



**PROFESSIONAL DESIGN SERVICES – QUALITY BASED SELECTION SOLICITATION  
THIS IS NOT A CONTRACT/ORDER**

|  |   |
|--|---|
| <b>SOLICITATION#</b>   | <b>AMT-2017-003</b>   |
| Please provide the information below. Be sure to include your company name and complete address. | <b>Respond Before:<br/>OCTOBER 12, 2017 AT 2:00 P.M.</b>  |
| Response & contract/order mailing address:   | <b>Return all Pages by email, mail, or fax to:</b>  |
| Company Name:  | Office of Contracts and Procurement   |
| Contact Name:  | <b>C/O QUALIFICATIONS SUBMISSION</b>  |
| Phone:   | 4600 International Gateway  |
| Fax:   | Columbus, OH 23219  |
| Addr1:   |   |
| Addr2:   | For inquires:   |
| City:  | Fax: (614) 239-3183   |
| State:   | Email: <a href="mailto:craaprourement@columbusairports.com">craaprourement@columbusairports.com</a> |
| Zip:   |   |
| Email:   |   |

**SECTION 1.0 SCOPE AND CLASSIFICATION**

1.1 The Columbus Regional Airport Authority ("CRAA") is seeking responses from all interested and qualified respondents desiring to provide:

Space Planning Services - Commercial

1.2. The CRAA is an independent, special purpose political subdivision of the State of Ohio. The CRAA was created on July 30, 1990, pursuant to the provisions of Chapter 4582, Ohio Revised Code (ORC), as a body corporate and politic. On November 10, 1991, the transfer date, the CRAA began operations under a use agreement with the City of Columbus (City) for the purpose of providing airport facilities to the general public. On this date the City transferred the use of all assets and liabilities of the Airport enterprise fund to the CRAA. As a political subdivision, the CRAA is distinct from, and is not, an agency of the State of Ohio or any other local governmental unit.

It is the policy of the CRAA that Disadvantaged Business Partner (DBP) certified firms shall have the maximum opportunity to participate in the provision of services as outlined in this request. Consultants shall make a good faith effort to obtain DBP participation.

This request for statement of qualifications document, and other items pertinent to the submittal, is available at our website ([www.columbusairports.com/construction/rfq.asp](http://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 Consultant's responsibility to obtain the addenda from the site, without notification from the CRAA.

## **SECTION 2.0 APPLICABLE PUBLICATIONS**

NOT APPLICABLE

## **SECTION 3.0 REQUIREMENTS**

3.1 General Description: The CRAA seeks the services of a qualified Commercial Space Planning Professional to assist with various projects. The Commercial Space Planning Professional may also assist CRAA in the development and documentation of design standards.

Project Services:

- Meet with departments and teams within CRAA to determine office and work space needs.
- Translate needs into conceptual design plans.
- Provide design development drawings in CAD format to include demolition, partition, finishes, electrical, data, reflected ceiling and lighting plans; elevations and material schedules.
- Provide preliminary schedules and phasing recommendations.
- Provide preliminary and comparative cost estimates for design options.
- Work with CRAA Architects and Engineers to ensure construction drawings reflect CRAA design and space utilization goals.

Non-Project Services:

- Assist CRAA with the development of space planning standards.

## **SECTION 4.0 SELECTION AND CONTRACT**

4.1 Selection Process: The CRAA shall evaluate the statements of qualifications submitted by professional design firms specifically regarding the project.

4.1.2 Method: During the selection process, the CRAA may hold discussions with individual firms to explore further the firms' statements of qualifications, the scope and nature of the services the firms would provide, and the various technical approaches the firms may take toward the project. The CRAA may acquire and utilize, to the extent deemed necessary, information obtained from sources, included but not limited to:

4.1.2.1 The respondent's references' responses to questions regarding their experiences with the respondent's personnel, services, etc.

4.1.2.2. Other sources, including parties to other agreements and other airport or non-airport locations with whom the respondent has had a contractual relationship and is conducting or has conducted comparable operations.

4.1.3 Short list: The CRAA shall select and rank no fewer than three firms which it considers to be the most qualified to provide the required professional design services, except when the CRAA determines in writing that fewer than three qualified firms are available in which case the CRAA shall select and rank those firms.

4.2 Negotiation Process: The CRAA shall negotiate a contract with the firm ranked most qualified to perform the required services at a compensation determined in writing to be fair and reasonable to the CRAA. The CRAA shall initiate contract negotiations with the selected firm, using a request for a detailed technical and fee proposal. See Appendix A for a sample request. The CRAA reserves the right to change the actual request in its best interest.

4.2.1 Contract negotiations shall be directed toward:

4.2.1.1 Ensuring that the professional design firm and the agency have a mutual understanding of the essential requirements involved in providing the required services;

4.2.1.2 Determining that the firm will make available the necessary personnel, equipment, and facilities to

perform the services within the required time;

4.2.1.3 Agreeing upon compensation which is fair and reasonable, taking into account the estimated value, scope, complexity, and nature of the services.

4.2.2 Failure to negotiate the contract. Upon failure to negotiate a contract with the firm ranked most qualified, the CRAA shall inform the firm in writing of the termination of negotiations and may enter into negotiations with the firm ranked next most qualified. If negotiations again fail, the same procedure may be followed with each next most qualified firm selected and ranked pursuant to 4.1 of this section, in order of ranking, until a contract is negotiated.

4.2.3 Failure to negotiate any contract. Should the CRAA fail to negotiate a contract with any of the firms selected pursuant to 4.1 of this section, the CRAA may select and rank additional firms, based on their qualifications, and negotiations may continue as with the firms selected and ranked initially until a contract is negotiated.

4.3 Nothing in this section affects the CRAA's right to accept or reject any or all proposals in whole or in part.

4.4 Evaluation Criteria: The CRAA shall evaluate the firms based on their qualifications, which means all of the following:

4.4.1 Competence to perform the required professional design services as indicated by the technical training, education, and experience of the firm's personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the services;

4.4.2 Ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services or design-build services competently and expeditiously;

4.4.3 Past performance of the firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines.

4.4.4 Other relevant factors.

4.4.4.1 Consideration shall be given to the amount of small, disadvantaged, minority or female business participation or designations so that the CRAA may choose to select firms in accordance with our policy to provide diversity and inclusion contract opportunities in delivering services to the CRAA.

4.4.4.2 Consideration shall be given to the amount of currently contracted services being delivered by the firm so that the CRAA may choose to select firms that are not already engaged in contracted services to the CRAA.

4.4.4.3 Consideration shall be given to the risk of engaging the firm, with regard to their financial viability and/or safety record.

## **SECTION 5.0 RESPONSE SUBMITTAL REQUIREMENTS**

### **5.1 Response Format**

5.1.1 The respondent shall include complete and detailed written responses. Each respondent's response to these items will be evaluated in accordance with the criteria stated in Section 4.0.

5.1.2 Additional data, exhibits, and explanations may be included should the respondent deem them important to the evaluation of its response by the CRAA.

5.1.3 The response shall be limited to 10 single-sided (5 double-sided) pages, which includes 8 ½" x 11" and greater, in type no smaller than 10 point Arial font.

5.1.4 If the response does not comply with these conditions, the CRAA reserves the right to reject the response without further consideration. These restrictions are not intended to hamper response preparation. Rather, they

will provide uniformity in the responses to this Solicitation and facilitate evaluation.

5.2 Response Contents. For the prime and any subcontractors offered in response to the solicitation, the response shall include:

5.2.1 Name(s), title(s), and resumes for those persons that shall be delivering services: including, but not limited to the technical training, certifications, licenses, education, and experience by the employees that will be assigned to deliver the services.

5.2.2 A demonstrated understanding of the work to be performed and a potential schedule for the work including the availability of equipment and personnel the respondent has proposed for the engagement.

5.2.3 A report of three (3) or more previous engagements of a similar nature that were performed by the proposed personnel within the last two (2) years. The information shall include the owner's name, a contact name and a telephone number for the contact. The respondent does hereby give the owner the right to answer all questions about those past experiences.

5.2.4 The Prime's current status and/or the planned utilization of a small business as defined by official recognition as minority, female, EDGE, disadvantaged or historically underutilized businesses.

5.2.5 A list of projects/contracts and the value of work currently under contract with the CRAA. (If none, then "none" shall be stated.)

5.2.6 NOTE: Upon request, the highest ranked respondent may be required to submit to the CRAA:

- A copy of their most recent years' audit report of their financial statements;
- A comprehensive business report form from Dun and Bradstreet; and
- A copy of their most recent three years' Bureau of Worker's Compensation experience modification rating (EMR).

## **SECTION 6.0 NOTES.**

6.1 Confidentiality. The CRAA may choose to keep response information in confidence during the evaluation process and until the time an agreement is executed. This information may include all response documentation, notes, including detailed prices, references, resumes, and other information, etc. Thereafter, responses and all submissions may become public information, as the CRAA is subject to R.C. 149.43, the Public Records Act. (See also the following #6.2.)

6.2 Regarding Public Records Requests. DO NOT mark your entire response/submittal as information constituting an exception to Ohio's public records law. If your entire response/submittal is so marked, the CRAA may choose consider your offer non-responsive.

6.2.1 The CRAA, as a Port Authority of the State of Ohio, is subject to Ohio Revised Code Chapter 149, known as the Ohio Public Records Law. Consequently, the Respondent understands that ALL documents submitted in response to this RFP may be considered public records and may be subject to release by the CRAA when a public records request is made in accordance with the law. If you are concerned that documents submitted in response to this RFP contain confidential financial and proprietary information, including trade secrets, then you must CLEARLY MARK the specific information considered by you to be confidential and state the reason that you contend these portions of your response constitute an exception to Ohio's public records law.

6.2.2 If a public records request is made for any portion of the documents that you have submitted and you have NOT clearly marked specific information contained in such documents as confidential financial or proprietary information, and therefore potentially constituting an exception to Ohio's public records law, the CRAA may release all of the requested information immediately.

6.2.3 If a public records request is made for such information and you HAVE clearly marked portions of your response as confidential financial or proprietary information, potentially constituting an exception to Ohio's public records law, the CRAA will attempt to release the information to the requestor, after redacting the specific information identified as confidential financial and proprietary, and notify you that a request was made and that a

redacted version of your response was released. Should the requestor challenge the classification of redacted information as confidential financial or proprietary information, the CRAA will notify you that further explanation of the information's designation as confidential has been demanded by the requestor and the request for public information has been restated.

6.2.4 You then will be IMMEDIATELY responsible for obtaining an order from a Court of competent jurisdiction in Franklin County, Ohio enjoining release of your clearly marked information constituting an exception to Ohio's public records law.

## **RIGHTS OF THE AUTHORITY**

1. The CRAA reserves the right to modify or amend, without limitation, any provision of the draft Agreement prior to its execution.
2. More than one response from an individual, partnership, corporation, or association under the same or different names will not be considered or if there is evidence of collusion among respondents. The CRAA reserves the right to disqualify from consideration any respondent when the CRAA believes it to be involved in more than one response.
3. Responses may be rejected if the respondent (including any participant in a partnership, joint venture or other business entity submitting the response) or any subcontractor proposed by the respondent, is in default or arrearage under any existing or previous agreement with the CRAA, the CRAA has had past performance issues with the respondent, or if there exist any unpaid monetary or other claim by the CRAA against the respondent, or respondent's affiliates or subcontractors.
4. In addition to any other cause for the rejection of a response as stated in this Solicitation, a response may be rejected by the CRAA if it contains any: omissions; additions not called for or otherwise allowed; conditions; limitations; unauthorized alternate bids; or other material irregularities of any nature.
5. The CRAA may conduct announced or unannounced site visits or with each respondent judged to be in a competitive range, to elicit further information relevant to the responses submitted. The CRAA reserves the right to use the findings of site visits in its evaluation of the response in accordance with the evaluation criteria established herein. The CRAA also reserves the right to make an award without conducting site visits or holding discussions or interviews.
6. It is essential that the information and requirements of this Request be carefully studied and adhered to in the preparation and submission of responses. All respondents must submit written responses, legibly typed, in accordance with the instructions contained in this Solicitation. Failure to comply with the instructions of the Solicitation may be cause for rejection of a respondent's response.

## APPENDIX A. SAMPLE NEGOTIATION INITIATION INFORMATION

Date:

Firm Information:

Subject: Name and number of Solicitation with due date  
CRAA Project Manager: Name and telephone number of PM

Dear Sir or Madam;

The CRAA wishes to negotiate a contract pursuant to the subject Solicitation. The information below should be provided to the CRAA Project Manager listed above. Please contact the CRAA Project Manager to obtain delivery information (i.e. e-mail, or fax, or delivery service, etc.):

Proposed detailed technical proposal including but not limited to:  
deliverables (appropriate milestones) including the number o  
schedule (in number of days after start – not actual dates)

Proposed hourly\* fee schedule by position title (inclusive of profit and overhead.)

Proposed total reimbursement fees (travel)

Proposed total other direct costs (i.e. cost per copy and budget for all copies)

Maximum Compensation required to complete the design project (in U.S. Dollars)

Proposed Letter(s) of Intent to Perform as a DBP Subconsultant/Supplier

Please provide the information on or before: <date/time>

If you have any questions regarding the information requested, please advise the CRAA Project Manager.

Thank you in advance for your continued interest in doing business with the CRAA.

Sincerely,

William J. Kirwin CPPO CPPB, Manager  
Office of Contracts and Procurement

Cc: Project Manager  
File

## Letter Of Intent To Perform As A DBP 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<br><br>_____ is <b>MBE or EDGE</b> certified with the Ohio Department of Administrative Services<br><br>_____ is <b>WBE</b> certified with the Women's Business Enterprise Council –WBENC | _____ is <b>8a</b> certified with the U.S. Small Business Administration as – <b>SBA</b><br><br>_____ is <b>MBE FBE</b> certified with the City of Columbus Equal Business Opportunity Commission Office | _____ is <b>DBE</b> certified with the Ohio Department of Transportation<br><br>_____ is <b>MBE</b> certified with South Central Ohio Minority Supplier Development Council (SCOMSDC) |
|--|--|---|

**Classification:**     **Prime Contractor**                       **Sub Contractor**  **Supplier**  
                                   **Manufacturer**     **Joint Venture**

| Work item(s) to be performed by 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)*

\* In the event consultant does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.