be uniformly formatted to include the following information:

Professional Experience:

a. Name of key staff person(s), Area of technical responsibility.

b. Firm's name and years with firm.

c. Education, degrees, professional licenses and industry group affiliations.

d. Total years of experience / Total years design or construction programs experience.

Absolutely no price information should be presented or submitted, including man hour estimates, overhead multipliers, or proposed fixed fees.

D. **SELECTION PROCESS AND CRITERIA**

All submittals will be evaluated by the ACAA in accordance with the criteria and the procedures identified in this RFQ. The Respondent selected under this RFQ will be chosen on the basis of its qualifications and demonstrated ability to best meet the overall project objectives of the ACAA.

The scores of the written RFQ and any interviews will determine the final ranking. The ACAA may conduct interviews with any or all proposing teams, and reserves the right to conduct a final round between any top-rated teams if required. The selected Respondent will be invited to enter into negotiations with the ACAA. If negotiations for an agreement are successful, a recommendation will be presented to the ACAA Board of Directors for award of a Professional Services Agreement. In the event that the parties do not achieve an acceptable agreement, ACAA reserves the right, at its sole discretion, to terminate negotiations with the selected Respondent and initiate negotiations with other Respondent Teams.

The ACAA Board of Directors is the sole decision-maker regarding this procurement process, and the ACAA Board of Directors reserves the right to reject any or all submittals, to solicit and accept Proposals from parties who have not responded to this procurement, or to terminate this process at any time. Please note that the successful Respondent will be precluded from competing for or performing additional work for the ACAA under the QTA Facility Development project, including but not limited to construction management for the program without the written consent of the ACAA. Sub-consultants will be allowed to compete for or perform additional work for ACAA under the QTA Facility Development project upon approval from ACAA that there is no conflict of interest.