



Grand Junction Regional Airport
2828 Walker Field Drive
Grand Junction, CO 81506

**REQUEST FOR QUALIFICATIONS
PROFESSIONAL AIRPORT ARCHITECT/ENGINEERING (A/E) SERVICES
FOR
GRAND JUNCTION REGIONAL AIRPORT
GRAND JUNCTION, COLORADO**

Grand Junction Regional Airport (“Airport”) is seeking professional architectural/engineering (A/E) services from multi-discipline A/E firms for the design and preparation of plans and specifications and support services for various airport improvement projects including but not limited to bidding services, project administration, supervision, and coordination for airport A/E projects expected or anticipated during the next five (5) years.

Statements of Qualifications will be received at the Grand Junction Regional Airport Administration Office, 2828 Walker Field Drive, Grand Junction, Colorado, 81506, until **3:00 p.m., local time, Tuesday, April 4, 2017**. Any Statement of Qualifications received after this time will be considered non-responsive and returned unopened. Qualifications will be evaluated only from teams that meet the minimum criteria as set forth in the complete Request for Qualifications document.

The Request for Qualifications document may be obtained at www.gjairport.com.

The Request for Qualifications notice is being published in the Grand Junction Daily Sentinel and on the American Association of Airport Executives website, www.aaae.org.

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1. OBJECTIVE OF THE REQUEST

The Grand Junction Regional Airport Authority (GJRAA) located in Grand Junction, Colorado is seeking qualified teams to provide professional Architect/Engineering (A/E) services. Services are to be provided for a five year contract period, subject to annual appropriations and budgeting.

General information is provided to prospective teams concerning the Request for Qualifications (RFQ) and the awarding of the agreement for A/E services for the GJRAA. The RFQ document is not intended to completely define the selection or contractual relationship to be entered into by GJRAA and the successful team. The Statement of Qualifications documentation submitted and possible consultant team interviews shall serve as the basis for selection.

The “Scope of Work” requirements for respective projects will be proposed by the selected team for review and consideration during the negotiation process. The final “Scope of Work” will be collaboratively developed and agreed upon by the selected team and GJRAA during fee negotiations.

2. A/E POTENTIAL PROJECTS LIST

Grand Junction Regional Airport (“Airport”) is seeking professional services from multi-discipline A/E teams for the design and preparation of plans and specifications and support services for various airport improvement projects including but not limited to bidding services, project administration, supervision, and coordination for airport A/E projects expected or anticipated during the next five (5) years.

The following Program description is for the preparation of this response. The projects listed below may or may not be included:

- a. Security and access control projects
- b. Terminal expansion/remodel projects to accommodate security and airline needs
- c. Fire code upgrades
- d. Roof replacement
- e. Structural evaluations and design
- f. HVAC system upgrades/replacement
- g. Escalator replacement
- h. Electrical upgrades
- i. Miscellaneous mechanical, electrical, and lighting work
- j. Utility installation and/or relocations including meeting with the local utility companies to discuss existing utilities and re-routing the utilities based of future needs
- k. Obtain local, state, and federal permits for the execution of projects
- l. Grant Applications
- m. Topographical survey as required for design
- n. Geotechnical engineering and testing.
- o. The selected team will provide sufficient experienced personnel to perform the design for the projects and all ancillary projects;
- p. All work shall be designed in substantial conformance with the most current regulations and design criteria;

- q. The selected Consultant shall complete all work and documentation necessary for submittal to the FAA and/or TSA in order to comply with Grant reimbursement procedures;
- r. The Consultant will be required to attend meetings and furnish plans to assist the Airport, CDOT, FAA, tenants, and stakeholders, throughout the project process;
- s. Detailed cost estimates;
- t. Detailed construction contract documents in compliance with the most current funding agency requirements. Make formal submittals at the 30%, 60%, 90%, and 100% design stages;
- u. Detailed phasing and construction safety plans, sequence of construction activity, including meeting with Airport, Airlines, FAA, TSA, etc. to verify phasing prior to the inclusion into the contract documents;
- v. Perform all necessary inspections and evaluations;
- w. All field data collected must comply with the most current requirements and be provided to the Airport in a useable format;
- x. Collect the necessary data needed to produce as-built layouts.

Fees will be negotiated for individual task orders as funding becomes available. Cost or fee information is not to be submitted with SOQs.

3. PRE-SUBMITTAL QUESTIONS

Any questions related to this request must be directed to the Grand Junction Regional Airport, Executive Director, Kip Turner. Inquiries must be made in writing and submitted no later than **3:00 p.m. local time, Thursday, March 23, 2017**. Questions received after the stated deadline will not be answered. It is suggested that all questions be sent by electronic mail to:

Kip Turner
Executive Director
kturner@gjairport.com

AND

Eric Trinklein
Project Manager
etrinklein@gjairport.com

However, questions sent by certified mail, return receipt requested, will also be accepted, and should be addressed to:

Kip Turner
Grand Junction Regional Airport
ATTN: **A/E Services RFQ Question**
2828 Walker Field Drive
Grand Junction, CO 81506

All questions submitted in accordance with the requirements stated above will be answered in writing and posted to the Airport's website at www.gjairport.com. The team shall acknowledge receipt of any addendums that may be necessary in the Statement of Qualifications.

4. SELECTION PROCEDURES

Once RFQs are received, and the deadline has passed, the Selection Committee will meet to shortlist teams for in person interviews in front of the committee. The number of teams selected for interviews is at the sole discretion of the selection committee as this will depend on number of RFQs received and the qualifications of each.

Once interviews are complete, based on the evaluation of the Statement of Qualifications in combination with the results of the oral presentations and interviews, the Selection Committee shall select the top team and proceed with Scope of Work & Contract negotiations.

The team selected will be given the first right to negotiate a Scope of Services, Fee Schedule, and ultimately an Agreement acceptable to the Airport. In the event that an Agreement satisfactory to the Airport cannot be reached, the Airport may enter into negotiations with the next ranked team. The GJRAA has the sole right if it deems necessary, to end negotiations with the selected team and move to the second ranked team if fee negotiations cannot be accomplished to both parties liking. The successful team shall commence work only after execution of an acceptable Agreement and approval of insurance certificates. The successful team will perform all services indicated in the proposal in compliance with the negotiated Agreement.

The Airport reserves the right to award this Contract to the team that demonstrates the best ability to fulfill the requirements of the services. The successful team will be chosen based on the qualifications, selection criteria evaluation, and possible interview.

5. SUBMITTAL REQUIREMENTS

The team shall deliver a **total of ten (10) paper copies, and one electronic copy (CD or USB)** of the submittal. All copies of the submittal shall become property of the Airport. Submittal shall be marked: “REQUEST FOR QUALIFICATIONS: PROFESSIONAL AIRPORT ARCHITECT/ENGINEERING (A/E) SERVICES, GRAND JUNCTION REGIONAL AIRPORT.”

Submittals shall be addressed to:

Grand Junction Regional Airport
ATTN: Kip Turner
Executive Director
2828 Walker Field Drive
Grand Junction, Colorado 81506

Sealed Statements of Qualifications will be received at the Grand Junction Regional Airport Administration Office, 2828 Walker Field Drive, Grand Junction, Colorado, 81506, until **3:00 p.m., local time, Tuesday, April 4, 2017**. Any Statement of Qualifications received after this time will be considered non-responsive and returned unopened. Faxed or emailed proposals will not be accepted. Proposals will be evaluated by a selection committee. Grand Junction Regional Airport reserves the right to reject any or all proposals.

The submittal should be limited to a maximum of **30 pages**. This excludes covers, dividers, resumes, cover letters, table of contents and required disclosures. The following minimum qualifications have been established as a basis for determining the eligibility of the Respondent. A response will be considered non-responsive and will not be evaluated unless sufficient documentation is provided to determine whether the Respondent meets the following minimum qualifications. The proposal shall be provided in the following sequence:

Submittal Cover/Signature Page (RFQ Form #1) – Teams shall complete, sign, and submit RFQ Form #1. The Submittal Cover/Signature Page must be signed by a person(s) authorized to bind the entity or entities submitting the response. Joint ventures require signatures from all teams participating in the joint venture. Joint ventures are required to provide legal proof of the joint venture, such as a joint venture agreement, as an attachment to their submittal.

Submittal Checklist (RFQ Form #2) – Teams shall complete and submit RFQ Form #2.

Litigation Disclosure Form (RFQ Form #3) – Teams shall complete and submit RFQ Form #3. If necessary, include additional pages for explanation.

Conflict of Interest Disclosure Form (RFQ Form #4) – Teams shall complete and submit RFQ Form #4.

Affirmative Action Plan – Teams shall submit a description of each firm’s Affirmative Action Plan.

Executive Summary – Teams shall provide an Executive Summary which includes an overview of the project team, rationale for teaming, highlights of the team’s experience, introduction of the project manager, the names of other key personnel and statements as to why the team is the best suited for the project. The Executive Summary shall be limited to three (3) pages.

Statement of Qualifications – Narrative document that address all evaluation criteria in the Section 6. Selection Criteria, **6.1-6.6**.

All teams interested in this solicitation (including all firm’s employees, representatives, agents, lobbyist, 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 teams, assure that contract decision are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Kip Turner
Executive Director
ktturner@gjairport.com

6. SELECTION CRITERIA

Final review of the Statements of Qualifications, interviews, and ultimately the final team selection will be by the Airport Authority Board Members (Board). Teams may be asked to supplement their initial proposals with additional written material. The Board may select a short-list of teams based upon the evaluation of the written qualification submittals. The Board may then arrange for interviews with each short-listed team.

The selected team will be given the first right to negotiate a Scope of Services, Fee Schedule, and ultimately an Agreement acceptable to the Airport. In the event that an Agreement satisfactory to the Airport cannot be reached, the Airport may enter into negotiations with the next ranked team. The successful team shall commence work only after execution of an acceptable Agreement and approval of insurance certificates. The successful team will perform all services indicated in the proposal in compliance with the negotiated Agreement.

The Airport reserves the right to award this Contract to the team that demonstrates the best ability to fulfill the requirements of the services. The successful team will be chosen based on the qualifications, selection criteria evaluation, and possible interview.

Please note that the airport’s ability to validate the information submitted as “relevant projects” is critical to the determination of whether the proposing team and their proposed staff qualifications meet the requirements. It is therefore extremely important that the information submitted be as accurate as possible.

Teams should address each of the evaluation criteria listed below and provide specific examples of projects they have undertaken that demonstrate their qualifications. Submittals shall be in the same sequential format as follows:

6.1. PROJECT UNDERSTANDING

Provide a statement which describes your team's understanding of all the potential projects. This should include the team's understanding of the work involved to complete these projects on budget, on time, and to the satisfaction of the stakeholders involved. Any issues, problems or complexities that can arise during this type of work and how your team would work to manage them effectively. Any other items may be included that demonstrate how the team can demonstrate their full comprehension of the work involved.

6.2. PROJECT EXECUTION

Describe the team's management and organizational approach and methods for performing scopes of work. This should include efforts taken to remain on budget and on time, how to effectively coordinate with multiple stakeholders, and how to manage multiple consultants, organizations, and contractors throughout projects.

6.3. PERSONNEL

Prepare an organization chart which identifies all key personnel with names and titles that would perform work for this project. This should include all consultants, and sub-consultants in the team.

Provide detailed qualifications of any sub-consultant(s) proposed to work on this project

Provide detailed resumes for the project manager and other key positions, including subcontractor key personnel that will be performing work on this project.

Provide work load summaries for all key personnel including sub-consultants.

6.4. EXPERIENCE

Please provide a minimum of 5 and maximum of 10 previous projects that are similar in scope to this proposed projects. Do not use more than one page per project. Provide at least one project for each discipline including structural, mechanical, and electrical:

1. Project description and scope
2. Location
3. Owner Name & Contact Person with telephone and email for referral purposes
5. Proposed Construction Budget vs. Actual
6. Proposed Design & Construction Schedules vs. Actual
7. Coordination between team's

6.5. FAMILIARITY WITH CODES AND JURISDICTIONS

Provide a summary of all the possible governing jurisdictions and codes that would provide comment or input to the projects. Please include any experience the team may have working with local utility providers, building departments, and fire departments, etc.

6.6. COMMUNICATION PLAN

Describe the team's ability to effectively and quickly communicate and work with all stakeholders for this program. This should include any information that would help to determine the ability to respond to questions, concerns, or comments from stakeholders. Describe how past successes at commercial service airports will be beneficial to a communications plan at GJT.

SELECTION SCHEDULE (TENANTIVE)

Request for Qualification Issued	March 8, 2017
Pre-Submittal Questions Deadline	March 23, 2017
Submission Deadline	April 4, 2017
Selection Board Review	April 2017
Selection Board Interviews, if necessary	April 2017
Airport Authority Selection	April 2017

7. GENERAL INFORMATION

7.1. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

The Grand Junction Regional Airport has an established Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation, 49 CFR Part 26. It is the policy of the Grand Junction Regional Airport to ensure that DBE's, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. The consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the consultant 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 deemed appropriate.

7.2. GRAND JUNCTION REGIONAL AIRPORT RIGHTS

Grand Junction Regional Airport reserves the right to reject all or portions of any or all Statement of Qualifications, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the Grand Junction Regional Airport. Grand Junction Regional Airport may, at its sole discretion, modify or amend any and all provisions herein. The Airport will not pay for any information herein requested, nor is it liable for any costs incurred by the participating team.

Grand Junction Regional Airport reserves the right to extend the Statement of Qualifications submittal date if needed. All changes and/or clarifications will be distributed to all team indicating interest in the form of addenda. Teams must certify and acknowledge receipt of all addenda along with a statement that addenda have been reviewed and considered prior to submitting a response in order for the submittal to be considered responsive.

7.3. INSURANCE REQUIREMENTS

Prior to the commencement of performance, the successful team/joint venture shall furnish to Grand Junction Regional Airport certificate of insurance for general liability with limits not less than \$2,000,000 per occurrence and workers' compensation with the limits not less than \$1,000,000 per occurrence. Proof of insurability shall be demonstrated by providing copies of current insurance policy during contract negotiations with the successful team.

7.4. OTHER POLICIES

All Contractors doing business with the Airport should be familiar with the policies governing how the Airport conducts business. These policies can be viewed online at <http://www.gjairport.com/component/content/article/76.html>.

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**SIGNATURE PAGE
RFQ FORM #1**

“✓”Check box that indicates business structure of Respondent

- Individual or Sole Proprietorship
- Partnership or Joint Venture
- Corporation, LLC or other similar entity
- Other: _____

The undersigned certifies that (s)he is _____(title) of the Respondent entity named below; that (s)he is designated to sign this Proposal Form (if a Corporation then by resolution with Certified Copy of resolution attached) for and on behalf of the entity named below, and that (s)he is authorized to execute same for and on behalf of and bind said entity to the terms and conditions provided for in the Proposal as required by this RFQ, and has the requisite authority to execute an Agreement on behalf of Respondent, if awarded

Respondent Organization Name: _____

By: _____

Printed Name: _____

Title: _____

If Respondent is a Joint Venture, an authorized signature from a representative of each party is required.

By: _____

Printed Name: _____

Title: _____

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**SUBMITTAL CHECKLIST
RFQ FORM #2**

Use this checklist to ensure all required document have been included in the SOQ and that they are properly ordered.

Document	Initial to Indicate Document is Included
1. Submittal Cover/Signature Page (RFQ Form #1)	
2. Submittal Checklist (RFQ Form #2)	
3. Litigation Disclosure (RFQ Form #3)	
4. Conflict of Interest (RFQ Form #4)	
5. Affirmative Action Plan (If Required)	
6. Executive Summary	
7. Statement of Qualifications	

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**LITIGATION DISCLOSURE
RFQ FORM #3**

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your response from consideration or termination of the contract, if awarded.

Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of any felony or a misdemeanor greater than a Class C in the last five (5) years?

YES
NO

Have you and/or a member of your Firm, your Firm, or Team to be assigned to this engagement been terminated (for cause of otherwise) from any work being performed for the Grand Junction Regional Airport, Walker Field Airport Authority, or any other Federal, State, Local Government, Airport, or Private Entity?

YES
NO

Have you or and member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the Grand Junction Regional Airport, Walker Field Airport Authority, or any other Federal, State, Local Government, Airport, or Private Entity?

YES
NO

If you have answered “Yes” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your response.

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**CONFLICT OF INTEREST (COI) DISCLOSURE FORM
RFQ FORM #4**

This COI Disclosure Form must be completed by the Firm and each of its Subcontractors.
This COI Disclosure Form must be signed by a principal of the Firm to certify that it is correct.
A Firm's certification that its disclosure form is correct includes the disclosure by its Associates and Subcontractors.

My signature certifies that as disclosed on or attached to the present form:
The Firm's disclosures are complete, accurate, and not misleading.
The Firm has received COI Disclosure Form(s) from all Subcontractors (if any) and the present form has attached any COI Disclosure Form(s) thereof.

I hereby certify that I am authorized to sign this COI Disclosure Form as a Representative for the Firm identified below:

Complete Legal Name of Firm: _____
Address: _____
Signature: _____
Name (type/print): _____
Title: _____
Date: _____

Please answer all questions "Yes", "No" or "N/A", and if uncertain answer "Yes."

If the answer to any of the questions 1 through 4 is "Yes," then:
furnish all relevant facts that are necessary to make the response complete, accurate, and not misleading;
and identify any actions that must be taken to avoid, neutralize, or mitigate such conflict of interest (e.g. communications barriers, restraint or restriction upon future contracting activities, or other precaution)

- 1. Is any Associate of the Firm a former employee of the Airport within the last five years or is a family member of a current employee of the Airport?
 YES NO

- 2. Does the Firm or any Associate of the Firm have a conflict of interest with regard to any known member of the Airport procurement evaluation or selection team?
 YES NO

- 3. Does the Firm, or any Associate of the Firm, have any past, present or currently planned interests that are an Actual or Potential Conflict of Interest, with respect to performing the work for the Airport.
 YES NO

- 4. Have Subcontractors furnished COI Disclosure Forms separate from the present form? (If yes, attach Subcontractor disclosures).
 YES NO