



NOTICE TO ALL PROPOSERS

ADDENDUM NO. 1

TO THE REQUEST FOR QUALIFICATIONS FOR

TUCSON AIRPORT AUTHORITY PROJECT

10119102 – SAFETY RISK MANAGEMENT FACILITATOR FOR THE AIRFIELD SAFETY ENHANCEMENTS PROGRAM

FAA / ADOT Pending

JUNE 4, 2020

The following Addendum dated June 4, 2020 shall be made a part of the Request for Qualifications (RFQ) dated May 18, 2020 for TAA Project 10119102 – Safety Risk Management Facilitator for the Airfield Safety Enhancements Program.

GENERAL

1. The Pre-Submittal Conference Summary dated June 2, 2020 and associated sign-in sheets are attached to this Addendum No. 1.

RESPONSES TO QUESTIONS

Q. Beginning on Page 2, the RFQ outlines four major infrastructure projects associated with the Airfield Safety Enhancement Program. Are firms associated with any of those projects, either as prime or sub, precluded from submitting on this project? Similarly, would the firm selected for this project be precluded from pursuing other infrastructure projects that may arise during the 5-year contract period, either as prime or sub?

A. Any firm that is on any of the existing ASE teams (as a prime or sub) would be precluded from submitting on the SRM facilitator. The preclusion would be limited only to the ASE program, not any other project/program TAA has or could have in the future.



Q. In Section VI, item 3B, *Firm Experience*, the RFQ directs the responding firm to describe three (3) comparable projects completed within the past 5 years. Will the selection committee accept experience of projects completed by key personnel at a previous employer if the corporate/firm experience will not meet the minimum requirement?

A. TAA will accept experience of projects completed by key personnel at a previous employer if the corporate/firm experience will not meet the minimum requirement; however, would prefer the three comparable projects be completed by the proposing firm, if possible.

Q. In Section C “Staff Qualifications and Experience”, the RFQ asks for “experience of key personnel assigned to this project.” Is the information required in this section to be contained in each Key Personnel’s resume, and therefore go into the Appendix, or is this information in addition to the resumes?

A. The information provided in “Staff Qualifications and Experience” does not need to be listed in the Key Personnel’s resume. Proposers should respond to each question in the section and provide resumes for key personnel.

Q. RFQ Section VII, Item 7: We note that questions are to be directed to you, but would you provide the end date for which we are allowed to ask questions?

A. The last day for questions is Tuesday, June 9, 2020.

Q. RFQ Section VI, Item 3.A.2).b.: We are asked to “List current projects in progress, their size, phase, and estimated time and date of completion...which may become active during the TAA project”. Because of the estimated length of the contract (5-year term), the unknown effect of the pandemic on existing contracts over the next 12-24 months at a minimum, and the number of our current projects which are unrelated to the TAA’s 10119102 effort, may we instead provide workload information for the staff we would designate for this specific effort?

A. Yes, you may provide workload information for the staff that would be designated to this specific project.

Q. RFQ Section VI, Item 3.A.2).b.: We are asked to “List the firm’s total number of staff and their responsibilities.” With nearly 200 staff members, we are concerned that providing responsibilities for all of our staff members would be more information than is necessary. May we provide labor classifications instead of responsibilities? Or, may we provide that information but limit it to our professional technical staff (consultants) instead of including administrative/non-technical staff?

A. Yes, you may provide the information requested for your professional technical staff (consultants) only.

PRE-SUBMITTAL CONFERENCE SUMMARY

Project No./Name: 10119102 - Safety Risk Management Facilitator for the Airfield Safety Enhancements Program
Date: Tuesday, June 2, 2020
Time: 10:00 a.m.
Location: WebEx Virtual Pre-Submittal Meeting
Funding: TAA, FAA, ADOT
Procurement Officer: Ray Valdez
Project Director: Thomas Lyon

SIGN IN AND INTRODUCTIONS

1. See attached Sign-in Sheet for WebEx attendees.
2. Ray Valdez welcomed all attendees and made brief introductions. He indicated that the minutes of the pre-submittal conference will be distributed to all meeting attendees and RFQ holders of record. Further addenda, if any, will be distributed to only firms on the RFQ Holders List.

GENERAL INFORMATION

1. TAA intends to award this contract by August 2020. The Consultant will be expected to guide the Program through each SRM process over the course of the next five (5) years.
2. The estimated construction cost of the five-year project is \$190,000,000.00
3. The project will be funded by TAA, ADOT and FAA funds.
4. The selected Respondent will be the Professional Consultant and serve as the Safety Risk Management Panel (SRMP) Facilitator for the Project.
5. TAA shall not be held responsible for any oral instructions. Any changes to this RFQ will be in the form of an addendum, which will be furnished to all registered RFQ holders and pre-submittal meeting attendees.
6. This RFQ does not obligate TAA to award the contract to any firm nor to pay any cost incurred in the proposal process or in the preparation of Statements of Qualifications (SOQs) submitted in response to this RFQ. Shortlisted firms may be required to attend interviews in Tucson, which are tentatively scheduled for Friday, July 17, 2020. Expenses associated with such travel will be solely the responsibility of the firms. TAA reserves the right to reject any and all SOQs or to accept any firm which is deemed to be advantageous to the public and TAA.
7. The SOQ and other requested information must be completed, in its entirety, to the best of Respondent's ability and the Respondent must represent and warrant that all information contained therein is true and correct to the best of Respondent's knowledge.

8. No representative or agent of the Respondent may contact any member of the staff or Selection Committee, any member or director of TAA or any other agent or consultant of TAA, either directly or indirectly. Questions related to the RFQ or SOQ process may be directed in writing to Ray Valdez by email at rvaldez@flytucson.com. Any communication, or attempted communication, with any person other than Ray Valdez shall, in the sole discretion of TAA, be grounds for disqualification of the firm.

9. Until an award and execution of a contract by TAA, only the name of each Respondent on the short list may be made available to the public. All other information received by TAA in response to this RFQ or contained in the SOQs shall be confidential. The SOQs shall be open to public inspection after the contract is awarded and executed by TAA. To the extent the firm designates and TAA concurs, trade secrets and other proprietary data contained in the firm's SOQ will be kept confidential.

10. Any questions that the Respondents may have about the RFQ or the project should be faxed or emailed to Ray Valdez by no later than 2:00p.m on Tuesday June 9, 2020. TAA will issue the minutes of the pre-submittal conference and written responses to any questions received to all RFQ holders by email and/or facsimile on Thursday, June 4, 2020 and a final addendum (if needed) on Thursday, June 11, 2020.

11. DBE. It is the policy of the Department of Transportation ("DOT) and TAA that Disadvantaged Business Enterprise firms ("DBEs") as defined in 49 CFR Part 26 (the "DBE Regulations), shall have a fair and equal opportunity to participate in the performance of contracts financed in whole or in part with federal funds. TAA, in compliance with 49 CFR § 26, has adopted a program regarding the participation of DBEs on federally funded projects. A copy of this program is available upon request. TAA has set an aspirational 7% (7% of the dollar value of the contract) DBE participation goal for this contract. DBE participation is determined according to the standards and rules set forth in the DBE Regulations, and the firm should consult those regulations (see 49 CFR § 26.55 in particular). If a respondent or sub-consultant of the respondent are certified as DBE, the work performed by both shall be counted towards meeting the aspirational goal. Any work performed by a non-DBE respondent or subconsultant shall not. The firm must make a "good faith effort" to meet the stated aspirational participation goal. The firm should consult Appendix A of the DBE Regulations for guidance on what constitutes "good faith efforts." As a matter of responsibility, firms must complete and submit the "Statement of Proposed DBE Utilization" in the form provided, with its submittal, including evidence of good faith effort related to TAA's goal if the 7% aspirational goal is not met in part or in full. Firms and firms' subcontractors/subconsultants who are submitting as DBEs must be certified DBEs in Arizona in good standing prior to the date submittals are due. TAA recognizes current DBE certifications by the Arizona Department of Transportation (ADOT), City of Phoenix, and City of Tucson. For information regarding DBE firms recognized by TAA, or if you have any questions about TAA's DBE Program, please contact Veronica Ruiz-Ronquillo, TAA DBE Liaison Officer, at 520-573-8100.

The successful respondent will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the percentage of utilization of each DBE firm participating; (4) written documentation of the bidder/respondent's commitment to use a DBE subcontractor whose participation it submits to meet the aspirational contract goal; and (5) if the respondent cannot meet the aspirational DBE goal in part or in full, evidence of good faith effort undertaken by the respondent as described in Appendix A to 49 CFR Part 26. To count toward meeting a goal, each DBE firm must be certified in a NAICS code applicable to the kind of work the firm would perform on the contract.

As a condition of the agreement between the parties, the firm awarded the contract will be required to report DBE participation efforts listing (1) all certified DBE subcontractors who will be working on the Project, including work performed by firm's own forces if firm is a DBE and (2) the estimated amount of dollars that will be paid to any DBE subcontractor providing services. This information will be reported on a form to be provided by TAA. In addition, firm must provide written confirmation from each DBE of its participation in the firm's work. Firm will be required to track all payments to DBEs working on the Project. At the completion of the Project, firm will be required to complete and submit a final certification of payments to DBE firms on a form to be provided by TAA.

PROPOSAL REQUIREMENTS

1. Ray Valdez reminded the firms to carefully review the SOQ requirements described in Section VI on page 4.
2. Respondents should review the insurance requirements in Section V on pages 3-4 of the RFQ to confirm that they can comply.
3. Client references provided in the SOQs should not include TAA.
4. Failure on the part of a Respondent to provide any portion of the required documentation may cause for rejection of the SOQ. In the event of any conflict between any of the SOQ documents, resolution thereof shall be at TAA's sole discretion.
5. SOQs are due on or before 2:00 p.m. local Tucson time on Thursday June 18, 2020 at TAA's Administration Building, and must be time stamped by the receptionist to record TAA's receipt of the SOQ. SOQs submitted after that time may not be accepted.
6. One (1) original, Six (6) copies and (1) electronic copy of the submittal in PDF format on a USB drive of the SOQ should be submitted to TAA and should be clearly labeled with the project title and the Respondent's name and addressed to the attention of Ray Valdez 10119102 - Safety Risk Management Facilitator for the Airfield Safety Enhancements Program.
7. SOQs may be withdrawn either personally or by written request any time before the scheduled date and time of receipt.

SELECTION PROCESS

1. TAA is conducting a selection process in accordance with the requirements of Title 34 A.R.S. to select one firm to provide Safety Risk Management Facilitator services for the project listed in the RFQ.
2. SOQs from interested firms will be evaluated by an in-house Selection Committee, which will rank the SOQs based on qualifications only and select three to five Respondents to be short-listed. All Respondents will be notified as to which firms have been selected for the short-list.
3. The short-listed Respondents will be interviewed by the Selection Committee in person.

4. The Selection Committee will prepare a final ranking of the short-listed firms, which shall be submitted to the TAA Vice President of Planning & Engineering Department for final review and selection of the highest ranked Respondent.

SCOPE OF WORK

1. Project Director provided a brief overview of the project and scope of work.

DISCUSSION:

The floor was opened to questions and answers. The following questions were submitted via WebEx:

Q: In Section C “Staff Qualifications and Experience”, the RFQ asks for “experience of key personnel assigned to this project.” Is the information required in this section to be contained in each Key Personnel’s resume, and therefore go into the Appendix, or is this information in addition to the resumes?

A: The information provided in “Staff Qualifications and Experience” does not need to be listed in the Key Personnel’s resume. Proposers should respond to each question in the section and provide resumes for key personnel.

Q: I asked earlier about being precluded due to my firm having one of the ASE contracts. I understand we are not allowed to submit as prime, but can we be a sub to another team?

A: If a firm is participating on any part of an existing ASE team then they cannot submit, as either a sub or a prime, on the SRM Facilitator RFQ.

CLOSING:

Attendees were reminded that the last day for questions is Tuesday, June 9, 2020.

Attendees were reminded that the SOQ due date and time is Thursday June 18, 2020 by 2:00 p.m.

The conference adjourned at 10:35 am.

The above is intended to be a summary of the proceedings as recalled by Ray Valdez. The proceedings were tape-recorded and the tape is on file in the TAA’s Planning & Engineering Department.

cc: File E

Tucson Airport Authority
7250 S Tucson Blvd., Ste. 300
Tucson, AZ 85756
(520) 573-8100

ATTENDANCE SIGN IN SHEET

10119102 Safety Risk Management Facilitator for the Airfield Safety Enhancement Program Pre-Submittal Conference



Date: June 2, 2020	Time: 10:00 a.m.	Location: WebEx Meeting	
<u>NAME</u>	<u>ORGANIZATION</u>	<u>PHONE</u>	<u>EMAIL ADDRESS</u>
<u>Thomas Lyon</u>	<u>WSP</u>	<u>(312) 656-0293</u>	<u>tlyon@flytucson.com</u>
<u>Victor Palma</u>	<u>TAA</u>	<u>(520) 573-4853</u>	<u>vpalma@flytucson.com</u>
<u>Veronica Ruiz-Ronquillo</u>	<u>TAA</u>	<u>(520) 573-4892</u>	<u>vruiz-ronquillo@flytucson.com</u>
<u>Ray Valdez</u>	<u>TAA</u>	<u>(520) 573-4871</u>	<u>rvaldez@flytucson.com</u>
<u>Kathy Myers</u>	<u>TAA</u>	<u>(520) 573-4823</u>	<u>kmyers@flytucson.com</u>
<u>Dawn Ward</u>	<u>Base Management LLC</u>	<u>(808) 217-0902</u>	<u>dawn@basesgrp.com</u>
<u>Ken Ibold</u>	<u>RS&H</u>		<u>ken.ibold@rsandh.com</u>
<u>Dr. Daniel Prather</u>	<u>Base Management LLC</u>		<u>daniel@dprather.com</u>
<u>Janelle Cass</u>	<u>Grace Aviation</u>		<u>JMCASS@Live.com</u>
<u>Monica Clemens</u>	<u>Faith Group</u>		<u>monica.clemens@faithgrouppllc.com</u>
<u>Justin Bychek</u>	<u>HNTB</u>		<u>jbychek@hntb.com</u>
<u>Mason Short</u>	<u>KLJ</u>		<u>mason.short@kljeng.com</u>
<u>Dave Fleet</u>	<u>Faith Group</u>		<u>davef@faithgrouppllc.com</u>

Tucson Airport Authority
7250 S Tucson Blvd., Ste. 300
Tucson, AZ 85756
(520) 573-8100

ATTENDANCE SIGN IN SHEET

10119102 Safety Risk Management Facilitator for the Airfield Safety Enhancement Program Pre-Submittal Conference



Date: June 2, 2020	Time: 10:00 a.m.	Location: WebEx Meeting	
<u>NAME</u>	<u>ORGANIZATION</u>	<u>PHONE</u>	<u>EMAIL ADDRESS</u>
<u>Paul Webster</u>	<u>Grace Aviation</u>	<u></u>	<u>Paul.Webster@Grace-Aviation.com</u>
<u>Kirkland Ellens</u>	<u>Jacobsen / Daniels</u>	<u></u>	<u>kirkland.ellens@jacobsendaniels.com</u>
<u>Abraham Oommen</u>	<u>Jacobsen / Daniels</u>	<u></u>	<u>abe.oommen@jacobsendaniels.com</u>
<u>Steve Synhorst</u>	<u>KLJ</u>	<u></u>	<u>steve.synhorst@kljeng.com</u>
<u>Steven Wong</u>	<u>Base Management LLC</u>	<u></u>	<u>Steve@basesgrp.com</u>
<u>Ken Pratt</u>	<u>Sun Engineering</u>	<u></u>	<u>kpratt@sunengineering.us</u>
<u>Tom Schauer</u>	<u></u>	<u></u>	<u></u>
<u>Matt Johnson</u>	<u>Jacobsen / Daniels</u>	<u></u>	<u>matt.johnson@jacobsendaniels.com</u>
<u>Jacob Bowers</u>	<u>Ricondo</u>	<u></u>	<u>jbowers@ricondo.com</u>