



REQUEST FOR QUALIFICATIONS for

CITY OF WADSWORTH, OHIO AIRPORT RWY 2/20 PAPI PROJECT CONSTRUCTION SERVICES 2023-408

DBE Participation Goal: 5.8%

June 2024

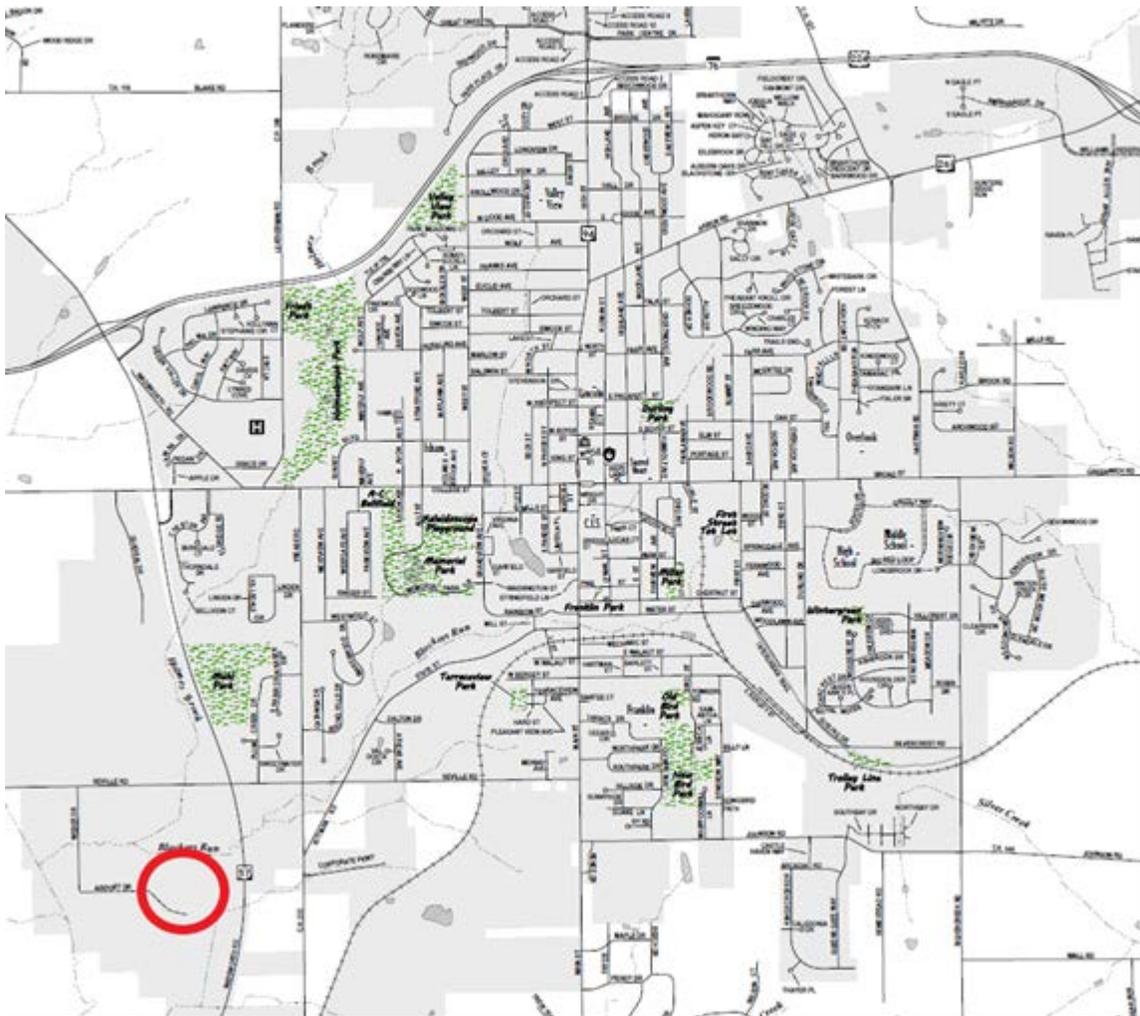


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INTRODUCTION:

The City of Wadsworth (CITY) is requesting proposals from qualified consultant firms (CONSULTANT) for the construction professional services for the Airport Runway 2-20 PAPI Construction Project.

The work will cover runway 2/20 located on the east side of the Wadsworth Municipal Airport (see map below). In general, this will include the construction administration and construction inspection of replacing the existing Visual Approach Slope Indicators (VASI) with Precision Approach Path Indicators (PAPI) along existing runway 2/20 at the Wadsworth Municipal Airport.



PURPOSE AND GOALS OF THE PROJECT:

The purpose of this project is to perform the construction administration and construction inspection to replace existing Visual Approach Slope Indicators (VASI) with Precision Approach Path Indicators (PAPI) along existing runway 2/20 at the Wadsworth Municipal Airport.

Goals of the project include, but are not limited to, install PAPI's, associated foundation or supports, and associated appurtenances along runway 2/20 to improve the safety of landing aircraft and abandon existing VASI's.

Other goals of the project include:

- Verifying work has been installed according to the plans and specification.
- Measuring final quantities for payment.
- Obtaining from the contractor all required documentation to verify all work meets FAA standards.
- Producing all reports needed to verify all work was installed to FAA standards.
- Verifying DBE Goals are met.
- Updating the Airport Layout Plan (ALP) as required by the FAA.
- Coordinating with the City Engineering department as needed.
- Prepare required FAA reports, reimbursement requests, and grant closeout reports.

BACKGROUND:

Owned by the City of Wadsworth, Wadsworth Municipal Airport (3G3) is a public access airport located just a few miles southwest of downtown Wadsworth.

Wadsworth Municipal Airport has two asphalt runways, 10/28 (2,392 feet by 35 feet) and 2/20 (3,529 feet by 75 feet). The airport currently has Navigational Aids (NAVAIDS) installed including a Medium Intensity Runway Lighting (MIRL) and VASI's installed on runway 2/20. The VASI's installed on runway 2/20 are no longer certified and are currently not in use. During the 2019 Master plan effort, it was recommended to upgrade the runway lighting to PAPI's to improve the active NAVAIDS at the airport.

It is anticipated that the work outlined in this scope of services will be funded in part by Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant funding and with the Ohio Department of Transportation Division of Aviation, as such, all applicable standards must be met.

In accordance with Federal Aviation Administration Advisory Circular 150-5100-14E, the City of Wadsworth submits this RFQ seeking responses from consultants experienced in providing professional services needed for projects within airport environs. The City of Wadsworth seeks to enter into a professional services agreement with a qualified airport consultant to assist with the construction administration and construction inspection of the Airport RWY 2/20 PAPI Project. All work must meet Federal Aviation Administration (FAA), Ohio Department of Transportation (ODOT) Aviation Division, City of Wadsworth, and all other applicable standards and regulations.

Consultants who submit proposals for this project must be licensed Professional Engineers in the State of Ohio and with demonstrated experience in airport planning, engineering, and in particular PAPI construction and installation. To be considered, interested parties must submit their Proposals in accordance with the requirements set forth in this RFQ.

SCOPE OF WORK:

The following recommended scope of work for the project is meant to provide a guideline for the preparation of proposals. Responses to this RFQ may suggest alternative approaches to the scope, so long as the end result is achieved.

1. Assess / verify project's vision, goals, and objectives.
2. Identify constraints and parameters.
3. Identify and reduce project risks.
4. Inspect that all work is installed according to the plans and specification.
5. Determine pay quantities.
6. Prepare all FAA required documentation.

TASKS AND DELIVERABLES:

TASK 1: CONSTRUCTION

Task 1.1: Assistance with Contract Administration

- The CONSULTANT shall perform Contract Administration Services for the duration of Project construction and certification with the FAA. The successful CONSULTANT will work with the CITY to refine this task's Scope of Services to meet the CITY's needs for the Project.

TASK 2: ADDITIONAL SERVICES (ALLOWANCES)

The CITY may require additional services from the CONSULTANT for items not specifically included in the aforementioned Tasks. These services may consist of, but not be limited to, additional investigative and/or construction inspection services. It is the CITY's intent to determine the appropriate price for Additional Services during negotiations with the selected CONSULTANT.

The funds associated with special and general allowances may only be used following written authorization from the City Engineer prior to the work being conducted.

NOTE:

The CONSULTANT should base the Technical Approach section of the proposal on the described tasks and the description of the project and services in this RFQ.

Negotiation of the Scope of Services with the successful CONSULTANT will begin with a project specific version of the above Scope of Services. The successful CONSULTANT will work with the CITY to revise and refine the Scope of Services to meet the CITY's needs for the Project.

PROPOSAL FORMAT AND REQUIREMENTS:

The proposal shall be limited to 5 pages with a page size of 8 ½"x11", single space and type size shall not be less than 10 point font for each response item. Note for page-counting purposes, a page equals a one-sided sheet. Any additional information that the CONSULTANT wishes to include that is not specifically requested should be included in an appendix to the proposal. CONSULTANT teams are encouraged to keep the proposals brief and concise, but sufficiently detailed to allow evaluation of the study understanding and approach.

In order to simplify the evaluation process, the CITY is seeking proposals in the following format:

Cover Letter (one page maximum): The letter shall be signed by a principal or other member of the Consulting firm who is authorized to contractually bind the firm and to negotiate a contract with the CITY. Provide name, title, address, email, and telephone number of the authorized person and the contact, if not the same individual.

Project Overview: Provide a narrative description of the project based on the Scope of Work presented in the RFQ. Include any issues that you believe will require special consideration for this project. Staff will assess your understanding of all aspects of the project based on the overview.

Description of Project Approach: Briefly describe the project understanding and approach used by your firm.

Team: Include a chart with the proposed project team comprising of the Project Manager, the key support personnel, and any subconsultants. Resumes or CVs should be provided in an appendix for each team member integral to the Project.

Comparable Project Experience: Briefly describe projects performed involving similar scopes of work, particularly any work performed for government agencies of similar nature.

Proposed Project Schedule: It is anticipated this project will be awarded and bid in the Summer of 2024.

Disadvantaged Business Enterprise (DBE) Goal: The requirements of 49 CFR part 26 apply to this contract. It is the policy of the CITY to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. A DBE Contract goal of 5.8 percent has been established for this contract. The CONSULTANT shall make good faith efforts,

as defined in Appendix A, 49 CFR Part 26, to meet the contract goal for DBE participation in the performance of this contract.

As a condition of a negotiated project, the CONSULTANT must submit the following information upon award on the forms provided herein and must provide written confirmation of participation from each of the DBE firms the CONSULTANT lists in its commitment. Blank Contractor's DBE Plan and DBE Letter of Intent forms are included as attachments to this RFQ.

The following information will be required of every CONSULTANT:

- (1) Award of the contract will be conditioned on meeting the requirements of this section;
- (2) All CONSULTANT will be required to submit the following information to the recipient, at the time provided in paragraph (3) of this section:
 - (i) The names and addresses of DBE firms that will participate in the contract;
 - (ii) A description of the work that each DBE will perform. To count toward meeting a goal, each DBE firm must be certified in a NAICS code applicable to the kind of work the firm would perform on the contract;
 - (iii) The dollar amount of the participation of each DBE firm participating;
 - (iv) Written documentation of the CONSULTANT's commitment to use a DBE subcontractor whose participation it submits to meet a contract goal; and
 - (v) Written confirmation from each listed DBE firm that it is participating in the contract in the kind and amount of work provided in the prime CONSULTANT's commitment.
 - (vi) If the contract goal is not met, evidence of good faith efforts (as elaborated in Appendix A of Part 26). The documentation of good faith efforts must include copies of each DBE and non-DBE subconsultant quote submitted to the bidder when a non-DBE subconsultant was selected over a DBE for work on the contract; and
- (3) The CONSULTANT will be required to present the information stipulated in paragraph (2) of this section as a matter of responsiveness under contract negotiation procedures.

INSTRUCTIONS TO PROPOSERS:

Proposals must be received no later than 4:30 p.m. EST, Friday, July 5, 2024.

Three (3) hard copies and one electronic copy shall be submitted.

Proposals are to be addressed to Wadsworth City Engineer, City of Wadsworth, City Hall, 120 Maple Street, Wadsworth, Ohio 44281.

Please direct all inquiries to the Project Manager, Jim Bozigar, at jbozigar@wadsworthcity.org.

SELECTION PROCESS:

Upon completion of the scoring and ranking of the written submittals, the CITY may make a selection based on the following selection criteria. Alternately, the CITY may select the top ranked firms to deliver a presentation to provide further clarification of their capabilities, experience, and approach. The CITY reserves the right to reject any or all proposals and to waive any and all irregularities to choose the firm which, in the CITY’s opinion, best serves the CITY’s interests.

SELECTION CRITERIA:

Proposals will be evaluated based on completeness of the items identified in this RFQ and the extent to which the CONSULTANT is likely to be able to achieve the desired results. Proposals will be evaluated based on the following criteria.

Proposal Section	Available Points
Project Understanding	20
Project Approach	20
Project Manager Qualifications	20
Team Qualifications	20
Comparable Project Experience	15
Proposed Project Schedule and Availability	5
Total	100

CONSULTANT SELECTION SCHEDULE:

A following schedule has been established for conducting this CONSULTANT selection process. The CITY reserves the right, however, to modify this schedule at any time.

Statements of Qualifications Due	July 5, 2024
Interviews/Presentations or Questions/Interviews by Phone, if required	July 8, 2024
Consultant Selection	July 9, 2024
Fee Proposal Due	July 15, 2024
Contract Award (after grant offer and City acceptance)	September 18, 2024

ATTACHMENTS or LINKS:

- 100% Design Plans and Specifications
- Professional Services Contract *(there will be no negotiating of contract terms and conditions)*
- Scope of Work Template – Example for larger design project
- Consultant Monthly Invoice Progress Report Summary – Example

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