



Roanoke Regional Airport Commission
Pre-Proposal Meeting
For
Aviation Architectural and Aviation Engineering
On-Call Services

Pre-Proposal Meeting Agenda

- Introductions
- Scope of Services (Kyle)
- Proposal Requirements (Corey)
- Selection Process (Corey)
- Questions
- Tour (Kyle)

Introductions

Kyle Kotchou – Director of Planning and Engineering

Corey Scott – Contracts Administrator

Scope of Services

This procurement is for two separate disciplines:

- Aviation Architectural Professional On-Call Services
- Aviation Civil Engineering Professional On-Call Services

It is anticipated we will select up to:

- Two Architectural Firms
- Two Civil Engineering Firms

Scope of Services

The Professional Services include but are not limited to the following*:

- Project Studies, Planning and Programming
- Project Design
- Project Construction Administration
- Project Inspection

All services will be on an as needed basis and there is no guarantee that services will be required by the commission.

* See RFP for more detail

Types of Projects

An example of some of the projects on the ROA CIP that may utilize the On-Call Professional Services. This is not an exhaustive list.

Architectural Projects:

- Concourse Roof Replacement
- ATO Baggage Screening
- Entry Plaza Fin Rehabilitation
- Terminal Improvements
- Security Checkpoint Expansion
- Pre and Post Customer Lounge
- Terminal Carpet Replacement

Civil Projects:

- Fuel Farm Upgrade
- Taxiway A Rehabilitation
- Taxiway B, B1, B5 and Hold Apron Rehabilitation
- GA Ramp Seal Coat
- Cargo Ramp Overhead Lighting
- Cargo Road Rehabilitation and Joint Seal
- Landside Pavement Maintenance

Proposal Requirements

- 25 pages maximum, plus the completed compliance and certification forms (Section E, Attachments A, B, C, D and E)
- Firms must specifically identify on the proposal cover sheet which discipline (Architectural **or** Engineering) the firm is qualified for and interested in providing services to the Commission under this solicitation. **If interested in both disciplines then two separate proposals need to be submitted**
- Four hard copies and one electronic
- Proposals due no later than 2:00pm on October 27, 2022

Selection Process

1. Two separate Selection Panels will review proposals
2. Selection Panels will shortlist most qualified firms in each discipline
3. Shortlisted firms in each discipline will be contacted for interviews
4. Top ranked firm(s) in each discipline will be notified
5. RRAC will negotiate contract terms with top ranked firm(s) in each discipline
6. Recommendations will be forwarded to Board of Commissioners
7. Contracts will be executed and future tasks will be completed as amendments to the contracts

Disadvantaged Business Enterprise (DBE): Encouraged for all projects but goal will be provided for all federally funded projects

Contract Term

One (1) year based period with a maximum of three (3) optional one year periods

Contract Fees

- Fees for services will be negotiated on an individual task/project basis
- Fees for any individual task/project will not exceed \$2.5 million
- Cumulative fees for all tasks/projects in any one year term will not exceed \$10 million
- Fees exceeding \$125,000 for any single task/project must be authorized by the Airport Commission Board

Questions

Tour