

**Professional Architectural Services
RFP #2022-02**

**ADDENDUM #7
November 16, 2021**

Pre-Proposal Presentation



Professional Architectural Services
For the Charlottesville-Albemarle Airport
RFP# 2022-02

RFP Pre-Submittal Meeting
November 15, 2021
11:00 a.m.



Professional Architectural Services for Charlottesville Albemarle Airport

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a statement of qualifications for professional architectural services for projects that may be undertaken in the Authority's six-year capital improvement program.

Deadline for Receipt of Proposals:

December 7, 2021 - 2:00 p.m. Eastern Time (Per Addendum #2)

Deliver Statements To:

*Charlottesville Albemarle Airport Administration Office,
100 Bowen Loop, Suite 200,
Charlottesville, VA 22911
Attention: Jason Burch*

LATE FAXED, ELECTRONIC MAIL, OR UNSIGNED STATEMENTS WILL BE REJECTED

A little about CHO

- The Charlottesville Albemarle Airport Authority is a political subdivision of the Commonwealth of Virginia, created in 1984 by the Virginia Acts of Assembly. The Authority board consists of the City Manager, the County Executive, and one private citizen appointed from the Charlottesville Albemarle Joint Airport Commission. The Commission is an advisory group composed of seven members appointed by the Charlottesville City Council and Albemarle County Board of Supervisors.
- The CHO is a non-hub commercial facility served by three major airlines: Delta Airlines, United Airlines and American Airlines.



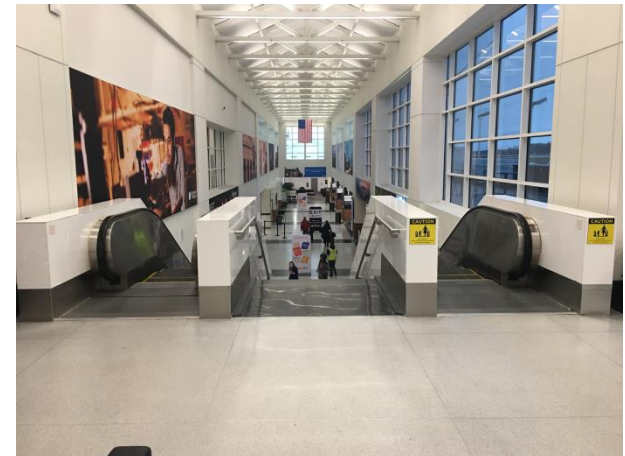
Purpose of the RFP:

- The Airport Authority is seeking proposals with a statement of qualifications from professional architectural firms with aviation experience for consulting design and architectural services for projects that may be undertaken in the Authority's six-year capital improvement program.



Projects Included but not Limited to:

- Air Carrier Terminal Building Improvements and/or Expansion
- ARFF Building Improvements/Relocation/Expansion
- SRE Building Improvements and/or Expansion
- Other Authority-owned Facilities Improvements to include Office/Administrative Building Design
- Airside and/or Landside Covered Walkway Systems
- Public Parking Lot Pavement Rehabilitation, Covers Over Parking Lot Entrances/Exits, and other Public Parking Lot Improvements
- Public Parking Expansion to Include Multi-Level Deck and/or Surface Lots
- General Aviation Facilities Rehabilitation Projects to include; Ramp, Fuel Farm, Parking, and Roadway System
- Covered Walkways (Airside and Landside)
- Entrance Roadway Improvements
- Other Facilities Parking and Roadway Improvements to include Perimeter Road
- ***Assistance with Project Development to include Scoping and/or Justification of Design-Build and Construction Manager-At-Risk Projects***
- Modification or Renovation of Rental Car Facilities.
- Hangar Complexes, Single and Multiple Units Design
- Other work as identified.



Special Services:

The Authority reserves the right to retain other contractors to perform some activities or studies. At the Authority's option however, the Architect may be engaged to provide or arrange such services.



Examples of special services that might be necessary within the scope of the Authority's projects include, but are not limited to:

- Soils investigations, including core sampling, laboratory tests, related analyses, and reports.
- Detailed mill, shop, and/or laboratory inspections of materials and equipment.
- Land surveys and topographic maps.
- Field and/or construction surveys.
- Photogrammetry surveys.
- On-site construction inspection and/or management involving the services of a full-time resident architect(s), inspector(s), or manager(s) during the construction or installation phase of a project. (This construction inspection/management differs from the periodic inspection responsibilities that were identified as part of the basic services).
- Expert witness or other testimony in litigation involving specific projects.
- Public information activities, studies, and surveys.
- Preparation of as-constructed plans.
- Assisting the sponsor in the preparation of applications for State and Federal grants.
- Preparation of quality control plans and other architectural certifications, studies, and/or reports as may be required by federal/state/local governmental agencies.
- Preparation of final report.
- Contracts with Other Professionals.

Scope of Services:

Preliminary Phase:

- Finance requirements, coordination with other agencies, schedules, surveys and field investigations.

Design Phase:

- Attend design meetings, data collection, preparation of plans and cost estimates, printing and delivery of drawings to outside agencies.

Bidding or Negotiation Phase:

- Collection of bids or negotiated proposals, analyze results, provide recommendations and prepare contract documents.

Scope of Services (Continued):

Construction Phase:

- Represent the Authority at all meetings/conferences.
- Frequently visit job site and prepare progress reports.
- Review shop drawings and prepare change orders.
- Prepare pay requests.
- ***Carry out applicable requirements of Title 49 C.F.R. Part 26 (DBE's).***
- ***Carry out applicable requirements of Title 29 C.F.R. Parts 1, 3 and 5 (Davis-Bacon and related Federal Acts).***



General Information for Preparing Proposals:

It is anticipated that these projects listed may be accomplished in part with funds from the Federal Aviation Administration (FAA), Virginia Department of Aviation (VDOA), Passenger Facility Charge (PFC) revenues, Airport Revenue Bonds as well as Airport Authority funds. Therefore, professional consultant services rendered for these projects must conform to all applicable requirements of the FAA and VDOA. Selection will be in accordance with FAA Advisory Circular 150/5100-14E, and Title 49 C.F.R. Part 18.

***COST OR FEE INFORMATION IS NOT TO BE INCLUDED WITHIN
THE PROPOSAL.***



**Federal Aviation
Administration**



**VIRGINIA DEPARTMENT
of Aviation**

Evaluation Criteria:

	Description	Percent
1.	General requirements - Conformance with Proposal format and content requirements (Sections 2.4 – 2.6)	5
2.	Introduction (Section 4.1)	5
3.	Organizational Capabilities (Section 4.2)	40
4	Staff Qualifications (Section 4.3)	20
5.	Project Approach (Section 4.4)	10
6.	Required Forms	
	Attachment A – Proposal Form (Section 5.0)	15
	Attachment B – Offeror's Acknowledgement of Addendum(s) to RFP # 2022-02 (Section 5.0)	3
	Attachment C – Offeror's Acknowledgement of Federal Required Contract Provisions for Airport Improvement Projects (AIP) – Professional Service with Labor, Construction, or Alternative Construction Method (Section 5.0)	2
	TOTAL	100

The Authority may award contracts to more than one Offeror.

The Authority reserves the right to cancel this RFP at any time and reject any proposal received in response to this RFP.

Forms Required with Proposals:

- Attachment A-Proposal Form
 - Financial and Background Data
 - References
 - Offeror's Signature Page
 - *If Offeror is a Corporation, include corporate resolution indicating parties authorized to contract on behalf of the corporation, and corporate seal certified by the Secretary of the Corporation.*
 - ***Certificate of No Collusion***
- Attachment B-Acknowledgement of RFP #2022-02 Addendum(s)
- Attachment C
 - Acknowledgement of Federal Required Contract Provisions for Airport Improvement Projects.
 - Professional Service with Labor, Construction or Alternative Construction Method.

Calendar of Events

Per Addendum #2 Dated October 13, 2021

DATE	EVENT
Oct. 6, 2021	Date of issue of the RFP
Nov. 15, 2021	Meeting - Attendance is not mandatory - 11:00 a.m. Eastern Time in the Airport lower level conference room. (Zoom information will be provided)
Nov. 22, 2021	Deadline for submitting written inquiries - 2:00 p.m. Eastern Time.
Nov. 30, 2021	Date the Authority will Provide Response to RFP Questions
Dec. 7, 2021	Deadline for Submission of Proposals - 2:00 p.m. Eastern Time
Dec. 14-16, 2021	Interviews/ Negotiations
Dec 20, 2021	Notice of Intent to Award will be posted on Authority's website
Jan 14, 2022	Target Date for Commencement of Contract



Deliver RFP #2022-02 to:

**Charlottesville Albemarle Airport Administration Office
100 Bowen Loop, Suite 200
Charlottesville, VA 22911
Attention: Jason Burch**

All Proposals must be packaged, sealed and show the following information on the outside of the package:

- Offeror's name and address
- RFP Identification (lower-left corner of package):
RFP #2022-02 Professional Architectural Services for Charlottesville Albemarle Airport
- Deadline (date and time) for Submission of Proposals

Electronic Submission of Proposals

- Hard copies are still required. Provide a tracking number associated with the mailing of the required hard copies within the electronic submission.
- All bids received electronically are to be submitted by December 7, 2021 @ 2:00pm EST and sent to jburch@gocho.com.
- Regardless of electronic complications, if bids are received after 2:00 p.m. they will be rejected.
- **The subject line of the email must read: "RFP #2022-02 Professional Architectural Services."**
- Bids submitted electronically will not be opened until the time specified in the Invitation to Bid.
- All bids and emails will be opened at that specified time in the Rotunda area of the Terminal Building.



Additional Questions and Comments, Please Submit in Writing:

- E-mail: Mr. Jason Burch, jburch@gocho.com
- FAX: (434) 974-7476

