



Request for Proposals for Design Build Services

Yuma International Airport is seeking proposals for design build construction services to renovate the former Bet-Ko hangar into the new Yuma Pilot Center. The Airport will not reimburse any expenses incurred in preparing this proposal or response to this RFP.

Project Name:	Yuma Pilot Center
Contact	Gen Grosse, 928-726-5882
Date Advertised:	November 10, 2009
Pre-Proposal Conference Date:	November 19, 2009 at 10:00AM
Pre-Proposal Location	Airport Passenger Terminal Conference Rm
Response Due Date:	December 3, 2009 NLT 2:00PM
Contract Signed:	Anticipated within 30 days of Proposal Receipt

This contract will be a firm fixed price, limited duration airport construction project.

The Contractor's price should be inclusive for "any and all" necessary work and "any and all" necessary costs to bring the project to a successful and satisfactory completion as determined by the Airport.



Proposals must be consistent with applicable laws, ordinances and regulations governing the City and County of Yuma, the State of Arizona, and any applicable federal regulations. The Proposals should address planning, design, construction, and implementation of the Project in its entirety.

Project Scope of Work:

- 1) The purpose of this project is to renovate the former Bet-Ko Hangar into the new Yuma Pilot Center for pilots to purchase fuel and complete flight planning duties. This project includes the installation of a new façade for the hangar and will include changes to the airport's security fence protecting the Airport Operations Area (AOA). Airport security must be complied with at all times.

- 2) All space will be located on the ground floor level. The existing office areas are not included in this project with the exception of closing off two or three doors that open into the hangar bay.
- 3) The renovated facility will have an EIFS exterior. A window shade will be added to the south side of the building. The shade structure on the north side of the building will be incorporated into the EIFS design in an attractive manner.
- 4) The public entrances on the east and west side of the building will have an attractive look with stone work framing. The West entrance will have a large sunshade as shown in the concept drawings to cover the parking unloading area.
- 5) The facility must have heating and cooling. The main hangar and back offices must have refrigerated air and heating. The restrooms and showers must have powered exhaust systems sufficient to meet manufacturer's guidelines. Rooftop units will not be used.
- 6) The restrooms will include 4 stalls for the women and 2 urinals and 2 stalls for men. Each restroom will have a shower room with lockers and changing bench. Walls around the restrooms and showers will be 8 inches thick with additional noise insulation. Paper product dispensers will match the Airport's main terminal.
- 7) Renovation of the Hangar bay will include a kick-out for the aircraft known as the "City of Yuma" to be mounted on a 2' high pedestal. Decorative chain guards and stanchions will be included around the edge of the pedestal along with display cabinets. All items associated with the aircraft display will be included as an "add alternate" bid item.
- 8) The Hangar will be configured as generally shown in the included concept drawings.
- 9) Electrical will be provided for two Fuel Desks, four vending machines, for any required custodial equipment, for Fuel Desk computers and phones, for computers and laptop charging in the seated lobby area, for ceiling fans over the lobby area, for golf carts on the southern exterior of the Hangar and for office equipment in necessary areas.
- 10) Data and phone wiring will be minimal as the building is planned as a "wireless" facility.
- 11) The maximum amount of glass will be included in the final design as shown in the concept drawings.
- 12) An evaluation of the roof will be completed and a recommendation prepared for any necessary upgrades to the hangar roof.
- 13) The hangar bay will be sheet rocked on the sides. All steel beams will be hidden. The contractor will offer at least three alternatives for the ceiling concept. The main hangar doors will be removed and replaced with large main entrances. The doors will have security swipe access.
- 14) The facility will have new restrooms and showers.
- 15) Water and sewer will be upgraded as required. All sewer lines will be scoped and verified as capable of handling the increased load.
- 16) Exterior signage will be required for employee parking, rental car parking, visitor parking, parking lot entrances, exits, handicapped, etc.
- 17) A lighted building name sign will be required on the front and back of the Pilot Center. The letters should be 23" tall with 6" returns and be individually lighted.

- 18) Access Control: The hangar must have Airport access control security on all doors. The system can link to the vehicle gate next to the front entrance for communication to the Airport's passenger terminal hub. The system will be compatible with the Airport Access Control security system. A "lock-down" card swipe will be placed near the fuel desks to use for locking the building at night. An exterior "un-lock" card swipe will be placed near the employee entrance on the north side to unlock the building in the morning. All doors leading to the flightline will have card swipe requirement. Flightline doors into the Pilot Center will be public access.
- 19) CCTV Systems: A stand-alone CCTV system will provide camera coverage of the lobby area. Four exterior cameras are required at locations to be determined. The CCTV will provide 14 days recording with full playback of individual cameras showing date and time of recording on the playback. The capability for creating movie clips from the recordings will be included in the system.
- 20) Key System: The Contractor will provide a door schedule within 14 days of the 60% approval, which the owner will use to identify a Key Schedule for building security. Upon delivery of the completed facilities, all keys must be configured to a single key, ready to be swapped out with a Master Key to the final key configuration. All existing keys will be turned over to the Airport Director. All keysets must be compatible with the Airport's existing key system.
- 21) The building will require the installation of a fire suppression sprinkler system and required life safety items such as exit lights, etc. The fire suppression system will be installed in two phases. The first for the new remodeled section, the 2nd phase will be when the transition is complete to the new area.
- 22) Site Preparation: Civil construction for the new parking configuration will include all necessary ground preparation. This includes moving the airport security fence. The existing aircraft parking apron will be used to the maximum extent possible for automobile parking. The fence and south side of the building will have automatic night illumination. The fence will have reflectors on the air side and appropriate signage on the land side.
- 23) Landscaping will present the entire area in a cohesive and pleasing manner that will meet the city building and landscaping code.

Proposal content:

Proposals may not exceed the number of pages in the proposal format. The proposal format consists of ten pages and may include a Joint Team contract agreement, if applicable.

1. **Proposer Information:** Provide the contact information of your firm's Principal, who is responsible for this project and can authorize a commitment.

2. **Design Build Team:** Indicate no more than four key team members, their respective roles (i.e. project manager, architect, engineer, etc.) and relevant work experience. If a sub-consultant is involved in critical components of the project, their name and relevant qualifications should be listed as one of the four team members. If listed, a sub-consultant should be identified as such on the "Project Role" line. For the time commitments, indicate for each team member, the percentage of time currently committed to other work, and the percentage of time necessary for this project.

Items of Special Interest:

Experience: Provide example projects that demonstrate the Proposer's ability to design and construct the following projects: Aircraft hangar, public facility renovations, plumbing and electrical design, parking, paving and associated landscaping. The references provided in your submittal should be able to provide comment on such projects.

Development Schedule: Provide a proposed project timetable.

Additional Background: Provide additional information that you feel is pertinent to this project.

Project Schedule: Based on the published project scope and your technical approach, you should indicate your proposed schedule, explain risk factors and how you will address them. In all scheduling considerations do not include Owner's review time. Assume, however, that your work will require some revision after Owner review, and that the time required addressing these comments should be included within your schedule.

Pre-Proposal Conference

(a) An optional Pre-Proposal Conference will be held on the date/time shown on the cover page labeled **Pre-Proposal Conference Date**. The conference will start in the Airport Conference Room on the second floor at 2191 E 32nd Street, Ste 218, Yuma, Arizona 85365. At that time questions will be answered relative to this RFP. Comments, constructive criticism, and identification/notification of RFP inconsistencies are welcome.

(b) All prospective Contractors are urged to attend this conference. In order to make the conference as productive as possible, prior to the pre-proposal conference, contractors are requested to submit any questions they may have in writing to Ms. Gen Grosse by facsimile at 928-344-4677. The submission of written questions will not preclude anyone from posing questions during the pre-proposal conference.

(c) Failure of a prospective Contractor to submit any questions or to attend the conference will be construed to mean that the Contractor fully understands all requirements of the solicitation. Prospective Contractors are advised that the pre-proposal conference will be held solely for the purpose of explaining the concepts involved in the project and the specifications, terms, and conditions of this solicitation.

(d) No minutes of this meeting will be issued. All prospective Contractors are advised that this solicitation will remain unchanged unless it is amended in writing. However, if an amendment is issued, it will be distributed to all persons on the sign-in sheet of the conference or who have previously contacted Ms. Grosse.

Joint Venture Design Build Teams

Joint Venture Design Build Teams shall provide a copy of the joint venture agreement. The agreement shall include information that identifies the responsibilities for each entity under this contract, demonstrate the relationship between firms, and identify contractual relationships and authorities to bind each entity of the joint venture.

Incurred Expenses

The Airport is not responsible for any costs incurred or associated with preparation and submission of a proposal in response to this solicitation.

Basis of Award and Evaluation Factors

Selection of the contractor will be on the basis of Best Value to the Airport, considering price and other factors combined. Interested firms are expected to review the RFP and participate in the pre-proposal conference and site visit, provide proposed prices for the initial project, and provide proposal information requested to evaluate their technical and past performance factors.

A Two Phase Design-Build procedure will be used for this project. The Phase One evaluation will result in the selection of the most highly qualified Contractor(s). This Contractor(s) will be required to submit a Phase Two proposal, which will include more detailed specifications. Phase Two of the proposal shall require submission of final price proposals by the Contractor(s) selected in Phase One. The Airport intends to evaluate proposals and award a contract without discussions.

Contractors are advised that the Contractor(s) selected to proceed to Phase Two is not guaranteed receipt of a contract award. Award of the basic construction contract will be made to that responsible Contractor whose proposal conforming to the solicitation is determined to be the most advantageous to the Airport considering past performance, technical/management, and price factors. The Airport reserves the right to award a contract under this solicitation or to award only a portion of the initial project identified in the RFP as a single-action contract.

The Airport reserves the right to reject any and all basic contract offers at any time prior to award; to negotiate with any one or all Contractors; to award the contract to other than the Contractors submitting the lowest total price; and to award a partial project contract to one or more Contractors submitting proposals determined to be the most advantages to the Airport.

CONTRACTORS ARE ADVISED THAT IT IS DEFINITELY POSSIBLE THAT AN AWARD MAY BE MADE WITHOUT DISCUSSIONS OR ANY CONTACT CONCERNING THE PROPOSALS RECEIVED, OR WITHOUT OBTAINING THE PHASE 2 PROPOSAL.

Therefore, Phase 1 Proposals should be submitted initially on the most favorable price and technical terms. Contractors should not assume that they would be contacted or afforded the opportunity to qualify, discuss, or revise their proposal.

The contractor determined to be the Best Value will receive a Contract Award assuming that funding is made available.

Prior to the Notice to Proceed, the contractor must provide a Payment and Performance Bond, and a Certificate of Insurance as outlined in the contract documents (available online). The contractor will have ten days to provide the bonds and certificates.

Submission Protocols

All proposals must be submitted (2 copies) in a sealed package marked "Yuma Pilot Center" no later than the date on the cover page labeled **Response Due Date**. Address submissions to Gerald Hinkle, Jr., Chief Financial Officer, Yuma International Airport, 2191 E 32nd St, Ste 218, Yuma, AZ, 85365. Telephone 928-726-5882.

THERE WILL NOT BE A "PUBLIC BID OPENING."

Hand Deliveries are acceptable. No late submissions, facsimile, or electronic submissions will be accepted. Submittals received after the stated time will not be considered. Page 1 must be signed by a party authorized to bind the entity submitting the RFP. You may call 928-726-5882, to confirm receipt.

All material submitted in response to this solicitation becomes the property of YCAA and will not be returned. After contract award, the RFP's shall be open for public inspection except to the extent that the withholding of information is permitted or required by law.

Criteria for Evaluating Design Build Proposals

The Selection Committee will use the following criteria to evaluate proposals.

- 1. Past performance of the project team on comparable projects. (25 points).** Does the proposal indicate that the project team has recent direct experience on designing similar improvements to those proposed at this location? Was the work satisfactory? [Sources of information: Airport Design Build Team Form, Recent Relevant Experience Form, and possibly the Optional Proposal Summary Form.]
- 2. Proposed technical approach (25 points).** Does the proposal provide evidence of understanding of the project; and any unique engineering aspects associated with the proposed project and how to address them? [Sources of information: Proposed Technical Approach Form and possibly the Optional Proposal Summary Form.]
- 3. Ability to meet schedules and deadlines (25 points).** Does the proposed Design Build team have sufficient time to work on this project? Has the firm demonstrated an ability to meet project schedules in the past? [Sources of information: Airport Design Build Team Form, Recent Relevant Experience Form, Design Build Schedule Form, and possibly the Optional Proposal Summary Form.]
- 4. Project design schedule (25 points).** Reasonableness of proposed schedule [Sources of information: Design Build Schedule Form and possibly the Optional Proposal Summary Form.]
- 5. Project's geographic location (10 points).** Does the proposed Design Build team indicate the awareness of local conditions, relevant local projects and experience with knowledge of local agencies and related histories? [Sources of information: Airport Design Build Team Form, Recent Relevant Experience Form, and possibly the Optional Proposal Summary Form.]

Note: The Selection Panel may change the criteria prior to bid opening.

Thank you for taking the time to respond to this RFP.

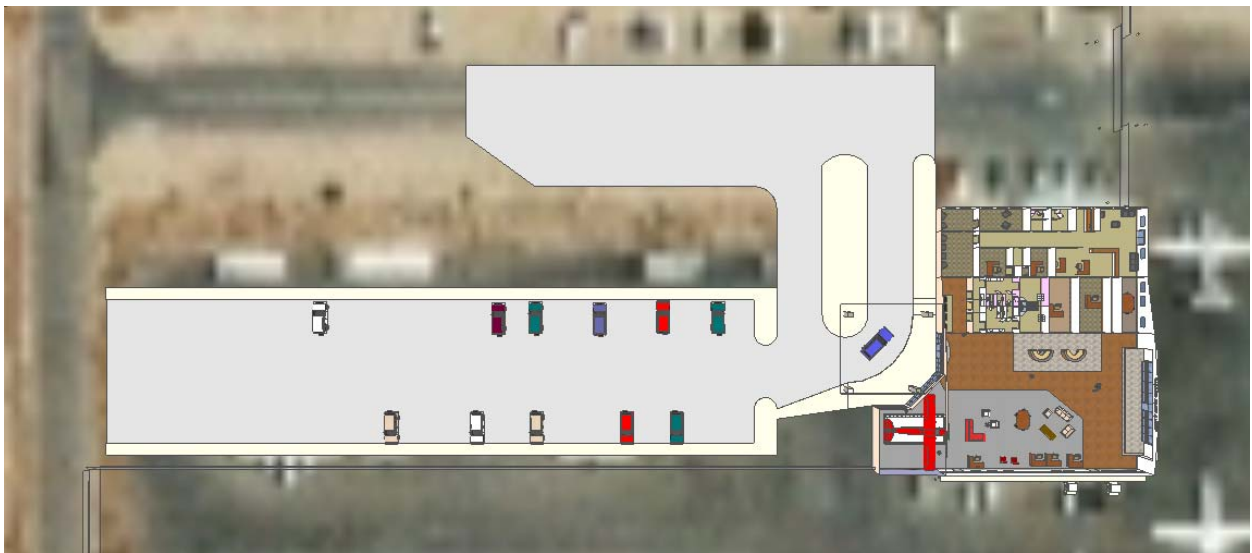
Sincerely,

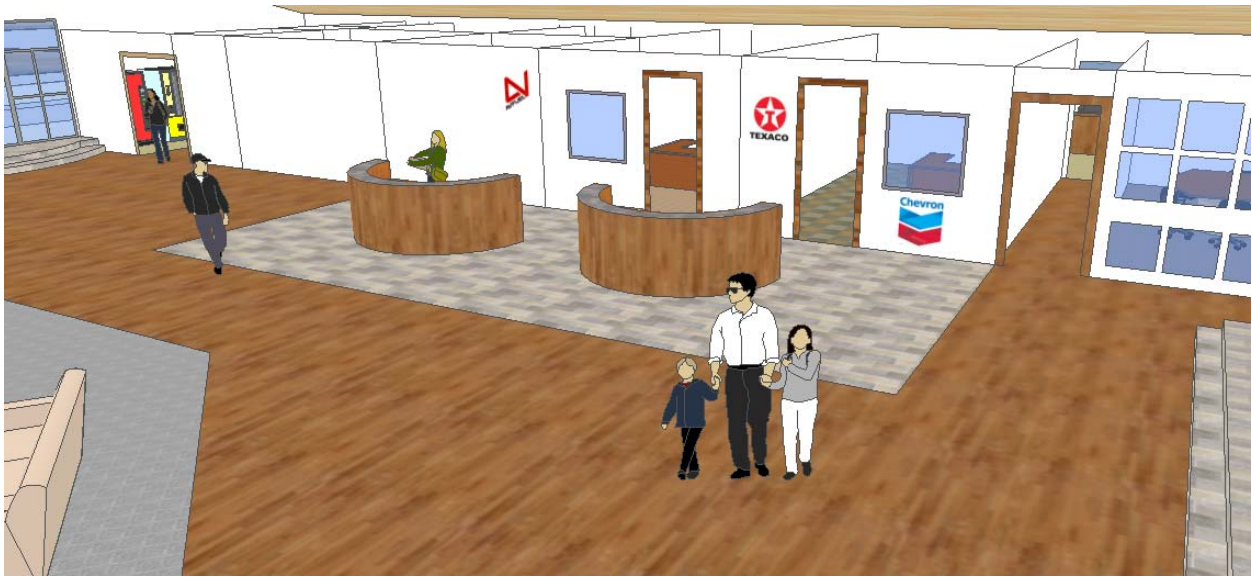


Craig Williams
Airport Director

Attached: 1) Concept Illustrations
 2) Proposal Package for Design Build Construction Services (10 pages)

Concept Illustrations









Airport Design Build Project Proposal

Project Information

Date Advertised November 10, 2009

Airport Name Yuma International Airport

Project Name Yuma Pilot Center

Project Manager Craig Williams

Proposer Information

Firm Name _____

Mailing Address _____

City State Zip _____

Contact Name _____

Position _____

Telephone _____

Fax _____

Email _____

Information Submitted and Verified by

Name _____

Title _____

Signature _____

This form must be used to present proposals for the Design Build project as directed in the Request for Proposals. Do not submit any additional documentation or information with this proposal (other than a Joint Venture contract, if applicable). The proposal may not exceed the number of pages as provided in this form package. Please use 12 point type fonts on every page except the "Relevant Experience Page" which is 9 point font.



Airport Design Build Team

Indicate no more than four key team members, their respective roles (i.e. project manager, architect, engineer, etc.) and relevant work experience. If a sub-consultant is involved in critical components of the design effort, their name and relevant qualifications should be listed as one of the four team members. If listed, a sub-consultant should be identified as such on the "Project Role" line. For the time commitments, indicate for each team member, the percentage of time currently committed to other work, and the percentage of time necessary for this project.

Name _____ **Project Role** _____

Licensed Arizona
Architect/Engineer/Contractor _____

Arizona Registration Number _____

Years of Design/Build
Experience _____

Percentage of Time Required
for this project _____

Percentage of Other
Concurrent Time Projects _____

Relevant Experience with
Similar Projects. Indicate which
projects on page 4 this person
participated in this role.

Page 4 Projects: 1 2 3 4 5 6 7 8 9 10

Name _____ **Project Role** _____

Licensed Arizona
Architect/Engineer/Contractor _____

Arizona Registration Number _____

Years of Design/Build
Experience _____

Percentage of Time Required
for this project _____

Percentage of Other
Concurrent Time Projects _____

Relevant Experience with
Similar Projects. Indicate which
projects on page 4 this person
participated in this role.

Page 4 Projects: 1 2 3 4 5 6 7 8 9 10



Airport Design Build Team (Continued)

Name _____ **Project Role** _____

Licensed Arizona Architect/Engineer/Contractor _____

Arizona Registration Number _____

Years of Design/Build Experience _____

Percentage of Time Required for this project _____

Percentage of Other Concurrent Time Projects _____

Relevant Experience with Similar Projects. Indicate which projects on page 4 this person participated in this role.

Page 4 Projects: 1 2 3 4 5 6 7 8 9 10

Name _____ **Project Role** _____ **Construction Site Superintendent** _____

Licensed Arizona Architect/Engineer/Contractor If applicable _____

Arizona Registration Number If applicable _____

Years of Design / Build Experience _____

Percentage of Time Required for this project _____

Percentage of Other Concurrent Time Projects _____

Relevant Experience with Similar Projects. Indicate which projects on page 4 this person participated in this role.

Page 4 Projects: 1 2 3 4 5 6 7 8 9 10



Recent Relevant Experience

List no more than 10 most recent relevant projects constructed within the last five years.

Project Name and Location	Contact, Position, Phone Number	Project Start Date	Days allowed vs required for Project	Number of change orders	Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					



Design Build Schedule

Based on the published project scope and your technical approach, indicate below your proposed schedule to design and renovate the former Bet-Ko Hangar into the Yuma Pilot Center. Do not include Owner's review time. Assume, however, that your work will require some revision after Owner review, and that the time required addressing these comments should be included within your schedule. The time frame should include both design and construction milestones and start with the signing of a Design/Build contract and conclude with a ribbon cutting ceremony after the receipt of a Certificate of Occupancy, the Certificate of Substantial Completion and all punch list items.

Note: This proposed schedule may set the basis for the contract deadlines in the design build contract agreement.



Proposed Technical Approach

Use the following two pages to discuss your understanding of the proposed project. Highlight critical factors that could affect the successful and timely completion. Discuss additional items that you believe should be addressed in the project. This narrative may not exceed the two pages of this section of the proposal form.



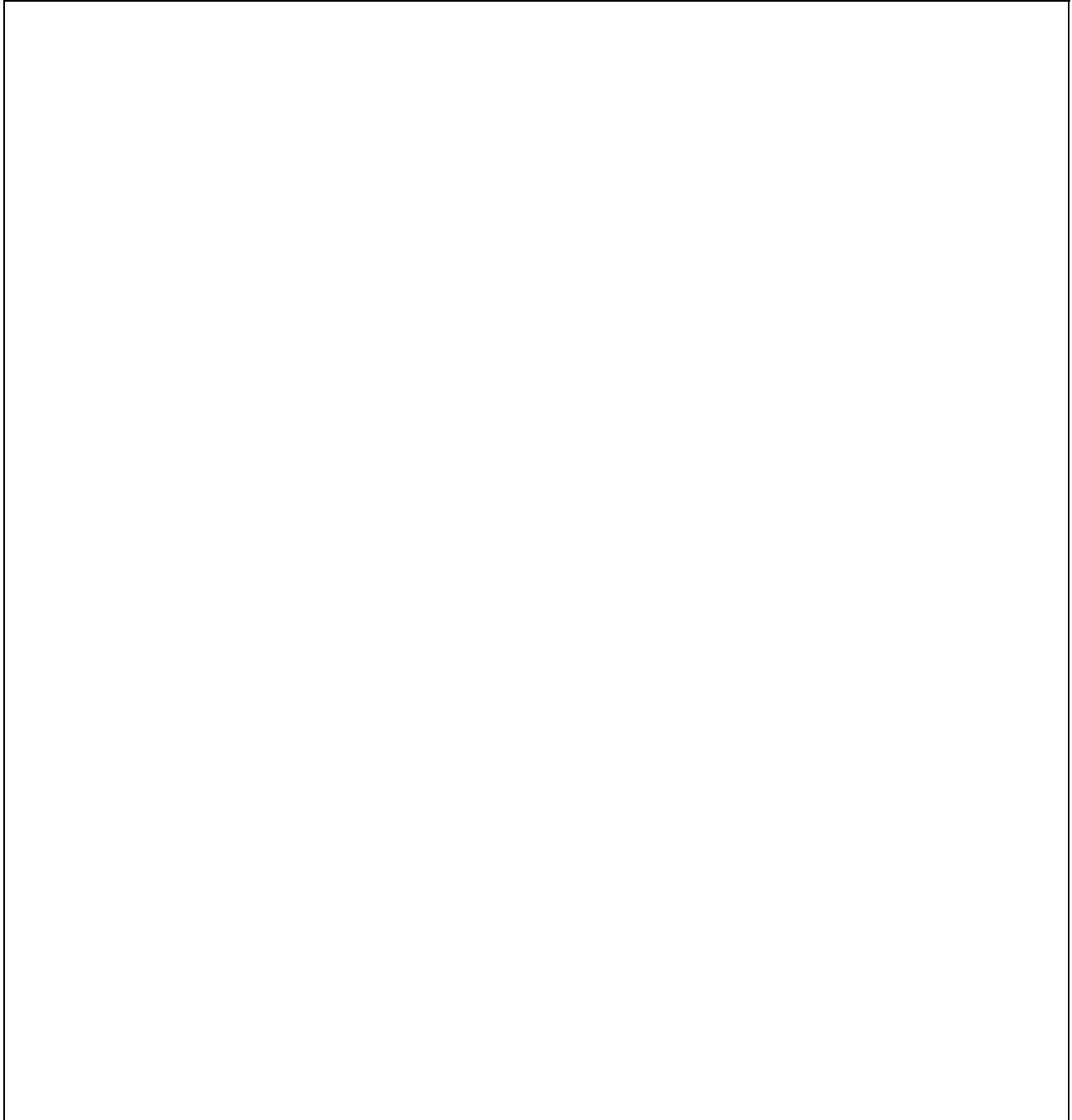
Proposed Technical Approach (Continued)

A large, empty rectangular box with a black border, intended for the continuation of the proposed technical approach.



Optional Supplemental Illustration Page

An optional supplemental illustration page may be inserted here. That page should be numbered Page 8 and this sheet should be removed. The illustration page can be no larger than 8 ½ x 11 and can be used to depict items or locations discussed within the narrative on the preceding two pages or any else you would like to highlight.





Optional Proposal Summary

You may use this page to include any additional information about your firm, project team or approach, schedule, previous experience, specialized skills, or anything else that you feel pertinent to the specifics of the project scope identified in this Request for Design Build Services that have not been included elsewhere.



Proposed Project Cost

Task	Cost
Design Services	\$ _____
Construction Costs	\$ _____
City Impact Fees, Permits, Etc.	\$ _____
Street Access Improvements	\$ _____
Entrance Area, Landscaping	\$ _____
Security Systems & CCTV	\$ _____
Fencing	\$ _____
Heating Ventilation & Air Conditioning	\$ _____
Electrical	\$ _____
Water, Sewer, Plumbing	\$ _____
Construction Testing Services	\$ _____
Contractor's Sub-Total	\$ _____
City of Yuma Aircraft Kick-Out	\$ _____
Contractor's Total Price	\$ _____

The Contractor's Total Price should be inclusive for "any and all" necessary work and "any and all" necessary costs to bring the project to a successful and satisfactory completion as determined by the Airport.

No consideration will be given for any "unexpected costs" after contract award.