

Request for Qualifications  
Tri-State Airport Authority

Professional Engineering Services  
HTS Terminal Loop Road Alignment, Parking Lot Expansion,  
and Intermodal Public Parking Development  
State Project # S305-3/1-0.01.00  
Federal Project # STBG-0031(053)D

The TriState Airport Authority is requesting Statements of Qualifications (SOQ) from qualified consulting firms or teams of firms for engineering and construction management/administration services for the Airport Parking Lot and Crosswalk Improvements Project at Huntington Tri-State Airport (HTS). SOQs will be received by the Tri-State Airport Authority until 12:00 p.m. (EST) on Friday, May 26, 2023.

**A. SCOPE OF WORK**

The project Scope of Work (SOW) includes civil, geotechnical and electrical engineering; survey, construction management/administration and all other necessary professional services to provide complete plans, specifications and bidding documents for the Project. The project includes realigning the airport access road, expanding existing parking facilities (main and overflow) and at minimum, 30% design of an Intermodal Parking Structure. Construction management/administration services may be amended to the SOW or contracted under a separate agreement.

Deliverables include but are not limited to:

- Design and engineering services through bid documentation, to create a “shovel ready” project on these roadway segment improvements.
- Construction drawings in paper and electronic format. All documents shall be provided as paper copies and PDF files.
- Obtaining right-of-way certification and permits from necessary entities including but not limited to WVDEP and WVDOH. The selected engineering firm will be responsible for preparing necessary permit application documents.
- Prepare construction bid documents, all contract documents, plan specifications and estimates.
- Specifications of the phasing of the construction.
- Full cost estimation for construction implementation, construction inspection, and other costs for completing the project, including specifications of elements that could be eliminated or scaled down to achieve cost affordability.
- Provide specifications on notifying adjacent property owners of road disruptions and coordinate traffic control.
- Survey
- Complete NEPA and all Environmental permitting needed.
- All aspects of Construction Management for project.

Each consultant and subconsultant must have an overhead rate and certified wage rates approved by the West Virginia Division of Highways Auditing Division and must be prequalified

by the WV Department of Transportation in all other areas. Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

**Other Considerations**

All plans, drawings, specifications and calculations, including drafts, developed by the selected firm are the property of the Tri-State Airport Authority and the WV Department of Highways.

Procurement of these services shall be in conformity with the applicable laws and regulations of the State of West Virginia and any applicable federal agencies. The contract is to be awarded on a lump sum basis. All consultants interested in being considered for this project must submit an expression of interest detailing qualifications, technical expertise, management and staffing capabilities, familiarity with local conditions and related prior experience. Selected respondents may be interviewed.

WVDOH has a DBE requirement of 8.56% for contractors that will be required for this project. Attention is directed to the fact that the proposed project may be undertaken through federal and/or state agencies and that all work will be performed in accordance with the regulations issued by these agencies and the State of West Virginia pertaining hereto.

The selected firm will be required to comply with Title VI of the Civil Rights Act of 1964, Executive Order 11246, Conflict of Interest Statement and Access to Records provisions. Alternative Federal and State funding requirements may also apply.

The Tri-State Airport Authority will afford full opportunity for minority and women-owned business enterprises to submit a show of interest in response to the invitation and will not discriminate against any firm or individual on the grounds of race, creed, color, sex, age, handicap status or national origin in the contract award.

**B. INFORMATIONAL MEETING**

A non-mandatory informational meeting is scheduled for May 9, 2023 at 1:30 pm (EST). This will be a virtual meeting. For those who wish to attend, please send your contact information to Ashley Draper at [adraper@tristateairport.com](mailto:adraper@tristateairport.com).

**C. SUBMITTAL REQUIREMENTS**

Three (3) hard copies and one (1) thumb drive in pdf format of the SOQ submittal shall be provided. Each copy shall be marked on the cover:

RFQ: HTS Terminal Loop Road Alignment, Parking Lot Expansion, and Intermodal Public Parking Development and shall contain the name of the firm responding to this RFQ.

**1. Clarifications**

Any clarifications or modifications will be provided in writing by the Airport and will be communicated via the Airport's website at <http://tristateairport.com>. Any request for clarifications must be received by Airport staff at least five working days prior to the submittal deadline. Any questions relating to the submittal requirements shall be directed to:

Brent Brown, Airport Director, Huntington Tri-State Airport E-mail: [bbrown@tristateairport.com](mailto:bbrown@tristateairport.com)

## **2. Related Information**

The selected consultant will be expected to execute the Airport's Professional Service Agreement (PSA). It is anticipated that a PSA will be awarded by the Tri-State Airport Authority at its May 2023 meeting.

## **D. STATEMENT OF QUALIFICATIONS**

SOQs shall respond to each criteria listed below. SOQs should be clear and concise and formatted as outlined below to provide the Selection Committee with the following information and allow for consistent evaluation of each submittal.

### **Transmittal Letter**

Provide a transmittal letter that is no more than two pages, which introduces the consulting firm and team. Discuss services offered, size of staff, and office location(s) of the consulting firm(s). Include the point of contact information, including email, of the firm responding to the RFQ.

### **Table of Contents**

Include an identification of the material by section and page number.

### **Statement of Qualifications**

Provide no more than 15 double-sided pages describing the qualifications, experience, and capabilities of the proposing firm and team in the order presented below. Covers, tabs, transmittal letter, and table of contents will not be included in the page count.

1. *Project Organization and Staff Experience.* Include the organizational structure that is proposed to implement the project, identifying the primary point of contact, support staff, sub-consultants, and location of office where the majority of work of the prime consultant will be completed. Include brief resumes of the key project personnel identifying professional qualifications, experience, capabilities, and relevant projects each have completed.
2. *Specific Relevant Projects.* Include and describe projects of similar scope that the proposed key personnel and/or team have participated and completed in the past five (5) years. Identify key personnel from the organizational chart.
3. *Project Understanding and Approach.* Demonstrate an understanding and familiarity of this project. Describe your approach to successfully completing the project, including project administration, design considerations, bid process, project permitting requirements, construction management, environmental, DBE goals (8.56% minimum), construction administration, and project closeout.

4. *References.* Provide a list of three (3) references that have specific knowledge of airport work performed by the consultant.

#### **E. EVALUATION AND SELECTION**

All SOQs received will be evaluated and ranked based upon the responsiveness to the RFQ. A minimum of two (2) firms may be selected for further evaluation and requested to participate in an interview as part of the selection process. Alternatively, the Airport may choose to select the most qualified firm or team directly following the evaluation of the submitted SOQs. One consultant will be selected for negotiation of a PSA.

The Tristate Airport Authority reserves the right to reject any and all SOQs, to waive any irregularities in the proposals received, and to accept the proposal deemed most advantageous to the best interest of the Tri-State Airport Authority. All SOQs become the property of the Airport.

Tri-State Airport is an Equal Opportunity Employer.

#### **F. SCOPE OF WORK AND FEE PROPOSAL**

Following the selection process, the Airport will enter into contract negotiations with the selected consultant. The Airport and consultant will meet to discuss the proposed services and scoping of work. The selected consultant will be expected to prepare and submit a detailed breakdown proposal identifying hourly rates, markups, anticipated reimbursable expenses, direct salary costs, labor, general and administrative overhead, and profit data for the project. Work will be performed on a negotiated lump sum amount, based on the specific identified tasks of the Scope of Work associated with design services. Construction management and construction administration services may be amended to the PSA and will be performed on a negotiated not-to-exceed amount, based on time and materials (specific rates of compensation). Negotiations and an independent cost analysis will be performed prior to approval and execution of the PSA. If scope and fee cannot be agreed upon between the Airport and the consultant, negotiations will be terminated. The Airport will then enter into negotiations with the next highest qualified consultant.

#### **G. QUALIFICATION SUBMITTAL**

SOQs shall be submitted to:

Huntington Tri-State Airport

ATTN: Brent Brown, Airport Director

1449 Airport Road

Huntington, WV 25704

RE: HTS Terminal Loop Road Alignment, Parking Lot Expansion, and Intermodal Parking Development