

**REQUEST FOR PROPOSAL
YOUNGSTOWN-WARREN REGIONAL AIRPORT SOUTH DEVELOPMENT SITE
DESIGN/ CONSTRUCT AVIATION MAINTENANCE SCHOOL FACILITY**

Issue Date: October 16, 2014

Due Date: November 14, 2014

Return To: Daniel J. (Dan) Dickten, AAE, Director of Aviation
Western Reserve Port Authority
Youngstown-Warren Regional Airport
1453 Youngstown-Kingsville Rd. NE
Vienna, OH 44473

Notice and Instructions to Bidders

The Western Reserve Port Authority (the “Authority”) is inviting design / build proposals and intends to grant to a qualified and responsible Contractor / Proposer (the “Contractor”), the right and privilege develop and construct a new Pittsburgh Institute of Aeronautics Aviation Maintenance School Facility in the South Development Site at the Youngstown-Warren Regional Airport (the “Airport”). Proposals must be received in the above office and time-stamped prior to 4:30 p.m. November 14, 2014 or will be considered late and be rejected.

The Request for Proposals Document is available on the airport website www.yngairport.com. The following information must be completed and submitted with your proposal:

1. DBE Agreement (Part 4, Page 11)
2. Price Proposal Sheet (Part 5, Page 12)
3. Bidder Response Sheet (Part 6, Page 14)
4. Any certifications, samples, information, etc. as required
5. Irrevocable Bank Letter of Credit or Surety Bond in a sum of \$10,000.00

Failure to provide these documents with your proposal submittal will disqualify your proposal.

Each proposal must be delivered in a sealed envelope or package, clearly marked on the outside with the proposal title, bidder’s name and address. Proposals may be modified or withdrawn prior to the time specified for the opening of the bids. Bids shall be filled out legibly in ink or typewritten with all erasures, strikeovers and corrections initialed in ink by the person signing the bid.

Bidders who choose to fax their bids will bear all risk and responsibility of late, incomplete or unsuccessful transmissions. The Authority also cannot and will not guarantee complete confidentiality of bids received through the facsimile machine.

A non-mandatory pre-proposal meeting will be held on October 23rd at 10:00 a.m. in the EOC / Board Room located on the first floor of the Airport Terminal – 1453 Youngstown-Kingsville Rd., NE, Vienna, OH 4473.

The Authority reserves the right to reject any and all Proposals.

For questions regarding this proposal, contact Dan Dickten at 330 (856-1537 or DDickten@yngairport.com

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PART 1: GENERAL CONDITIONS

A. INSTRUCTIONS TO CONTRACTORS

The Contractor making a proposal shall furnish all documents required within the “Price Proposal and Narrative Tabulation Form” associated with the “Instructions to Bidders” and Request for Proposals:

1. Contractor Proposal Questionnaire — provide complete information per the Bid and Narrative Tabulation Form.
2. Technical Responses—provide complete information on the proposed system and supporting services in accordance with the Bid and Narrative Tabulation Form.
3. Bid Form—provide complete price information in all spaces provided in the Bid and Narrative Tabulation Form.
4. It is the responsibility of the Contractor to ensure that all equipment offer conforms to all regulations, standards, specifications and by-laws covering installations of this type.
5. If an exception is taken to any item in the Technical Specifications Requests for Proposal Document, the Contractor’s response must include the paragraph reference, a complete description of what is proposed and the benefits to the Airport of the exception. If no exception is stated for any item included in their proposal, Airport will assume the requirements of the Technical Specifications Request for Proposal apply in all respects.
6. The Contractor must furnish a description of the support that is offered to the Airport in respect to maintenance and support that can be expected.

B. SPECIAL CONDITIONS:

1. Design/Build Proposals will be evaluated on compliance with all technical and contractual requirements as well as cost, responsiveness to all questions, including experience, qualifications, support and other factors as indicated in the “Evaluation Criteria” chart below. Following completion of the evaluation process, the top-ranked Contractor will be expected to enter into negotiations with Airport or other designated authority and execute a contract in accordance with the terms of the attached Agreement. Airport reserves the right to negotiate with the next highest-ranking Contractor in the event that the negotiations with the top-ranked Contractor fail to reach a final agreement.
2. Design / Build Proposals shall be valid for acceptance by Airport or other authority for a period of not less than sixty (60) days following the submission date of proposals.
3. The Airport or other Authority reserves the right to request clarifications and additional information from any or all Contractor after receipt of Proposals. All responses to clarifications and information requests will be considered part of the Proposal.

4. The Complete system shall be installed and operational per the requirements of the installation plan described in the Request for Proposal Document. This project shall be in accordance with the schedule to complete the project by no later than August 31st, 2014.

C. EVALUATION OF PROPOSALS

1. Proposals will be evaluated in accordance with the following criteria:

ITEM	WEIGHT
Technical compliance and technical features	15%
Experience, Qualifications, past performance	15%
Warranty and maintenance support	15%
Overall work plan, schedule and approach	15%
Cost of Projects	40%

D. BASIS FOR AWARD

1. The Authority will make the Award to the Proposer who, in the Authority’s sole judgment is determined to be the best qualified and responsible Proposer and whose Proposal, in the Authority’s sole judgment, is deemed the most desirable and advantageous to the Authority, even if the return does not offer the highest monetary return to the Authority.

1.1 QUALIFICATIONS OF BIDDERS

- A. For the purposes of this contract, the words, Contractor, Supplier, and Bidder, shall be synonymous.
- B. Contractor shall meet all qualifications requirements for bidding, as set forth in the General Conditions of this specification.
- C. Contractor shall have worked successfully commercial facilities construction for a minimum of five (5) years.

- D. Contractor shall furnish and install a completely operational system with all necessary components required to make the system fully functional and compliant with the requirements of these specifications.

CONTRACTOR'S RESPONSIBILITIES UNDER THIS CONTRACT

- A. As the Base Bid Component, the Contractor shall be responsible for the design and construction of a 18,000 S.F. building (school / hangar) As an Alternate Bid Component, the Contractor shall be responsible for the design and construction of the 2,500 L.F. access road and utilities into the South Development Site to access the school / hangar facility and future development along Taxiway T, all identified in the attached conceptual renderings, to be identified in the successful proposal. Work shall include furnishing facilities design, all material, equipment, labor, and supervision to complete the project as specified herein.
- B. Please refer to the bidding forms attached to this document in order to supply the cost associated with the work described within the narrative pertaining to this part of the system procurement. Failure to provide this narrative and related bid cost shall be grounds for bid refusal.
- C. The Contractor shall verify and show proof, if requested, that it is an authorized manufacturer's representative for the equipment it is proposing to supply under this contract.
- D. The Contractor shall provide a narrative that details how the Contractor is capable of performing this project.
- E. Work to be conducted in a manner to cause the least amount of impact or down-time as possible to the airline operations.
- F. The Contractor's responsibilities shall also be of those enumerated under other sections of the document, either expressed or implied, that affect the quality of the work and/or the operation of the completed parking lot renovations and expansions.
- G. Each Proposal shall be accompanied by an irrevocable Bank Letter of Credit or Surety Bond in a sum of \$10,000.00 payable without condition to the Western Reserve Port Authority.

1.2 DRAWINGS

- A. Drawings of the 18,000 s.f. building itself as built in another location by the proposed tenant will be made available upon request.

- B. Three final “design / build” sets of drawings shall be submitted to the Airport with 30 calendar days following proven testing, and compliance with the specifications of the PIA facility and Access Road.
- C. Corrections, notations and/or changes to shop drawings should not constitute changes in the Contract. Any changes of any type in this Contract shall be made only by Change Orders issued and signed by the appropriate Airport representative.

1.3 WARRANTY

- A. All items furnished and installed as a result of this contract shall be fully covered by warranty for a period of one (1) year from the date of acceptance, as approved in writing by the Owner.

1.4 SUBMISSION

- A. No change, substitution, variation or modification shall be permitted in the design and construction of the PIA facility and Access Road without the express and prior written approval of the Authority. As part of the bid, the Contractor shall provide a narrative that details the technical aspects of the Contractor’s proposed system. Failure to provide this narrative with the bid shall be grounds for bid refusal.
- B. The Authority reserves the right to reject any and all Proposal Submissions for any reason.

1.5 TECHNICAL QUESTIONS AND ANSWERS

Contact the Airport Maintenance and Operations Superintendent, Jack Sullivan at (330) 716 – 1794, JSullivan@YNGAirport.com

1.6 CALENDAR OF EVENTS

10/16/2014	Issue Date
10/23/2014	10:00 a.m. Pre-bid Meeting
10/28/2014	Questions Due
10/31/2014	Responses to Questions Provided
11/14/2014 - 4:30 p.m.	Proposal Due Date
11/19/2014	Board Review and Negotiation
11/21/2014	Award of Contract
11/21/2014	Proposals Available for Public Review

PART 2: PRODUCT SPECIFICATIONS /

2.1 GENERAL OVERVIEW

The Airport currently the Pittsburgh Institute of Aeronautics Leases Hangar 3 on the Airport from the Port Authority for their aircraft maintenance school operation. PIA has outgrown this facility and their Lease will expire within the next year.

- A. **BASE BID** – As the Base Bid Component, the Contractor shall be responsible for the design and construction of a 18,000 S.F. building (school / hangar) with 10,500 future expansion and adjoining 7,700 S.F. asphalt apron, 6,425 S.F. taxiway, 100 car asphalt parking lot, access road and utilities, all identified in the attached conceptual renderings, to be identified in the successful proposal. Work shall include furnishing facilities design, all material, equipment, labor, and supervision to complete the project as specified herein.
- B. **ALTERNATE BID** – As an Alternate Bid Component, the Contractor shall be responsible for the design and construction of the 2,500 L.F. access road and utilities into the South Development Site to access the school / hangar facility and future development along Taxiway T, all identified in the attached conceptual renderings, to be identified in the successful proposal. Work shall include furnishing facilities design, all material, equipment, labor, and supervision to complete the project as specified herein.
- C. Any deviations from these specifications must be submitted to the Authority, as directed, for review 15 days prior to bid due date. Deviations from the specified garage design and construction will not be considered unless approved by the Authority. Any request for deviation must include a comparative analysis detailing the specific deviations including technical data and system engineering drawings. If the Contractor does not perform this submittal, it is assumed they will comply with all of the functionality required within the listed specifications.

PART 3: EXECUTION

3.1 DESIGN AND CONSTRUCTION STANDARDS AND SCHEDULE

Design and construction accordance with Industry Standard Methods and the approved shop drawings. PIA plans to conduct Fall 2015 classes in the facility, therefore, occupancy is required by August 31, 2015 (or Sooner).

PART 4: DISADVANTAGED BUSINESS ENTERPRISES

During the performance of this Proposal, the Contractor, for itself, its assignees and successor interest, agrees as follows:

Policy. It is the policy of the DOT that disadvantaged business enterprises (“DBE”) as defined in 49 CFR Part 26 (“Part 26”) shall have the maximum opportunity to participate in

the performance of contracts financed in whole or in part with Federal funds under this Agreement. Consequently, the DBE requirements of Part 26 apply to this Agreement.

- A. Contract Assurance. The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of Part 26 in the award and administration of DOT assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the Authority deems appropriate.

- B. Prompt Payment. The Contractor agrees to pay each Subcontractor under this Agreement for satisfactory performance of its contract no later than 30 days from the receipt of each payment the Contractor receives from the Authority. The Contractor agrees further to return retainage payments to each Subcontractor within 30 days after the Subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Authority. This clause applies to both DBE and Non-DBE Subcontractors.

AGREED:

Signature
Bidder – CONTRACTOR

PART 5: PRICE PROPOSAL AND NARRATIVE TABULATION FORM

Project Site: Youngstown-Warren Regional Airport South Development Site

1. The Contractor shall provide its financial bids only on this bid form.
2. The Contractor shall note on this form, the various Narratives required as part of this specification document, are attached to this bid form.
3. The Contractor shall sign and date this Price Proposal and Narrative Tabulation Form in the location designated.
4. The Contractor shall sign and date each of the Narratives required by the specification document attached hereto. These signatures further authenticate the fact the contents of the Narratives are a true and accurate representation of the Contractor.

Bid Categories

Amount

A. Base Bid – School / Hangar Facility

\$ _____

B. Alternate 1 – Access Road

\$ _____

Description of Activity: (attach on separate page)

Required Tabulations and Narratives:

Bid Tabulation:

Qualifications of Bidders

Paragraph C. Furnish references and reference contact information

Company Name _____
Address _____\
Contact Person _____ Phone Number _____
Product(s) and/or Service(s) Used _____

Company Name _____
Address _____
Contact Person _____ Phone Number _____
Product(s) and/or Service(s) Used _____

Company Name _____
Address _____
Contact Person _____ Phone Number _____
Product(s) and/or Service(s) Used _____

Contractor's Responsibilities Under This Contract

- Paragraph B. Renovation Methodology
- Paragraph F. Service offering narrative, service plan, and site list
- Paragraph G. Performance narrative, inventory description, corporate headquarters

Submission

Paragraph A. Technical narrative of proposed system

Control System Supplier's Bid and Narratives Submitted by:

Name of Contractor: _____

Title: _____

By: : _____

Signature: _____

Date: : _____

PART 6: BIDDER RESPONSE SHEET

Note: This form must be returned with you bid response.

1. Indicate the Years of Experience in the Contracting Business and the Principal Products you have provided:

2. We comply with all terms, conditions and specifications required by the Authority in this Request for Proposal and all terms of our bid response.

Bidders shall provide the complete information requested below. Include the legal name of the bidder and signature of the person(s) legally authorized to bind the bidder to a contract.

_____ Company Name	_____ Bidder's Name
_____ Address	_____ Signature
_____ Phone	_____ Date
_____ Fax	_____ Phone
	_____ Fax

EXHIBIT A

CONCEPTUAL RENDERINGS

