

PURDUE UNIVERSITY AIRPORT

Request for Statements of Qualifications for Professional Consulting Services

The Purdue University Airport is requesting Statements of Qualifications (SOQ) until January 31, 2014 from consulting firms and teams interested in providing professional Architectural and Engineering services required by the Purdue University Airport for the next five years.

Firms and/or teams interested in submitting SOQ's are expected to have extensive, recent and direct experience in airport infrastructure projects such as runway and taxiway repair, replacement and extension; airport signage, lighting and navigational aid replacement and ramp repair. Firms may present project teams consisting of the proposing firms and appropriate sub-consultants, such that the teams have the necessary depth and breadth of experience appropriate for the project. All work shall be accomplished in accordance with FAA Advisory Circular 150/5070-6B.

It is the policy of Purdue University that Disadvantaged Business Enterprises (DBE's), certified by the state or another recognized agency in accordance with 49 CFR Part 26, shall have the maximum opportunity to compete for the awarding of contracts as professional, technical and non-technical service providers to the University.

The University shall award service contracts without regard to race, religion, color, creed, national origin, gender, age or disability. The University reserves the right to approve all sub-consultants, modify roles of proposed sub-consultants and/or require additional sub-consultants in the performance of this contract.

Proposal Content

Five (5) copies of SOQ's must be sealed, delivered via mail or in person, and marked "Purdue University Airport A&E Selection" on the outside of the envelope. Proposals must be complete and include information requested in these instructions. Proposals shall be delivered to the Airport no later than 4:30pm (EST) on Friday, January 31, 2014 at the following address: Betty Stansbury, AAE, Airport Director, Purdue University Airport, 1501 Aviation Drive, Room 201, West Lafayette, IN 47907. No proposals will be accepted after the time and date stated above. All late proposals shall be returned unopened.

This is NOT a request for a priced proposal. Do not include a priced proposal.

Qualification statements are limited to a total of 25 pages. The statements must include the following information;

- 1) Corporation qualification
 - a) Name of firm and brief profile and history of the firm
 - b) Previous experience on similar projects within the last five years
 - c) Location of the office to perform the work
- 2) Sub-consultants used (if any)
 - a) Provide a listing of all sub-consultants which are proposed to be part of the team. Include responsibilities and qualifications of each sub-consultant.

- 3) Roles and responsibilities
 - a) Include an organizational chart with all identified firms and key personnel
 - b) Project approach
 - c) Resumes of key personnel who will specifically work on projects included in this contract
- 4) Performance on previous projects
 - a) On-time/in-budget performance on projects
 - b) At least three (3) airport client references with telephone numbers for previously completed projects similar to those proposed
- 5) Present work load
 - a) Key staff assignments through project period
 - b) Commitments versus resources of office and personnel proposed for project
 - c) List other projects key personnel will be working on simultaneously with this project and how much time is expected to be dedicated to this project
- 6) EEO policy of the firm
- 7) Proposed method to achieve Disadvantaged Business Enterprise (DBE) participation
- 8) Supplemental information which you feel is important for us to consider your firm

Evaluation Procedures

A selection committee has been established to review and evaluate all SOQ's received. The SOQ's will be reviewed, evaluated and ranked upon the required criteria. Each of the criteria listed in the RFQ will be evaluated on how fully each submittal meets the University's requirements. Particular emphasis will be placed on the consultant's past successful completions of similar projects shown by work summaries of the firm and individuals to do the work, as well as by references.

Firms submitting SOQ's that are short listed for further consideration will be requested to participate in an on-site presentation with the selection committee. The format and date of the presentation will be established at the time of short listing. Four or five firms are expected to be invited for on-site presentations.

Statement of Interest and Qualifications

Each submittal from a qualified consultant received in response to this request will be judged as a demonstration of the consultant's capabilities and qualifications. Only those consultants who supply complete information as required by this request will be considered for evaluation. The factors used to determine this will be:

- 1) An understanding of the requirements of this request demonstrated by the organization, clarity and completeness of the submittal
- 2) The past performance record and qualifications of the firm and the individuals who will do the work, verifiable through references and resumes
- 3) The ability of the consultant to provide a timely response on a consistent basis

Qualification statements will be evaluated and scored by the following percentages:

- 1) Having the necessary similar experience, organization, technical and managerial staff, and the facilities to carry out this work (30%)
- 2) An adequate past record of performance on similar projects, verifiable by references (30%)
- 3) Having familiarity of the airport and the applicable federal, state and local codes required for this project (10%)
- 4) Having the financial and personnel resources for the performance of the contract, or the ability to obtain such resources (20%)
- 5) Being an Equal Opportunity Employer and being otherwise qualified by law to enter into a contract such as this (5%)
- 6) The consultant's proximity to the airport as determined by the selection committee (5%)

Purdue University reserves the right to accept or reject any or all responses without action. Reference checks may be used as a 'tie-breaker' in the short listing, or used as additional consideration during the formal interview and final selection process. The University shall not be liable for any cost incurred by the consultant in the preparation or presentation of a response to this request.

Inquiries

Questions concerning the RFQ must be submitted in writing to Betty Stansbury, AAE, Airport Director at bmstansbury@purdue.edu. All questions and answers regarding this request for SOQ are public information and may be made available to other firms receiving this request. Questions received later than Tuesday, January 28th will not be answered.

Services and Project description

All services to be performed under the contract shall be in accordance with Federal Aviation Administration Advisory Circular's. The scope of work may include but not be limited to the following work elements:

- 1) Overlay runway 10/28
- 2) Replace and extend runway 5/23, construct stub taxiway
- 3) Replace and extend taxiway C
- 4) Replace runway and taxiway guidance sign system, replace ramps as needed
- 5) Miscellaneous other services including environmental assessments and pavement analysis

Contract requirements

The successful consultant will be required to complete a service contract provided by Purdue University, which will incorporate the submittal, scope of work, and work schedule as part of the contract. The successful consultant shall also be required to provide a current professional liability insurance policy with a minimum amount of \$1,000,000. In addition, it will be necessary for the successful consultant to be covered by workers compensation insurance which will extend to the work done within the state of Indiana.

-End of RFQ-