



Lafayette Airport Commission

REQUEST FOR QUALIFICATIONS

Pre-construction and Construction Management at Risk Services

for the

LAFAYETTE AIRPORT COMMISSION

at the

LAFAYETTE REGIONAL AIRPORT

Valerie C. Garrett, Chairperson

Lafayette Airport Commission

Steven L. Picou, A.A.E., Executive Director

Lafayette Regional Airport





REQUEST FOR QUALIFICATIONS

ISSUE DATE: May 18, 2017

TITLE: Pre-Construction and Construction Management at Risk
Lafayette Airport Commission
Lafayette Regional Airport

ISSUED BY: Lafayette Airport Commission
Lafayette Regional Airport
222 Jet Ranger X Drive
Lafayette, LA 70508

STATEMENTS OF QUALIFICATIONS will be received until **2:00 p.m., June 9, 2017** for furnishing the work described herein.

Package must be labeled "Pre-Construction and Construction Management at Risk Services, Lafayette Airport Commission, Lafayette Regional Airport, Lafayette, LA, and shown clearly on the outside of the package. Deliver to the following address:

Steven L. Picou, A.A.E. Executive Director
Lafayette Airport Commission
Lafayette Regional Airport
222 Jet Ranger X Drive
Lafayette, LA 70508

In compliance with this REQUEST FOR QUALIFICATIONS (RFQ) and with all Conditions imposed therein the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal. I certify that I have read and understand this RFQ and am authorized to sign this proposal for the Proposer. I certify that the language in this document has not been altered in any way and appears as originally transmitted by the issuing authority.

NAME AND ADDRESS OF FIRM:

DATE: _____

BY: _____

NAME: _____

TITLE: _____

PHONE: _____

FAX: _____

Please return original and eight (8) complete copies of your proposal. Please include one (1) Flash/Thumb Drive containing the proposal and all attachments in PDF format. Responses not complying with these requirements, and fax or e-mail transmissions of responses, will not be accepted.



Advertisement

Pursuant to La. R.S. 38:2225.2.4 F. (1)

PUBLIC NOTICE – Invitation for Construction Management at Risk (CMAR) Services for Lafayette Airport Commission

The Lafayette Airport Commission is seeking Statements of Qualifications (SOQ) from highly qualified Construction Management firms interested in providing Construction Management at Risk (CMAR) Services for: **The Lafayette Regional Airport Terminal and Supporting Infrastructure Project**
An electronic file of the RFQ is available at www.lftairport.com

In addition to the above website location, interested firms may obtain official Request for Qualification (RFQ) packages from:

Jonathan Pope, PE
Heery International
222 Jet Ranger X Drive
Lafayette, LA 70508
Email: jpope@heery.com

The original, eight (8) copies, and a Flash Drive of the SOQ in PDF format shall be delivered to:

Steven L. Picou, A.A.E. Executive Director
Lafayette Airport Commission
Lafayette Regional Airport
222 Jet Ranger X Drive
Lafayette, LA 70508

The SOQ submissions for this Project will be accepted until 2:00 PM on June 9, 2017.

SOQ submissions that have not been received in the required format and quantity by the aforementioned deadline date and time will be rejected. Additionally, failure to submit all of the information stipulated per Section 4 - Response Instructions of the RFQ, shall result in the submission being considered non-responsive and may result in the SOQ submission being rejected. Unless otherwise stated or required by the instructions, all attachments and/or embellishments other than those required in the RFQ shall be excluded.

A Mandatory Pre-Proposal Conference will be conducted at 2:00 PM, June 1, 2017 at the Lafayette Regional Airport at 200 Terminal Drive, Lafayette, LA 70508. All firms interested in submitting an SOQ in response to the RFQ are required to attend. SOQ's submitted by firms who do not attend the Mandatory Pre-Proposal Conference will be rejected.



SOQ Proposers, their consultants, sub-consultants, or other parties representing the proposed team for this solicitation may not contact any Lafayette Airport Commission Member or Employee, or Selection Committee member, or Architect or Program Manager, with the exception of the Solicitation Coordinator, as identified in this RFQ, concerning this Project from the date of this advertisement until after the date of selection.

The Lafayette Airport Commission, or CMAR Selection Committee reserves the right to reject any or all timely submitted SOQ's in response to this RFQ for cause.



Request for Qualifications Pre-Construction and Construction Management at Risk Services Lafayette Regional Airport New Terminal Program

Table of Contents

1.1	GENERAL INFORMATION.....	8
1.2	INTRODUCTION AND PURPOSE	8
1.3	AIRPORT INFORMATION	8
1.4	GENERAL DESCRIPTION AND BACKGROUND	9
1.5	PROJECT DELIVERY TEAM.....	10
1.6	OVERVIEW OF THE PROCESS.....	10
1.7	PROPOSERS.....	11
2.1	SPECIFIC INFORMATION	13
2.2	GENERAL SCOPE OF WORK	13
2.3	PREQUALIFICATION AND COMPETITIVE BIDDING OF SUBCONTRACTORS	13
2.4	WORK TO SUPPORT AN ADVANCED CONSTRUCTION START	13
2.5	PROJECT SCHEDULE REQUIREMENTS	13
2.6	OTHER REQUIREMENTS.....	14
2.7	COMPENSATION AND GENERAL DESCRIPTION OF TASKS - PRECONSTRUCTION SERVICES	15
2.8	COMPENSATION FOR CONSTRUCTION PHASE SERVICES.....	16
3.1	ADMINISTRATIVE INFORMATION	18
3.2	SOLICITATION COORDINATOR	18
3.3	COMMUNICATIONS.....	18
3.4	ANTICIPATED SCHEDULE OF ACTIVITIES	18
3.5	ADDENDA	19
3.6	DISCREPANCIES, ERRORS AND/OR OMISSIONS IN THIS RFQ.....	19
3.7	DISCREPANCIES, ERRORS AND/OR OMISSIONS IN SOQ	19
3.8	WITHDRAWAL, MODIFICATION AND RESUBMISSION OF SOQ.....	19
3.9	OWNERSHIP OF SOQ	19



3.10	COST OF PREPARING SOQ	19
3.11	PROPRIETARY DATA	19
3.12	REJECTION OF SOQ	20
3.13	WAIVER OF ADMINISTRATIVE INFORMALITIES	21
3.14	CONTRACTUAL DOCUMENT	21
3.15	PROPOSAL REJECTION	21
4.1	RESPONSE INSTRUCTION	22
4.2	SUBMISSION OF STATEMENT OF QUALIFICATIONS (SOQ)	22
4.3	SPECIFIC REQUIREMENTS	22
4.4	REQUIRED CONTENT OF SOQ	23
	TAB 1: SIGNED COVER LETTER, PROPOSER RESPONSE FORM, ACK. OF ADDENDA	24
	TAB 2: PROPRIETARY INFORMATION	24
	TAB 3: EXECUTIVE SUMMARY	24
	TAB 4: BUSINESS ORGANIZATION AND HISTORY OF THE FIRM	24
	TAB 5: ORGANIZATIONAL STRUCTURE	25
	TAB 6: MANAGEMENT APPROACH, SERVICES	25
	TAB 7: EXPERIENCE ON SIMILAR PROJECTS	26
	TAB 8: EXPERIENCE OF KEY PERSONNEL OF CMAR TEAM(S) AND STAFFING PLAN	27
	TAB 9: DISADVANTAGED BUSINESS ENTERPRISE (DBE)	28
	TAB 10: SAFETY	29
	TAB 11: FINANCIAL CONDITION AND INSURANCE REQUIREMENTS	30
	TAB 12: UNIQUE CAPABILITIES AND/OR RESOURCES	30
5.1	EVALUATION AND SELECTION PROCESS	31
5.2	FAA POLICY FOR SELECTION	31
5.3	REVIEW AND EVALUATION DURATION	31
5.4	PRELIMINARY ADMINISTRATIVE SCREENING	31
5.5	THE SELECTION REVIEW COMMITTEE	31
5.6	EVALUATION AND SCORING PROCESS	32



5.7	SOQ EVALUATION PHASE CRITERIA.....	32
5.8	ORAL INTERVIEW EVALUATION PHASE CRITERIA	32
5.9	AWARD PROCEDURE AND ANNOUNCEMENT	33
6.0	EXHIBITS	34
	Exhibit A – Terminal Program Concept Report	
	Exhibit B – Proposed Form of Agreement (AIA 133-2009)	
	Exhibit C – CMAR GMP General Conditions	
	Exhibit D – Proposer Response Form/Acknowledgement of Addenda Form	
	Exhibit E – Total Construction Management Fee Proposal (as a % of construction cost.)	
	Exhibit F – Insurance Requirements	



1.1 GENERAL INFORMATION

1.2 INTRODUCTION AND PURPOSE

The purpose of this Request for Qualifications (RFQ) is to solicit statements of qualifications and proposals from qualified Pre-Construction/Construction Managers to establish contracts for Pre-Construction and Construction Management at Risk (CMAR) Services for The Lafayette Airport Commission (herein defined as “LAC” or “Owner”). The Owner intends to design and construct this Project using the Construction Management at Risk Project delivery method in accordance with Louisiana Revised Statute 38:2225.2.4.

The Owner’s objective in issuing this RFQ and offering this Project is for the construction of a new terminal building and associated improvements, including roadways, parking facilities, airfield improvements, and other work at Lafayette Regional Airport. This facility shall serve the commercial air service needs of Lafayette and the Acadiana region by providing a safe, secure, and efficient passenger terminal complex which will serve the region into the future.

Owner intends to hire a qualified Construction Manager at Risk Contractor (CMAR Contractor) to provide Pre-Construction consulting services and to provide construction phase services including guaranteeing the maximum cost of construction through a series of Guaranteed Maximum Price (GMP) contracts, which may be combined into a single contract. This latter service will be through separate contracts exercised by the Owner at a later date if a GMP is successfully negotiated on any or all components.

Selection of the CMAR Contractor will be a Best Value selection based on the Criteria Evaluation and Scoring addressed in Section 5 of this RFQ. Due to the size and complexity of the Project, along with the interface necessary with a diverse set of Project stakeholders, both internal and external, Owner seeks a qualified CMAR Contractor to collaborate with during the Pre-Construction Phase and to coordinate the day to day facilitation, communication and management of the Construction of this Project as described in this RFQ. It is anticipated that the CMAR Contractor will be responsible and accountable to manage several second tier contractors.

1.2.1 Compliance with Louisiana Revised Statute 38:2225.2.4

Owner deems the use of the CMAR delivery method to be in the public interest and beneficial to the owner for the following reasons: it will allow collaboration and cost control; expedite execution of design and construction; owner, designer and contractor have mutual Project goals; risk identification is controlled by the owner; and a minimization of the risk of construction and design disputes by using a collaborative process. The Project is estimated to exceed twenty-five million dollars in cost.

1.3 AIRPORT INFORMATION

The Lafayette Regional Airport (LFT), located in the City of Lafayette, Louisiana, is an asset of the Lafayette Airport Commission and the Lafayette City-Parish Consolidated Government. LFT is a primary commercial non-hub airport serving the Acadiana region of Louisiana and the world through passenger carriers United Airlines, American Airlines, and Delta Airlines with destinations to Houston, Dallas, and Atlanta, respectively, and annualizing over 500,000 passengers.

1.3.1 Airport Location

The City of Lafayette is located in Lafayette Parish, Louisiana and is the parish seat. Lafayette is located on the banks of the Vermillion River, between Houston and New



Orleans, and 25 miles from the Gulf of Mexico. Interstate highways I-10 and I-49 intersect at Lafayette, providing highway access in all directions. LFT is located approximately two miles southeast of the city center.

1.3.2 Airport Facilities

The Airport encompasses approximately 1,116 acres over four separate tracts of land, which include the airfield, hangars, terminal building, aviation and non-aviation facilities, and safety areas. The airfield is at an elevation of 42 feet MSL.

1.3.3 Airfield Characteristics

Currently, there are three active runways at LFT. Runway 4R-22L the primary runway is 8,001 feet long and 150 feet wide, Runway 11-29, the crosswind runway is 5,400 feet long and 150 feet wide, and Runway 4L-22R is 4,099 feet long and 75 feet wide.

1.3.4 Current Passenger Terminal Characteristics

The current passenger terminal is a two-story building with approximately 62,000 square feet. The first floor of the building houses rental car offices, baggage claim, airline ticket counters and airline offices. The second floor includes passenger boarding bridges, a holding room, a business center, meeting rooms, staff offices, concessions, and Transportation Security Agency (TSA) offices. Automobile parking and access provides short-term, long-term and economy paid parking located directly in front of the terminal building. Spaces available total 889.

1.3.5 Fixed Based Operations

The airport currently accommodates one full service FBO. For more information about the Lafayette Regional Airport, visit: <http://www.newLFTterminal.com>

1.4 GENERAL DESCRIPTION AND BACKGROUND

1.4.1 General Description.

The Project includes designing and building a new commercial service passenger terminal at the Lafayette Regional Airport. The Terminal is programmed for approximately 120,000 sf of space on two levels. The first level will house airline check-in and office facilities, TSA baggage screening and airline make-up systems, two baggage claim units, rental car offices, and building infrastructure. The second level will house the airport administration and TSA offices, a TSA security screening checkpoint, concessions, five airline gates with passenger boarding bridges and holdroom seating, and supporting infrastructure. The terminal complex will include a separate utility building, aircraft parking ramp and taxiways, frontage and circulating roadways, and surface parking for approximately 1,000 vehicles. The new facility is designed for future expansion, and will be constructed adjacent to the existing terminal, which will be demolished upon the new terminal becoming operational. Air carrier operations will continue uninterrupted in the existing facility, which is directly adjacent to the project site, throughout the project duration and the safety, security and protection of the travelling public and general community is of paramount importance.

1.4.2 Preliminary Program Description, Schedule, and Budget.

The Project is described more fully in the Terminal Program Concept Report, prepared by RS&H and dated March 15, 2017 (Exhibit A). This document includes the Program preliminary schedule and budget. Note that the LAC intends to advance the Rental Car QTA



Facility construction and the demolition of Hangar 9, therefore this RFQ does not include the scope of those two project elements.

1.4.3 Green Build.

The design of the new terminal shall consider the incorporation of environmentally friendly (i.e. green build) alternatives to the greatest extent feasible, practical and cost effective. The Owner is not seeking Leadership in Energy and Environmental Design (LEED) certification for this program.

1.5 PROJECT DELIVERY TEAM

- 1.5.1** Owner Representative. The Owner will have a primary representative for the Project who will provide oversight and will assist in all matters of the Project coordination and decision-making.
- 1.5.2** Program Manager. The Owner has retained Heery International (Heery) as Owner Representative and Program Manager for this Project. All documentation regarding the Project, including correspondence, contracts, schedules, applications for payment, change requests and change orders shall be copied to the Program Manager. The CMAR Contractor shall communicate with the Owner and the Architect and copy the Program Manager. The CMAR Contractor shall coordinate its day-to-day planning, scheduling, and construction activities with the Owner and Program Manager, as Owner’s extension of staff. Any program management, coordination, supervision or administrative services performed by Heery, on behalf of the Owner, shall not relieve the CMAR Contractor of its duties and responsibilities relating to this Project. Heery, as Program Manager, shall be treated as an extension of Owner’s staff. Except as provided in Section 3.2 concerning communications with the Solicitation Coordinator proposers are to have no communication with the Program Manager regarding this RFQ solicitation and selection process.
- 1.5.3** Design Team. The design team lead by RS&H (“Architect”) has been selected as Design Professional for the Project and they are currently completing the Project schematic design (see Preliminary Project Schedule included in the Terminal Program Concept Report Exhibit A). Proposers are to have no communication with the Architect regarding this RFQ solicitation and selection process.
- 1.5.4** CMAR Contractor. The Owner desires that the CMAR Contractor present a team dedicated to diversity in both its team and subcontracting members, and become integral members of the existing Project delivery team actively involved in all aspects of the process related to the design, bidding, award, construction and occupancy of the Project, exercising duties as required and as generally defined in this RFQ and the attached proposed Contract and General Conditions. The CMAR Contractor is expected to fully cooperate and maintain a high-degree of professionalism with the entire Project delivery team.

1.6 OVERVIEW OF THE PROCESS

- 1.6.1** Qualified interested parties shall submit Statement of Qualifications (SOQ) in response to this Request for Qualifications (RFQ).
- 1.6.2** A Selection Review Committee, organized by the Owner as defined in Louisiana Revised Statute 38:2225.2.4 B. (5), will evaluate and score qualified SOQ’s received in response to this RFQ. Oral interviews, by invitation based on SOQ evaluation scoring, will follow the proposal evaluation process.



- 1.6.3 Within ninety days after the deadline for responses to the RFQ, the Selection Review Committee will make a written recommendation to the Owner as to which proposer should be awarded the contract.
- 1.6.4 Based upon recommendation by the Selection Review Committee, Owner will select one Proposer and contract with same for preconstruction phase services as defined herein. The successful Proposer will join the existing Project delivery team.
- 1.6.5 The Architect, in consultation and collaboration with the CMAR Contractor, shall proceed with design services.
- 1.6.6 Preconstruction phase services performed by the CMAR Contractor include tabulation and submission of a Guaranteed Maximum Price (GMP) proposal addressing final Project cost, scope and schedule. Additionally, the CMAR Contractor shall provide advice, estimating support, constructability analysis, scheduling support, site logistics, bid trade strategy, construction strategy, provision of a control estimate, work to support Advance Construction Activities in Section 2.4 and other services. It is anticipated that the Program may consist of multiple major works Projects (i.e., Terminal, Central Plant, Roadways, Parking, and Airfield), and therefore a GMP must be prepared for each project.
- 1.6.7 The CMAR Contractor and the Architect shall both provide a detailed cost estimate to the Owner when final design of the Project is not more than sixty percent complete, and again when final design of the Project is not more than ninety percent complete. The CMAR Contractor shall provide to the Owner a GMP for construction of the Project, before or upon completion of the final design. It is anticipated that the Program may consist of multiple major works Projects (i.e., Terminal, Central Plant, Roadways, Parking, and Airfield), and therefore estimates must be prepared for each project. The design of each project will proceed independently, and estimates for each project will be required at the 60% and 90% design levels of each Project.
- 1.6.8 If the Owner and CMAR Contractor are able to negotiate, and to establish and agree upon a GMP, to render construction services for the Project, and additionally, to agree upon constructability, construction phasing and sequencing, and the maximum number of contract days to complete the Project, the Owner may then award the contract for construction services to the CMAR Contractor for the construction phase of the contract.
- 1.6.9 If the Owner and the CMAR Contractor are not able to agree upon constructability, construction phasing and sequencing, the GMP for any of the Projects, the maximum number of contract days to complete the Project, and to reach a negotiated agreement, then the Project shall be re-advertised and publicly bid utilizing the design-bid-build delivery method. Re-advertising for any single Project in the Program does not in itself constitute termination of the CMAR contract for the remainder of the Program.

1.7 PROPOSERS

- 1.7.1 **Registration as a Proposer.** Interested parties will be registered as a Proposer by the Lafayette Airport Commission upon request of RFQ documents.
- 1.7.2 **Minimum Qualifications of Proposer.** Proposers must be able to document compliance with the following minimum qualifications in order to be considered for this Project:
 - A minimum of five (5) years of experience as a licensed General Contractor and/or Construction Manager for a minimum of five (5) similar Projects. At least two (2) of



these projects must have had the size, scale and complexity being comparable to this Project, and must be new or substantial renovations (over 25,000 sf of new or renovated area and/or \$25 million in constructed value) to commercial airport terminal buildings, preferably as a CMAR Contractor providing both Preconstruction and Construction Phase services.

- Proposer shall certify that the legal entity executing any contract emanating from this RFQ is a duly licensed General Contractor in the Building Construction classification as required by the State of Louisiana. Required duration of licensure is further discussed herein. If the Proposer is a joint-venture or other combination of two or more firms, each of the firms must hold the proper license. Required duration of licensures is further discussed herein.
- Proposer shall provide evidence of their capacity to procure payment and performance bonds and insurance required for an estimated \$100 Million in constructed value. If the Proposer is a joint-venture or other combination of two or more firms proposer shall explain whether such coverage will be procured singularly or combined, and demonstrate how coverage will be procured and maintained.



2.1 SPECIFIC INFORMATION

2.2 GENERAL SCOPE OF WORK

- 2.2.1 Preconstruction Phase.** The successful Proposer will join the existing Project delivery team and fulfill the duties of the Construction Manager at Risk (CMAR) Contractor. Duties of the CMAR Contractor and general scope of work for preconstruction phase are defined in Article 2.1 of the proposed Contract attached as Exhibit B. Additional requirements are discussed in this RFQ. Additionally, the CMAR Contractor may be requested to perform certain Advance Construction Services as described in Article 2.1.10.
- 2.2.2 Construction Phase.** Should the Owner accept a GMP proposal from the CMAR Contractor, the Contract will be amended to authorize the CMAR Contractor to perform construction phase services. Duties of the CMAR Contractor and general scope of work for construction phase are defined in Article 2.3 of the contract attached as Exhibit B, and subject to compliance with the proposed General Conditions attached as Exhibit C. Additional requirements are discussed in this RFQ.
- 2.2.3 Other Services.** CMAR Contractor may be asked to perform other duties or provide other services related to the scope of this Project, subject to mutual agreement regarding exact scope, schedule, costs and fees.

2.3 PREQUALIFICATION AND COMPETITIVE BIDDING OF SUBCONTRACTORS

Owner desires to implement a process for prequalification and competitive bidding for Subcontractors after the selection of the CMAR Contractor but prior to the issuance of the Contract for Construction.

- 2.3.1** As part of preconstruction phase services, the CMAR Contractor shall implement a structured, qualifications-based process for prequalification, selection and/or confirmation of Key Subcontractors. The Key Subcontractor prequalification, selection, and/or confirmation process is anticipated to involve the entire Project delivery team to determine a qualifications-based selection method that will:
- Encourage participation of qualified local firms (defined as any firm headquartered in State of Louisiana and active in Lafayette Parish.)
 - Promote and mentor opportunities for Disadvantaged and Small Business Enterprises.
 - Consider all criteria outlined in this RFQ.
 - Strive to ensure an appropriate fit for the Project and for the Project delivery team.
 - Ensure alignment with relevant sections of the proposed Contract and General Conditions.

2.4 WORK TO SUPPORT AN ADVANCED CONSTRUCTION START

Pursuant to Louisiana Revised Statute 38:2225.2.4 G. (5), the Owner may authorize the CMAR Contractor to undertake specific items of construction services, including procurement of long-lead items, prior to an agreement upon a GMP for the benefit of the Project.

2.5 PROJECT SCHEDULE REQUIREMENTS

As part of preconstruction and construction phase services CMAR shall develop and maintain a Project Schedule for the Project utilizing Primavera 6.0 or compatible software. The schedule shall cover all phases



of the Project from commencement of design to end of warranty period, and be updated at intervals appropriate to the stage of the Project. Schedule updates are to be submitted for review and approval by Architect and Owner.

2.6 OTHER REQUIREMENTS

- 2.6.1** During the Preconstruction Phase the CMAR Contractor shall be prepared to have key representatives, including but not limited to the Project Manager, Design Manager, and/or Preconstruction Manager report on site with no more than one (1) days' notice. During the Construction Phase the CMAR Contractor shall establish an office within Lafayette Parish or the surrounding Acadiana Region (Acadia, Evangeline, Iberia, Jeff Davis, Lafayette, St. Landry, St. Martin, St. Mary, or Vermilion Parishes). Additionally, if released to perform construction phase services, the CMAR Contractor shall establish a field office on the Project site.
- 2.6.2** The CMAR Contractor shall not unlawfully discriminate against any employee, applicant for employment, or subcontractor because of race, color, age, religion, ancestry, sex, national origin, local custom, or sexual orientation. Furthermore, the CMAR Contractor shall be able to produce at any time its documented policy on ensuring that each employee has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment and prejudice.
- 2.6.3** All contracts involving the Owner and CMAR Contractor and/or third persons shall incorporate by reference and shall be in accordance with all applicable federal, state and local laws, ordinances, rules, regulations and orders. Proposer shall be responsible for compliance with all federal, state and local laws, ordinances, rules, regulations and orders in the management and construction of the Project.
- 2.6.4** If awarded a contract to provide construction phase services for the Project, CMAR Contractor shall obtain payment and performance bonds from an approved surety, which bonds shall name the Owner (or its designee) as an obligee. The performance bond and the payment bond shall each be in an amount equal to 100% of the contract amount and shall serve as security for the payment of all labor, materials, equipment and supplies as well as the full and complete performance of the entire work and services to be performed by the CMAR Contractor. The performance bond and payment bond shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Services list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A- rating in the latest printing of the A.M. Best's Key Rating Guide, to write individual bonds up to ten percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds. Proposer shall include in the SOQ information on its surety including the name, address, telephone number, contact person and duration of relationship.
- 2.6.5** Proposer shall include in its SOQ evidence of its ability to obtain the required insurance coverages on the Project by CMAR Contractor and all contractors that Proposer identifies as members of its team. If awarded a contract to provide Construction Management at Risk services for the Project, CMAR Contractor shall deliver to the Owner a complete certified copy of all insurance policies prior to commencing work and as a condition precedent to any payment. The Owner (or its designee) shall be named as an additional insured, without



restriction to cross claims, on all policies of insurance except for professional liability. Proposer shall be required to carry Builders Risk insurance at all times during construction until final acceptance and complete occupancy of the completed facility.

- 2.6.6** If awarded a contract to provide Construction Management at Risk services for the Project, CMAR Contractor shall provide all insurance requirements for contractors as described in Exhibit F – Insurance Requirements.
- 2.6.7** For a time period of at least five (5) years preceding the date of this RFQ, and continuing for a period of at least one (1) year after final completion and final acceptance of the Project, Proposer shall be duly licensed and registered as a General Contractor in the Building Construction classification as required by the State of Louisiana or another U.S. State. In the event that Proposer consists of more than one entity with the intent to combine to form a joint venture, the years of licensing and registration of the constituent entities of such joint venture may be combined to arrive at the five year (5) requirement. In the case of acquired or merged companies, the acquired company's prior years of licensing can be counted by the newer acquiring company/Proposer towards fulfillment of this five (5) year requirement. Copies of all professional licenses, current and valid in accordance with all applicable Louisiana laws, shall be submitted by the Proposer with its SOQ.
- 2.6.8** All contractors and subcontractors identified as part of CMAR Contractor's team must, as of the date of this RFQ, and continuing through final completion and final acceptance of the Project, be duly licensed and registered by the Louisiana State Licensing Board for Contractors as provided for in La. R.S. 37:2150 et seq. and its implementing rules and regulations. Copies of all professional licenses, current and valid in accordance with all applicable Louisiana laws, shall be submitted by the Proposer under Tab 5 of its SOQ.
- 2.6.9** To avoid any conflict of interest or the appearance of any conflict of interest in connection with this RFQ, Proposer must disclose under Tab 4 of its SOQ any relationship Proposer, its parent or subsidiary, its current or former owners, officers, directors, employees, members of Proposer's team and/or others affiliated with Proposer have or in the past have had with: (1) current or former members or employees of the Lafayette Airport Commission (LAC), Lafayette City/Parish Consolidated Government (LCG); or (2) anyone who has a contract or other relationship with a current or former LAC or LCG member or employee or relative of said member or employee who is or was significantly involved in the organization, preparation, or administration of this RFQ or otherwise was in a position to significantly affect the RFQ either through a decision-making capacity or through a review process.
- 2.6.10** If Proposer is a joint venture or intends to form a joint venture for purposes of this Project, it is not necessary for the joint venture to be registered with the Louisiana Secretary of State at the time of submission of Proposer's SOQ. However, if such Proposer is awarded a contract to provide construction management services for the Project, the joint venture shall be registered at the time of execution of the Contract.
- 2.6.11** Proposer shall provide evidence under Tab 1 of its SOQ showing that Proposer has the legal ability to enter into and perform a contract with the Owner to provide construction and/or construction management services for the Project.

2.7 COMPENSATION AND GENERAL DESCRIPTION OF TASKS - PRECONSTRUCTION PHASE SERVICES

The size and complexity of the program has dictated that design development is proceeding in stages. The program is currently in Schematic Design with all elements (terminal, roadways, parking, airfield, and



associated work) advancing together. This phase of design will be completed in August 2017, and will represent the 30% design level. At that time, the CMAR Contractor will be selected.

All elements of the program will continue advancing together through the next phase, Design Development to the 60% design level, as a combined program, and is scheduled to conclude six (6) months after the Owner's acceptance of the Schematic Design report. Upon completion of 60% Design Development, the Preconstruction Phase will continue for each of the program elements separately to 100% Design Construction Documents. The Owner will compensate the CMAR Contractor a fixed fee of \$180,000 for labor and expenses for the satisfactory prosecution of the preconstruction phase services as defined herein and within Exhibit B.

Fee is to be billed monthly during the Preconstruction Phase based on an estimated percent complete of a schedule of values as proposed by the CMAR Contractor and approved by the Owner.

Services to be provided by the CMAR Contractor during this phase shall include, but not be limited to the following:

- 2.7.1** CMAR Contractor shall attend and participate in collaborative meetings every other week with the design team and the Owner. CMAR Contractor shall actively contribute by reviewing the documents in progress and making recommendations related to materials, systems, construction methods, and value with the intent of meeting the schedule, budget, quality and functional goals of the Owner.
- 2.7.2** CMAR Contractor shall prepare two detailed cost estimates (60% design and 90% design) in CSI format with quantity calculations, unit prices, and extensions wherever possible.
- 2.7.3** CMAR Contractor shall attend, participate and collaborate in a Risk Management Session with the goal of identifying all risks associated with meeting the Project budget, quality, and schedule goals. CMAR Contractor shall work with the design team and the Owner to construct a Risk Register and to identify means of avoiding or mitigating all known risks.
- 2.7.4** CMAR Contractor shall attend, participate, and collaborate in a Value Engineering Session with the goal of identifying alternative "best value" materials, systems, and methods to be used in the final design.
- 2.7.5** CMAR Contractor shall conduct a thorough Constructability Review of the construction documents at both the 60% and the 90% design milestone of each program element and prepare a list of recommended revisions and clarifications to eliminate ambiguities, conflicts, and incomplete information on the construction documents.
- 2.7.6** BUILDING INFORMATION MODELING (BIM) - As part of preconstruction and construction phase services, CMAR Contractor shall collaborate with the Architect on the use of Building Information Modeling (BIM) for the Project. The Architect will develop the BIM model using Revit throughout the design process and deliver a compatible BIM model for use by the CMAR Contractor for preconstruction and construction phase services. The CMAR Contractor shall maintain and/or update the BIM model throughout the duration of construction and deliver to the Owner complete electronic models of as-built conditions for use by Owner. The CMAR Contractor is responsible for costs, if any, associated with the web-accessed transfer site arranged by Architect.
- 2.7.7** The Preconstruction Phase services described in Exhibit B - Proposed Form of Agreement (AIA 133-2009).



2.8 COMPENSATION FOR CONSTRUCTION PHASE SERVICES

If released to perform construction phase services, the Owner will compensate the CMAR Contractor a construction management fee for satisfactory prosecution of the construction phase services. The proposed construction management fee is to be calculated (as a fixed percentage added to the Cost of the Work) and included as a separately-identified component of the Guaranteed Maximum Price proposal.

The Construction Management at Risk Services Fee Proposal:

- 1) State the total Construction Management Fee as a percentage of construction cost, Exhibit E. Basis of construction cost shall be per the preliminary budget provided in the *Terminal Program Concept Report* Exhibit A.
- 2) The estimated duration for Construction Management services should be based on the Preliminary Project Schedule provided in the *Terminal Program Concept Report* Exhibit A.

Only Proposers who are invited for an interview shall prepare a Proposer's Fee proposal for the Construction Phase (Exhibit E). This shall be placed in a separate sealed envelope and be submitted at the beginning of the interview. The percent fee will be opened and used as part of the evaluation of the shortlisted firms after the interview.



3.1 ADMINISTRATIVE INFORMATION

3.2 SOLICITATION COORDINATOR

Written questions must be by email and directed to the Solicitation Coordinator at the email address below.

Jonathan Pope, PE

jpope@heery.com

Questions shall be received no later than 4:00 pm local time on the date indicated in the Anticipated Schedule of Activities herein. The Owner reserves the right to modify this RFQ should a change be identified that is in the best interest of the Owner.

All correspondence shall indicate Proposer's name, Louisiana General Contractor's license number, company address, main point of contact, and shall be labeled "Proposal for Pre-Construction and Construction Management at Risk Services, Lafayette Airport Commission, Lafayette Regional Airport, Lafayette, LA".

Any and all questions directed to the Solicitation Coordinator shall be done so in writing and will be deemed to require an official response. Questions will be answered in an addendum no less than 72 hours prior to the submittal date. (Questions received within the 72-hour period prior to the submittal date will be either responded to or held for resolution after the submittal date at the discretion of the Solicitation Coordinator.) Only the Solicitation Coordinator has the authority to officially respond to the proposer's question on behalf of the Owner. **Official Addenda will be posted at www.lftairport.com** . Any communications from any other individual by any other means is not binding on LAC.

Neither oral nor written communications regarding this RFQ and/or any aspect of the solicitation for this Project by LAC, officers, employees, or consultants, other than by written addenda to the RFQ, shall **have any effect or be binding on the LAC**.

3.3 COMMUNICATIONS

From the issuance of this RFQ until contract award, communications concerning this solicitation, its evaluation, and negotiations are formal. All communications must be in writing and transmitted directly to the individual shown above. Firms are not permitted to ask questions about other proposals, equipment, or services, or to seek information from LAC personnel, the design team, or except as provided in Section 3.2 concerning communication with the Solicitation Coordinator, the Program Manager, regarding this RFQ or the evaluation results. If a proposer is approached by LAC personnel other than the Solicitation Coordinator with information or questions concerning this RFQ, the proposer shall immediately contact the Solicitation Coordinator listed above for direction. Failure to abide by this formal communication requirement may cause the Owner to disqualify a proposer's proposal from further consideration.

3.4 ANTICIPATED SCHEDULE OF ACTIVITIES

The Owner intends to adhere to the Preliminary Project schedule included in the *Terminal Program Concept Report* Exhibit A, subject to modifications at Owner's sole discretion if in best interest of the Project.

Note the CMAR Contractor solicitation schedule consists of:

Request for Qualifications
Preconstruction and Construction Management at Risk Services
Lafayette Airport Commission



CMAR Contractor RFQ Release	May 18, 2017
MANDATORY Pre-Proposal Meeting	June 1, 2017
End of RFQ Questions	June 5, 2017
SOQ Due	June 9, 2017
Shortlisted Firms Notified	July 7, 2017
Interviews of Shortlisted firm	July 17-21, 2017
Selection Committee Makes Recommendation	July 28, 2017
LAC Acts on Selection Committee Recommendation	August 9, 2017

3.5 ADDENDA

The Owner may modify this RFQ prior to the date fixed for submission of SOQs, by issuance of addenda. Any supplemental instructions, answers to written questions, or interpretations of the meaning of the RFQ will, where appropriate, be made in the form of written addenda to the RFQ which, if issued, will be sent via e-mail to registered proposers and U.S. mail within a period of at least seventy-two (72) hours prior to the due date for submission of SOQs, excluding Saturdays, Sundays, and any other legal holidays, to all parties who are registered as Proposers. If an Addendum is issued within less than 72 hours of the due date for submissions of SOQs, an appropriate time extension for submission of proposals will be granted. **Addenda will also be posted on www.lftairport.com.** Failure to acknowledge receipt of addenda on forms included in Exhibit D may result in the proposal not being considered.

3.6 DISCREPANCIES, ERRORS AND/OR OMISSIONS IN THIS RFQ

Proposers shall promptly report, in writing, any discrepancies, errors and/or omissions detected in this RFQ to the Solicitation Coordinator. No Proposer will be entitled to additional compensation or consideration for any discrepancy, error and/or omission in this RFQ whether or not reported to the Solicitation Coordinator.

3.7 DISCREPANCIES, ERRORS AND/OR OMISSIONS IN SOQ

The Owner will not be liable for any errors or omissions in SOQs submitted in response to this RFQ. The Owner, at its option, has the right to request clarification or additional information from the Proposer.

3.8 WITHDRAWAL, MODIFICATION AND RESUBMISSION OF SOQ

A Proposer may withdraw or modify a submitted SOQ at any time prior to SOQ submission deadline by contacting the Solicitation Coordinator in writing. Modifications to a submitted SOQ must be completed prior to SOQ submission date. Withdrawn SOQ's may be resubmitted at any time prior to SOQ submission deadline.

3.9 OWNERSHIP OF SOQ

All materials submitted in response to this RFQ become property of the Owner and public record, regardless of whether or not SOQ is selected or rejected. No materials will be returned to Proposers.

3.10 COST OF PREPARING SOQ

The Owner is not responsible for, nor will it reimburse in any manner, any costs or expenses incurred by Proposers associated with the preparation, submittal and/or presentation of any SOQ submittals, including costs and expenses associated with the oral interview process.

3.11 PROPRIETARY DATA



3.11.1 This RFQ and all SOQs submitted in response hereto are subject to the Louisiana Public Records Law, La. R.S. 44:1 et seq. Pursuant to the Louisiana Public Records Law, all proceedings, records, contracts, and other public documents relating to this RFQ shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this RFQ may not be subject to public disclosure, protections must be claimed by the Proposer at the time of submission of its SOQ. Proposers should refer to the Louisiana Public Records Law for further clarification. Notwithstanding anything in Section 3.11 to the contrary, the Owner may disclose any information if required to do so by law without liability to the owner of the information.

3.12 REJECTION OF SOQ

It is the policy of the Owner not to solicit SOQs unless there is a bona fide intention to contract with a qualified Proposer. However, the Owner reserves the right to reject any and all SOQs for any reason, including but not limited to the following:

- 3.12.1** Proposer's SOQ contains false and misleading statements and/or references which, in the sole judgment of the Owner, do not support an attribute or condition contended by the Proposer.
- 3.12.2** Proposer's parent, subsidiary, current or former owners, officers, directors or employees have, or in the past have had, an undisclosed relationship with a current or former Lafayette Airport Commission member or employee or relative of said member or employee, or anyone who has a contract or other relationship with a current or former Lafayette Airport Commission member or employee or relative of said member or employee who is or was significantly involved in the organization, preparation, or administration of this RFQ or otherwise was in a position to significantly affect the RFQ either through a decision-making capacity or through a review process.
- 3.12.3** Principals and/or employees of any member of Proposer's team have, or in the past have had, an undisclosed relationship with a current or former Lafayette Airport Commission member or employee or relative of said member or employee, or anyone who has a contract or other relationship with a current or former Lafayette Airport Commission employee or relative of said member or employee who is or was significantly involved in the organization, preparation, or administration of this RFQ or otherwise was in a position to significantly affect the RFQ either through a decision-making capacity or through a review process.
- 3.12.4** Acceptance of the terms, conditions or obligations of Proposer's SOQ may or would cause the LAC to be in default of existing contractual obligations.
- 3.12.5** Proposer and/or any a member of Proposer's team has been placed in default and/or has received a notice of consideration of default on any previous construction Project.
- 3.12.6** Proposer and/or any member of Proposer's team has been involved in litigation and/or claims submitted to formal dispute resolution (arbitration, mediation or otherwise) related to previous construction Projects and was found to be at fault and/or liable for amounts deemed to be, in the sole discretion of the Owner, NOT immaterial.
- 3.12.7** Any executive official, proprietor, partner, incorporator, director, manager, officer, organizer or member of Proposer or any member of Proposer's team has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes: public bribery, corrupt influencing, extortion, money laundering,



theft, identity theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery, contractors misapplication of payments, or malfeasance in office.

3.13 WAIVER OF ADMINISTRATIVE INFORMALITIES

The Owner reserves the right, at its sole discretion if in best interest of the Project, to waive informalities and irregularities contained in any SOQ.

3.13.1 Exceptions to Terms and Conditions

The contract between the Owner and the Proposer arising from this selection process shall be based on the terms and conditions as outlined within this RFQ, including exhibits. However, Owner reserves the right to negotiate any or all terms of the Contract.

3.14 CONTRACTUAL DOCUMENT

This RFQ and the selected Proposer's proposal will become the basis for the development of the legally binding contract between Owner and Proposer. In the event the services should fail to meet the standards as specified in the Proposer's proposal, Owner reserves the right to terminate and cancel any contract.

3.15 PROPOSAL REJECTION

The issuance of this RFQ in no way constitutes a commitment by the Owner to award a contract. The Owner reserves the right to accept or reject, in whole or in part, all proposals submitted and/ or cancel the announcement if it is determined to be in the Owner's best interest.



4.1 RESPONSE INSTRUCTION

4.2 Submission of Statement of Qualifications (SOQ)

SOQ must be submitted on or before the date and time specified in the Schedule of Activities. It is Proposer's responsibility to ensure the SOQ is submitted prior to the deadline, via method determined by Proposer and at Proposer's cost. Proposals, which for any reason are not timely received, will not be considered. SOQs must be submitted in the format described below, with required information in each of the tabs and exhibits completed in full. The required information should be presented in a clear and concise manner. The clarity and succinctness of responses will be valued over volume.

4.3 Specific Requirements

- 4.3.1** The LAC requires comprehensive responses to every section within this CMAR Contractor RFQ. To facilitate the review of the responses, Proposers shall follow the described response format. The intent of the format requirements is to expedite review and evaluation. It is not the intent to constrain Proposers regarding content, but to assure that the specific requirements set forth in this CMAR Contractor RFQ are addressed in a uniform manner amenable to review and evaluation. The responses should be succinct and to the point, addressing criteria requested.
- 4.3.2** Proposer is expected to examine this CMAR Contractor RFQ carefully, understand the terms and conditions for providing the services listed herein, and respond completely.
- 4.3.3** All submitted CMAR Contractor RFQ responses become the property of the LAC. The LAC will not return responses, or other information supplied to the LAC, to proposing Proposer.
- 4.3.4** All Proposers shall comply with all conditions, requirements, and specifications contained herein; any departure will constitute sufficient cause for rejection of the response.
- 4.3.5** Firms must submit eight (8) bound, original, and complete Statements of Qualifications signed in ink by a firm official authorized to make a legal binding offer and an electronic version on one (1) "thumb-drive" in searchable Adobe Acrobat PDF, format as specified below, no later than the date and time set forth in the CMAR Contractor RFQ Schedule herein.
- 4.3.6** Responses shall be limited to thirty (30) pages maximum single sided. Refer to Section 4.4 to the page limit to be included under each Tab. The required forms, divider sheets, and resumes will not be included in this count. The dividers may not contain any printed or visual data other than the heading or name of the divider section.
- 4.3.7** All Pre-submittal and Statements of Qualifications shall be submitted in 8 1/2" x 11" format with all standard fonts no smaller than eleven (11) points and single (1.0) line spacing. Statements of Qualifications should use single-sided copying and be bound with labeled tab dividers corresponding to the format requirements specified.
- 4.3.8** Each SOQ submittal must include the sections and attachments in the sequence listed in herein, Submission of SOQ Packet, and each section must be divided by tabs and indexed in the submittal Checklist and Table of Contents Page. Failure to meet the above conditions may result in disqualification of the proposal.
- 4.3.9** Responses to the solicitation should be complete and well organized.
- 4.3.10** The SOQ Cover Letter of Submittal must be signed by an officer of the company authorized to bind the company in a contract submitted and to its provisions submitted in the SOQ. Failure to manually sign the SOQ will disqualify the Proposer.



- 4.3.11** Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Front and back covers, Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.
- 4.3.12** Plastic (not metal) spiral, or "comb" binding is recommended. Unnecessarily elaborate brochures, artwork, bindings, visual aids, expensive paper or other materials beyond that sufficient to present a complete and effective submission is not required.
- 4.3.13** All pages shall be numbered.
- 4.3.14** Margins shall be no less than 1" around the perimeter of each page except for tables and graphics, and headers and footers within the 1" margin are acceptable.
- 4.3.15** Electronic files, websites, or URLs shall not be included as part of the proposal, other than the CD and "thumb-drive" specified above.
- 4.3.16** Submittals sent by facsimile or email will not be accepted.
- 4.3.17** SOQ Packets are due by the due date as identified herein the CMAR Contractor RFQ. Any submittal received after the specified date and time will not be considered.
- 4.3.18** All submissions must be received in a sealed envelope or box.
- 4.3.19** Each CMAR Contractor RFQ Packet response will be qualified for appropriate content against a designated rubric.
- 4.3.20** Submissions should be clearly marked and sent attention:

Request for Qualifications - SOQs
 Construction Management at Risk Services
 Lafayette Airport Commission
 Lafayette Regional Airport

Steven L. Picou, A.A.E. Executive Director
 Lafayette Airport Commission
 Lafayette Regional Airport
 222 Jet Ranger X Drive
 Lafayette, LA 70508

4.4 Required Content of SOQ

SOQ should include twelve (12) tabbed sections adhering to the order listed and maximum page count:

Submittal Contents Page Requirements			
Tab	Subject	Maximum Pages	Not Subject to Page Count
1	Cover Letter	1	
	Proposer Response Forms	-	X
	Addenda Acknowledgements	-	X
2	Proprietary Information	-	X
	Executive Summary	2	
4	Business Organization & History	1	
	Litigation History	-	X
	Conflicts of Interest	-	X
5	Organization Structure	1	
	Corporate Licenses	-	X



6	Management Approach	6	
	Items to Negotiate	-	X
7	Experience on Similar Projects	1	
	Five (5) Reference Projects – 1 page each	5	
8	Key Personnel	3	
	Preconstruction Organization Chart (8.5 x 11)	-	X
	Construction Organization Chart (8.5 x 11)	-	X
	Resumes	-	X
9	DBE Compliance	4	
10	Safety	2	
11	Financial Condition	2	
	Financial Statements, Insurance and Bonding Certificates	-	X
12	Unique Capacities	2	
		30 max	

TAB 1: Signed Cover Letter, Proposer Response Form and Acknowledgement of Addenda

A signed one-page cover letter to request consideration and to clearly indicate the single contact and authorized representative of the Proposer with mailing address, facsimile number, email address and website. The representative must be authorized under Louisiana law to bind the Proposer contractually. The authorized representative shall certify that the information provided in response to this RFQ is true and accurate. This certification shall be notarized. Address cover letter to the Solicitation Coordinator identified in this RFQ. Include the Proposer Response Form/Acknowledgement of Addenda Form (attached as Exhibit D), completely filled-out as required, and appropriate signature authorization documentation. The Addenda Acknowledgment Form shall not count in the page limit stated herein.

TAB 2: Proprietary Information

State if any information contained in the SOQ is being declared proprietary as discussed in Section 3.11 of this RFQ.

TAB 3: Executive Summary

Provide a brief summary of the SOQ’s contents, emphasizing any unique aspects or strengths of the SOQ. The Executive Summary should be limited to two (2) pages.

TAB 4: Business Organization and History of the Firm

Provide a narrative on the history of the firm including years in business and the depth of resources to provide Preconstruction and Construction Management at Risk services. Explain the size of your firm, including office locations and the legal structure. If the proposer is a joint venture or includes partners or key sub- consultants or sub- contractors as part of the CMAR Contractor, please explain the relationships of the parties.

- Identify any and all lawsuits, arbitration proceedings, claims, pending Federal, state, or local investigations, liquidated damages paid and liens filed that Proposer was a party to that were filed within the last ten (10) years. For the purposes of this disclosure, the Proposer is identified as the full firm as identified under the legal structure outlined above.



- Disclose any financial or legal conflicts of interest, whether existing or potential, which may affect Proposer's performance of services required under the Agreement if Proposer is selected as CMAR Contractor.

TAB 5: Organizational Structure

This section of the SOQ should contain the following information and data:

- If the Proposer is a corporation, provide the following information:
 - Date of incorporation.
 - Place of incorporation and principal place of business.
 - Officers and Directors (include position, address and telephone number).
 - Affiliates, partner corporations, and subsidiaries.
- If the Proposer is a general or limited partnership, provide the following information:
 - General Partners (include address and telephone number).
 - Limited Partners, if applicable (include address and telephone number).
- If the Proposer is a joint venture, provide the following information:
 - Date of formation.
 - Name and address of each venture partner.
 - Principals of each venture partner.
 - Venture partner holding the majority interest in the venture and its percentage of interest.
 - Proposer shall include a copy of the Joint Venture agreement as an attachment to proposal. Such attachment shall not count in the page limit stated herein.
- If the Proposer is not a corporation, general or limited partnership, or joint venture, please identify the type of business entity and provide any pertinent information.
- Provide the total number of employees (divided into full-time and part-time); and if sole proprietor, so state this.
- Certify that the entity signing any contract emanating from this RFQ is a duly licensed General Contractor in the Building Construction classification as required by the State of Louisiana. Include a copy of the appropriate license(s).

TAB 6: Management Approach and Services

It is anticipated that the Project will be constructed in multiple phases, with various phases subject to the availability of funding and with each phase having a separate GMP, which may ultimately be combined into a single GMP. The Proposer should provide a detailed narrative of the management approach that will be used for the Project. The Proposer should identify any unique experience, qualifications, tools, techniques, and approaches that will best achieve the Project's objectives. Proposer shall explain why and how it is industry-leading in these areas. Include the following:

- Design Professional ("Architect") Coordination: LAC's Architect will provide both design and construction administration services including review of submittals, responding to requests for information and conducting periodic site visits to ensure compliance with design requirements (not inspection). Provide a narrative explanation of your proposed management approach and interaction with the Architect during pre-construction and construction of the Project, describe how the Proposer will perform design reviews, value engineering to assist the Architect in



finding better or less expensive approaches for the same or better quality work, coordination and management of three dimensional design models produced by the Architect, and coordination of phasing/scheduling considerations with the Architect to identify separate packages of work based on funding availability and to maximize small business participation.

- Pre-Construction Phase Approach: A narrative explaining how the Proposer will use its management team to perform the pre-construction services, which include, but are not limited to, estimating, schedule development, reporting, site logistics planning, design review, detection of coordination and constructability issues, preparation of individual Guaranteed Maximum Price (GMP) proposals. Describe the Proposer's past experience performing similar pre-construction services by using specific examples involving the staff proposed for this Project.
- CM Approach: A narrative description of your proposed management approach for this Project, including the proposed project management tools and practices employed to ensure cost control, risk mitigation, quality control and schedule management on a phased project, administration of the CMAR Contractor's Contingency and reconciliation of each GMP upon completion of the GMP work.
- Self-Performance: Provide a statement declaring the Proposer's intentions to self-perform any of the construction during the construction phase of the contract. This self-performance should consist of actual construction work to be provided at the Airport Project. To assure the owner gets a competitive price CMAR Contractor must independently submit their bid in a sealed envelope at the time subcontractor bids are taken. Award of the subcontract, either to the CMAR Contractor or competing bidder, will be per established criteria.
- Procurement of Subcontractors: Describe the Proposer's approach to the procurement of subcontractors, including stimulation of bidder interest, community outreach, public advertisement, prequalification and competitive bidding processes. Identify the technology used, if applicable.
- Items to Negotiate on Owners Form of Agreement: Owner intends to contract with the selected CMAR Contractor using AIA Document A133 (2009) Standard Form of Agreement Between Owner and Construction Manager where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price as modified (Exhibit B). Should the proposer not accept the agreement language as presented list each specific article that is objectional and proposed substitute language. These items shall be on a page separate from the rest of this section, and do not count towards the page total.

TAB 7: Experience on Similar Projects

Describe no more than five (5) projects that demonstrate the Proposer's experience and capabilities that the Proposer has completed within the past ten (10) years. At least two (2) of these projects must have had the size, scale and complexity being comparable to this Project, and must be new or substantial renovations (over 25,000 sf of new or renovated area and/or \$25 million in constructed value) to commercial airport terminal buildings, preferably as a CMAR Contractor providing both Preconstruction and Construction Phase services.

Project descriptions must specify:

- Project name, location, description, size and cost.
- Date of actual construction start and actual substantial completion compared to planned start and planned completion; explain variances.



- Original construction budget, final construction cost: explain variances.
- Scope and value of all change orders and/or changes to original GMP. Identify cause of change (Owner scope change, field conditions, etc)
- Project Owner. Identify the individual with direct day-to-day management of the Project, including current contact information (name, title, email address and telephone number).
- Architect of record. Identify the individual(s) with whom the Proposer interacted regularly both during the preconstruction phase and during the construction phase, including current contact information (name, title, email address and telephone number).
- The Program Managers with whom the Proposer interacted regularly both during the preconstruction phase and during the construction phase. If the Owner self-managed the referenced project provide an additional client contact who had regular interactions with the Proposer but did not report to or manage the reference cited above, including current contact information (name, title, email address and telephone number).
- Services performed by the Proposer or persons currently employed by the Proposer as well as the Proposer's office performing the work (if applicable).
- Personnel who worked on the Project who are being proposed for this Project. Provide a Matrix of Projects and Key Personnel to demonstrate when the Key Personnel have worked together on other Projects of similar scope and scale.
- Performance in achieving and exceeding DBE, SBE or similar participation goals. State what the contractual goal was, participation achieved, and what component and/or services were utilized to achieve that level of participation.
- Any awards, recognition, or communications related to the Project.

TAB 8: Experience of Key Personnel of CMAR Team(s) and Staffing Plan

This section of the SOQ should contain the following information and data:

- Preconstruction Phase Staffing Plan
 - Proposer shall submit a detailed organizational chart identifying the individuals whom the Proposer proposes to perform the services required under the Agreement. Any firms or individuals proposed to be subcontracted to the Proposer shall be clearly noted as such.
 - The organizational chart shall be accompanied by a narrative summary indicating the duties, the functional responsibilities, and the designated authority of each individual on the chart.
 - Proposer shall submit a summary description of the Preconstruction Management Team. Include summary descriptions of key team members and how they have worked together in the past and plan to work together on this Project to create value to Owner.
 - Proposer shall present a monthly proposed man-hour staffing plan consistent with the Preliminary Project Schedule, for the duration of the Preconstruction phase. Roles for Key Personnel and their involvement shall be highlighted and defined. Staffing plan shall respond to the preconstruction scope of work defined herein.
 - Identify the Preconstruction services that the Proposer intends to subcontract, if any. Any firms or individuals proposed to be subcontracted to Proposer shall be named and clearly noted as such.
 - Identify the relationships of any partner, Joint Venture or other vendor intended to participate on the Project in direct relationship to Owner Program Manager, and



Architect. Any firms or individuals proposed to be in such direct relationships shall be named and clearly noted as such.

- Construction Phase Staffing Plan
 - Proposer shall submit a detailed organizational chart identifying the individuals whom the Proposer proposes to perform the services required under the Agreement. Any firms or individuals proposed to be subcontracted to the Proposer shall be clearly noted as such.
 - The organizational chart shall be accompanied by a narrative summary indicating the duties, the functional responsibilities, and the designated authority of each individual on the chart.
 - Identify the relationships of any partner, Joint Venture or other vendor to CMAR Contractor intended to participate on the Project in direct relationship to Owner, Program Manager, and Architect. Any firms or individuals proposed in such direct relationships shall be named and clearly noted as such.
- Key Personnel – For each person identified as Key Personnel by the Proposer, the following information should be provided in resume format (1 page maximum per person):
 - Name and title
 - Tenure with Proposer
 - Current geographic location
 - Proposed project responsibilities and roles
 - Educational background
 - Professional registrations and memberships
 - Years of relevant experience
 - Relevant Project experience
 - Experience/role on projects cited under Tab 7

TAB 9: Small and Disadvantaged Business Enterprises (DBE)

Proposers are advised that funding sources may require compliance with the Commission's Small and Disadvantaged Business Program ("DBE") Program. The Program description, Policies and Procedures Manual, and Forms are available on-line at the Program web site:

<http://lftairport.com/disadvantaged-enterprise-program/>

The Proposer shall prepare a written action plan that demonstrates the Proposer's understanding of the participation program and how the Proposer will achieve and exceed the participation goals. The LAC is especially interested in mentoring programs, in which small and disadvantaged business enterprises are given the opportunity and guidance to succeed in performing value-added services to public construction programs. The Proposer shall specifically include in the written action plan:

- Include a statement that Proposer understands that the funding sources will dictate which small business participation program applies and that, upon Commission notification of the funding source, it will comply with the applicable Program(s).
- Construction Management: The LAC has established a minimum participation DBE participation goal of 7.31%. During negotiations for each Preconstruction Services Addenda and each GMP, the Authority will identify which Program(s) apply to the scope of work.
 - For counting small and minority business participation, construction management services is defined as all services and compensation that is not subcontracted or self-



- performed Direct Cost of Work construction services (i.e., general conditions and fee rates are considered construction management services).
- Construction management participation can be achieved through any combination of (a) first tier subconsultant/subcontractor participation, which is defined as a subcontract with the Proposer, (b) second tier participation, which is defined as a sub-subcontract between a first tier subconsultant or subcontractors and a sub-subcontractor or sub-subconsultant, or (c) through participation by a small or minority Joint Venture partner.
 - Assume that management services will include such functions as supervision, cost control, document management, use of technology to manage information and streamline processing of documents, scheduling, planning, cost estimating, quality control, trade coordination, billing, material procurement, logistics and closeout.
 - Describe your approach to meeting and exceeding these goals for the overall construction management of the Project, including the name, anticipated work scope and proposed participation percentage for each proposed entity. If any portion of the proposed participation is through a joint venture partner of the Proposer, include documentation of the joint venture agreement, ownership interests, management responsibility, estimated percentage participation, scope of work, ERM and profit and loss sharing. The proposed participation must be such that the firms are performing useful business functions according to custom and practice in the industry.
 - Provide a discussion of your history of performance in achieving and exceeding participation goals on management services on past projects.
- Construction Services: The Authority has established a minimum DBE participation goal of 7.31% for all construction services to be rendered by the CMAR Contractor in connection with this Project. Participation for construction can be met through a combination of both first and second-tier subcontractor participation and by self-performance of the work by the Proposer's Joint Venture partner.
 - For counting small and minority business participation, construction services is defined as all services and compensation that is subcontracted or self-performed Direct Cost of Work construction services (i.e., general conditions and fee rates are considered construction management services).
 - Construction participation can be achieved through any combination of (a) first tier subconsultant/subcontractor participation, which is defined as a subcontract with the Proposer, (b) second tier participation, which is defined as a sub-subcontract between a first tier subconsultant or subcontractors and a sub-subcontractor or sub-subconsultant, or (c) through participation by a small or minority Joint Venture partner.
 - Describe your approach to meeting and exceeding these goals for the overall construction of the Project. Detail your program to attracting and generating interest of the DBE contracting community in the program, and your outreach plan to ensure Good Faith Efforts are followed, documented, and proactive. The proposed participation must be such that the firms are performing useful business functions according to custom and practice in the industry.
 - Provide a discussion of your history of performance in achieving and exceeding participation goals on management services on past projects.

TAB 10: Safety



This section of the SOQ shall contain the following information about the Proposer's Corporate Safety culture and performance data on the Project examples listed under TAB 7:

- Corporate Safety Information
 - Description of program
 - Organization chart
 - Relationship of safety management to senior management of the Proposer
 - Man-hours worked
 - EMR rate and OSHA recordable rates
 - Describe any OSHA violations and actions taken to correct and lessons learned.
- Project-Specific Safety Program Description including:
 - Name and Qualifications of Safety Officer.
 - Narrative description of program.
 - Training and safety education programs used.
 - Man-hours worked
 - EMR rate and OSHA recordable rates
 - Describe any OSHA violations and actions taken to correct and lessons learned.

TAB 11: Financial Condition and Insurance Requirements

This section of the SOQ should contain the following information and data:

- The Proposer shall provide audited financial statements for the past three (3) fiscal years which show reflected net worth and all other financial information usually reflected on statement of the Proposer. If the Proposer is a Joint Venture, then the requirement of the submission of audited financial statements shall apply to each Joint Venture member. An independent, licensed, certified public accountant or certified public accounting firm shall have audited the statements. Financial statements provided will be kept confidential to the extent permitted by law.
- The Proposer shall provide information regarding Proposer's surety and evidence of the Proposer's ability to provide specified payment and performance bonds.
- The Proposer should examine the insurance requirements shown in Exhibit F and shall provide an insurance certificate evidencing Proposer's liability coverage with minimum limits, per the insurance requirements in the attached contract. Provide a narrative describing your recommended plan for insuring subcontracted work. Indicate which trades you would plan to require bonds or if you intend to use a program like Subguard. Provide your anticipated Subguard rate, if applicable.

TAB 12: Unique Capabilities and/or Resources

This section of the SOQ should summarize any unique capabilities and/or resources that distinguish Proposer with regard to this assignment.



5.1 EVALUATION AND SELECTION PROCESS

5.2 FAA Policy for Selection

- The selection will be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the service required. Moreover, the selection process will satisfy requirements for open and free competition.
- The parties competing for the work are advised that the work may be accomplished during the course of multiple grants. The expected schedule of projects must be defined herein, together with the expected scope of work and the required services.
- All Proposers are advised that some of the services may not be required and that the LAC reserves the right to initiate additional procurement action for any of the services included in the initial procurement.
- The services described herein are limited to those projects that can reasonably be expected to be initiated within five (5) years of the date the initial contract is signed. With the understanding that not all projects can be foreseen, with mutual agreement between the LAC and the FAA, new projects may be added after the original selection is made.
- If more than one party is selected, the expected projects to be performed by each party will be defined, together with the statement of work and the required services, at the time of the initial procurement action. The LAC will provide notification to each firm of the projects they were awarded.

5.3 Review and Evaluation Duration

The Selection Review Committee shall complete review and evaluation of SOQ's, conduct the interviews, compile scoring, and make a written recommendation to the Owner within ninety (90) days of SOQ submission deadline.

5.4 Preliminary Administrative Screening

Each SOQ submittal will be preliminarily screened to determine if it is complete prior to Owner's evaluation. The Owner reserves the right to eliminate from further consideration any SOQ which is unresponsive to any of the requirements contained in this RFQ.

5.5 The Selection Review Committee

Each SOQ submittal passing the preliminary administrative screening will be reviewed and evaluated by a five (5) person Selection Review Committee organized by the Owner pursuant to La. R.S. 38:2225.2.4. The committee will be comprised of the following individuals:

- One design professional in the discipline of but not involved in the Project.
- One licensed contractor in the discipline of but not involved in the Project.
- One representative of the Owner.
- Two members at large.

5.6 Evaluation and Scoring Process

The following Selection Process is specific to the 2017 CMAR Contractor RFQ Selection, which may differ from the Lafayette Airport Commission's Consultant Selection Committee's policy. Any and all such deviations from the LAC's current policy in an effort to approve the selection of a Construction Management at Risk Firm, and will be bound by the guidance provided herein by the above policy. The above policy was enacted by Resolution and is pertinent solely for this selection process.



The Selection Review Committee will evaluate and score qualified SOQ's in accordance to criteria listed below at Section 5.7. It is the Owner's intent that up to three (3) highest-scoring SOQ's will be invited to participate in an oral interview with the Committee, which the Committee will score separately in accordance with criteria listed below at Section 5.8.

5.7 SOQ Evaluation Phase Criteria

The Selection Review Committee shall evaluate and score SOQ's in accordance with the following criteria:

SOQ Proposal Evaluation Point System	Maximum Points
Executive Summary	2
Business Organization, Structure, Litigation History & Conflicts of Interest	5
Management Approach	25
Experience on Similar Projects	15
Project References	15
Key Personnel	10
DBE Compliance & Program	10
Safety Program & Record	5
Financial Condition	10
Unique Capabilities	3
Total Maximum	100 Points

5.8 Oral Interview Evaluation Phase Criteria

Owner will schedule any desired interviews and determine time, date and location. Proposer participants will be specified in the invitation letter, selected by the Owner from the Proposer's staffing plan (Tab 8). Format of the ninety (90) minute interviews as follows:

- Thirty (30) minutes allowed for Proposer to present to Committee.
- Sixty (60) minutes allowed for questions and answers.
- Nothing is to be provided to the Committee during the oral interview except answers to questions.
- ***Note: The Proposer's Fee proposal for the Construction Phase (Completed Exhibit E) shall be placed in a separate sealed envelope and be submitted at the start of the Oral Interview. Envelopes will not be opened and the percent fees will not be part of the initial evaluation process. The percent fee will be opened and used as part of the evaluation of the shortlisted firms after the interview.***

The Selection Review Committee shall evaluate and score the oral interviews in accordance with the following criteria:

- Team compatibility and intra-team relationships (25 points).
 - Qualifications and experience of proposed team members on Projects similar to this Project.
 - Past performance of proposed team members on Projects similar to this Project.



- History of previous professional relationship(s) between proposed team members, the Architect, the Program Manager and the Owner.
- Approach and methodology (30 points).
 - Proposed strategies to achieve Owner’s Key Project Values for this Project.
 - Creative thinking and innovative approaches proposed for this Project.
- Clarification of information in SOQ (30 points).
 - Ability to respond to questions and provide further information regarding content of SOQ.
 - Discussion of specific unique capabilities and/or resources proposed for this Project.
- Construction Phase Fee (as a percent of construction cost.) (15 points)

5.9 Award Procedure and Announcement

The LAC Consultant Selection Committee will use the following weights in arriving at the ranked list of the “Short Listed” teams to be recommended to the LAC.

Committee Selection Criteria	Points	Weights
● Solicitation of Qualifications Packet	100	65%
● Presentation/Interview	100	35%
Total	100	100%

Based upon the written recommendation of the Selection Review Committee, the Owner will notify the successful Proposer and initiate Contract execution for preconstruction phase services. Unsuccessful Proposers will be notified in writing.



6.0 EXHIBITS

Exhibit A – Terminal Program Concept Report

Exhibit B – Proposed Form of Agreement (AIA 133-2009)

Exhibit C – CMAR GMP General Conditions

Exhibit D – Proposer Response Form/Acknowledgement of Addenda Form

Exhibit E – Total Construction Management Fee Proposal (as a % of construction cost.)

Exhibit F – Insurance Requirements