



COLUMBUS
REGIONAL AIRPORT AUTHORITY

SOLICITATION NUMBER: ENG-2017-017

REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR PROGRAM MANAGEMENT SERVICES FOR
MIDFIELD DEVELOPMENT PROGRAM – PHASE I
AT JOHN GLENN COLUMBUS INTERNATIONAL
AIRPORT

Response Due Date and Time:
May 25, 2017
at 2:00 p.m. Eastern Time

FOR
CRAA PLANNING & ENGINEERING DEPARTMENT

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SECTION 3 - PUBLIC ADVERTISEMENT

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR PROGRAM MANAGEMENT SERVICES FOR MIDFIELD DEVELOPMENT PROGRAM – PHASE I AT JOHN GLENN COLUMBUS INTERNATIONAL AIRPORT FOR THE COLUMBUS REGIONAL AIRPORT AUTHORITY

The Columbus Regional Airport Authority (CRAA), Columbus, Ohio, is soliciting Statements of Qualifications until 2:00 p.m., Thursday, May 25, 2017, from firms interested in and qualified to provide Professional Program Management Services for the Midfield Development Program – Phase I at John Glenn Columbus International Airport. The services may include, but are not limited to, the following:

- . Overseeing the Midfield Development Program – Phase 1 projects including but not limited to the following:
 - Consolidated Rental Car facility (CONRAC)
 - Stormwater Basin Improvements
 - Relocation of Utility Corridor
- . Coordinate and communicate status of projects with all stakeholders (CRAA, RACs, RAC Tenant Rep) throughout design, construction and post construction activities including:
 - Design decisions
 - Operational questions
 - Changes during construction
 - Construction impacts (road closures, utility outages, etc)
 - Key milestones achievements
- . Coordinate with the FAA to assure 7460 Submittal Completion
- . Document management/control
- . Review each design stage submission (program verification, schematic design, design development, construction documents) and provide comments. Completeness of submission, constructability, document coordination, best practices, operational considerations, etc.
- . Check and accept conformed drawings/specs from the A/E's
- . Oversee RFI process between A/E and CMAR to ensure questions are answered and answers are appropriate
- . Change management (review pricing/negotiate with CMAR, make approve/reject recommendations to owner)
- . Design management (ensure A/E is progressing according to plan – scope and schedule)
- . Stakeholder coordination during design and construction phase CMAR meetings
- . Maintain familiarity with the progress and quality of the work on the project and take action as necessary or appropriate to achieve conformity with the Contract Documents
- . Take and maintain progress photos (linked to floor plans?) with dates and locations including documentation of work to prior to covering (e.g. pre-pour photographs for in slab, in-wall photos prior to drywall, etc.)
- . Monitor contractor red-line drawings to ensure timely updates for accurate information
- . Oversee QA/QC including managing acceptance testing firm
- . Daily force reports
- . Review submittals
- . Field coordination
- . Maintain Modification/Change Order Log
- . Schedule
 - Review schedules from each Project and provide accept/reject recommendation to Owner

- Compile and maintain overall Program Schedule with input from various project schedules as well as non-project owner tasks (e.g. final cleaning, owner training, move-in, stakeholder walk-throughs, media events, grand opening events, etc.)
- . Invoicing – Review (accept or reject), when complete, pass to Owner for processing
- . Design fee negotiation (as required)
- . GMP negotiations and development
- . Value engineering efforts (coordinate and lead)
- . Provide monthly status reports to the project staff and Senior Leadership
 - Report should be concise quick snapshot of progress and health of the program
 - Includes basic financial metrics for each project
 - Overall program cashflow projections
 - Overall program schedule status
 - Progress Photos
- . Financial performance (EAC analysis/trends)
- . Manage other consultants on project (e.g. testing etc.)
- . Attend and participated in weekly progress meetings with CMR, Contractors, Subcontractors, Designer, Owner and other consultants
- . Attend and participate in all pre-construction, quality control, pre-installation and any other special meetings with the Owner, CMR, Subcontractors and any other parties involved in the project
- . Review close-out deliverables for contract compliance and forward to owner once complete
- . Drive close-out process for punchlist completion, close-out document delivery, final billing, etc.)
- . The Columbus Regional Airport Authority is implementing a committee system for finance and construction decision controls. The selected firm will be asked to support and provide documentation for use with those committee approvals.

Publications advertisements begin: Week of April 24, 2017

Website posting: Effective April 24, 2017

The Columbus Regional Airport Authority values the importance of diversity and inclusion and has established a Diversity Business Partners (DBP) participation goal for the Consolidated Rental Car Facility project. It is the policy of the CRAA that Disadvantaged Business Enterprises; Women Business Enterprises; Minority Business Enterprises; Small Business Enterprise; and Encouraging Diversity, Growth and Equity organizations shall have the maximum opportunity to participate in the provision of services as outlined in this request. This request for qualifications document, and other items pertinent to the submittal, are available at our website (www.columbusairports.com/construction/rfq.asp) and should be checked frequently for any changes. Addenda shall be posted to the same site and it shall be the Respondent's responsibility to obtain the addenda from the site, without notification from the CRAA.

The Columbus Regional Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and 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.

**SECTION 4- CRAA CONTACT INFORMATION
AND SUBMITTAL INSTRUCTIONS**

QUESTIONS RELATING TO REQUEST FOR QUALIFICATIONS

Any and all questions regarding this solicitation must be in written form. For proper identification, the subject line of all communication must state "Program Manager Services for Midfield Phase I." Questions must be directed to:

Office of Contracts and Procurement
John Glenn Columbus International Airport
4600 International Gateway
Columbus, Ohio 43219
Email: craaprocurement@columbusairports.com
Fax: 614-239-3183

The cut-off date and time for questions regarding this solicitation is Thursday, May 18, 2017, at 2:00 p.m. Eastern Time. Any responses provided by the CRAA, in its sole discretion, will be posted on the CRAA's website in the form of an addendum to the original RFQ.

SUBMITTAL INSTRUCTIONS

One (1) electronic (PDF only ON CD ONLY) and five (5) Original hard copy submittal shall be provided. The electronic PDF shall have navigational bookmarks and be text searchable. If there is a discrepancy between the electronic copy and the original hard copy, the original hard copy will take precedence, unless otherwise allowed by the CRAA in writing. The submittal on the CD must be in the same order as the original hard copy of the submittal. Submittals on CD not matching the order of the original hard copy may result in the submittal being disqualified. Responses to this solicitation should be sealed, and delivered to:

COLUMBUS REGIONAL AIRPORT AUTHORITY
ATTN: OFFICE OF CONTRACTS & PROCUREMENT
C/O ADMINISTRATIVE OFFICE
4600 INTERNATIONAL GATEWAY
COLUMBUS, OH 43219

The following identification must be on the outside envelope for it to be received properly:

**SOLICITATION FOR PROGRAM MANAGMENT SERVICES FOR MIDFIELD
DEVELOPMENT PHASE I
DUE: Friday, May 25, 2017 by 2:00 p.m. Eastern Time**

In the event the response is hand delivered, it must be submitted to the Administrative Office Receptionist so that it is time-stamped upon receipt. The CRAA is not responsible for responses that are not received by the Receptionist in the Administrative Office.

Submittals received after the date and time stated above will not be opened or considered.

SECTION 5 - INFORMATION FOR RESPONDENTS

TERMS AND CONDITIONS FOR RESPONDENTS

This section sets forth terms and conditions for Respondents responding to this Request for Statements of Qualifications (RFQ).

SPECIAL CONDITIONS: Special conditions included in the specifications of the RFQ and the sample Professional Services Master Agreement will be provided to the short-listed firms. If inconsistent with provisions included in "Information for Respondents", shall take precedence over any provisions in "Information for Respondents" to the extent inconsistent.

TEAMING PROHIBITIONS: It is the CRAA's intent to solicit for separate Construction Management, Design and Program Management services for this program. To preserve the independent nature of the owner's representative, any consulting firm serving on the Construction Management or Design teams for any of the projects within this program will not be permitted to participate in this Solicitation. Any consulting firm on the successful team will not be allowed on any subsequent teams within the Midfield Phase I Program.

CHANGES AND ADDENDA TO RFQ DOCUMENTS: It is the responsibility of the interested parties to check for changes or addenda to this RFQ. Each change or addenda issued in relation to this document will be on file with the CRAA contact listed herein, no less than two working days prior to the scheduled RFQ due date. It will also be available on CRAA website. Total RFQ inquiry, postponement, or cancellations may be issued later than the time specified above. If a respondent has submitted a response prior to addenda being issued, and the respondent's response would change as a result of the addenda, then the respondent should submit a new package clearly stating that the new submittal supersedes the previous submittal. If the respondent feels the addendum does not change the original submittal, the respondent must still provide an acknowledgement of receipt of the addenda and a statement that it does not cause the need for completing a new submittal. Please send the acknowledgement to the "submittal address" noted in Section 4 of this solicitation.

ACCEPTANCE AND REJECTION: The response submitted by the Respondents to the CRAA will be accepted or rejected within a period of one hundred eighty (180) days from the due date. The CRAA reserves the right to waive technicalities and non-material irregularities in the submissions, or to cancel and re-solicit responses for the required Services. Services may be considered as a separate offer and the CRAA reserves the right to award a contract on each service separately or on all services as a whole or any combination thereof, to one or more respondents. In addition, respondents whose qualifications are presented on an "All or None" basis must clearly state such fact in their written responses. A respondent's response may be rejected in whole or in part at any time.

All material submitted in response to this RFQ becomes the property of the Columbus Regional Airport Authority. The CRAA may choose to retain or return these materials to the Respondent, at the Respondent's expense.

WITHDRAWAL OF RESPONSES: Respondents may withdraw their responses at any time prior to the due date and time for the receipt of responses. However, no Respondent shall withdraw or cancel a response for a period of one hundred eighty (180) calendar days after the due date and time for the receipt of the statement of qualifications.

DIVERSITY BUSINESS PARTNER PROGRAM: A diversity and inclusion goal of 17% has been established for this project. Pursuant to the requirement of 49 CFR Part 26 and Part 21 as applicable to this solicitation, it is the policy of the CRAA that Diversity Business Partner

Program certified firms shall have the maximum opportunity to participate in the provision of services as outlined in this request. Respondents shall develop and implement a plan for a good faith effort to obtain Diversity Business Partner participation by companies holding a valid certification by a government agency in the State of Ohio. A copy of the current Diversity Business Partner certification document from a government agency within the State of Ohio must be included in the qualifications submittal in order to receive any points in the business diversity selection criteria. For more information about the CRAA's Diversity Business Partner Program or what constitutes a "Good Faith Effort", contact Karmin Bailey, Business Diversity, at KBailey@ColumbusAirports.com.

DISQUALIFICATION: Consultant candidates are not to meet or communicate with the CRAA staff or Board members during the pendency of the solicitation process, except as indicated elsewhere in the RFQ. The solicitation process is deemed to have begun when the CRAA has publicized the advertisement of the RFQ. The process is deemed to have concluded when a contract has been fully executed with the selected firm. It is the responsibility of the candidate to know whether [s]he is engaging in an inappropriate ex parte communication with the CRAA staff. Inappropriate communication may result in disqualification from current or future selection processes. When in doubt, please contact CRAA Procurement at craaprocurement@columbusairports.com.

RESPONDENT'S TERMS AND CONDITIONS: Terms and conditions, qualifications or reservations submitted with the response, which are contrary to CRAA policies, procedures, information for Respondents, or the Professional Services Master Agreement proposed for this solicitation, terms and conditions, qualifications or reservations shall be disregarded for the purpose of any subsequent contract. CRAA reserves the right to reject any response submitted with terms and conditions, qualifications or reservations.

COSTS INCURRED FOR RESPONSE SUBMISSIONS: The CRAA is not liable for any cost associated with the preparation of the response or any other costs incurred by any Respondent prior to the execution of the contract. The rejection of any response, in whole or in part, at the CRAA's discretion, will not render the CRAA liable for incurring any cost or damage.

INDEMNIFICATION: The Consultant agrees to indemnify and hold harmless the CRAA and its officials, employees and other agents and representatives, against any loss, claim, cause of action, damage, or liability whatsoever, whether without limitation, strict or absolute liability in tort or by statute imposed, charge, cost or expense, including without limitation, attorneys' fees to the extent permitted by law, which may be incurred in connection with, or in any manner arising out of any damage or loss to property or injury or death of any person resulting from, or arising out of, without limitation the Respondent's performance in connection with this solicitation process. The indemnification obligations contained herein shall apply only to the extent caused by the negligent acts or omissions of the Consultant, anyone directly or indirectly employed by it or anyone for whose acts it may be liable, regardless of whether or not such loss, claim, cause of action, damage or liability is caused in whole or in part by a party indemnified hereunder.

RFQ AWARD DEBRIEFING (In the event of contract award to another Respondent): Once a contract award is made and negotiations are successfully concluded, the CRAA may conduct meetings to debrief other Respondents upon request. Debriefs can occur sooner than successful contract conclusion, however, only if the requesting respondent waives its rights to further consideration within the solicitation process. The award and contract information shall be posted on the CRAA website on the business information page. The CRAA may conduct debriefing meetings up to and including six (6) months after the award and contract information is posted to the CRAA website. After the award and contract information is posted to the CRAA website, Respondents who wish to inquire about any aspect of this RFQ or award

should deliver a written request to:

Office of Contracts & Procurement
Port Columbus International Airport
4600 International Gateway
Columbus, Ohio 43219
Email: craaprourement@columbusairports.com
Fax: 614-239-3183

The debriefing request may be delivered to the above office by delivery, mail, e-mail or fax. Please include the title of the RFQ, the Department for which the RFQ was solicited, and the date that responses were due. Indicate the company name and contact information so that the CRAA can respond to the request. Questions requiring research should be submitted a minimum of three business days in advance of any debrief meeting.

The CRAA will review the request for a debriefing meeting. As appropriate, the CRAA will make good faith efforts to debrief the Respondent as soon as possible.

ADDITIONAL TERMS AND REQUIRED DOCUMENTS IN THE EVENT OF A CONTRACT

This section sets forth contract terms and the required contract documents that the successful Respondent must execute following the award of the contract by the contracting authority.

PROFESSIONAL SERVICES MASTER AGREEMENT (2016): The successful Respondent shall execute the standard agreement provided to the Short-Listed firms.

DEFAULT PROVISION: In case of default by the consultant, including failure to timely execute the awarded Contract, the CRAA may procure services from other sources and hold the consultant responsible for any excess costs occasioned or incurred thereby.

DELINQUENT PERSONAL PROPERTY TAX: All Respondents are charged with notice of Section 5719.042 of the Ohio Revised Code and agree that if this contract is awarded to them, the successful Respondent, prior to the time the contract is entered into, will submit to the CRAA, as directed, the affidavit required by that section of the Ohio Revised Code. Said affidavit, when submitted to the CRAA, is thereby incorporated into this Contract unless such statement has been so incorporated.

Section 5719.042 of the Ohio Revised Code: After the award by a taxing district of any contract and prior to the time the contract is entered into, the person making a bid shall submit to the district's fiscal officer, a statement affirmed under oath, that the person with whom the contract is to be made was not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the taxing district has territory or that such person was charged with delinquent personal property taxes on any such tax list, in which case that statement shall also set forth the amount of such due and unpaid delinquent taxes and any due and unpaid penalties and interest thereon. If the statement indicated that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the fiscal officer to the County Treasurer within thirty (30) days of the date it is submitted. A copy of the statement shall also be incorporated into the contract and no payment shall be made with respect to any contract to which this section applies unless such statement has been so incorporated as a part thereof.

PUBLICATIONS: The Consultant agrees not to publish, or use matters relating to this Contract in advertising, sales promotion, or publicity matters without the prior written consent of the CRAA except that which may be required under law. The Consultant further agrees to submit to the CRAA's Project Manager, or appropriate representative, all advertising, sales promotion,

and other publicity matters relating to this Contract wherein the CRAA's name, or the name of any of its airports, is mentioned or language used from which the connection of the CRAA's name therewith may, in the CRAA's judgment, be inferred or implied.

SAFETY REQUIREMENTS: The Consultant, while performing duties, shall adhere to all rules of their particular industry, with regard to mandates by the Environmental Protection Agency (EPA) and/or Occupational Safety and Health Administration (OSHA), and any other regulation applicable to the circumstance.

SIGNATURE: The Contract must be signed by the Consultant. In the event of a contract award where the company is a corporation, if the person signing the contract is other than the president of the corporation, the signature affidavit must be completed. This includes providing a copy of a meeting of the Corporation board of directors, showing that the person has the authority to sign such contracts that bind the company. Once counter-signed by the CRAA, it shall constitute a binding Contract.

AUTOMATED CLEARING HOUSE (ACH) AND ELECTRONIC FUNDS TRANSFER (EFT): The CRAA utilizes Automated Clearing House (ACH) and Electronic Funds Transfer (EFT) for Consultant payments. The Consultant will receive ACH/EFT payments via electronic transfer.

SECTION 6 - ANTICIPATED SCOPE OF SERVICES

INTRODUCTION AND PROJECT BACKGROUND

John Glenn Columbus International Airport serves over 7 million annual passengers. A recent study revealed that the maximum capacity of the existing facility is approximately 9 million annual passengers. With projected growth expected to exceed the capacity and the facilities near the end of their useful life, John Glenn Airports New Terminal and Midfield Development Program encompasses multiple projects to allow for the expected growth over the coming years.

The Midfield Development Program – Phase I encompasses 4 primary projects; A new Rental Car Facility, RTR Relocation, Storm water Basin Improvements and Utility Corridor Relocation.

More than five hundred eighty thousand (580,000) passengers complete rental car transactions for a total of approximately two million (2 million) transaction days each year at John Glenn Airport (“CMH”). There are nine (9) Rental Car brands operating out of the existing bottom two (2) floors of the long term parking garage at CMH. In order to meet current needs and anticipated demands for rental vehicles, CMH is building a state-of-the-art, Consolidated Rental Car Facility (“CONRAC”) .

The CONRAC will be built on an approximately ten (10) acre site which is currently occupied by the existing cell phone lot and remote rental car storage lots. The buildings and improvements will be demolished prior to construction of the CONRAC and cell phone lot will be relocated. The construction area will impact the main roadway utilized by passengers.

One of the FAA’s existing Remote Transmitter/Receivers (RTR) needs to be relocated to clear space in the Midfield area for development. While much of the project will be handled by the FAA, there will be some duct banks constructed by CRAA for the relocation. Additionally, the project needs to be closely coordinated with the other aspects of the Midfield Program to ensure overall schedules are maintained.

The existing storm water drainage from the Midfield area leaves the airport via two streams (mason run & turkey run) to the south. Those streams are over taxed currently and the Midfield program will increase the impermeable area. The Storm water basin Improvements for Outfall 4 will create new storm detention as well as a new outlet into Big Walnut Creek.

The New Terminal and Midfield Development Program require upsizing and relocation of many of the existing utility feeds. The Utility Corridor Relocation is intended to provide new connections for primary electric service, gas service, telephone/internet service, as well as the relocation and improvement of the local data ducts for CRAA and the FAA. The improved utilities will feed the New Terminal development, but also the Rental Car Facility, Parking Garage, Utility Plant, etc. that are part of the Midfield Development Program.

Firms submitting statements of qualifications must show evidence of qualifications and experience related to successfully performing the requested services on similar projects. Proposer’s team must include all Program Management disciplines to support the total development effort.

Proposer’s team should meet the following minimum qualifications. Any proposal that fails to provide evidence of the following minimum qualifications may be rejected and not evaluated.

- a) Managed the design and construction of an on-airport Rental Car Facility (CONRAC) in the past ten (10) years.
- b) Provided large program oversight for an airport capital program of at least \$200M.

Demonstrate the availability of each individual key member and sub consultants and their ability to provide the time necessary to begin and complete project in a timely manner. Discuss the availability of alternative staff in the event a key individual cannot continue working on this project. Indicate current workloads of each person and discuss your team’s existing backlog of work and their ability to

complete the work. Provide a list of all active projects assigned to the identified single point of contact and any other key personnel proposed to manage projects.

PROPOSED SCOPE OF SERVICES (PSS)

The anticipated scope of services may include, but are not necessarily limited to:

- Program Management to oversee multiple projects and ensure alignment of schedules, staffing and finances.
- Project Management for all Projects within the Midfield Development Program – Phase I scope including any unspecified enabling projects that become necessary as the program is planned
- Document management/control for overall program
- Testing & Inspections, as required
- Program and project progress documentation
- Facilitate and coordinate A/E's Airspace analysis and associated FAA submittals
- Cost Control and Invoice Review including tracking cost to multiple funding sources (IE CFC, PFC, Capital Reserves, etc.)
- Schedule and Change Management
- Field Supervision, as required
- Acceptance Testing & Commissioning Oversight, as required
- Logistics support and impact coordination
- Meeting coordination and attendance
- Provide monthly dashboard reporting for each project showing cost, schedule, RFI's, diversity participation, submittals, etc. and including Key Performance Indicators (KPI) such as % time, % work completed, % buyout, % contingencies, etc.
- Necessary outside agency (city, state, federal) coordination
- Project transition and move-in assistance
- Close-out oversight and support
- Provide staff general meeting the following descriptions:
- **Design Manager**

The Design Manager position requires a minimum of a Bachelor's degree in architecture, building construction, construction management or engineering disciplines and a minimum of fifteen (15) years of related work experience or an equivalent combination of related education, training and experience. Candidates licensed as professional engineer, architect or general contractor preferred. The candidate must have excellent interpersonal and negotiation skills. The Candidate must have knowledge of engineering and construction means and methods and management principles. Candidate must have knowledge of design, estimating, project and program scheduling. Candidate must have efficient time management methods and ability to prioritize tasks during a fast pace program. Oversees and coordinates all design aspects of the MDP Phase 1 program including the Consolidated Rental Car (CONRAC) facility, Utility Corridor Relocation Program, FAA Remote Receiver/Transmitter (RTR), Parking Garage retrofit project following relocation of rental car companies to the CONRAC in 2020 and other related projects. The Columbus Regional Airport Authority (CRAA) is contracting directly with design firms for all the referenced projects and will delegate most program management duties to this firm to manage the design firms.

As projects transition into the construction phase, primarily using the Construction Manager at Risk (CM@R) delivery method, this position will serve as a liaison between the design and CM@R teams to coordinate design questions and changes. Serve as the day-to-day manager of design consultants under contract to the CRAA that are performing services related to the projects of the MDP Phase 1 program. Assist CRAA with the supervision and management of the MDP Phase 1 program scope, budget, and schedule. Work directly with the Program Controls group to provide timely data for accurate reporting of project status, budgets and

identification of any exceptions or significant variances within parameters set forth by the CRAA staff. In coordination with the Purchasing Department, supervise the bid and award of the CRAA's MDP Phase 1 capital projects. Coordination with all applicable local, state and federal agencies in support of the timely performance of the projects. Coordinate all permitting activities to ensure the timely execution of work. Ensure designs are prepared in a timely and are cost-effective manner for the development of needed facilities with consistent focus on customer service and the needs and expectations of all airport passengers, tenants, and users. Coordinate with the design teams to ensure that designs are responsive to the changing aviation industry by monitoring trends in traffic growth, advancing technology, and the need for continual upgrading and high utilization of the Authority's facilities. May conduct specialized tours, give briefings and formal presentations, manage and supervise all department meetings for Authority staff, and provide related information to Authority senior management, committees, individuals, and outside groups who are visiting or working on CMH projects. Supervises technical reviews, consistent with applicable technical design standards. Performs other related duties as assigned.

- **CONRAC Design Assistant PM:**

The CONRAC assistant PM position requires a minimum of a Bachelor's degree in Construction Management, Civil engineering or related engineering discipline and a minimum of 5 years of design related experience. Candidates with a minimum of 5 years of airport design experience at airports preferred. The candidate must be familiar with various contract delivery methods (for example design-bid-build, design-build, and construction manager at risk). Ability and experience to support the development of design including schematic, design development, and bid documents. Candidate must be able to work in a collaborative environment which requires a high degree of coordination between parties. Candidate must have the ability to review design documents and specifications, work to support resolution of design development issues, track issues, requests for information (RFIs), and ensure that the design development progresses in a manner that supports the project schedule. Candidate must be detail oriented, familiar with the Microsoft Office Suite, Adobe Acrobat, familiar with interpreting Critical Path Schedules (Primavera 6), and with a PMSS (Primavera Contract Manager, Prolog or Expedition for example). Excellent written and verbal communication skills to effectively communicate with the CRAA project staff, client, architects, engineers, contractors and other agencies are required.

- **CONRAC Construction Manager Design/Construction**

The CONRAC Construction Manager position requires a minimum of a Bachelor's degree in architecture or related engineering discipline. Candidates must have a minimum of ten (10) years of progressive U.S. aviation design and construction experience at major hub airports with an emphasis on construction. The candidate must have demonstrated experience in managing teams on at least (1) CONRAC project at a US airport in the last 5 years. The candidate must be familiar with a wide range of project delivery methods (for example design-bid-build, design-build, and construction manager at risk). The candidate must have experience preparing and negotiating construction change requests. The CONRAC Construction Manager must be experienced providing constructability feedback on design, bid and award, conformed documents, requests for information (RFI), change orders, submittals, bulletins, as built drawings and close out documentation. Extensive field engineering experience is required during the construction phase to be able to make field decisions and help resolve construction conflicts on the CONRAC project. Experience with and understanding of LEED certification requirements, Federal Aviation Administration (FAA)

as applicable. Candidates must have a successful track record in risk management, conflict resolution; have a positive attitude and a propensity for collaborative teamwork. The CONRAC Construction Manager will be responsible for the successful delivery of the construction phase of the project including, construction delivery support, construction coordination, construction quality assurance, construction change order request evaluation and field engineering from inception through closeout of all project elements.

- **CONRAC Scheduling**

The Scheduling candidate requires a minimum of a Bachelor's degree in Construction Management, Civil engineering or related engineering discipline and a minimum of 10 years of experience developing, reviewing, and management project (and program) schedules. It is preferred that the candidate have airport experience, but it is not a requirement. The scheduling candidate must have demonstrated experience preparing comprehensive construction schedules to include both owner, contractor, designer, and associated activities. Candidate must also have demonstrated experience reviewing contractor schedules including logic analysis, critical path review, change order time impacts/fragnet analysis, and provide formal feedback to the contractor for re-address. Candidate must have demonstrated experience conducting time impact analysis on claims, change orders, or scenario planning including critical path and near critical path evaluations and impact. Candidate must have experience working with resource/cost loading and utilization of multiple schedules. Candidate must demonstrate ability to create a wide range of scheduling reports including progress benchmarks against baseline, interim milestones, and percent time consumed versus cost.

Candidate must demonstrate ability to understand design and construction concepts in a manner that facilitates preparation and/or evaluation of construction schedule and logic reviews. Candidate must be fluent in the use of scheduling software applications such as Oracle Primavera suite and MS Project packages, as well as working with MS Office Suite of products.

- **Project Manager - Estimating/Change Management**

The Project Manager – Estimating/Change Management position requires a minimum of a bachelor's degree in engineering, construction or related discipline and fifteen (15) years of experience in construction cost estimating, with preferred experience working on airport projects or comparable industry. The candidate's experience must include at least one major capital program with a value of \$100 million with preferred airport experience. Estimating/Change Management candidate must have experience working with multi discipline design and construction teams on large, complex capital programs. The candidate must be familiar with the various contract delivery methods (for example design-bid-build, design-build, and construction manager at risk). The candidate must demonstrate the ability to develop and review trade cost estimates, guaranteed maximum cost estimates, review and estimate change requests and participate in change management meetings.

The candidate must have demonstrated experience interpreting contract drawings and specifications, preparing cost estimates, participating in estimate reviews and reconciling estimates to scope. Estimating/Change Management candidate must possess familiarity with measures, concepts, and estimating principals, be detail oriented, proficient with the Microsoft Office Suite, Adobe Acrobat, various estimating programs and with a program management software system (Primavera Contract Manager, Prolog or Expedition for example). The candidate must be familiar with the change management process as it relates

to the construction manager at risk delivery method and familiar with developing tracking tools to categorize reasons for change. The candidate must have experience participating in subcontractor scoping sessions, evaluating and challenging submitted changes for entitlement review of trade contractor bids, and incorporation of bids into construction manager at risk guaranteed maximum price documents. Candidate must possess excellent written and verbal communication skills to effectively communicate with the CRAA project staff, owner, architects, engineers, contractors and other agencies are required. The candidate will support the CRAA throughout the program estimate and program budget development, individual project and component guaranteed maximum price development and schedules of values.

- **CONRAC Construction Field Engineer:**

The Construction Field Engineer position requires a minimum of a Bachelor's degree in Construction Management, Civil engineering or related engineering discipline and a minimum of 10 years of experience on large, complex construction projects or fifteen (15) years of experience in construction field positions on large complex construction projects. Candidates with a minimum of 5 years of experience on construction projects at major hub airports preferred. The candidate must be familiar with various contract delivery methods (for example design-bid-build, design-build, and construction manager at risk). Ability and experience to oversee various Construction Plans and Procedures such as: Construction Assurance Plan, Safety Program, Hazard Analysis, Construction Integration Testing and Acceptance Plan. Experience with Federal Aviation Administration (FAA) and Occupational Safety and Health Administration (OSHA) compliance and proceedings, building and environmental regulations and compliance is required. The Construction Field Engineer will be responsible for the CONRAC construction quality assurance to confirm all work and materials is in accordance with the contract plans, specifications, and established standards of quality; review and payment recommendation of pay applications based on field progress; construction schedule monthly review; review of change orders, recommend issuance of field change orders; review documents for potential A/E errors and omissions. The candidate must have demonstrated experience interpreting contract drawings and specifications, assisting with resolutions for technical engineering problems with the assigned discipline(s) and coordinating application of the solutions. The Construction Field Engineer must be detail oriented, familiar with the Microsoft Office Suite, Adobe Acrobat, familiar with interpreting Critical Path Schedules (Primavera 6), and with a PMSS (Primavera Contract Manager, Prolog or Expedition for example). Excellent written and verbal communication skills to effectively communicate with the CRAA project staff, client, architects, engineers, contractors and other agencies are required.

POTENTIAL ADDITIONAL SERVICES (PAS)

Additional scope of services, in CRAA's sole discretion, may be requested to assist with the following:

- Technology and specialty system management
- Claims and Dispute Resolution
- Assistance with Planning, Coordination, Estimating, etc. of Midfield – Phase II

PROJECT MANAGEMENT EXPECTATIONS OF THE SELECTED CONSULTANT

The selected consultant will be expected to produce a consultant's Schedule in Primavera P6 and maintain it throughout the project, with a minimum update occurring once per month. Coordination with the CRAA will include frequent project conference calls, monthly written updates and any necessary preparation/review meetings. The CRAA will also expect the selected consultant to use Primavera Contract Manager throughout the program for tracking of RFIs and submittals.

Consultant to provide their own licensing for software use and associated hardware/software costs and be proficient with the use and functionality of the program.

ANTICIPATED SCHEDULE FOR SERVICES

This section provides a desired schedule for projects completed under this contract. This information is for the Respondent's use to estimate man power requirements; however, it is subject to change.

The following dates are only to be used as a guideline and the Consultant should work with each project team in the development of the overall program schedule.

Contract Award – 8/1/2017

Rental Car Facility (CONRAC)

Schematic Design Completion – 8/13/17

Design Development Completion – 11/12/17

Construction Documents – 4/8/18

Construction Stage – 4/15/18 thru 4/23/20

Tenant Fit-Out Activities – 2/1/20 thru 7/30/20

RTR Relocation

Construction Stage – 7/3/17 thru 1/12/18

Relocate Utility Corridor

Design – Mar '17 thru Aug '18

Construction – Mar '18 thru Aug '20

Stormwater Basin at Outfall Four

Design – Feb '18 thru Feb '19

Construction – Feb '19 thru Nov '19

SECTION 7 - SUBMITTAL CONTENTS AND EVALUATION CRITERIA

STATEMENT OF QUALIFICATIONS

The CRAA, a Port Authority pursuant to the provisions of Chapter 4582, Ohio Revised Code (ORC), as a body corporate and politic, will use this form to obtain information from Architect/Engineer ("A/E") firms about their professional qualifications. The CRAA selects firms for A/E contracts on the basis of professional qualifications as required by Sections 153.65 through 153.71 of the Ohio Revised Code. This form also may be used to obtain the qualifications of Construction Managers ("CM"), selected as required by Sections 9.33 through 9.333 of the Ohio Revised Code, or other professional services related to the design or construction of public improvements.

The Ohio Revised Code requires the public announcement of requirements for A/E and CM services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Ohio Revised Code then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm. **(Ohio Revised Code Sections 9.332 and 153.65 through 153.691.)**

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the CRAA, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. Submit Part II with each Statement of Qualifications. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.
2. A public announcement is not required for certain contracts and the CRAA may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

CRAA DEFINITIONS

Architect-Engineer Services: Has the same meaning as Ohio Revised Code 153.65(C) definition for professional design services; "services within the scope of practice of an architect or landscape architect registered under Chapter 4703. of the Revised Code or a professional engineer or surveyor registered under Chapter 4733 of the Revised Code."

Construction Manager: Has the same meaning as Ohio Revised Code 9.33 definition of Construction Manager; "a person with substantial discretion and authority to plan, coordinate, manage, and direct all phases of a project for the construction, demolition, alteration, repair, or reconstruction of any public building, structure, or other improvement, but does not mean the person who provides the professional design services or who actually performs the construction, demolition, alteration, repair, or reconstruction work on the project."

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Has the same meaning as Ohio Revised Code 153.65(B) for professional design firm; "any person legally engaged in rendering professional design services."

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information. (1 Page for Section A, B, & C)

1. Title and Location: Request for Statements of Qualifications for Program Management Services for Midfield Phase I at John Glenn Columbus International Airport
2. Announcement Date: April 24, 2017
3. Project Number: Solicitation Number: ENG-2016-017

Section B. Firm Point of Contact (1 Page for Section A, B, & C)

- 4-9. Project Representative Name and Title, President/CEO, Name of Firm (Legal Name), Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for the primary representative of the lead firm or joint venture that the CRAA can contact for additional information. The representative must be empowered to speak on contractual and policy matters. List the firm's legal name.
- 10-12. Include the county where the Lead Firm or Joint Venture is located, number and Web address.

Section C. Prime Consultant and Proposed Team. (1 Page for Section A, B, & C)

- 13-17. Firm Name, Address, Description of Work, Percentage of Contract Services to be Performed, and Role in This Contract. Provide the name, address and number of the legal entity that will contract with CRAA in the Prime Consultant role, including identifying the type of legal entity (i.e., corporation, partnership, joint venture, etc.) Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract, including subconsultants and subcontractors. List the lead firm or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subconsultants and subcontractors and outside associates or consultants must be used for the Services, and any change must be approved by the CRAA project manager. Attach an additional sheet in the same format as Section C if needed. If a joint venture, enter the office of the firm point of contact in the first row. ***Identify certified Diversity Business Partner organizations, by name, that will participate in delivery of the proposed professional services solicited in the RFQ to achieve the advertised participation goal. Include the following information for each DBP-certified firm:***

Firm Name
Address
Description of Work
Percent of Contract Services to be Performed
Role in this Contract

Section D. Organizational Chart of Proposed Team. (1 Page)

Present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C. Illustrate lines of communication between team members and identify main point of contact for team. Use the following standard titles as appropriate to identify specific roles within project team for agreement.

Standard Titles for Specific Roles:

Design Manager
Assistant Design Manager
Construction Project Manager
Field Engineer
Scheduling Manager
Project Manager – Estimating & Change Management

Section E. Resumes of Key Personnel Proposed for This Contract (1 Page per Resume).

Complete this section for each key person who will participate in this contract. Examples of key persons would be:

Senior Management Lead – Director/Principal, Project Management Lead – Senior/PM/Assistant, Project Architect – Senior/Junior, Project Engineer – Senior/Junior, Designer – Senior/Interior, Spec Writer, CADD Tech(I/II etc.), Project Technical Lead (i.e. Project Engineer), Project Administration Lead (i.e. Project Clerk) – Clerical, BIM Manager, Construction Administrator, . If a person is not to be involved in the project on at minimum a monthly basis, they should not be included. Personnel at the project manager level and above should have at minimum five years of experience in their current role.

Group personnel by firm, with personnel of the lead firm or joint venture partner firms first. Resumes should align to the greatest extent possible with the example projects in Section G. The following blocks must be completed for each resume:

18. Name.
19. Role in This Contact.
20. Years Experience. Total years of experience in current position (block 18a), and total years of relevant experience in applicable industries (block 18b).
21. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.
22. Education. Provide information on the relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.
23. Current Professional Registration. Provide information on current relevant professional registration(s) in the State of Ohio. Do not list registration from other states here. List registrations from other states in Block 22.
24. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration in other states, publications, organizational memberships (e.g., AIA, CSI, NSPE, CMAA), certifications (e.g. CDT, CCM, CCCA, CCS, LEED AP, NCIDQ), training, awards, and foreign language capabilities.*

*Abbreviations for organizations and certifications:
 ACEC: American Council of Engineering Companies
 AIA: American Institute of Architects
 CCCA: Certified Construction Contract Administrator (CSI)
 CCM: Certified Construction Manager (Construction Management Association of America)
 CDT: Construction Documents Technologist (CSI)
 CMAA: Construction Management Association of America
 CCS: Certified Construction Specifier (CSI)
 CSI: Construction Specifications Institute
 LEED AP: Leadership in Energy & Environmental Design (U.S. Green Building Council)
 NCIDQ: National Council for Interior Design Qualification
 NSPE: National Society of Professional Engineers
25. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (4)). Photos are not necessary and role is more useful than description.

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract (8 pages) – 15 Points

Utilize the Section F form provided at page 7-8.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. At least one of the projects must meet the Minimum Qualifications Requirements set forth at Page 6-2, i.e., one on-airport CONRAC in the past 10 years. Complete one Section F for each project. Specialty consultants that have not worked with the lead firm may submit their own projects in this section, but the Minimum Qualifications Requirement must be met by the Prime Consultant. Present no more than eight (8) projects, unless otherwise specified by the CRAA. If more projects are submitted, scoring will be based on the first eight only. Complete the following blocks for each project:

26. Example Project Key Number. Start with "1" for the first project and number consecutively.
27. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.
28. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and the year of completion of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).
- 29a. Project Owner.
- 29b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance. CRAA intends, but is not required, to conduct thorough reference checks.
- 29c. Point of Contact Telephone Number.
- 29d. Point of Contact E-mail Address.
30. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. ***Discuss the relevance of the example project to this contract.*** Enter any other information requested by the CRAA for each example project. One or two photos or diagrams may be included.
31. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Additional Page: Relevant Project Experience Matrix (1 Page) – 20 Points

Utilize the Section G form provided at Page 7-11.

Indicate the relevant projects that delineate the ***relevant scope of work requirements*** for the advertised project. If using Design Architect defined relevant scope, describe the scope in the space allowed.

Section H. Key Personnel Participation in Example Projects (1 Page) – 25 Points

Utilize the Section H form provided at Page 7-12.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

32. Names of Key Personnel. List the names of the key personnel as they appear in section E.
33. Role in this contract. List the proposed roles of the individuals above in this contract in the same order

34. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.
35. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section I. Additional Information. (Pages As Needed) – 40 Points

- 36a. Summary (two pages maximum): Provide a summary describing why your firm/team is the most-qualified for the Project. Specifically address this project.
- 36b. Financial Responsibility (Pages as Needed): Provide a summary of the firm's/team's financial responsibility to perform the requested services including: b) a copy of the current certificate(s) of insurance for each firm of the team showing the full limits of insurance carried for commercial general liability, employer's liability, business automobile liability, excess/umbrella liability, and professional liability, and c) a copy of the Ohio Worker's Compensation certificate of insurance and a copy of the Experience Modifier Rating (from the OBWC's website) that visibly shows the URL and the full table of data for each firm of the team. Also include evidence of the proposing Consultant's ability to provide the Insurance Minimum Coverage as set forth in Schedule H, Page 33, of the proposed Contract, either by means of an existing policy, a project specific endorsement or other verifiable proof (i.e., Agent/Broker commitment letter).
- 36c. Project Execution (Pages as needed):
- Describe the process by which your team will communicate project status and program status updates to leadership.
 - Describe how your team will ensure all project questions are answered in a timely manner so as not to affect the critical path of the construction schedule.
 - Describe how your firm approaches project cost controls.
 - Describe how your team manages the project schedule while working with the Construction Manager at Risk.
 - Describe how the team will handle project transition and close-out as it is critical to project success, but often an afterthought.
- 36d. Estimating (Two Pages Maximum): Describe the firm's in-house estimating capability and its use of in-house estimating on projects comparable to the Project.
- Describe how your firm would setup the initial project estimate. Describe which data your firm believes would provide the most accurate construction estimate.
 - Describe how you analyze change order proposals to ensure that the pricing is fair and accurate.
 - Describe how you handle project overruns and address accountability.
- 36e. DBP Plan (Pages as Needed): Firms shall make a good faith effort to engage DBP firms in meaningful roles as an integral part of the team proposed to provide the requested services and later during the solicitation and selection of subcontractors for construction work. Firms are expected to develop and implement a plan for a good faith effort to obtain DBP participation by firms holding a valid certification. If the plan does not demonstrate a commitment to partnering with the CRAA through good faith efforts to include DBPs on the project, the CRAA in its sole discretion may negatively reflect this in its evaluation of the firms/team's qualifications. The participation goal for the project is seventeen percent (17%)
- 36f. Complete and submit the DBP Commitment form to indicate the lead firm's intent to contract with and use DBP-certified Business Enterprises as a part of the proposed team seventeen percent (17%)
- 36g. Claims/Investigations/Disclosures. For all public construction projects, on behalf of a governmental entity, provide the following:
- Identify all instances within the past five (5) years where the Proposer or its team members have failed to comply with or been the subject of an investigation of an alleged violation of state or federal laws related to permitting, environmental, or equal employment regulations, safety issues or contract crime (involving fraud, bribery, collusion, conspiracy, or material misrepresentations).

- Identify all contracts held by Proposer which have been suspended or terminated for cause within the past five (5) years. For each contract, identify the party that initiated the suspension or termination, the stated grounds for termination and provide an explanation of the circumstances leading to termination.
- Disclose all lawsuits, arbitrations and claims filed or raised by or against the Proposer by or against a public sector owner (except subcontractor payment disputes) over the last five (5) years, specifically identifying:
 - The project involved.
 - The parties involved.
 - The nature of the claim(s).
 - Case style, number, and jurisdiction.
 - Amount at issue.
 - Disposition or status; specifically disclose whether there was a finding or determination that the Proposer breached the contract or whether liquidated damages were assessed.

34h. DBP Plan (Pages as Needed): Firms shall make a good faith effort to engage DBP firms in meaningful roles as an integral part of the team proposed to provide the requested services and later during the solicitation and selection of subcontractors for construction work. Firms are expected to develop and implement a plan for a good faith effort to obtain DBP participation by firms holding a valid certification. If the plan does not demonstrate a commitment to partnering with the CRAA through good faith efforts to include DBPs on the project, the CRAA in its sole discretion may negatively reflect this in its evaluation of the firms/team's qualifications. The participation goal for the project is 18%.

Complete and submit the DBP Commitment form to indicate the lead firm's intent to contract with and use DBP-certified Business Enterprises as a part of the proposed team (18%).

For the purpose of this Section 34 disclosure, "Proposer" shall be defined to include any joint venture partner, predecessor, or successor or affiliated entity.

The CRAA reserves the right to reject any Proposal that includes a lengthy history of claims, terminations, or violations, if the CRAA, in its sole discretion, determines that a Proposer's history indicates that it may not be sufficiently responsible for this complex, public Project.

Section J. Authorized Representative

35. Signature of Authorized Representative. An authorized representative of a joint venture or the lead firm must sign and date the completed Statement of Qualifications. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.
36. Date. Self-explanatory
37. Name and Title. Self-explanatory.

STATEMENT OF QUALIFICATIONS

PART I – CONTRACT SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. PROJECT TITLE AND LOCATION (City and State)

2. ANNOUNCEMENT DATE

3. PROJECT NUMBER

B. FIRM POINT OF CONTACT

4. PROJECT REPRESENTATIVE NAME AND TITLE

5. PRESIDENT / CEO

6. NAME OF FIRM (LEGAL NAME)

7. TELEPHONE NUMBER

8. FAX NUMBER

9. E-MAIL ADDRESS

10. COUNTY

11. FTID NUMBER

12. WEB ADDRESS

C. PROPOSED TEAM

(Complete this section for the lead firm or joint venture partners, and all key consultants)

<i>(Check)</i>			13. FIRM NAME	14. ADDRESS	15. DESCRIPTION OF WORK	16. PERCENT OF CONTRACT SERVICES TO BE PERFORMED	17. ROLE IN THIS CONTRACT
Lead Firm	J/V Partner	Consultant					
a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if DBP certified	<input type="checkbox"/> Check if branch office			
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if DBP certified	<input type="checkbox"/> Check if branch office			
c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if DBP certified	<input type="checkbox"/> Check if branch office			
d.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if DBP certified	<input type="checkbox"/> Check if branch office			
e.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if DBP certified	<input type="checkbox"/> Check if branch office			

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D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

INSERT ORGANIZATIONAL CHART BELOW OR ATTACH

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person)

18. NAME	19. ROLE IN THIS CONTRACT	20. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM

21. FIRM NAME AND LOCATION (City and State)

22. EDUCATION (DEGREE AND SPECIALIZATION)	23. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)
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24. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

25. RELEVANT PROJECTS (Up to a maximum of 5 samples)

a.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED		(3) EXAMPLE PROJECT KEY NUMBER (If included in Section F)
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	

(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE with current firm Check if project performed

b.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED		(3) EXAMPLE PROJECT KEY NUMBER (If included in Section F)
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	

(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE with current firm Check if project performed

c.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED		(3) EXAMPLE PROJECT KEY NUMBER (If included in Section F)
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	

(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE with current firm Check if project performed

d.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED		(3) EXAMPLE PROJECT KEY NUMBER (If included in Section F)
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	

(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE with current firm Check if project performed with current firm

e.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED		(3) EXAMPLE PROJECT KEY NUMBER (If included in Section F)
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	

(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE with current firm Check if project performed

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT		26. EXAMPLE PROJECT KEY NUMBER (1 – 8)	
<i>(Present as many projects as requested by the CRAA, or a maximum of 8 projects, if not specified. Complete one Section F for each project.)</i>			
27. TITLE AND LOCATION <i>(City and State)</i>		28. YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
29. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER	d. POINT OF CONTACT E-MAIL ADDRESS
30. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>			

31. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE

G. RELEVANT PROJECT EXPERIENCE MATRIX

		Major Scope of Work requirements as identified in the project advertisement.								
		Scope: CONRAC Experience	Scope: Airport Infrastructure Experience	Scope: Major Airport Program Management Experience	Scope: Experience with Construction Manager at Risk with Multiple GMPs	Scope: Experience managing Testing and Inspection Subcontract	Scope: Experience working with Owner Committee Governance Structure	Scope: Consultant defined Relevant Scope	Scope: Consultant defined Relevant Scope	Scope: Consultant defined Relevant Scope
Example Project Name (Place "X" under Project Scope)										
1										
2										
3										
4										
5										
6										
7										
8										

H. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

32. NAMES OF KEY PERSONNEL (From Section E, Block 12)	33. ROLE IN THIS CONTRACT (From Section E, Block 13)	34. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10

35. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

I. ADDITIONAL INFORMATION

36a. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CRAA. ATTACH ADDITIONAL SHEETS AS NEEDED

I. ADDITIONAL INFORMATION

36b. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CRAA. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. ADDITIONAL INFORMATION

36c. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CRAA. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. ADDITIONAL INFORMATION

36d. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CRAA. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. ADDITIONAL INFORMATION

36e. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CRAA. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. ADDITIONAL INFORMATION

36f. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CRAA. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. ADDITIONAL INFORMATION

36g. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CRAA. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. ADDITIONAL INFORMATION

36h.

**DIVERSITY BUSINESS PARTNER (DBP) PROGRAM
COMMITMENT FORM**

Professional Services Firm: Mark only one option.

Use "✓" or "X" to mark option included in contract award amount.
If marking Option B, also show percentage of proposed participation.

Option A

The Lead Firm or Joint Venture ("Respondent") commits to *meet or exceed* the advertised DBP Participation Goal of the award amount, calculated as a percentage of the Basic Fee plus all accepted Additional Service Fees and Reimbursable Expenses, by using DBP-certified Business Enterprise(s).

The Respondent agrees that if selected for consideration of the Contract, it shall provide to the CRAA, at the location required within five (5) business days after receiving notice from the CRAA, its Technical Proposal, including a *Certified Statement of Intent To Perform As a DBP* form for each DBP-certified Business Enterprise proposed for use by the Respondent if awarded the Contract for this Project.

Option B (also indicate percentage -- see text)

The Respondent *does not meet* the advertised DBP Participation Goal percentage, but, if awarded the Contract for this Project, *commits to provide* _____ **percent of the Contract award amount**, calculated as a percentage of the Basic Fee plus all accepted Additional Service Fees and Reimbursable Expenses, by using DBP-certified Business Enterprise(s).

The Respondent acknowledges it understands the requirement for it to provide and agrees to provide to the CRAA, if selected for consideration of the Contract, within five (5) business days after notice from the CRAA, a letter requesting a waiver of the DBP participation goal percentage on the Respondent's letterhead with a detailed *Demonstration of Good Faith* form describing its efforts undertaken prior to submitting its Statement of Qualifications to meet the advertised DBP Participation Goal percentage for the Contract for this Project, and full documentation to substantiate its efforts.

The Respondent commits to provide to the CRAA at the location required within 10 business days after receiving notice from the CRAA, its Technical Proposal, including a *Certified Statement of Intent To Contract and To Perform* form for each DBP-certified Business Enterprise proposed for use by the Respondent if awarded the Contract for this Project.

Option C

The Respondent declares that it is a DBP-certified Business Enterprise and that if awarded the Contract, the DBP Participation percentage will be one hundred percent (100%) of the award amount.

J. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

35. SIGNATURE

36. DATE

37. NAME AND TITLE

Part II - General Qualifications

See the "**General Instructions**" on page one for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices. Submit Part II with each Statement of Qualifications. A public announcement is not required for certain contracts, and the CRAA may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

For a specific contract, prepare a separate Part II **for each firm** that will be part of the proposed project team and submit with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

1. Project Number. If Part II is submitted for a specific contract, insert the CRAA's project number, if applicable, exactly as shown in the request for qualifications.
- 2a-2f. Firm (or Branch Office) Name and Address. Self-explanatory. List the firm's legal name.
3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.
4. FTID Number. Insert the Federal Tax Identification number issued by the Internal Revenue Service.
5. Ownership.
 - a. Type. Enter the ownership or legal structure (sole proprietor, partnership, corporation, joint venture, etc.).
 - b. DBP-certified Business Enterprise Status. Refer to the Ohio Unified Certification Program (OH UCP) website at www.ohioucp.org to verify the status of certified DBP firms in the state of Ohio. DBP status must be either "CERTIFIED" or "NON-CERTIFIED."
- 6a-6d. Point of Contact. Project Representative Name and Title, President/CEO, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide this information for a representative of the firm that the CRAA can contact for additional information. The representative must be empowered to speak on contractual and policy matters.
7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.
8. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. This information is used to review past performance on CRAA contracts.
9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than twenty (20) disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. Enter the number of licensed professionals (e.g., architects, landscape architects, professional engineers and professional surveyors) for each discipline in column c(1). Enter all other employees for each discipline in column c(2).
10. Profile of Firm's Experience and Annual Average Revenue for Last Five (5) Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last five years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.
11. Total Professional Services Revenues of Firm for Last Two (2) Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the **total** professional services revenues received annually (over the last two years) by the firm or branch office. Do not enter "0." Indicate value of work performed for CRAA.
12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	D01	Dams (<i>Concrete; Arch</i>)
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	D02	Dams (<i>Earth; Rock</i>); Dikes; Levees
A03	Agricultural Development; Grain Storage; Farm Mechanization	D03	Desalinization (<i>Process and Facilities</i>)
A04	Air Pollution Control	D04	Design-Build - Preparation of Requests for Proposals
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	D05	Digital Elevation and Terrain Model Develop- ment
A06	Airports; Terminals and Hangars; Freight Handling	D06	Digital Orthophotography
A07	Arctic Facilities	D07	Dining Halls; Clubs; Restaurants
A08	Animal Facilities	D08	Dredging Studies and Design
A09	Anti-Terrorism/Force Protection	E01	Ecological and Archeological Investigations
A10	Asbestos Abatement	E02	Educational Facilities; Classrooms
A11	Auditoriums and Theaters	E03	Electrical Studies and Design
A12	Automation; Controls; Instrumentation	E04	Electronics
B01	Barracks; Dormitories	E05	Elevators; Escalators; People-Movers
B02	Bridges	E06	Embassies and Chanceries
C01	Cartography	E07	Energy Conservation; New Energy Sources
C02	Cemeteries (<i>Planning and Relocation</i>)	E08	Engineering Economics
C03	Charting; Nautical and Aeronautical	E09	Environmental Impact Studies, Assessments or Statements
C04	Chemical Processing and Storage	E10	Environmental and natural Resource Mapping
C05	Child Care/Development Facilities	E11	Environmental Planning
C06	Churches; Chapels	E12	Environmental Remediation
C07	Coastal Engineering	E13	Environmental Testing and Analysis
C08	Codes; Standards; Ordinances	F01	Fallout Shelters; Blast-Resistant Design
C09	Cold Storage; Refrigeration and Fast Freeze	F02	Field Houses; Gyms; Stadiums
C10	Commercial Building (<i>Low Rise</i>); Shopping Centers	F03	Fire Protection
C11	Community Facilities	F04	Fisheries; Fish Ladders
C12	Communications Systems; TV; Microwave	F05	Forensic Engineering
C13	Computer Facilities; Computer Service	F06	Forestry and Forest Products
C14	Conservation and Resource Management	G01	Garages; Vehicles Maintenance Facilities; Parking Decks
C15	Construction Management	G02	Gas Systems (<i>Propane; Natural, Etc.</i>)
C16	Construction Surveying	G03	Geodetic Surveying: Ground and Airborne
C17	Corrosion Control; Cathodic Protection Electrolysis	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting		
C19	Cryogenic Facilities		

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting	M08	Modular systems Design; Pre-Fabricated Structures or Components
G06	Graphic Design	N01	Naval Architecture; Off-Shore Platforms
H01	Harbors; Jetties; Piers, Ship Terminal Facilities	N02	Navigation Structures; Locks
H02	Hazardous Materials Handling and Storage	N03	Nuclear Facilities; Nuclear Shielding
H03	Hazardous, Toxic, Radioactive Waste Remediation	O01	Office Buildings; Industrial Parks
H04	Heating; Ventilating; Air Conditioning	O02	Oceanographic Engineering
H05	Health Systems Planning	O03	Ordnance; Munitions; Special Weapons
H06	High-rise; Air-Rights-Type Buildings	P01	Petroleum Exploration; Refining
H07	Highways; Streets; Airfield Paving; Parking Lots	P02	Petroleum and Fuel (<i>Storage and Distribution</i>)
H08	Historical Preservation	P03	Photogrammetry
H09	Hospital and Medical Facilities	P04	Pipelines (<i>Cross-Country - Liquid and Gas</i>)
H10	Hotels; Motels	P05	Planning (<i>Community, Regional, Areawide and State</i>)
H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)	P06	Planning (<i>Site, Installation and Project</i>)
H12	Hydraulics and Pneumatics	P07	Plumbing and Piping Design
H13	Hydrographic Surveying	P08	Prisons and Correctional Facilities
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage	R01	Radar; Sonar; Radio and Radar Telescopes
J01	Judicial and Courtroom Facilities	R02	Radio Frequency Systems and Shieldings
L01	Laboratories; Medical Research Facilities	R03	Railroad; Rapid Transit
L02	Land Surveying	R04	Recreation Facilities (<i>Parks, Marinas, Etc.</i>)
L03	Landscape Architecture	R05	Refrigeration Plants/Systems
L04	Libraries; Museums; Galleries	R06	Rehabilitation (<i>Buildings; Structures; Facilities</i>)
L05	Lighting (<i>Interior; Display; Theater, Etc.</i>)	R07	Remote Sensing
L06	Lighting (<i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i>)	R08	Research Facilities
M01	Mapping Location/Addressing Systems	R09	Resources Recovery; Recycling
M02	Materials Handling Systems; Conveyors; Sorters	R10	Risk Analysis
M03	Metallurgy	R11	Rivers; Canals; Waterways; Flood Control
M04	Microclimatology; Tropical Engineering	R12	Roofing
M05	Military Design Standards	S01	Safety Engineering; Accident Studies; OSHA Studies
M06	Mining and Mineralogy	S02	Security Systems; Intruder and Smoke Detection
M07	Missile Facilities (<i>Silos; Fuels; Transport</i>)	S03	Seismic Designs and Studies

List of Experience Categories (Profile Codes)

Code	Description
S04	Sewage Collection, Treatment and Disposal
S05	Soils and Geologic Studies; Foundations
S06	Solar Energy Utilization
S07	Solid Wastes; Incineration; Landfill
S08	Special Environments; Clean Rooms, Etc.
S09	Structural Design; Special Structures
S10	Surveying; Platting; Mapping; Flood Plain Studies
S11	Sustainable Design
S12	Swimming Pools
S13	Storm Water Handling and Facilities
T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
T02	Testing and Inspection Services
T03	Traffic and Transportation Engineering
T04	Topographic Surveying and Mapping
T05	Towers (<i>Self-Supporting and Guyed Systems</i>)
T06	Tunnels and Subways
U01	Unexploded Ordnance Remediation
U02	Urban renewals; Community Development
U03	Utilities (<i>Gas and Steam</i>)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouse and Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

STATEMENT OF QUALIFICATIONS

1. PROJECT NUMBER (If any)

PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME (LEGAL NAME)
3. YR ESTABLISHED
4. FTID NUMBER
2b. STREET
5. OWNERSHIP
a. TYPE
2c. CITY
2d. STATE
2e. ZIP CODE
2f. COUNTY
b. DBP STATUS
6a. POINT OF CONTACT NAME AND TITLE
6b. PRESIDENT/CEO
7. NAME OF FIRM (If Block 2a is a branch office.)
6c. TELEPHONE NUMBER
6d. E-MAIL ADDRESS
8. FORMER FIRM NAME(S) (If any)

Table with 3 main columns: 9. EMPLOYEES BY DISCIPLINE, 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS. Sub-columns include a. Function Code, b. Discipline, c. No. of Employees (Licensed/Non-Licensed), a. Profile Code, b. Experience, c. Revenue Index Number.

11. TOTAL PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 2 YEARS (Insert revenue index number shown at right)
PROFESSIONAL SERVICES REVENUE INDEX NUMBER
a. Invoiced Work for CRAA
1. \$0 - \$250,000 – 10 Points
2. \$250,001 - \$500,000 – 8 Points
3. \$500,001 - \$1,000,000 – 6 Points
4. \$1,000,001 - \$2,000,000 – 4 Points
5. \$2,000,001 - \$4,000,000 – 2 Points
6. Over \$4,000,000 – 0 Points

12. AUTHORIZED REPRESENTATIVE
The foregoing is a statement of facts.

a. SIGNATURE
b. DATE
c. NAME AND TITLE

Provide a separate Part II form for each firm or branch office participating on the proposed project team.

SECTION 8 - SELECTION PROCESS

This section provides the respondent an understanding of the typical CRAA selection process and anticipated schedule to complete this solicitation. The CRAA, at its discretion, can modify the process as necessary to better fit the solicitation needs.

SELECTION PROCESS

- Short-list:** In the event of the need to compile a short-list, the Selection Committee will evaluate the Statements of Qualifications and prepare a short list of no less than three (3) qualified teams, if possible.
- Presentations/
Interviews:** Each short-listed team will be given the opportunity to introduce team members (7 maximum), highlight their qualifications and discuss their project approach to a selection committee. Following each presentation, the committee may conduct a Q&A session, as necessary, with the team representatives. Total points available in a presentation/interview will be one hundred (100), in addition to the points awarded for the qualifications statement (up to 100). Guidelines, evaluations criteria, and total points available will be provided in advance of the interview. Additionally, the short-listed firms/teams (both prime and sub-consultants) shall provide to the CRAA 3 business days prior to be presentations: 1) Completed IRS W-9 Tax Form; 2) audited annual financial reports for the last two (2) fiscal years or a statement why an audited report is not available; 3) Experience Modifier Rating from the Ohio Bureau of Worker's Compensation website for each firm of the team that visibly shows the firm's URL and the full table of data; and 4) Dun & Bradstreet Comprehensive Report. This shall be delivered in one envelope marked "Confidential Financial Information" containing a single copy of these reports. It will be destroyed upon completion of the selection process.
- Ranking:** Following the presentations and interviews, the Selection Committee shall rank, based on the scoring, no fewer than three firms it finds most qualified to provide the Services. The highest scoring Consultant is the Highest-Ranked Consultant, and so on.
- Highest-Ranked Consultant:** A recommendation from the Selection Committee will be based upon the results of the qualifications, presentations and interview scoring (for a total of two hundred (200) points). Upon concurrence from CRAA management, the CRAA will issue a Notification of Intent to Negotiate with the highest-ranked consultant team.
- Scope and Contract Negotiations:** Within five business days of the Notification of Intent to Negotiate, the highest-ranked consultant shall provide a completed Consultant Hourly Rate Determination Worksheet and all necessary financial information as described in the Consultant Hourly Rate Determination Cost and Pricing Data Requirement found in Section 10 of this RFQ document. Hourly Rate Determination will be in conformance with applicable federal, state, and local laws, regulations and

procedures. It should be expected that there will be discussions back and forth between the CRAA and the highest-ranked consultant regarding the Hourly Rate Determination. Time and effort for these negotiations shall not be subject to reimbursable fees.

If the completed Consultant Hourly Rate Determination Worksheet and all necessary financial information is not submitted within five business days, or if Hourly Determination negotiations fail with the highest-ranked consultant, negotiations will commence with the second-ranked consultant (and so on) until a successful negotiation is achieved. Upon completion of Hourly Rate Determination negotiations with the recommended consultant, a final recommendation will be forwarded to the Facilities & Services Committee of the CRAA Board of Directors and then to the CRAA Board of Directors as a whole for approval of an authorizing Resolution.

Final Award: Upon CRAA Board approval of the selected consultant, the consultant shall execute the appropriate Professional Services Master Agreement, as attached to this RFQ, and return two (2) original signed Agreements for CRAA signature. One (1) copy will be returned to the selected consultant upon full execution. It is currently anticipated that one respondent will be awarded the contract; however, in the event the CRAA considers it in its best interest to award more than one contract, the CRAA may award contract(s) in any manner it determines to be in its best interest, following the selection criteria and process set forth herein. If after a contract is awarded and additional resources are deemed necessary from this solicitation, the CRAA reserves the right to award additional contract(s) as in its best interest.

ANTICIPATED SCHEDULE FOR SELECTION PROCESS

The following schedule is anticipated for selection of the consultant team; however, it is subject to change, in CRAA’s sole discretion:

RFQ public notice advertisements will appear in the following publication during the weeks of April 24, 2017, and May 1, 2017:

Columbus Dispatch

This RFQ will appear on the Columbus Regional Airport Authority’s website effective April 24, 2017.

Cut-off Date and Time for Questions	May 18, 2017 at 2:00 p.m.
Last Addenda Issued (if any)	May 22, 2017 at 2:00 p.m.
Statements of Qualifications Due	May 25, 2017 at 2:00 p.m.
Short List Identification	June 1, 2017
Oral Presentations/Interviews	June 13, 2017
Notification of Intent to Negotiate (fee and scope)	June 15, 2017
Negotiations Complete	June 30, 2017
Recommendation to CRAA Board	July 25, 2017
Contract Execution	August 1, 2017

SECTION 9 – ADDENDUM INFORMATION

THIS SECTION RESERVED FOR ADDENDA, IF NECESSARY

SECTION 10 - ATTACHMENTS

This section provides a listing of documents for the respondent that may be required throughout the solicitation process. Each form is found attached to this solicitation.

FORMS REQUIRED WITH RESPONDENT SUBMITTAL

The following documents are required to be a part of the respondent's submittal:

- Non Collusion Affidavit (for proposers)
- Response Cover Letter Form
- Letter of Intent to Perform as a Diversity Business Partner Subconsultant/Supplier

FORMS REQUIRED IN RESPONSE TO NOTIFICATION OF INTENT TO NEGOTIATE

If selected to begin negotiations, the following documents are required to be completed and submitted to the CRAA upon receiving notification of intent to negotiation:

- Consultant Hourly Rate Determination
- Consultant Hourly Rate Determination Cost and Pricing Data Requirements

FORMS REQUIRED OF SELECTED RESPONDENT

If selected to perform requested services, the offer must execute the following documents:

- Delinquent Personal Property Tax Affidavit
- Contract Signature Affidavit (if applicable)
- Professional Services Master Agreement of a Program Manager
- IRS W-9 Form

NON-COLLUSION AFFIDAVIT (for proposers)

State of _____

County of _____

Request for Qualifications Title:

Contractor/Consultant _____ being first

duly sworn, deposes and says that (s)he is _____ (sole owner, a

partner, president, secretary, etc.) of _____,
the party making the foregoing bid; that such bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the Bid Price of said bidder or any other bidder, or to fix any overhead, profit or cost element of such Bid Price, or of that of any other bidder, or to secure any advantage against the Columbus Regional Airport Authority or anyone interested in the proposed Contract; that all statements contained in such bid are true; and, further, that said bidder has not, directly or indirectly, submitted his/her Bid Price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, bid depository or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said bidder in his/her general business.

Signed:

Subscribed and sworn to before me this

____ day of _____, 20__

Seal

Notary Public

RESPONSE COVER LETTER FORM Page 1 of 2

This Form, when completed, shall be the cover letter to your response.)

TO: Columbus Regional Airport Authority Attn: Office of Contracts and Procurement Administration C/o Administrative Office Receptionist 4600 International Gateway Columbus, OH 43219		
FROM: (Company Name)		
Street Address		
City	State	Zip
Contact Person (Name and Title)		
DBP? <input type="checkbox"/> Yes <input type="checkbox"/> No	Specify type of ownership and check below, if applicable: _____ <input type="checkbox"/> Small Business <input type="checkbox"/> Woman-Owned Business <input type="checkbox"/> Small Disadvantaged Business	
Phone No.	Fax No.	
E-Mail Address:	Web Site Address:	
SUBJECT SOLICITATION: ENG-2016-017 PROGRAM MANAGER SERVICES FOR MIDFIELD PHASE I		

The Respondent hereby transmits the attached response to the subject solicitation. The response provides for the ability to complete the work; including the commitment of necessary resources; identified personnel, facilities and supplies for the entire scope of services.

This response shall be valid for one hundred eighty (180) days from the due date/time. The entire RFSQ is included in this response by reference (and is therefore not attached.) The following person(s) prepared this response:

Name	Relationship to Company

RESPONSE COVERLETTER FORM

Page 2 of 2

The following person(s) may be contacted to provide answers to questions on this response:

Name	Relationship to Company	Telephone number/e-mail address

The following sub-consultant(s), proposed in this response, shall be performing work on this engagement as follows:

Company Name(s)	Size and Location of Company	Work to be performed and person(s) identified

The Respondent hereby acknowledges that they have read, understand and agree with the proposed contract requirements should they be the selected firm.

This response is hereby signed and transmitted to the CRAA by a person authorized to legally bind the Respondent to the extent of work and any financial obligation included in the response:

Signature: _____	Date: _____
Name and Title: _____	



Letter Of Intent To Perform As A Diversity Business Partner Subconsultant/Supplier

INSTRUCTIONS: Complete one (1) form for **EACH** (DBP) committed to performing on this contract. This form is to be signed by **BOTH** the prime consultant and the DBP firm.

Consultant Name: _____
Address: _____
City: State: Zip: _____

Name: _____
Address: _____
City: State: Zip: _____
No. of Employees: _____ Avg. Annual Gross Receipts: _____

DBP Firm Contact

Person:

Name: _____ E-mail: _____ Phone: (____) _____

The Disadvantaged firm is certified as a disadvantaged and/or minority business and holds a valid current certification with the following organization(s): **(Check All That Apply): Attach Copy of Current Certifications.**

Meets the definition of a Small Business as defined by the U.S. Small Business Administration for its industry

is **8a** certified with the U.S. Small Business Administration as – **SBA**

is **DBE** certified with the Ohio Department of Transportation

is **MBE or EDGE** certified with the Ohio Department of Administrative Services

is **MBE FBE** certified with the City of Columbus Equal Business Opportunity Commission Office

is **MBE** certified with South Central Ohio Minority Supplier Development Council (SCOMSDC)

is **WBE** certified with the Women’s Business Enterprise Council –WBENC

Classification: Prime Contractor Sub Contractor Supplier
 Manufacturer Joint Venture

Work item(s) to be performed DBP	Description of Work	#Hours or Units	Total Value

The consultant is committed to utilizing the above-named DBP firm for the work described above. The estimated participation is as follows:

DBP contract amount: \$_____ Percent of total contract: _____%

AFFIRMATION:

The above-named DBP firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By: _____
(Signature of DBP Authorized Representative) (Title)

By: _____
(Signature of Prime Contractor/Consultant Authorized Representative) (Title)

DELINQUENT PERSONAL PROPERTY TAX

STATE OF _____)

COUNTY OF _____)

_____, being first duly sworn, deposes and says that
he/she is _____ of, _____,
(Title) (Company)
successful bidder on the attached Contract with the Columbus Regional Airport Authority for

_____,
(Describe or Identify Contract)
and for the purpose of complying with Section 5719.042 of the Ohio Revised Code, states that at the
time the bid for said Contract was submitted, said bidder _____ charged
(was) (was not)
with delinquent personal property taxes on the General Tax list of personal property of a county of
the State of Ohio, and that the amount of due and unpaid delinquent taxes, penalties and interest
thereon is as follows:

<u>Taxes</u>	<u>Penalties & Interest</u>	<u>County</u>
\$ _____	\$ _____	_____
\$ _____	\$ _____	_____
\$ _____	\$ _____	_____
\$ _____	\$ _____	_____

(AFFIANT)

Subscribed and sworn to before me this
_____ day of _____, 20____

SEAL

Notary Public

CONTRACT SIGNATURE AFFIDAVIT

(TO BE FILLED IN AND EXECUTED IF THE PERSON SIGNING THE CONTRACT IS ANYONE OTHER THAN THE PRESIDENT OF THE CORPORATION, PARTNERSHIP OR COMPANY)

COUNTY OF _____)

STATE OF _____)

_____, Being first duly sworn, deposes and says that
(AFFIANT)

he is _____ of _____,
(TITLE) (COMPANY)

a corporation, company or partnership organized and existing under and by virtue of the laws of the State of _____, and having its principal

offices at _____
(STREET AND NUMBER) (CITY)

_____. Affiant further says that he/she
(COUNTY) (STATE)
is familiar with the records, minute books and by-laws of _____
(COMPANY)

Affiant further says that _____ is
(NAME-OTHER THAN AFFIANT)
_____, of the Corporation, Company or Partnership is duly
authorized to sign the CONTRACT for _____, for
said Corporation, Company or Partnership by virtue of _____
(State whether a provision of by-laws or a Resolution of the Board of Directors, Partnership Agreement or Agency.)

(If by Resolution, give date of adoption)

(AFFIANT)

Subscribed and sworn to before me this
_____ day of _____, 20__

SEAL

Notary Public