

# Duplin County Airport

## **REQUEST FOR QUALIFICATIONS**



For the construction of the  
**New Spec Hangar Construction and Rehab**  
Using the Design-Build Delivery Method

Duplin County Airport  
260 Airport Road,  
Kenansville, NC 28349

**Proposal Process, Questions/Inquiries, and RFQ Submission:**

Josh Raynor, Airport Director  
[Josh.raynor@duplincountync.com](mailto:Josh.raynor@duplincountync.com)  
910.296.2188

**RFQ Submission Due: October 18<sup>th</sup>, 2024**

## Section 1: Project Information

Pursuant to the requirements of North Carolina General Statute §143-128.1A, "Design-Build Contracts", the Duplin County Airport (DPL) is soliciting proposals from qualified design-build firms interested in providing professional design and construction services and furnishing the best value for a new spec hangar and existing hangar rehabilitation. DPL intends to award a Design-Build contract for this Project.

The Design-Build method is a qualifications-based selection process. The ability of the Design-Builder to deliver the project on time, within budget, within the criteria and constraints identified by this document, and according to the requirements of the Design-Build statute, are the primary factors for selection. All respondents to this RFQ are subject to the instructions communicated in this document and are cautioned to completely review the RFQ and follow instructions carefully.

All Design-Builders responding to this RFQ who satisfy the stated criteria shall be evaluated by The Duplin County Airport according to the scoring criteria identified in this RFQ. Based on scoring criteria, DPL will negotiate with the highest ranked respondent. This project will require a payment and performance bond upon award.

All questions and correspondence in conjunction with this solicitation are to be made in writing and should be directed to the Duplin County Airport contact identified below. Contact with any other Airport personnel should not be made and could result in rejection of any related submission.

### **Pre-Submittal Meeting / Questions & Clarifications:**

For the purpose of answering questions and providing clarification, a pre-submittal meeting will be held for respondents at 1:30 pm, September 18<sup>th</sup>, 2024 at the Duplin County Airport. Attendance for those intending to submit qualifications is **strongly encouraged** and is part of the evaluation criteria. There will be an opportunity to look at the site for the hangar construction and to look at the existing hangar for rehabilitation

Pre-submittal questions should be submitted in writing, via email or mail, by no later than Friday, September 25, 2024. Questions submitted later than this deadline will not be considered.

### **Pre-submittal questions, other inquiries, and responses to this RFQ shall be directed to:**

Josh Raynor, Airport Director  
Duplin County Airport  
260 Airport Road  
Kenansville, NC 28349  
[Josh.raynor@duplincountync.com](mailto:Josh.raynor@duplincountync.com)

### **Notice of Owners Discretion:**

Duplin County reserves the right to reject any and all submissions for any reason. This RFQ does not obligate DPL to pay any cost incurred by respondents in the preparation and submission of a response, nor does it obligate DPL to accept or contract for any expressed or implied services.

Pursuant to the requirements of North Carolina General Statute §143-128.1A, DPL must receive at least 3 responses. In the event three are not received, DPL will follow the statute requirements.

## **Section 2: Project Goals, Objectives and Challenges**

The goal of this project is to design and build a new spec hangar and hangar rehabilitation on several existing hangars to expend all funds. The Airport seeks to work in an effective partnering relationship with the successful Design-Builder to accomplish this goal. The success of this project will depend largely upon the nature of the relationship between the Design-Builder and DPL with Michael Baker International (MBI) as owner representation. The Airport's intent is to work with the Design-Builder and MBI as a team, with common goals of delivering a facility with exceptional quality in the most cost-effective and timely manner, achieving efficiency across the full spectrum of performance. With the design, construction, and rehab scope of the project, the Airport has the following **goals and objectives**:

- Establish a collaborative relationship between the Airport and the Design-Build team to design and construct a new spec hangar to attract and retain future tenants.
- Rehabilitation of existing hangars.
- Complete the project according to the agreed upon timeframe and within the Airport's budget and funding resources.
- Utilize best practices to accomplish the goals of this project and proactively address risks and challenges to ensure project success.
- As a team, work with the Airport to devise and implement appropriate processes to maximize efficiency, overall quality, and cost savings.
- Provide the Design-Builder maximum flexibility to determine specific work methods that satisfy the performance-based requirements in the contract.
- Expect the Design-Builder to take customer preferences into consideration and participate with the Airport and potential Tenants in continuous improvement efforts throughout the project process.
- To work with the Design-Builder to implement processes that maximize efficiency and provide Duplin County Airport insight into project progress, without an undue level of Airport oversight.

### **Challenges:**

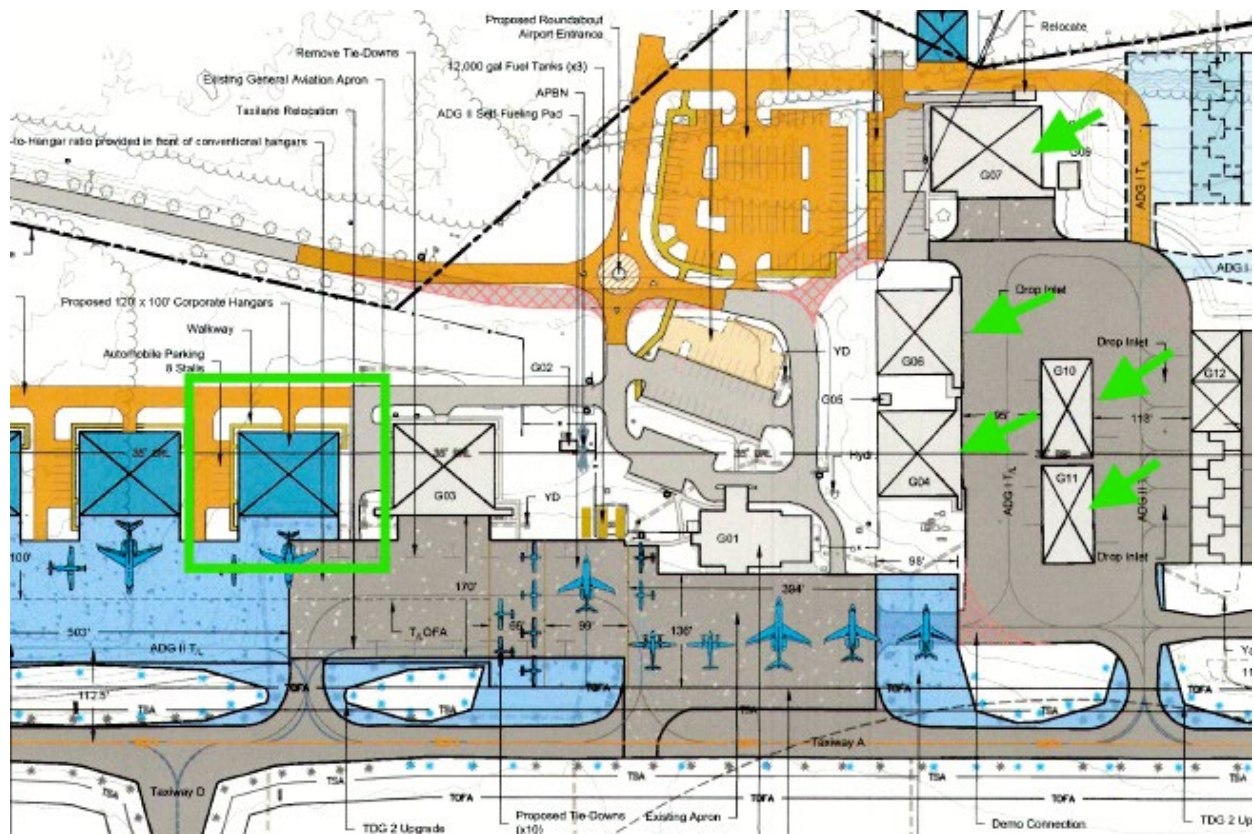
The successful Design-Builder Team will need creative solutions to address the following significant challenges:

- Coordinate construction activities and site traffic so as to minimize the impact on Airport Operations.
- Working around hangars with aircraft movement as safely and effectively as possible.
- Managing the project budget to achieve acceptable levels of quality, while meeting project goals and objectives noted in the Airports criteria.
- Maintain entrance road accessibility and make repairs as necessary with help from DOT.

### Section 3: Project Description and Scope of Work

#### Project Description:

The project location is at the Duplin County Airport in Kenansville, NC. (See photo below for approximate location). We have an estimated budget of \$4,000,000 for this project. This consists of the cost of connecting utilities, tie to proposed apron, building construction (green square), and all design and contractor fees, resulting in a finished, fully usable facility that satisfies all project requirements and contract terms. DPL also wishes to make improvements on several existing hangars (green arrows). We anticipate project completion by Spring 2026.



The anticipated facility will be approximately 12,000+/- square foot Hangar and with connected space office approximately 30' deep. Hangar should be designed with a fire wall so that an adjacent hangar can be constructed against this Hangar as an independent structure. See the below timeline. Preliminary needs include, but are not limited to, the following: Hangar building to be approximately 109' wide by 110' deep, with a maximum door clearance as possible and no taller than 28'. Office area to include a mix of private offices, cubicle areas, bathrooms with showers, conference rooms, break room with kitchen and storage areas.

There will be no fire suppression system.

### **Scope of Work for New Spec Hangar:**

The scope of work will include, but is not limited to the following:

- Pre-construction project planning to include code analysis, value engineering measures, preliminary cost estimates, and project schedule development
- DPL has geotechnical evaluation, available upon request.
- Comprehensive project design, to include utility tie-ins, site, and building:
  - a. Site Design: minimal design needed to tie-in utilities, hangar to the Ramp/Apron, sidewalks and fine grading.
  - b. Building Design: Building plan configuration and elevation elements, including exterior building skin materials and colors, foundation, structural and roof systems, building fenestration and openings, overall dimensions, materials testing requirements, Mechanical/Electrical/Plumbing/Sprinkler design including systems, equipment and calculations, energy and performance compliance, systems review, coordination and integration to include all utilities and controls.
- Permitting for the building
- In coordination with Airport Staff, develop a project safety plan to separate construction activities from airport operations.
- Work with the Airport's on-call engineer to complete and submit FAA Form 7460,
- Site and facility construction of the project
- Project management to ensure contractors are performing to design and product specifications; Construction administration and observation
- Dedicated, full time site Superintendent
- Development and refinement of cost estimates and project schedules throughout the process, to ensure on-time completion
- Bi-monthly meetings with Airport staff for updates
- Project closeout, commissioning, establishment of warranties and guarantees, equipment training, delivering manuals, final inspection and acceptance, execution of punch list.

*\* NOTE: The Airport WILL NOT provide workspace for the Design-Build Team.*

### **Scope of Work for Existing Hangar Rehabilitation:**

Scope of work for existing hangar rehab is to achieve as much as the scope as possible that the remaining funds will allow. Existing hangars consist of a mixture of T-hangars and corporate hangars. Design-build team will work with DPL on what is most critical to the airport and fits within the budget. Items to be considered are the following:

#### T-Hangar 1 & 2

1. Remove and replace exterior metal on walls and roof with 26-gauge PBR panels
2. Remove and replace lighting with three (3) LED UFO lights to each hangar space and

- two (2) LED UFO lights in each office space
3. Replace all rollers on doors

### Corporate Hangar 1 & 2 & 3

#### Corp Hangar 1

1. New screws on the roof
2. Metal wall liners and ceiling
3. Remove and discard old lighting, and add twelve (12) LED UFO lights
4. Rework electrical conduit as needed
5. Grind, polish, and seal the floor. Sealed so oil and fuel won't penetrate concrete.
6. Insulate hangar doors
7. Install 20' large fan
8. Paint exposed metal white

#### Corp Hangar 2

1. New screws on the roof

#### Corp Hangar 3

1. (2) 5-TON AC Units
2. 20' Large fan installed

## **Section 4: Budget, Projected Timeline, Planning and Delivery**

### **Budget:**

The Airport's anticipated estimate for the total budget of this project is \$4,000,000. Total costs include architectural programming and scope of work identification, design and engineering, construction related expenses and services, construction administration, testing services, permits, and any other building related professional service fees necessary to fully complete the project. Once established, adherence to the budget is essential to the successful completion of this project.

Once the single Design-Builder is determined, they will be responsible for pricing and value-engineering issues. Prior to contracting, the Owner will ask the Design-Builder to commit to a Lump Sum price for all its design and construction services.

**Anticipated Schedule:**

The Airport reserves the right to adjust the following projected schedule as necessary:

<b>Preliminary Project Schedule</b>	<b>Date</b>
Advertise Request for Qualifications	Sept 3, 2024
Pre-Submittal Meeting for Interested Firms at 1:30 pm	Sept 18, 2024
Deadline for Questions and Clarifications on the RFQ	Sept 25, 2024
Deadline for Submission of RFQ	October 18, 2024
Establish Short List of Design-Build Firms and Schedule Interviews	October 25, 2024
Complete Interviews	November 8, 2024
Notify Selected Design-Build Firm and Begin Contract Negotiations	November 12, 2024
Complete Contract Negotiations with Selected Team	November 25, 2024
Begin Design Phase	December 3, 2024
Begin Construction	March 2025
Project Completion	March 2026

**Pre-Construction Planning:**

The Design-Builder, as part of its design and pre-construction services, will assist with developing a strategy for the best approach for the successful completion of the project, including guidance and assistance in the preparation of a schedule and a reliable preliminary cost estimate, along with evaluations of any value engineering measures. At an appropriate point during the project, and prior to construction, the Duplin County Airport will ask the Design-Builder to commit to a lump sum price for all its design, construction services, and fees.

**Project Delivery Objectives:**

At all times and project stages, the Design-Builder shall act in the best interests of the Airport and use their best efforts to deliver the project in an expeditious and cost-effective manner consistent with the Airport’s project requirements, time constraints, and budget. The Design-Builder shall develop a contractually obligated overall project schedule and will be responsible for methods of construction, safety, scheduling, and coordination of all construction work, in addition to miscellaneous contracts required for completion of the project, within its predetermined budget limits and schedule.

DPL expects all parties to this project to work closely together and deal appropriately with project conditions to finish the job successfully. A spirit of cooperation, collaboration, and a commitment among professional design and construction service providers to work in the best interests of the project is of utmost importance.

Respondents to the RFQ must provide an explanation of its Project Team Selection. If the Design-Builder submits sub-contractors or material suppliers as part of its RFQ, then DPL will evaluate those subcontractors or suppliers as part of the team. If the Design-Builder is

selected those subcontractor areas or materials will not be bid. If the Design-Builder does not submit subcontractors or suppliers or the trade areas that are not submitted, the Design-Builder shall follow the strategy the Design-Builder indicates in Section 3: Project Understanding and Approach that demonstrates how the Design-Builder will follow Article 8 of North Carolina General Statute §143 for open subcontractor selection.

## **Section 5: Submittal Requirements and Content**

### **Submittal Requirements**

**The deadline of submissions of qualifications is Friday, October 18<sup>th</sup> at 5 PM.** All submitted materials will become the property of Duplin County Airport and will not be returned. Inquiries, amendments, or submissions received after the time and date listed above shall not be considered for evaluation. Regardless of the manner chosen for package delivery, it is the Design-Builder's responsibility to make sure it is delivered before the submission deadline. The Duplin County Airport reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications.

**Submittal packages should be enclosed in a sealed envelope marked for:  
REQUEST FOR QUALIFICATIONS: DPL New Spec Hangar Construction  
and Rehab**

**ATTENTION: Josh Raynor, Airport Director**

### **Submittal Documents:**

- Six (6) hard copies
- One (1) electronic copy - USB

### **Submittal Content:**

Each Submittal shall be organized in the following order:

#### **1: General Information**

- Name and description of the firm.
- Project manager and primary contact.
- Legal company organization/organization chart with names, including licensed contractors, as well as licensed design professionals who the firm intends to use in the project.
- List of applicable NC licenses for construction, engineering, or other trades/professions pertinent to the requirement of the project.
- Statement from Bonding Company of the Design-Builder's ability to obtain a Payment and Performance bond of \$4,000,000.
- Documentation of ability to meet minimum insurance requirements of \$1m for Worker's Compensation and Auto; \$1m for Bodily Injury and Property Damage (single occurrence) and \$5m Umbrella Coverage.

#### **2: Team Qualifications and Experience**

- Describe why your team should be selected and summarize why your firm is qualified and



their understanding of and experience with the Design-Build method.

- Define key staff members who will be working on the project, their experience and qualifications/certifications and their roles and commitment to the project. (At a minimum, the lead designer and project manager should be identified and available for interview if the firm is short listed.) Note: After award, any key personnel changes must be approved in writing by DPL.
- Provide team/staff experience working together on similar projects.
- Provide information regarding team history and working relationship between the Design-Build team members and Hangar, on Airport, and similar project experience.
- Provide a statement and certification that all licensed professionals and subconsultants were chosen based on demonstrated competence and qualifications.

### **3: Project Understanding, Approach, and Management:**

- Describe your understanding of the project and proposed approach to design.
- Describe the firm's approach to quality assurance and quality control and conflict/dispute resolution.
- Describe the firm's approach to effective communication and meeting the overall goals and objectives of the project.
- Identify any key risks, challenges, concerns you anticipate and methods to mitigate.
- Provide an outline of the project schedule, showing tasks, milestones, and deliverables, including a schedule of progress meetings with the Airport's project team.
- Describe your approach to change orders and the firm's track record delivering projects with minimal change orders.
- Describe your team's track record with "on-time and within budget" projects.
- Describe your approach to safety management and provide current safety ratings/records and practices.
- Describe your team's experience with Hangar and Air-side Airport construction experience.

### **4: Relevant Project Experience/References:**

- Please describe the firm's overall reputation, service capabilities, and quality of work as it relates to this project.
- Provide five (5) relevant projects completed or in construction over the last 10 years. A relevant project is one which best exemplifies your qualifications. List projects you believe demonstrate an ability to successfully meet the requirements of this RFQ. Please identify recent, representative projects of a similar scope, complexity, and size performed by the proposed team. Please include for each reference/project:
  - Name of Project
  - Client
  - Total Project Cost
  - Project Description
  - Project Timeline of scheduled start and finish dates and actual start and finish dates
  - Photos/Pictures

## 5: Other

- Provide a description of any program in place to encourage participation by minority businesses as defined in NCGS 143:128.2(g), GS 143-128.4, and the efforts that will be used to notify minority businesses of opportunities for participation in this project. A minority goal will be set based on quantities once a selection has been made.

### **Disadvantaged, Minority and Women's, and Historically Underutilized Business Participation**

It is the policy of Duplin County to (1) provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) prohibit any and all discrimination against persons or businesses in pursuit of these opportunities. County policy requires minimum Disadvantaged Business Enterprise/Minority Businesses/Historically Underutilized Business participation of 10% of the total project cost or demonstrated good faith efforts of participation. The Design-Build Team shall utilize State of North Carolina approved MBE/WBE/DBE Contractors for all MBE/WBE subcontract work. For a directory of approved firms: <https://www.ebs.nc.gov/VendorDirectory/search.html?s=fn&a=new> At a minimum, the submitter shall either establish or certify that they will do the work for this contract with its own forces (no subcontracting), or the Bidder shall make a good faith effort to recruit and select minority owned businesses among the bidder's subcontractors.

### **Section 8. Evaluation, Criteria and Scoring**

Qualifications and Experience – 40 points

Project Understanding, Approach, and Management – 35 points

Statement of Why the Design-Build Team Should Be Selected – 10 points

Ability to be on-site in a timely manner – 10 points

Submittal Quality and Completeness – 5 points

Pre-Submittal Meeting Attendance – 5 points

DBE Goal participation – 5 points

### **Section 9: Selection Process**

#### **Minimum Respondents:**

Duplin County Airport

#### **Interviews:**

It is the intent of the Duplin County Airport to appoint a selection committee to review the submitted Statements of Qualifications. The committee will rank the submittal based on the criteria requirements specified within this RFQ. DPL may choose to interview the three (3) top ranked firms or select and award. If interviews are necessary, DPL will notify each firm to schedule individual times for the interviews. The purpose of the interview will be to meet with the proposed project team and become familiar with key personnel and get a better understanding of the firm's project approach and ability to meet the objectives of the project. Interviewees should be prepared to discuss, with specificity, their capacity to conduct this work in compliance with a

proposed timetable, budget, and good-faith obligations. Duplin County Airport will provide written notification to all firms regarding selection.

**Negotiations:**

Once the rankings and interview process are complete, DPL will initiate negotiations with the highest ranked/most qualified design-builder for a contract to design and construct the project for a fair and reasonable fee, pursuant to Sections 143-64.31(a) and 143-128.1A(d) of the North Carolina General Statutes. If DPL cannot negotiate a contract consistent with those sections and within the objectives of this RFQ, then DPL shall terminate negotiations and either initiate negotiations with the next most qualified design-builder, or resolicit design-build proposals.

**Section 10: Terms and Conditions**

**Discrimination Policy:**

Duplin County does not discriminate on the basis of race, color, sex, national origin, religion, age, disability, sexual orientation, or gender identity. Any contractors or vendors who provide services, programs or goods for Duplin County are expected to fully comply with Duplin County's non-discrimination policy.

**Conflict of Interest:**

By submission, the Team agrees at the time of submittal that the Team:

1. Has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of submitting the Team's services, or
2. Will not benefit from an award resulting in a "Conflict of Interest."

A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by Duplin County. Submitting teams shall identify any interests, and the individuals involved, on separate paper with the submittal, and shall understand that Duplin County Airport, in consultation with legal counsel, may reject their proposal.

**Confidential Information/Public Records Law:**

Duplin County Airport assumes no responsibility for confidentiality of information offered in a proposal. The RFQ does not intend to elicit proprietary information. However, if proprietary information is submitted as part of the proposal, the information is to be labeled as such. Proposals are not subject to public inspection until after the contract award. Duplin County Airport reserves the right to share any information submitted in response to this RFQ or process with any person(s) or firm(s) involved in the review and evaluation process. Proprietary or confidential information must be clearly labeled as such at the time of initial submission and to the extent provided by N.C.G.S. Chapter 132 and will not be made available for public inspection.

In the event a request for inspection is made under public records law, the submitting Team will be notified of the request and may participate in any subsequent civil action to compel disclosure of confidential information.