

**Roanoke Regional Airport Commission
Request for Proposals (RFP)**

RFP 20-005

Design and Construction of an Airport Hangar Facility

Issue Date: 8.19.20

RFP No.: 20-005

Questions Due: September 9, 2020

Request for Proposals Due: September 16, 2020

Delivery Address: Roanoke Regional Airport Commission
Attention: Erin Henderson,
Purchasing and Contracts Manager
5202 Aviation Drive
Roanoke, Virginia 24012

Contact: Erin Henderson, VCO, VCA
Purchasing and Contracts Manager
Email: erinh@flyroa.com
Phone: 540-362-1999, extension 283

Notice of Addenda: Any addenda issued will be posted on the
Commission's Webpage.

Table of Contents

	Page
Purpose	3
Introduction	3
Background	4
Scope of Services	5
Proposal Contents	5
Qualifications	6
Selection Criteria	7
General Technical Specifications	7
Proposal Requirements	8
Signature Page	9
Drawings	

Purpose

The Roanoke Regional Airport Commission (Commission) is seeking proposals from qualified Consultants / Contractors to design and build an 80' x 80' aircraft hangar facility at the Roanoke Blacksburg Regional Airport (Airport).

Introduction

The Roanoke Regional Airport Commission (Commission) is seeking proposals from qualified Contractors/Consultants to design, and construct/build an 80' x 80' (6,400) sf hangar for the purpose of aircraft storage.

The Commission reserves the right to accept or reject any or all Proposals, negotiate with any Proposer, alter the scope of work, to waive an informalities and irregularities in the Proposal submission process, to extend the date for submittal of responses, to request additional information from any or all Proposers, to supplement, amend or otherwise modify the RFP prior to the closing date and time, to cancel this request with or without the substitution of another RFP, to re-solicit or cancel the procurement process, and to accept a Proposal which is considered to be in the best interest of the Commission.

**Sealed proposals shall be submitted by 2:00 p.m. EST
September 16, 2020 to:**

Attention: Erin Henderson
Roanoke Regional Airport Commission
5202 Aviation Drive
Roanoke, VA 24012

All Proposals will be time-stamped upon receipt and any Proposals received after the time specified above will be returned unopened. Faxed or emailed copies will not be accepted. All responsive Proposals become the property of the Commission and must be provided without cost to the Commission. Except as otherwise provided herein, Proposals which are incomplete or which are not in conformance with the law, may be rejected as non-responsive.

Any proposal submitted will be deemed to be valid for a period of up to 90 days following the close date of the RFP. Timely Proposals received shall be subject to applicable laws and regulations governing public disclosure. Submission of a Proposal indicates acceptance by the Proposer of the conditions contained in this RFP, and the intent to enter a Contract with the Commission.

This RFP does not obligate the Commission to enter into a Contract or pay any costs incurred in the preparation of a Proposal pursuant to this RFP or incurred in subsequent negotiations. It is the intent of the Commission to negotiate a Contract with the Proposer it deems most beneficial to the Commission. During the Proposal evaluation process, the Commission may request additional information or clarification from Proposers.

Background

The Airport is located three miles northwest of Roanoke, Virginia and is governed by the five-member Roanoke Regional Airport Commission, which includes representatives from both the city and county of Roanoke. The Airport has two runways and over 60 scheduled flights a day; and, it covers some 912 acres.

The Airport is served by two runways. Runway 6-24 being the longest at 6,900 feet by 150 feet and is equipped with an LDA/DME approach system; and, Runway 16-34 is 5,810 feet by 150 feet and is equipped with CAT 1B ILS approach system. The Airport has a tower and it is operational 24 hours per day.

The Airport has 102 based aircraft, 3 T-hangar buildings with a total of 40 spaces, 4 corporate box hangars and 4 private hangars. There is one flight school operating from the Airport.

Scope of Services

The Commission is interested in obtaining a 100% design and issued for bid plan set for the following 3 phase development of a single aircraft hangar at Roanoke Blacksburg Regional Airport. **Note:** No plans are to be submitted as part of this RFP.

Phase 1: Design Development-prepare and provide a set of working drawings that are ready for obtaining building permits.

Phase 2: Site development -Construction to include utilities, electric, water, sewer, grading for hangar structure, and concrete pad

Phase 3: Hangar Construction-Construction of a single 80' x 80' (6,400 sf) hangar

Provide, if selected, a mutually acceptable set of working drawings prepared by licensed professionals qualified to practice in the Commonwealth of Virginia. These drawings shall be adequate for the purpose of obtaining building permits and properly defining the work and material for various crafts employed on the project.

Proposal Contents

RFP responses must be completed and prepared in a form that provides an insightful, straightforward and concise overview of the capabilities of your firm. Additional facts and information other than those listed below may be included if it will help to highlight your firm's qualifications and experience. All materials submitted in response to this RFP shall become the property of the Commission.

- **Cover Letter** – Cover letter should include a brief description of the firm or individuals, as well as the name, email and contact information of the principal. It should also acknowledge that the Proposer will comply with all the terms and conditions set forth in the Request for Proposals, unless otherwise waived or agreed by the Commission prior to the submission deadline.

- **Executive Summary** – Executive Summary should contain an outline of your general approach to the provisions of services in addition to a brief summary of your qualifications to engage in a professional service relationship with the Commission. It should also include purpose, outcomes and key points on the timeline.
- **Key Personnel** – List all personnel to be involved in the process along with their role and prior experience. Summarize all qualifications and experience. All Offerors shall have a license Class “A” contractor and an architect or engineer registered in the Commonwealth of Virginia as part of the project team.
- **Project Plan** – Describe the methodology. Tasks, timeline and key dates.
- **References** – Provide contact information of three current or previous clients.
- **Work Samples** – Provide two or more executed design plans and related contact information.
- **Fee for Services** - Provide a fee for the Scope of Services outlined in this RFP. Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the Contract.

Submit a fully detailed budget including staff costs, hourly rates for all proposed team members, any expenses necessary to accomplish the tasks and to produce the deliverables under the Contract.

Place the fee for services in an envelope and seal; identify as Cost Proposal on the outside of the envelope.

Qualifications

The following minimum qualifications are required:

- Ten or more years of experience performing the type of work required in this Request to include experience with public agencies, preferably government agencies.

- Sufficient personnel and financial resources to complete the work.
- Proven track record in performing said work.
- Familiarity of, and compliance with, all local, state and federal laws and regulations pertaining to said work.
- An office location within a reasonable time and distance of Roanoke, Virginia.

Selection Criteria

Airport staff will evaluate each Proposal on the following criteria:

1. Design Team Qualifications
2. Design Team Experience
3. Cost of the Project-Professional and Construction Costs
4. Completeness of the Proposal

The successful Proposer will be solely responsible for the conformance of construction documents with all applicable laws, codes and regulations, including but not limited to the City of Roanoke Building Codes.

General Technical Specifications:

- 80' x 80' box hangar for aircraft storage purposes
- Steel beam structural construction with metal skin exterior
- Building to be constructed on concrete slab for critical aircraft weight of (45,500 lbs)
- Approximately 20' (20' x 80') of asphalt apron area to the south of the hangar will need to be removed in order to accommodate the concrete hangar slab. The slab will abut the existing asphalt pavement.
- Hangar doors will be electric bi-fold with back-up manual crank lift for power outages.
- Vertical opening will provide adequate clearance for critical aircraft tail height (24'8").
- Apron bi-fold door opening should span the entire hangar face at 80' or as much as possible to accommodate aircraft wingspans up to 65'.
- Contractor will provide per Section 412.4.1 of 2015 VA USBC a fire wall on both the west and east sides of the hangar walls with a fire-resistance rating of not less than 2 hours.

Utilities

Hangar shall be designed and constructed with electrical service to a 110v/220v panel to located on the north side of the hangar wall. The hangar shall also be equipped with service to the City's sewer system. Provisions for one toilet will be provided within the slab at north side of the hangar nearest the road. Utility connections are available within close proximity to the proposed site.

Plans Review

Prior to permitting, the Commission will review and approve the proposed construction plans. No plans are to be submitted as part of this RFP.

Permitting

The hangar will need to be designed and constructed in accordance with City of Roanoke Building code requirements for permitting.

All construction is required to comply with the most currently adopted editions of the building, electrical, plumbing, mechanical, fire codes of the City of Roanoke as well of the National Fire Protection Association (NFPA), particularly NFPA 409.

Location: The proposed hangar will be located in F12 as shown on the attached sketch.

Proposal Requirements

The Commission requires that Proposals are limited to no more than 15 pages including a cover letter with a brief description of the firm or individual, as well as the name and contact information of the principal. Proposers must include an email address for the primary point of contact for this RFP in the cover letter.

Proposer shall submit four printed copies and an electronic copy of the Proposal on a flash drive in a sealed package to:

Roanoke Regional Airport Commission

Attention: Erin Henderson,
Purchasing and Contracts Manager
5202 Aviation Drive
Roanoke, Virginia 24012

SIGNATURE PAGE

The undersigned Proposer, having examined these documents, and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that he/she will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth, and that he/she will furnish all required products/services and pay all incidental costs in strict conformity with these documents, for the stated prices as payments in full.

Submitting Consultant: _____

Address: _____

City: _____ State: _____ Zip: _____

Authorized Representative (print): _____

Authorized Signature: _____

Date: _____ Email: _____

Telephone Number: _____

Exceptions/Deviations to the Request for Proposal shall be taken below. If adequate space is not provided for exceptions/deviations, please use a separate sheet of paper. If your company has no exceptions/deviations, please write "No Exceptions" in the space below.

Firm Pricing – Offered prices shall remain firm for a minimum of 90 days after the due date of this solicitation unless indicated otherwise; and, accepted prices shall remain firm for the duration of the Agreement.