

**NORTHWEST ARKANSAS REGIONAL AIRPORT AUTHORITY  
REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES**

**October 18, 2020**

**I. INTRODUCTION**

The Northwest Arkansas Regional Airport Authority (the Authority) is soliciting statements of qualifications and experience from firms and individuals to provide architectural services for airport development, and to provide special services beyond the scope of basic design services.

The Authority proposes to accomplish a number of projects which may include, but are not limited to: additional terminal building modifications/renovations for additional space requirements for public, tenant and concession spaces, covered walkways, space requirement and layout consulting services, standalone structures including but not limited to airport signage, maintenance facilities, development of electronic files, plan reviews, construction observation, construction administration, and other work as may be assigned. While many of the projects are expected to take place over a three-year period, the Authority reserves the right to extend the selection for an additional two years. The Authority also reserves the right to re-advertise for those services not under contract and select multiple firms.

**II. MINIMUM QUALIFICATIONS**

Respondents must show experience in providing architectural services to airports certified under Part 139 of the Federal Aviation Regulations. A Respondent must be knowledgeable of Federal Aviation Administration policies and procedures and be able to demonstrate experience in the various types of consultant services discussed in FAA Advisory Circular 150/1500-14E. To be eligible to submit a statement of qualifications for the work, respondents must meet the following minimum requirements:

1. Must have or be able to timely obtain all applicable licenses and permits required by the Federal government, the State of Arkansas, and Benton County.
2. Must have, within the last five years, provided similar services under applicable FAA guidelines and requirements and involving FAA funding.
3. Must have adequate numbers of qualified personnel to accomplish the work.
4. Must comply with the Authority's policy and program for Disadvantaged Business Enterprises.

**III. GENERAL SCOPE OF SERVICES**

The general scope of work shall consist of the various types of consultant services discussed in FAA Advisory Circular 150/1500-14E. The general tasks to be performed shall include, but not be limited to, the following:

## Architectural Services for Airport Development Projects

- a. **Preliminary Phase.** This phase involves those activities required for defining the scope of a project and establishing preliminary requirements. Some examples of activities within this phase of a project include:
  - i. Conferring with the Authority on project requirements, finances, schedules, early phases of the project, and other pertinent matters; and meeting with FAA and other concerned agencies and parties on matters affecting the project.
  - ii. Planning, procuring and/or preparing necessary surveys, review of existing structural space and existing capacity, geo-technical engineering investigations (if necessary, as a subcontractor), field investigations, and architectural/engineering studies required for preliminary concept and design considerations.
  - iii. Developing design schematics, sketches environmental and aesthetic considerations, project recommendations and preliminary layouts and cost estimates.
- b. **Design Phase.** This phase includes all activities required to undertake and accomplish a full and complete project design. Examples include:
  - i. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
  - ii. Collecting architectural data and undertaking field investigations; performing geo-technical engineering studies (if necessary, as a sub-consultant); and architectural, engineering, and special environmental studies.
  - iii. Preparing necessary architectural reports and recommendations.
  - iv. Preparing detailed plans, specifications, and cost estimates.
  - v. Printing and providing necessary copies of architectural drawings in various formats and contract specifications.
- c. **Bidding or Negotiation Phase.** These activities are sometimes considered part of the construction phase. They involve assisting the Authority in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on the award of contracts, and preparing contract documents. Federal Funds may be used on a project which may require discussions with the FAA.
- d. **Construction Phase.** This phase includes all basic services rendered after the award of a construction contract, including, but not limited to, the following activities:
  - i. Providing consultation and advice to the Authority during all phases of construction.

- ii. Representing the Authority at pre-construction conferences.
- iii. Inspecting work in progress periodically and providing appropriate reports to the Authority.
- iv. Reviewing and approving shop and erecting drawings submitted by contractors for compliance with design concept.
- v. Reviewing, analyzing, and approving laboratory and mill test reports of materials and equipment.
- vi. Preparing and negotiating change orders and supplemental agreements.
- vii. Observing or reviewing performance tests required by specifications.
- viii. Determining amounts owed to contractors and assisting the Authority in the preparation of payment request.
- ix. Making final inspection and submitting a report of the completed project to the Authority.
- x. Preparing as-built drawings in electronic formats and GIS survey of the project.

### **Special Services**

The development of some projects may involve activities or studies outside the scope of the basic design services routinely performed by the consultant. These special services may vary greatly in scope, complexity, and timing and may involve several different disciplines and fields of expertise. Consultants performing special services may be employed directly by the Authority to implement one or more phases of a project or may be employed by the principal consultant via a sub-contractor agreement. In certain instances, these services may be performed by the principal consultant. Some examples of special services that might be employed for airport projects include:

- a. Soils investigations, including core sampling, laboratory tests, related analyses and reports.
- b. Detailed mill, shop, and/or laboratory inspections or materials and equipment.
- c. Land surveys and topographical maps.
- d. Field and/or construction surveys and GIS Survey work.
- e. Photography surveys.
- f. Onsite construction inspection and/or management involving the services of a full-time resident architects(s), inspector(s), or manager(s) during construction or installation phase of a project. This differs from the periodic inspection responsibilities included as part of the basic services.

- g. Special environmental studies and analysis.
- h. Expert witness testimony in litigation involving specific projects.
- i. Project feasibility studies.
- j. Public information and community involvement, surveys, studies, and special presentations to FAA.
- k. Preparation of as-built constructed plans in electronic formats.
- l. Assisting the Authority in the preparation of necessary application for local, state and Federal grants.
- m. Preparation of or updating the Airport Layout Plan.
- n. Preparation of property maps.
- o. Construction management.
- p. Preparation of quality control plan.
- q. Preparation of final reports.

**IV. STATEMENT OF QUALIFICATIONS FORMAT**

Proposals must be received by the Proposal Due Date and Time.

All proposals must be submitted in an electronic format via e-mail. Paper copies will not be accepted.

Northwest Arkansas National Airport  
 Ryan.Hannan@flyxna.com

Proposal shall include:

1. Transmittal letter – Submitted by the firm’s principal and giving the firm name, address, phone number, and person to contact regarding the proposal.
2. Project Description – A brief statement regarding the Consultant’s understanding of the project, an expression of your firm’s interest in undertaking this assignment, and a summary of the major issues that you believe should be addressed in the program.

In addition, describe the technical proposal of the project including project coordination procedure, data collection and data integrity processes, time schedules, any services that would

be provided through a subcontractor, and a concise summary of deliverable products, services, and their quantity.

3. Organizational Structure – The legal form of the Consultant’s business organization, the resident state of incorporation (if applicable), a list of current, bid, and anticipated contracts, and an organizational chart.
4. Facilities and Resources – A list of the firm’s resources considered advantageous to the successful project completion. This might include management capabilities and experience, technical resources or equipment not assigned to this project but available for project consultation, if needed or required.
5. References – Information regarding previous work of similar nature performed by the organization or in conjunction with another organization. This would include a description of work performed and assignment breakdown, the dates and names, addresses and telephone numbers of previous and current clients available for contract, and Standard Forms 254 and 255.
6. Project Staff – Biographical summaries of key personnel who would be responsible for this project throughout the effort and available to commence services immediately after being awarded a contract for services. Also include a listing of similar projects undertaken by the key personnel assigned.
7. All qualifications submitted shall be signed by a principal owner of the architectural firm and be in a form to provide ease of review.
8. Any other information or data which, in the opinion of the proposer, has a bearing upon or would prove useful to this project.
9. The submission shall be no longer than twenty (20) pages of text single sided, or ten (10) pages double sided, not including dividers. An appendix may be utilized for submission of additional material such as brochures or other information.

NOTE: The Consulting firm should be prepared to initiate services promptly upon Notice to Proceed.

**V. Certain mandatory federal requirements apply to this solicitation:**

**Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity**

1. The Offeror’s or Bidder’s attention is called to the “Equal Opportunity Clause” and the “Standard Federal Equal Employment Opportunity Construction Contract Specifications” set forth herein.
2. The goals and timetables for minority and female participation, expressed in percentage terms for the Contractor’s aggregate workforce in each trade on all construction work in the covered area, are as follows:

## **Timetables**

Goals for minority participation for each trade:	3.3%
Goals for female participation in each trade:	6.9%

These goals are applicable to all of the Contractor's construction work (whether or not it is Federal or federally assisted) performed in the covered area. If the Contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the Contractor also is subject to the goals for both its federally involved and non-federally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a) and its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the Contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs (OFCCP) within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the subcontract is to be performed.
4. As used in this notice and in the contract resulting from this solicitation, the "covered area" is **Benton and Washington County, Arkansas.**

### **Title VI Solicitation Notice:**

The Northwest Arkansas Regional 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 any contract entered into pursuant to this advertisement, [select 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 will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

### **Provisions included by Reference:**

- a) Buy American Preference

- b) Title VI of Civil Rights Act of 1964
- c) Davis-Bacon and Related Acts
- d) Debarment and Suspension
- e) Disadvantaged Business Enterprise (DBE) participation will be required as described in 49 CFR Part 26, and all pertinent amendments.
- f) Foreign Trade Restriction Certification
- g) Lobbying Federal Employees
- h) Recovered Materials

**VI. SCHEDULE DATES**

The following is an anticipated schedule for the selection process, with the Authority reserving the right to modify any part of this schedule:

- 1. Initial advertisement for RFQ: October 18, 2020
- 2. Response due date: November 13, 2020 – 3:00 p.m. CST

**VII. STATEMENT OF QUALIFICATIONS EVALUATION**

Each statement of qualifications meeting the Minimum Qualifications will be evaluated, using the following criteria:

- 30 points** a. The specialized experience and technical competence of the firm with respect to the type of professional services required;
- 30 points** b. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project(s);
- 30 points** c. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines; and
- 10 points** d. The firm’s proximity to and familiarity with the area in which the project is located.

**Negotiation**

After selection of the top-rated firm is completed, the Northwest Arkansas Regional Airport Authority will negotiate to achieve the most advantageous contract for the Airport. If, after reasonable effort, a contract cannot be negotiated, the negotiations with the selected firm shall be terminated. The firm will be requested to submit in writing a best and final offer. Any contract negotiated shall include a Not to Exceed dollar clause.

NOTE: The selection process will adhere to the following:

The Northwest Arkansas Regional Airport Authority Purchasing Policy and all applicable Local, State and Federal Regulation. Services to be provided and selection processes are outlined in FAA Advisory Circular 150/5100-14E. Services required include, but are not limited to, consulting/planner services for all phases

necessary for the completion of the above referenced work and incidental services for projects funded by FAA Grants.

The architectural firm, by submission of a proposal and/or execution of a contract, certifies that it:

- a. Is not owned or controlled by one or more Citizens or National of a foreign country included in the list of countries that discriminate against U.S. Firms published by the office of the United States Trade Representative (USTR);
- b. Has not knowingly entered into any contract or subcontract for this project with a consultant or sub-consultant that is a Citizen or National of a foreign country on said list, or owned or controlled directly or indirectly by one or more Citizens or Nationals of a foreign country on said list;
- c. Has not procured any product nor subcontracted for the supply of any product for use on the Project that is produced in a foreign country on said list.

Unless the restrictions on this clause are waived by the Secretary of Transportation on accordance with 49 CFR 30.17, no contract shall be awarded to a consultant or sub-consultant who is unable to certify to the above. If the consultant knowingly procures or subcontracts for the supply of any product or service of a foreign country on the said list for use on the Project, the Federal Aviation Administration may direct, through the Sponsor, cancellation of the contract at no cost to the Government.

All qualifications submitted shall be developed in accordance with the Northwest Arkansas Regional Airport Authority Purchasing Policy, available by request.

## **VIII. NORTHWEST ARKANSAS REGIONAL AIRPORT AUTHORITY**

The Authority reserves the right to negotiate a contract, including the scope of the work and contract price, with any respondent, any combination of respondents, or other qualified parties.

Although the Authority encourages the consultants to develop their own management teams, the Authority reserves the right to issue multiple contracts and select subcontractors.

A review/selection committee will be established from the following individuals: members of the Airport Staff; and/or members of the Northwest Arkansas Regional Airport Authority Board as may be designated will review all qualifications submitted. The number of firms to be considered for oral presentation, if oral presentations are deemed necessary, will be reduced to three (3) or less as decided by the review committee. Firms submitting qualifications and not selected for oral presentations will receive a courtesy letter thanking them for their interest in the project.

If oral presentations are deemed necessary, the firm(s) selected to make oral presentations will be notified of a specific date to appear before the review committee. The purpose of the oral presentation is to provide the consulting firms with an opportunity to expand upon their written qualifications and answer any questions which the review committee may have. The oral presentations shall not be considered as a negotiating

session, but rather a time for the consulting firms to present supportive information about their written proposal and thereby assist the review committee in making a final decision.

The review/selection committee using the Purchasing Policy (adopted by the Authority on Sep 16, 2020) as a guide will make a recommendation to the full Northwest Arkansas Regional Board of Directors for the final decision. The projects may be funded under the FAA Airport Improvement Program (AIP) or by the use of the Passenger Facility Charge revenues or by Airport Revenues. The amount of any project may vary, depending upon the final review of project scope, availability of funds, and price by the FAA or the Northwest Arkansas Regional Airport Authority.

The Authority accepts no obligation for costs incurred by prospective consultants in anticipation of being awarded a contract.

The Authority reserves the right to select successful consultants without discussion of the proposals with the consultants. It is understood that qualifications and/or proposals shall become part of the Authority's official procurement files. Retention of these qualifications and/or proposals does not obligate the Authority to any action.

The Authority reserves the right to reject any and all qualifications and/or proposals received or to accept the qualifications and/or proposals or portion of the qualifications and/or proposals which offers the best value to the Authority. This RFQ does not commit the Authority to a contract for the services described herein.

**The proposals shall be emailed to [Ryan.Hannan@flyxna.com](mailto:Ryan.Hannan@flyxna.com) by November 13, 2020, 3:00p.m., CST.**

Submittals received after the date and time referenced above will not be accepted and will not be considered.

If you have questions regarding this RFQ, submit them in writing at least five (5) business days prior to the RFQ Submission Deadline stated above to [Ryan.Hannan@flyxna.com](mailto:Ryan.Hannan@flyxna.com). Responses shall be in writing. No information exchanged verbally shall be considered binding.

The Authority reserves the right to accept or reject any or all submittals, waive any formalities, technicalities, or omissions, and make an award deemed to be in the best interest of the Authority.

This RFQ is not to be construed as an offer, contract, or commitment of any kind; nor does it commit the Authority to pay any costs incurred by any proposer.

**NOTE: Contact with any members of the Northwest Arkansas Regional Board of Directors will result in a points deduction during the evaluation process.**