



ALLEGHENY COUNTY AIRPORT AUTHORITY

PITTSBURGH INTERNATIONAL AIRPORT
ALLEGHENY COUNTY AIRPORT

REQUEST FOR QUALIFICATIONS (RFQ)
PITTSBURGH INTERNATIONAL AIRPORT
PROFESSIONAL ARCHITECTURAL AND ENGINEERING
DESIGN AND CONSTRUCTION PHASE SERVICES
FOR THE
TERMINAL MODERNIZATION PROGRAM

QUESTIONS RECEIVED BY CATEGORY AND RESPONSES

The comments and/or questions received on the Allegheny County Airport Authority (ACAA) Architectural and Engineering (A/E) Design Team RFQ have been correlated and summarized in the categories as outlined below. Answers are provided within the context of the current organizational and management framework that ACAA is considering. This framework and the process is subject to change as the Terminal Modernization Program (TMP) progresses.

Please note that the Allegheny County Airport Authority (ACAA) has exercised its options, as indicated in the RFQ, to not address all questions as submitted.

- *Request for a copy of Request for Qualifications.*
RFQ is posted on the pittransformed.com website.
- *Would like the list of RFQ respondents in order to contact for teaming.*

Responses to the RFQ are due February 21, 2018. ACAA will select short-listed A/E Teams and provide these Teams with a Request for Technical Proposal (RFTP) on March 5, 2018. A list of the short-listed Primes for each Team will be published at pittransformed.com on or about March 5, 2018.

- ***Specify the requirements of Technical Proposal.***

ACAA will provide a RFTP with requirements to those A/E Teams that are short-listed based on the evaluation of the Qualifications Statements.

- ***Will there be compensation for responding to the Technical Proposal?***

ACAA does not compensate firms/teams for responding to RFQs or Requests for Proposals (RFP).

- ***Is this RFQ for design services only?***

The A/E Design Team RFQ is soliciting for Professional Architectural and Engineering (A/E) Design and Construction Phase Services for the Terminal Modernization Program (TMP) at Pittsburgh International Airport (PIT).

ACAA will be soliciting for Program Management (PM) and Construction Management (CM) services in subsequent RFQs.

- ***Will a separate RFQ be issued for Construction Managers or General Contractors? When will the RFQ for CM services be released?***

Separate RFQ(s) for Construction Management services will be issued at a later date. ACAA reserves the right to pre-qualify contractors for construction.

- ***How is one included on a DBE list for future notifications?***

On the Business Portal page at pittransformed.com. Any person, firm and/or team that is registered through the Business Portal at pittransformed.com will receive notifications regarding the TMP.

- ***How is one added to the TMP database?***

On the Business Portal at pittransformed.com, you can register. Any person, firm and/or team that is registered through the Business Portal at pittransformed.com will receive notifications regarding the TMP.

- ***In the RFQ, does "Advance" mean all components including garage et al?***

Yes, all TMP elements will be advanced to a Design Development (DD) level or progressed as far as required to provide a comprehensive, cohesive TMP design. The ACAA will work with the selected A/E to identify requirements. The parking

garage, Ground Transportation Center (GTC), rental car ready/return, and quick turn-around (QTA) facilities will be the subject of a separate design RFQ/RFP process, and therefore will be advanced to a lesser degree as noted in the RFQ. The ACAA reserves the right to procure additional design packages, which may impact the level of advancement of those components as well. Decisions on packaging have not been finalized at this time.

- ***What are the requirements for local participation?***

There will be a 14% DBE participation goal on contracts and ACAA strongly encourages additional participation by small, local, Minority Business Enterprise (MBE), and Woman Business Enterprise (WBE) firms. ACAA has not established specific percentage participation requirements other than for Pennsylvania certified DBEs.

- ***Can separate A/E packages be used to satisfy Prime Consultant qualification requirements? Will ACAA accept qualifications/relevant experience for the entire Consultant Team including the qualifications/relevant experience of major architectural subconsultants to meet the requirements in Item 5 on page 5 of 9 of the RFQ?***

Per the RFQ, Statement of Qualifications Content, item 5, ACAA is requesting that at least one A/E Team Prime/Lead Firm meet the minimum construction values on one project or program.

- ***How can small firms participate in the mandatory Pre-Proposal Meeting on March 13, 2018 ACAA Industry Day Event.***

ACAA will evaluate the Statement of Qualifications (SOQ) to select short-listed A/E Teams. Only those short-listed A/E Teams will be invited to the mandatory Pre-Proposal Meeting on March 13, 2018 from 9:00 to 11:00 AM at the Airport Hyatt. These short-listed A/E Teams will also participate in ACAA's Industry Day #2, which will provide an opportunity to match and/or fill out their Teams with small, local, DBE, WBE, and MBE firms. Industry Day #2 will be held on March 13, 2018, 1:00 – 4:00PM at the Airport Hyatt.

The short-listed A/E Team Primes will be posted on the pittransformed.com website on March 5, 2018. Contact information for any small, local, DBE, WBE, and MBE firms that are registered on the pittransformed.com website prior to February 28, 2018 will be provided directly to the Primes.

- *Is the ECMS portal the correct avenue for us to look for projects? How will firms be notified of RFTP?*

ACAA is not affiliated with the ECMS portal which is controlled by PENNDOT for their projects. Any information related to the TMP will be published at the pittransformed.com website. Any person, firm and/or team that is registered through the Business Portal at pittransformed.com will receive notifications regarding the TMP.

ACAA will evaluate the Statement of Qualifications (SOQ) to select short-listed A/E Teams. Only those short-listed A/E Teams will be issued the RFTP and invited to the mandatory Pre-Proposal Meeting. These short-listed A/E Teams will participate in ACAA's Industry Day #2, in order to provide an opportunity to match and/or fill out their Teams with small, local, DBE, WBE, and MBE firms. Industry Day #2 will be held on March 13, 2018, 1:00 – 4:00PM at the Airport Hyatt. Short-listed firms/teams will be listed on the pittransformed.com website.

- *Will there be a notice of the Industry Day Event for DBE companies to connect with the Prime A/E Design Team firms?*

ACAA posts notices of all Industry Day events on the pittransformed.com website. Industry Day #2, which is intended to foster participation of small, local, DBE, WBE, and MBE firms, will be held on March 13, 2018, 1:00 – 4:00PM at the Airport Hyatt. Any person, firm and/or team that is registered through the Business Portal at pittransformed.com will receive notifications regarding the TMP, including Industry Day events.

- *Will there be a separate RFQ for technology and integration services? (Described as "specialty systems" on your TMP org chart)?*

Special systems, such as security, baggage handling, and IT are included in the design Scope of Work for the A/E Team. However, ACAA reserves the right to procure any and all additional services deemed necessary at any point in the TMP. This may include additional consulting services for the above mentioned specialty systems.

- *Please clarify how the 10% of fee requirement applies to technical leads and their respective firms. It's feasible that a particular firm could perform say 5% of four different technical service areas and the combined fee for those services*

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could total up to 20% of the total design fee. However, the technical leads for each of those service areas may reside with other firms. How will this be reconciled where a firm could provide say 20% of the design fee in various technical service areas but not have any key staff in the org chart?

The 10% fee requirement is cumulative based on all roles for which an A/E Team member firm is proposed to perform work in the scope. Any firm anticipated to perform work of at least 10% of the fee is considered by ACAA to be a key firm, regardless of whether that firm will be the technical lead. The technical lead for any particular discipline can be from any firm on the team that the team feels is appropriate. Any key staff member identified by the team, whether in the technical lead firm or not, should be included in the Organizational Chart/Table requested in the RFQ Section 7.

- *How is the ACAA going to define a key subconsultant? And what are required qualifications?*

ACAA is not defining key sub-consultants. It is up to the A/E Team to identify any sub-consultants on their respective Team that are considered key to the successful completion of the TMP scope of work.

- *Are subconsultants under this RFQ selection going to be precluded from submitting on the separate A/E design packages that are suggested in the RFQ?*

ACAA is not precluding firms from submitting with multiple teams either as Prime or as a subconsultant. However, firms awarded design services will be precluded from solicitations for program management services to be provided by the Program Management Office, except in those instances where the ACAA determines that there would be no conflicts between potential roles.

- *Can the proposal be printed double-sided as long as we stick to the page parameters give for each for each section*

The RFQ is explicit in the requirements and standards for the SOQ. ACAA expects all submissions to comply with these requirements.

- *Does all text have to be 11 points? Or can some text (headers/sub heads/graphics/pullouts/quotes/notes ... etc.) be slightly smaller as long as the main body copy is 11 points?*

The main body of the text should be predominantly 11 point font. Font sizes for graphics and/or Organizational Charts may vary at the proposer's discretion.

- *Do the tabs have to be traditional tabs or can they be full sheet dividers that are ¼ inch wider than the proposal pages? Does there need to be a tab to separate each number section including the cover and table of contents.*

The RFQ leaves the form of the tabbed insert to the Proposer's discretion.

The RFQ requests that tabs be provided between each numbered section of the SOQ. Tabs are not counted in the maximum number of allowable pages.

- *May a cover/title page be bound in the Proposal if presented in a hard cover binder?*

The RFQ leaves the form of the Cover Sheet to the Proposer's discretion.

- *Will the PitTransformed team consider additional minority business certifications in addition to the 49 CFR 26 guidelines? E.g., if work is not federally funded, would the airport consider a National Minority Supplier Development Council certification?*

[See answer below]

- *The NMSDC certification is valid for the Commonwealth of PA requirements of a "diverse business". Please see the following information:
<http://www.penndot.gov/about-us/EqualEmployment/Pages/Diverse-Business-Program.aspx>. Request for a copy of Request for Qualifications.*

ACAA will use our standard procurement processes that include a 14 percent goal for DBE participation. DBE certification is as defined in the RFQ. ACAA also encourages participation from local, small, veteran-owned businesses, and DBEs, MBEs, and WBEs.

- *As listed in the Scope of Work (page 3), is the intent for the selected A/E team for the TMP to serve as the design A/E for developing the concept for the work envisioned as separate A/E packages? If so, is the TMP A/E precluded from competing for the implementation of the separate A/E packages?*

[See answer below]

- *Is there a clear definitive list of the separate Elements of the TMP that will only be required to be completed to a DD level of design refinement?*

[See answer below]

- *In the RFQ provided by the Authority states a firm can prime and be a subconsultant on these various TMP contracts. Can you please confirm a firm can be a subconsultant for the TMP A/E Contract and prime a separate A/E design package?*

[See answer below]

- *Will the A/E team selected through the current RFQ process advance the parking garage, GTC, rental car counters, ready return, QTA facility, cell phone lot, roadway, and utilities to design development level?*

All TMP elements will be advanced to a Design Development (DD) level or progressed as far as required to provide a comprehensive, cohesive TMP design. The ACAA will work with the selected A/E to identify requirements. The parking garage, Ground Transportation Center (GTC), rental car ready/return, and quick turn-around (QTA) facilities will be the subject of a separate design RFQ/RFP process, and therefore will be advanced to a lesser degree as noted in the RFQ. The ACAA reserves the right to procure additional design packages, which may impact the level of advancement of those components as well. Decisions on packaging have not been finalized at this time.

ACAA is not precluding firms from submitting with multiple teams either as Prime or as a subconsultant. However, firms awarded design services, including subconsultants, will be precluded from solicitations for program management and construction management services to be provided by the Program Management Office or the owner's Construction Management Team, except in those instances for sub-consultants where the ACAA determines that there would be no conflicts between potential roles.

- *Are the tabbed inserts for each section included in the page count?*

No, tabbed inserts for each section are not included in the page count.

- *In regard to the selection process, under Stage 2, point 3 will the score be cumulative from the Technical Proposal, interview, and testing? Or, does the scoring reset at each stage?*

Stage 1 will be used to determine short-listed firms. The RFTP will outline the final selection process and criteria.

- *In regards to Stage 2: Request for Technical Proposal and Interviews (page 3 of 9), can you elaborate on the 3rd bullet that refers to testing?*

After receiving and reviewing the responses to the Technical Proposal, the ACAA will shortlist potential A/E Design teams and may invite key team members to undergo management performance assessments, to further evaluate the capabilities of individuals in leadership positions on the A/E Design Team.

- *Does the Airport Authority know the approximate timing of the RFQs for the separate A/E design packages?*

Separate RFQ(s) will be issued at a later date. The ACAA has not established a specific timeline for the RFQ(s) for the separate A/E Design Packages.

- *Will the separate A/E design packages be selected by the same selection process?*

Yes, but the ACAA reserves the right to make changes to the process.

- *It is noted that there is a requirement for the A/E team to assist ACAA with formulating separate A/E design packages. Would this be for the purposes of construction procurement?*

No, this will just be to procure the additional A/E design packages. However, as noted in the RFQ, the A/E Design Team will be responsible for all design and construction phase services for the new Landside Terminal and refurbishment of the existing Airside Terminal, including developing construction documents and phasing.

- *Is there an existing Central Plant that provides utility to the existing airport (i.e. Chilled Water, Power etc)? If there is an existing Central Plant, does it have capacity to serve the new additions within this project? If there is not, would a Central Plant be an option?*

This level of detail will be provided to the shortlisted A/E Design Teams as part of the RFTP, after they sign an NDA.

- *Is the present airport systems operating within an integrated Data Asset management System?*

The ACAA does not currently have an integrated Data Asset Management System.

- *Will refurbishment of the Midfield terminal concourses include all concourses or just the concourses that interface the proposed terminal building?*

This level of detail will be provided to the shortlisted A/E Design Teams as part of the RFTP, after they sign an NDA.

- *Does one fold out 11x17 page count as two 8.5x11 pages?*

There can be no more than four (4) 11" x 17" fold out pages. Each of these pages are counted as one (1) page.

- *How will the statement of qualifications be scored and which content sections hold more weight?*

The ACAA will be shortlisting the A/E Design Team based on the overall responses to the Qualification Statements.

- *If the design team were to bring a contractor onboard as a preconstruction advisor, would that contractor be precluded from bidding on any subsequent work on the project?*

Yes they will be precluded from bidding on any subsequent work on the project.

- *If some of our projects will be substantially completed this year (2018), and meet all of the criteria stated in Section 5 of the RFQ, will they be considered as qualifying relevant projects?*

Yes, the ACAA will accept these substantially complete project towards the qualification requirements, as long as the A/E firm can provide the proof of the status of the project.

- *Is it required that the Prime/Lead Firm be the entity that contracts directly with the ACAA, or can it be the local Design Firm in the role of Architect of Record? Can the local design firm be the Architect of Record and act as Lead Member of the A/E Team? What are the functions of the Lead Member? Are they administrative and communication in nature and coincident to the role of the Project Manager? If the local Architect of Record can be the Prime/Lead, is the local AOR required to have the relevant experience indicated in Section 5, if teamed with a design architect meeting the relevant experience?*

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As stated in the RFQ, “If the A/E Team is a consortium, partnership, joint venture or multi-party entity, a Lead Member of such entity must be identified to ACAA. The Lead Member will be expected to have full authorization from the A/E Team to bind the A/E Team. Once under contract the Lead Member must be fully authorized by the A/E Team to respond to ACAA’s requests, directives or questions in a timely manner. It is ACAA’s intent that the Lead Member will be the single point of contact for the A/E Team. A copy of any consortium, partnership, joint venture or other multi-party agreement must be provided to ACAA.”

The Architect of Record can act as prime member of the A/E Design Team provided they can provide the relevant experience identified under section 5 “Prime Consultant’s Qualifications/Relevant Experience”. Conversely, the Architect of Record does not need to be the lead firm in your team.

- *Will it be acceptable to include other complex projects of similar large programs in addition to, or in lieu of airport capital programs?*

No, non-Airport Capital Programs will not meet the requirements in the RFQ.

- *Does the ACAA have a project specific delivery standard in place that outlines a desired model-based project delivery/collaboration process for the design-construction phases or does this reference only pertain to the final handover information? Additionally, is there any information available from the ACAA on what specific spatial and physical asset information needs to be captured and which COBie fields are of priority to be delivered within that framework at the end of the project?*

ACAA does not have a delivery standard in place at this time. We wish to hear about your team’s experience in this regard and will work with the selected team to identify delivery requirements prior to finalizing a contract.

- *Will there be an expectation for the Shortlisted A/E teams to provide design content of the new Terminal based on the PDD as part of the Technical Proposal submission?*

At this time the ACAA does not envision including design content of the new Terminal based on the Project Definition Document as part of the Technical Proposal submission.

- *Which section is most appropriate to show a sub consultant/DBE’s relevant project experience who is anticipated to have less than 10% firm project*

participation but will be providing a service listed in the scope of work? Should an appendix be created in this case?

A subconsultant with less than 10% participation that is already identified can be included in the response, as the team thinks is appropriate. However, if included in the Appendix, the RFQ states, "If the A/E Teams would like to submit additional information they can do so as an Appendix to the Qualifications Statement. Materials submitted as an Appendix may or may not be reviewed and considered by ACAA".

- *Will the airport be hiring commissioning agents for MEP and special systems directly or through the Prime contractor? Would it be included in this RFQ or at a later date?*

Special systems, such as security, baggage handling, and IT are included in the design Scope of Work for the A/E Team. However, ACAA reserves the right to procure any and all additional services deemed necessary at any point in the TMP. This may include additional consulting services for the above mentioned specialty systems. Commissioning services are not included in the scope of this RFQ.

PLEASE NOTE:

- Entities wishing to do business with the ACAA are discouraged from undertaking any actions that could be construed by the general public as being part of or sponsored by the ACAA or otherwise associated with the Terminal Modernization Program without approval of the ACAA. Further, entities under contract with the ACAA should not undertake any public activity or provide any public communications about the ACAA or Terminal Modernization Program without the approval of the ACAA.
- Unauthorized and/or improper use of ACAA-owned brands, including logos for PITTransformed, PIT or other entities of the ACAA, are strictly prohibited.