

To All Interested Consultants

Project : **GMIA Airport Master Plan – Completion of
Airport Layout Plan (ALP)**

Project No.: **WA176-13003**

Subject : **REQUEST FOR QUALIFICATIONS (RFQ)**

Milwaukee County Department of Administrative Services is requesting qualification statements for professional consulting services to complete the Airport Layout Plan (ALP) for General Mitchell International Airport (GMIA).

I. BACKGROUND

A Master Plan Update for General Mitchell International Airport (GMIA) was completed and subsequently adopted by the Milwaukee County Board of Supervisors in November 2009. Included as part of the Master Plan Update is a new Airport Layout Plan (ALP). (The currently FAA approved ALP for GMIA is dated November 1994.) Following the adoption of the Master Plan Update by the County Board the new ALP was delivered to the Wisconsin Bureau of Aeronautics (WBOA) and to the FAA for their respective review.

Since 2009 several events have impacted the status of the new ALP:

- Mandated Runway Safety Area (RSA) improvement projects on runways 7R-25L and 19R-1L have been completed.
- The 440th Air Force Reserve base has been closed and the property has been released to GMIA.
- The former Air Force Reserve ramp (now called the South Ramp) is being utilized as a runway 1L deice pad and design is underway for a new deice pad to serve runway 7R departures. (GMIA is considering another pad for runway 19R departures.)
- A new FAA Advisory Circular 150/5300-13A, Airport Design, has been initiated; effective September 28, 2012, with new guidance and requirements that affect currently planned ultimate development at GMIA.

With the completion of the RSA projects the design consultant (Mead & Hunt) is preparing as-built ALP inserts into the currently approved ALP (1994) for the affected runways. Further, to comply with the current FAA Airports Geographic Information System (AGIS) requirements, the consultant is entering the as-built survey data into the AGIS. The task underway for collecting and entering the data (conforming to FAA Advisory Circulars 150/5300-16A, 17C and 18B) includes:

1. Aerial photography of the airport property during “leaf off” conditions and of the remaining obstruction surfaces areas during “leaf on” conditions.
2. FAA Airport Airspace Analysis Survey for all surfaces defined in FAA AC 150/5300-18B, Section 2.7.1.1, Runways with vertical guidance.
3. Safety critical and airport planimetric data in accordance with FAA AC 150/5300-18B, Table 2-1, ALP and Cat II/III columns.

Planimetric work is scheduled to be completed in May 2013 such that all line work on the airport will be updated and available in both GIS and CAD formats in accordance with AGIS standards and coordinates. Entry of attribute data of airport features is expected to be completed in late summer 2013.

II. GENERAL PROJECT DESCRIPTION

It is the intent of this project to complete the ALP, applying current ALP preparation guidance, to reflect accurate existing conditions and depict ultimate airport development per design standards contained in FAA Advisory Circular 150/5300-13A. Following completion of the ALP it is intended to be submitted to the WBOA and the FAA for review and comment and ultimate approval.

In addition to necessary corrections to the ALP data and information required to be shown it is intended that the primary emphasis will be on airfield geometry and airfield development with respect to taxiways,

Subject: REQUEST FOR QUALIFICATIONS (RFQ)
Project: GMIA Airport Master Plan – Completion of Airport Layout Plan (ALP)
Project No.: WA176-13003
Date : May 13, 2013

ramps, pads and aprons. It is NOT expected that changes will be needed for terminal, landside, maintenance, cargo, parking or other similar development other than very minor adjustments. It is also NOT expected that changes will be made to ultimate runway development including runway protection zones (RPZ).

The completion of the ALP will conclude with the entry of the ultimate development of the airport into the FAA AGIS.

III. SCOPE OF CONSULTANT SERVICES

The successful consultant shall provide all services as specified per the standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services (Type D).

Following selection of the most qualified consultant, a more specific scope of services will be determined during the negotiation of the professional services agreement. However, the scope of work is generally outlined to occur in three phases as follows:

Phase 1 -

- Inventory and assemble all existing and new ALP drawings, files and data
- Update existing condition drawing files
- Evaluate and summarize conflicts in both the existing airfield geometry and the currently proposed ultimate development as compared to design standards contained in FAA Advisory Circular 150/5300-13A.
- Schedule and conduct workshop(s) with reviewing agencies (WBOA, FAA ADO, ATCT, FAA Airports Certification/Safety, GMIA Operations and Engineering, etc) to identify “hot spots” and areas needing alternative layout solutions, including the discussion of potential alternative solutions.
- Assemble and summarize existing available data necessary to formulate Pavement Classification Numbers (PCN) for all airfield pavement (runways, taxiways and aprons) in accordance with FAA AC 150/5335-5B
- Develop scope of Phase 2

Phase 2 -

- Develop alternative solutions to hot spots and non-conforming airfield ultimate development areas.
- Schedule and conduct a process to arrive at consensus by the reviewing groups and agencies of preferred and compliant development solutions to be depicted on the ALP.
- Gather additional needed data and complete the formulation of PCN for the airfield pavements.
- Complete the ALP with all associated documentation and submit to review agencies for comment in accordance with FAA Great Lakes Region RGL-5070.1, June 28, 2011, Preparation and Review of Airport Layout Plans (ALPs)
- Develop scope of Phase 3

Phase 3 -

- Revise the ALP in response to the reviewing agencies comments and re-submit for final approval.
- Add the approved ALP depicted ultimate development to the FAA AGIS.

Subject: REQUEST FOR QUALIFICATIONS (RFQ)
Project: GMIA Airport Master Plan – Completion of Airport Layout Plan (ALP)
Project No.: WA176-13003
Date : May 13, 2013

PROJECT TIMETABLE:

- May 13, 2013 - Issue RFQ
- May 30, 2013 - Meeting to review the requirements of the RFQ, **10AM CDT, Thursday May 30, 2013, Sijan Conference Room, General Mitchell International Airport, Milwaukee, Wisconsin.** The Sijan Conference Room is located in the rear of the Mitchell Gallery of Flight Museum in the Terminal Mall.
- June 7, 2013 - Qualification statements due
- June 14, 2013 - Selection committee shortlists or selects consultant.
- June 19, 2013 - Selection committee interviews consultants (if necessary – interviews will occur no sooner than this date).
- June 25, 2013 - Consultant selection (will occur no later than this date).
- July 16, 2013 - Finalize scope of work and agreement with consultant.
- August 1, 2013 - Project Notice to Proceed.

IV. STATEMENT OF QUALIFICATIONS CONTENT

The statement of qualifications shall include the following information:

- A. Cover:** Include project number and name, project location, consultant's name, address, telephone number, FAX number, e-mail address, proposal date, etc.
- B. Table of Contents:** Include an identification of the material by section and page number.
- C. Letter or Transmittal:** The name and description of the organization submitting the proposal briefly stating the proposer's understanding of the service to be provided.
- D. Consultant's Experience:** Include a list of similar projects that the consultant has participated on in the past five (5) years. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the consultant's participation.
- E. Project Organization and Staff Experience:** Include an organizational structure of the project team, including the relationship of the sub-consultants to be used for this project. The name of the Principal In Charge of this project along with their Professional Registration Number in the State of Wisconsin must be clearly indicated in this section of the statement, along with the name, occupation and title of the Project Manager who will be in charge of this project. Provide a resume' for each individual involved in the project, and include their name, title and/or duties for the project, professional registration, relevant certifications, a brief description of related experience including time contribution in this capacity to past projects, and qualifications.
- F. Sub-Consultants:** Indicate the names and addresses of any sub-consultants and/or associates proposed to be used in this project. State the capacity they would be used and the approximate percentage of the total services they would provide. Also state their past experience in the field.

Subject: REQUEST FOR QUALIFICATIONS (RFQ)
Project: GMIA Airport Master Plan – Completion of Airport Layout Plan (ALP)
Project No.: WA176-13003
Date : May 13, 2013

- G. Project Approach:** Provide a statement to indicate an understanding of the project requirements, a description of the proposed approach, and the problems you anticipate in this project and how you propose to solve them. Discuss how you plan to staff the project to efficiently complete the work effort.
- H. Scheduling:** Provide a bar chart form schedule which indicates a sequence, time table, and relationship of tasks which are necessary to complete the project. Include a statement indicating that the proposed project schedule can be met.
- I. DBE Goals:** The Disadvantaged Business Enterprise (DBE) participation goal for this project/contract is 17%.
- J. Quality Control:** Submit a contract document quality control plan. Quality control is to be performed by individuals not assigned to the project on an ongoing basis.

V. STATEMENT OF QUALIFICATIONS PREPARATION AND SUBMISSION GUIDELINES

1. Explanation to Prospective Consultants

Any prospective consultant desiring an explanation or interpretation of this RFQ must request it in writing no later than seven business days before the last date for submission of proposals. Requests should be directed to the individual in charge at the address listed in the RFQ. Any information given to a prospective consultant concerning a solicitation will be furnished promptly to all other prospective consultants as an amendment to the RFQ, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective consultants.

2. Complete Statements

Statements shall represent the best efforts of the consultants and will be evaluated as such. Statements must set forth full, accurate, and complete information as required by this section and other sections of this RFQ.

3. Unnecessarily Elaborate Statements

Brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as unnecessarily elaborate and an indication of the consultant's lack of cost consciousness. Elaborate art work, expensive paper and binding, and expensive visual and other presentation aids are neither necessary nor desired. Concise and clear statements are sought.

4. Retention of Statements

All statement documents shall be retained by the County and therefore, will not be returned to the consultants. The County will not pay for preparation of statements or for statements that are retained by the County.

5. Examination by Consultants

Consultants are expected to examine the project location, scope of services, project objective and all instructions and attachments in this RFQ. Failure to do so will be at the consultant's risk.

6. Legal Status of Consultant

Each consultant must provide the following information in its statement:

- a. Name of the consultant;
- b. Whether consultant is a corporation, joint venture, partnership (including type of partnership), or individual;
- c. Copy of any current license, registration, or certification to transact business in the State of Wisconsin if required by law to obtain such license, registration, or certification. If the consultant is a corporation or limited partnership and does not provide a copy of its license registration, or certification to transact business in the State of Wisconsin, the consultant shall

Subject: REQUEST FOR QUALIFICATIONS (RFQ)
Project: GMIA Airport Master Plan – Completion of Airport Layout Plan (ALP)
Project No.: WA176-13003
Date : May 13, 2013

- certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and
- d. If the consultant is a partnership of joint venture, names of general partners or joint venturers.

7. Late Statements and Modifications and Withdrawals of Statements

Any statement received at the office designated in the solicitation after the exact time specified for receipt may not be considered.

VI. Statement Evaluation Criteria

Following is a list of criteria that will be used to evaluate the submitted statements of qualification:

1. The qualifications and experience of the firm(s) and primary personnel to be assigned to the project as submitted with the statement.
2. The firm's past performance on projects of similar scope and size as submitted with the statement.
3. The organization of the consultant team including effective utilization of DBE firms.
4. Coverage within the consultant team of all required disciplines including but not limited to:
 - Knowledge and experience in preparation of airport layout plans and AGIS.
 - Airport engineering and airfield design.
5. The firm's indicated understanding of the project requirements
6. The consultant's project approach and methodology as presented in the statement.
7. The project team's resources and availability of key personnel as related to the needs of this project.
8. The consultant's proposed schedule of project tasks and activities that meet the requirements of the project.
9. The consultant's responsiveness to the RFQ.
10. The consultant plan and assurance of meeting Milwaukee County's DBE requirements.
11. Analysis of the consultant's overall interest, commitment, and ability.

Selection of the consultant for award of this project will be qualifications-based subject to a mutual understanding of the scope of services and a negotiation of a fair and reasonable fee. After evaluation of the submitted proposals and the following interviews (if needed) the consultant selection committee will score and rank the consultants. Negotiation will follow with the highest ranked consultant to fully define the scope of work and to reach a fair and reasonable fee. If this cannot be accomplished with the highest ranked consultant then negotiation will proceed with each succeeding and qualified consultant until an acceptable agreement is reached.

Milwaukee County reserves the right to accept or reject any and all statements, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process

Subject: REQUEST FOR QUALIFICATIONS (RFQ)
Project: GMIA Airport Master Plan – Completion of Airport Layout Plan (ALP)
Project No.: WA176-13003
Date : May 13, 2013

VII. GENERAL REQUIREMENTS

Submitting consultants shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a Contract being considered by a County department or with an agency funded and regulated by a County department, may make a campaign contribution to any County official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County department or to an agency until the Contract has reached final disposition, including adoption, County Executive action, proceeding on veto (if necessary) or departmental approval.

The successful consultant must be an Equal Opportunity Employer.

The statement shall conform with all attached documents. All statements should use this RFQ and its attachments as the sole basis for the statement. The issuance of a written addendum is the only official method through which interpretation, clarification or additional information will be given.

All cost for preparing a statement, attending the selection interview if required, or supplying additional information requested by Milwaukee County, is the sole responsibility of the submitting party. Material submitted will not be returned.

The statement must be submitted in a single bound 8-1/2" x 11" document.

With the signing and submission of a statement or proposal the submitting consultant certifies that the standard terms and conditions of the Agreement for Professional Services (that will be used to contract with the selected consultant) has been read and understood and that the submitting consultant is ready, willing and able to sign the agreement when requested without making any substantive changes.

Please submit five (5) copies of your statement no later than **2:00 PM CDT on Friday, June 7, 2013**, to Ed Baisch, Airport Engineer, Airport Engineering, General Mitchell International Airport, Milwaukee, Wisconsin, 53207 (Telephone (414) 747-5722, email ebaisch@mitchellairpirt.com).

Please direct any questions regarding this RFQ to me at the above address, phone number or email address.

Sincerely,

Edward A. Baisch
Airport Engineer

Attachments:

- 1) 1994 ALP
- 2) RSA as-built ALP inserts
- 3) Master Plan Update ALP (2009)
- 4) WBOA and FAA ALP comments
- 5) Consultant Agreement for Professional Services (Type D)

cc: Barry Bateman, GMIA G. Drent, DAS-FM
G. High, DAS-FM, AE&ES M. Phillips, CDBP