

**Request for Qualifications
Architectural, Engineering, and Planning Consultant Services
South Middleton Township – Carlisle Airport**

Scope

South Middleton Township (Township) is seeking proposals from qualified professionals licensed in the Commonwealth of Pennsylvania to provide general consulting, planning, environmental, engineering, and construction services for the Carlisle Airport. The Carlisle Airport, located in Cumberland County, Pennsylvania is a public use airport that will be acquired by the Township. The firm selected for these services will be responsible for advancing various projects to include, but not limited to, the projects listed on the first Three (3) years of the airports Twelve-Year Plan (TYP) found in **Exhibit A**.

The selection will be made in accordance with Federal Aviation Administration (FAA) Advisory Circular 150/5100-14 (latest edition) and Penn DOT Publication 405 Airport Sponsor's Guide. The design projects are listed on the attached TYP along with associated estimated construction cost of the projects and their descriptions. The term of the agreement will be Three (3) years, with an option to renew the contract for an additional Two (2) years.

Upcoming Projects

The following projects are anticipated by the Township during the upcoming years at the Carlisle Airport. These projects are an anticipated plan and timeline. These projects are not limited to the full scope of possible projects or potential ideas the successful firm would be asked to assist with if awarded a contract.

- Airport planning including facility layout and Airport Layout Plan, (ALP) updates
- Airside/approach analyses, planning
- Avigation easements
- Removal/mitigation of runway obstructions
- Landside/terminal area analyses, planning and design
- Environmental analyses of various types
- Economic/financial analyses
- Engineering plans, specifications and construction supervision
- Drainage and water quality analyses and design
- Pavement analyses and design
- Photogrammetry/surveying and CAD operations
- Utility analyses and systems design
- Design of capital improvements including runway lighting, hangar(s)/terminal and parallel taxiway
- Reporting requirements for Federal Aviation Administration (FAA) and Bureau of Aviation, (BOA) projects

Capital improvement projects are expected to be completed expeditiously over the next 36 months in order to utilize the Township's existing financing. Projects may be funded in full or in part with funds and/or multiple grants or Sponsor Contracts from the PennDOT Bureau of Aviation. The selected firm shall be subject to all Federal, State, Local, and Township requirements.

Evaluation Criteria

The following factors listed in order of importance, will be considered by the **Township** during evaluation of the firms submitting acceptable letters of interest:

1. Experience in planning, design, construction bidding and inspection for indicated projects, indicated projects and similar airport-related construction projects.
2. Experience in FAA and Penn DOT Bureau of Aviation Projects.
3. Key personnel's professional qualifications and experience and availability; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies and procedures;
4. Current workload and demonstrated ability to meet schedules or deadlines, Ability to expedite projects;
5. Quality of projects previously undertaken and capability to complete projects without having major cost escalation or overruns;
6. Ability to package and present the Letter of Interest in accordance with the "General Requirements and Information" section.

General Requirements and Information

Firms interested in providing the above work services are invited to submit three hard copies and one electronic submission of a Letter of Interest and required information for this advertisement.

The Letter of Interest and required information must be received within four weeks of this Notice. The deadline for receipt of a Letter of Interest at the above address is 4pm prevailing time of **November 4, 2021**.

If a Joint Venture responds to a project advertisement, the Township will not accept separate Letters of Interest from the Joint Venture constituents. A firm will not be permitted to submit on more than one (1) Joint Venture for the same Project. Also a firm that responds to a project as a prime may not be included as a designated subcontractor to another firm that responds as a prime to the project. Multiple responses under any of the foregoing situations will cause the rejection of all responses of the firm or firms involved. The above does not preclude a firm from being set forth as a designated subcontractor to more than one (1) prime responding to the project advertisement.

Each Letter of Interest must include the following information and the information must be packaged and presented in the following order:

1. Transmittal Letter (Maximum of two (2) 8 ½ X 11" typed pages, one side)

The subject heading of the transmittal letter must reference this advertisement, the firm's legal name, fictitious name (if applicable), and the firm's federal identification number. For engineering services, the applicant must indicate in the body of their transmittal letter the names and Professional License Number of individuals who are directing heads or employees of the firm who have responsible charge of the firm's engineering activities, and whose names and seals shall be stamped on all plans, specifications, plats, and reports issued by the firm.

2. Organizational Chart (one page, one side, maximum size 11" X 17")

This Chart must show key staff from the prime and each subconsultant and their area of responsibility.

3. Standard Form 255, "Architect-Engineer and Related Services Questionnaire for Specific Project" (one Form 255 for the project team).

The Standard Form 255 must be signed, dated, and filled out in its entirety, including Item No. 6 listing the proposed subconsultants and the type of work or service they will perform on the project.

Under Item 4 of this form, Column A must specify only the number of subconsultant personnel and Column B must specify only the number of prime consultant personnel to be assigned to work on this project reference number. Do not include the total personnel for either the subconsultant or prime consultant under Item 4 unless the total personnel are necessary to provide the required work and services.

4. Standard Form 254, "Architect-Engineer for Related Services Questionnaire"

A Standard Form 254, not more than one (1) year old as of the date of this advertisement, must accompany each Letter of Interest for the firm, each party to a Joint Venture, and for each subconsultant the firm or Joint Venture is proposing to use for the performance of professional services regardless of whether the subconsultant is an individual, a college professor, or a Company, unless an acceptable Standard Form 254 for the prime and each subconsultant/subcontractor is on file at Penn DOT, identified in the individual project advertisement.

These Forms must be assembled with the prime's form first, followed by the form for each subconsultant in the same order as the subconsultants appear in Item 6 of Form 255.

5. Registration To Do Business

Firms with out-of-state headquarters or corporations not incorporated in Pennsylvania must include, with each Letter of Interest, a copy of their registration to do business in the Commonwealth as provided by the Department of State. Firms who are not registered to do business in Pennsylvania at the time of this advertisement must document that they have applied for registration to the Department of State, Corporation Bureau.

6. Availability Schedule

Each firm shall submit an availability schedule to indicate their ability to undertake the proposed projects expeditiously upon engagement.

7. References

Each firm shall provide a minimum of three references where similar services have been performed during the past two years. These projects should be similar in scope and scale. Please include contact information for each project referenced/

8. Additional Information

Additional information to include general firm qualifications and description of similar projects completed, 8-10 pages, may be included at the discretion of the submitting firm.

The assignment of the agreement/contract for the above advertisement(s) will be made to one of the firms who submitted an acceptable Letter of Interest in response to this advertisement. The assignment will be made based on the Township's evaluation of the firm's qualification and capabilities.

Township Rights

The Township reserves the right to shortlist and conduct interviews of the firms, and negotiation of contract terms will be required before award. Furthermore, the Township reserves the right to reject all letters submitted, to cancel the solicitations requested under this Notice, and/or to readvertise solicitation for the work and services.

The firm selected will be given the first right to negotiate an Agreement acceptable to the Airport. In the event that an Agreement satisfactory to the Airport cannot be reached, the Airport may enter into negotiations with one or more of the remaining firms. The successful firm shall commence work only after execution of an acceptable Agreement and approval of insurance certificates. The successful firm will perform all services indicated in the proposal in compliance with the negotiated Agreement.

Contact

The Letter of Interest and required forms (see General Requirements and Information section) shall be sent to:

Cory Adams, Township Manager
520 Park Drive
Boiling Springs, PA 17007

Any questions concerning the requirements for this notice should be directed to:

Brian O'Neil, Township Engineer
boneil@smiddleton.com

Exhibit A: Carlisle Airport Twelve Year Plan

Carlisle Airport Projects Report

8/2/2021

SFY	FFY	Project Description	National Priority	BOA Priority	Status	FAA- AIP	Fed-BG	State AD	State CB	Other	Mutli Modal	Local	Project Amount
2020	2021	Acquire Airport for Public Ownership (original entry - corrupted)	34		X		\$0	\$0	\$3,000,000	\$0	\$0	\$1,000,000	\$4,000,000
2020	2021	Acquire Airport for Public Ownership	34		TAC		\$0	\$0	\$3,000,000	\$0	\$0	\$4,000,000	\$4,000,000
2021	2022	Remove & Mitigate Runway Approach Obstructions	80	85	TDG		\$0	\$136,000	\$0	\$0	\$0	\$150,000	\$150,000
2021	2022	Install Runway Lighting, Ph I: Design	70	83	FYP		\$0	\$118,800	\$0	\$0	\$0	\$30,500	\$158,000
2021	2022	Construct Terminal Building, 40' x 60', Ph I, Design	32	59	TYP		\$0	\$113,250	\$0	\$0	\$0	\$37,750	\$151,000
2022	2023	Construct Terminal, Ph II, Construction	32	59	TYP		\$0	\$672,750	\$0	\$0	\$0	\$224,250	\$897,000
2022	2023	Install Runway Lighting, Ph II: Construction	70	83	FYP		\$0	\$102,800	\$0	\$0	\$0	\$117,500	\$1,270,000
2023	2024	Construct 3 Nested Corporate Hangars (62'x65') - Phase 1, Design	32		TYP		\$0	\$225,000	\$0	\$0	\$0	\$75,000	\$300,000
2023	2024	Construct 3 Nested Corporate Hangars (62'x65') - Phase 2, Construction	32		TYP		\$0	\$2,550,000	\$0	\$0	\$0	\$850,000	\$3,400,000
2024	2025	Update ALP	0	59	N		\$0	\$239,000	\$0	\$0	\$0	\$75,000	\$314,000
2025	2026	Construct Parallel TW, MITL, Ph I, Design	49	79	TYP		\$0	\$305,250	\$0	\$0	\$0	\$101,750	\$407,000
2026	2027	Construct Parallel TW, MITL, Ph II, Construction	49	79	TYP		\$0	\$3,375,000	\$0	\$0	\$0	\$1,125,000	\$4,500,000
2027	2028	Install RW 10-28 GVGI REILS	48		TYP		\$0	\$255,000	\$0	\$0	\$0	\$85,000	\$340,000
2027	2028	Install AWOS III, Ph I, Design	45	84	TYP		\$0	\$45,000	\$0	\$0	\$0	\$15,000	\$60,000
2028	2029	Install AWOS III, Ph II, Construction	45	84	TYP		\$0	\$225,000	\$0	\$0	\$0	\$75,000	\$300,000
Other Projects Currently in JACIP													
2022	2023	Carlisle Airport Improvements (MTF)	32		TYP		\$0	\$0	\$0	\$2,766,333	\$0	\$1,185,571	\$3,951,904
2025	2026	Construct T-Hangar Taxiway, Ph I, Design	45		TYP		\$0	\$41,250	\$0	\$0	\$0	\$13,750	\$55,000
2025	2026	Construct Hangar TW for 10 Unit Hangar	32	59	TYP		\$0	\$185,250	\$0	\$0	\$0	\$61,750	\$247,000
2025	2026	Rehabilitate Apron Pavement	60	74	TYP		\$0	\$78,750	\$0	\$0	\$0	\$26,250	\$105,000
2025	2026	Construct One 10 Unit Hangar	32		TYP		\$0	\$0	\$180,000	\$0	\$0	\$180,000	\$360,000
2025	2026	Acquire Land / Easements	44		TYP		\$0	\$195,000	\$0	\$0	\$0	\$65,000	\$260,000
2025	2026	Remove RW 10-28 Approach Obstructions	44		TYP		\$0	\$75,000	\$0	\$0	\$0	\$25,000	\$100,000
2025	2026	Reconstruct Access Rd., Ph II, Construction	17	71	TYP		\$0	\$161,250	\$0	\$0	\$0	\$53,750	\$215,000
2025	2026	Construct SRE Building, Ph I, Design	39	71	TYP		\$0	\$15,000	\$0	\$0	\$0	\$5,000	\$20,000
2025	2026	Reconstruct Access Rd., Ph I, Design	17	71	TYP		\$0	\$22,500	\$0	\$0	\$0	\$7,500	\$30,000
2025	2026	Construct SRE Building, Ph II, Construction	32	71	TYP		\$0	\$146,250	\$0	\$0	\$0	\$48,750	\$195,000
2026	2027	Extend RW 10, Ph I, Land Reimbursement	40		TYP		\$0	\$146,250	\$0	\$0	\$0	\$48,750	\$195,000
2026	2027	Extend RW 10, MIRL, Ph II, Design	48		TYP		\$0	\$5,250	\$0	\$0	\$0	\$1,750	\$7,000
2026	2027	Extend RW 10, Paved, Ph II, Design	48		TYP		\$0	\$86,250	\$0	\$0	\$0	\$28,750	\$115,000
2027	2028	Extend RW 10, MIRL, Ph III, Construction	48		TYP		\$0	\$22,500	\$0	\$0	\$0	\$7,500	\$30,000
2027	2028	Construct 20 Unit T-Hangar, Ph I, Design	32		TYP		\$0	\$60,000	\$0	\$0	\$0	\$20,000	\$80,000
2027	2028	Construct T-Hangar Taxiway, Ph II, Construction	49		TYP		\$0	\$318,750	\$0	\$0	\$0	\$106,250	\$425,000
2027	2028	Extend RW 10, Paved, Ph III, Construction	48		TYP		\$0	\$592,500	\$0	\$0	\$0	\$197,500	\$790,000
2028	2029	Construct 20 Unit T-hangar, Ph II, Construction	32		TYP		\$0	\$525,000	\$0	\$0	\$0	\$175,000	\$700,000
2029	2030	Install Land Remote Access to Approach Control via Phone Line	40		TYP		\$0	\$22,500	\$0	\$0	\$0	\$7,500	\$30,000
2029	2030	Acquire Land South of RW 10-28 - 40 AC, Mobile Home Park, Ph I, EDDA,	44		TYP		\$0	\$45,000	\$0	\$0	\$0	\$15,000	\$60,000
2029	2030	Acquire Land RW 28 Approach -25 Ac, Ph I, EDDA, Appraisal and Negotiations	44		TYP		\$0	\$27,000	\$0	\$0	\$0	\$9,000	\$36,000
2030	2031	Acquire Land South of RW 10-28 - 40 AC, Mobile Home Park, Ph II, Acquisition	44		TYP		\$0	\$915,000	\$0	\$0	\$0	\$305,000	\$1,220,000
2030	2031	Acquire Land RW 28 Approach -25 Ac, Ph II, Acquisition	44		TYP		\$0	\$412,500	\$0	\$0	\$0	\$137,500	\$550,000

Note: Projects highlighted in gray are in the Four Year Plan.