

GREENE COUNTY CAREER CENTER  
Request for Qualifications for Design Services – Airport Project

**PUBLIC ANNOUNCEMENT OF CONTRACT FOR PROFESSIONAL DESIGN SERVICES  
AND REQUEST FOR QUALIFICATIONS**

Greene County Career Center (GCCC) seeks qualifications and statements of interest from design professionals with specific expertise in aviation services. While following the guidance of Federal Aviation Administration (FAA) AC150/1500-14 Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects, the selected firm will be responsible for the design of an airport hangar and accompanying training space at the Greene County Lewis A. Jackson Regional Airport (Project). The Project, which is part of the GCCC Take Flight Initiative to provide training for students in aviation careers, will also provide support services for the Greene County Lewis A. Jackson Airport and their flying customers/users. The services requested will not be for any improvements associated with a co-funded classroom facilities assistance program project. GCCC received a grant through the State of Ohio for the Project, and funds are available to proceed with design and construction of the Project.

GCCC anticipates that the airport hangar will be a 75 x 100-foot facility identical to a recently constructed hangar at the airport by the Greene County Regional Airport Authority, with an adjacent modular facility, including restrooms, to provide classroom space for instruction and restrooms. Alternative design solutions for the necessary training space within, or outside of the hangar will also be considered. Design of the facility must be compliant with applicable FAA requirements and meet all specifications for FAA certification requirements. The selected firm will be required to work with GCCC and the FAA to prepare and submit required documentation for the Project. Occupancy of the facility is planned for GCCC use in August 2019.

GCCC invites design professionals interested in providing the required services, including preparing conceptual and final drawings and establishing a firm schedule and budget for the project, to submit qualifications and statements of interest for consideration. Services are anticipated to include:

1. Site improvements (drainage, storm water management, site work, and utility improvements)
2. Capital improvement plans
3. Project management and oversight
4. FAA/ADO communication, process assistance, and forms review
5. Planning assistance as required by the FAA outside of a Master Plan
6. NAVAID improvements
7. Airport signage, lighting, and facility lighting
8. Other tasks related to the Project that may be identified by GCCC

Qualification and statements of interest will be reviewed and a design professional firm selected in accordance with Ohio Revised Code (ORC) Sections 153.65 to 153.71. GCCC will select a firm to provide the required services based upon the qualifications and statements of interest received and the availability of the firm determined most qualified to provide the required services.

All qualifications received will be placed in a qualifications file maintained by GCCC for use when the cost of design services for a project will be less than \$50,000, as long as the qualifications are current (*i.e.*, no more than one year old). Design firms are responsible for providing updates to GCCC directed to the attention of the Treasurer on a yearly basis.

Statements of Qualification

Statements of qualifications should include the following:

1. Firm name, address, telephone number, fax number, and e-mail address
2. Year established and former firm names (if any)

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3. Summary of qualifications for services listed above
4. Names of principals of the firm and state in which they are registered
5. Number of staff available for the Project
6. Outside consultants and associates usually retained by the firm
7. Examples and lists of similar completed projects on which the firm was the principal consultant
8. Current similar projects underway and estimated cost of each
9. Names of key personnel, including managers and in-charge field personnel proposed to be assigned to the Project, with the experience of each, length of time in the organization, continuing education, and evidence of current expertise in the relevant services required
10. Address of office(s) where the services will be performed, how long this/these office(s) have been operating, and current staffing of this/these office(s); if the services will be provided by more than one office, indicate the distribution of assignments among offices
11. Ability of the firm to provide services during the time period defined, including availability of the firm's staff and other equipment and resources to achieve completion of the Project on the time-line proposed
12. Past performance as reflected in evaluations of previous and current clients with respect to factors such as control of costs, quality of work, and meeting deadlines
13. The ability of the individuals identified by the firm who will be responsible for document production and communication with GCCC during the term of the agreement for services and for each improvement undertaken

Approach to Providing Services

In addition to the qualifications and information listed above, the firm's submittal should include the following:

1. Identify the individual who will serve as the primary point of contact during the time services are provided and the individuals proposed to be responsible for different design categories, as well as any other personnel participating in providing services for any improvement, together with the education, training, and experience of these individuals, to the extent it has not been provided in the firm's statement of qualifications.
2. Describe the steps the firm will take to coordinate design and work on the Project with GCCC, Green County Regional Airport Authority, and the FAA with respect to conforming with applicable FAA requirements, scheduling, design and construction, maintaining the construction schedule, and close-out of the Project.
3. Provide an overview of the firm's practices with respect to site visits and oversight of construction activities.
4. Propose an internal timeline for completion of the Project and the various services to be provided by the firm for pre-construction (programming, including coordination with FAA, and design), construction, and close-out phases for the Project.
5. Provide specific information on project budget development and the firm's experience over the past five (5) years with preparing project estimates for the project and construction costs; include a comparison of estimates and actual project costs.
7. List a maximum of four (4) unique qualities that set your firm apart from others as it relates to the services requested for the Project.

As required by ORC Sections 153.65 through 153.71, firms submitting qualifications and statements of interest for the available contract will be evaluated and ranked in order of their qualifications. Following this evaluation, GCCC may ask firms determined to be qualified to meet

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with the GCCC administrators and staff and present the firm's qualifications and proposed approach to the requested services.

Upon selection of the firm determined to be most qualified to provide the requested design services for GCCC, GCCC will enter into contract negotiations with this firm. The proposed form of design services agreement will be a modified AIA Document B101-2017 or B104-2017.

GCCC wishes to select a design firm as soon as possible, to begin working immediately with GCCC representatives to implement the Project, with anticipated completion for occupancy at the beginning of the 2019 school year. Design professionals wishing to submit qualifications and a statement of interest in providing services to GCCC must do so in writing before 4 p.m. on September 07, 2018. Qualifications and statements of interest may also be submitted electronically prior to this time directly to Ms. Anderson. If the submittal is delivered in a paper format, include **three (3)** copies with a thumb-drive containing the submittal information, deliver the submittal to:

Eva Anderson, Treasurer  
Greene County Career Center  
2960 W. Enon Rd.  
Xenia, Ohio 45385  
Email: [eanderson@greeneccc.com](mailto:eanderson@greeneccc.com)

Direct questions concerning the required services to Ms. Anderson by email.