

**DALLAS/FORT WORTH INTERNATIONAL AIRPORT
DESIGN, CODE AND CONSTRUCTION DEPARTMENT**

**ADDENDUM NO. 01
FOR**

**DFW AIRPORT HOLDROOM CONCEPT DESIGN
CONTRACT NO. 8500355**

January 17, 2018

The Request for Qualification Statements for the above is hereby revised as follows:

RFQ Revisions

1. Part 2 – Contents of Qualifications Statements/Required Submittals is revised as detailed below and replaced with the attached;
 - a. Paragraph 3.f.i.3 is revised to add further definition to the Conceptual Design requirements and add the DFW Ambience Guidelines Manual for reference.

Schedule Revisions

1. N/A

Solicitation Questions (Q) and Answers (A)

1. (Clarification) – Details of each Respondent's and their team's current contracts or services provided should be included with your response on Form 3 #9 of the Request for Qualifications Statement. It is the responsibility of the Respondent to fully examine and investigate their team's current contracts and engagements with the Board. The Board is aware of the below known conflicted contracts;
 - i. Prime and Sub firms contracted under:
 1. 8500327 – Program Management/Construction Management Services (With Federal Provisions)
 2. 8500329 – Program Management/Construction Management Services (Without Federal Provisions)
 3. 8500335 – Materials Testing and Inspecting Services
 - ii. Prime firms contracted under:
 1. 8500323 – Planning Services
 2. 8500357 – On-Call Airport Planning Services
 3. 8500331 – Commissioning Services

To ensure no conflicts exist with firms contracted, teamed or otherwise engaged in the above contracts a letter from the Prime consultant of each contract is required that confirms the following:

- iii. Their agreement to terminate Respondent's contract at the time of Respondent's notice of selection.
 - iv. The release of Respondent will in no way hinder their ability to meet all their contractual obligations to the Board. Upon notice of selection Respondent(s) must terminate any agreement, contract or relationship they may have in the contracts above.
2. (Q)
 - a. Please define the term "Respondent". Does this term refer to the Prime firm only, or to the team as a whole?
 - b. Specifically Part 2, Section 3) h) i), can we use example projects from our subs or only from the Prime firm?

(A)

- a. The term Respondent is used in the RFQS to identify the Prime and their team (including Subconsultants) submitting their Qualifications Statement.
- b. All aspects of each Consultant's/ Respondent(s) Qualification Statement submitted are reviewed and scored against as detailed in Part 3 Evaluation of Qualifications Statements. This includes both Prime and Subconsultant materials provided.

Part 2

Contents of Qualifications Statements/Required Submittals

1) Formatting of Qualifications Statements

- a) **Page Limit and Format** – Qualifications Statements are limited to a maximum of twenty (20) 8 ½” x 11” pages as detailed below. Each page should be numbered sequentially. Qualifications Statements may be submitted single or double sided, each printed side of any page will count as a numbered page. 11”x17” paper may be used for large exhibits; each printed side of an 11” x 17” page will count as 2 numbered pages unless otherwise directed below. Resumes and forms (including attachments to such forms prepared by Respondent) do not count toward applicable page limits.
- b) **Original Signature(s)** – All documents within a Qualifications Statement requiring a signature must bear the original signature of an authorized signatory.
- c) **General Contents of Qualifications Statements** – A Respondent must submit a complete Qualifications Statement in response to this RFQS in the format specified in this RFQS; no other format will be considered.

2) Summary of Information Required to Be Included in Qualifications Statement

- a) **Information Drafted And Provided By A Respondent** – Each Respondent must provide the following information in its Qualifications Statement:
 - i) Cover Letter
 - ii) Executive Summary
 - iii) Organizational Structure/Staffing Plan
 - iv) Quality Control and Quality Assurance
 - v) Specialized Experience and Technical Competence in the Type of Services Being Procured
 - vi) Conceptual Design
 - vii) Consultant Key Personnel Resumes
 - viii) Overall Experience, Qualifications and Performance on Previous Similar Projects
 - ix) Affirmative Action and M/WBE Participation
- b) **Certificates and Information Provided by a Respondent on Forms Provided by Board**
 - i) Appendix 2 – M/WBE Certificates
 - ii) Form 1 – Business Disclosure Form
 - iii) Form 2 – Work Force Composition
 - iv) Form 3 – Questionnaire
 - v) Form 4 – Commitment To Minority/Women Business Enterprise Participation Form
 - vi) Form 5 – Schedule of Subcontractors (Preliminary)
 - vii) Form 6 – Disclosure of Lobbying Activities
 - viii) Form 7 – Intent to Perform Contract as a M/WBE Subcontractor

3) Detailed Information Requirements

- a) **Cover Letter** (1 page maximum) – The cover letter must accompany the executive summary and include:
 - i) Respondent’s name, address, telephone number and fax number, signed by a person authorized to act on behalf of Respondent
 - ii) The name, title, address, e-mail address, telephone number and fax number of the person signing the letter and to whom all future correspondence and/or communications may be directed by Board concerning this solicitation
 - iii) The type of business entity that proposes to enter into an Agreement with Board and the identity of any other business entities that will comprise Respondent
- b) **Executive Summary** (2 page maximum) – The purpose of the Executive Summary is to provide an overview of Respondent’s qualifications to perform the Services outlined in this RFQS. At a minimum, the Executive Summary must contain the following information:
 - i) Complete legal name of Respondent and the name of the legal entities that comprise Respondent. Respondent must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity (including services provided), contact name, address, phone number, and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices;
 - ii) The general and specific capabilities and experience of Respondent’s Team, including

Subconsultants/Subcontractors and individuals working for Respondent or its Subconsultants/Subcontractors. Respondent must discuss how the team was formed and how the team will function as an integrated unit in providing Services to Board.

- c) **Organizational Structure/Staffing Plan** (3 page maximum) – Respondent’s Organizational Structure Section of the Qualifications Statement should introduce the proposed Respondent team by:
- i) Providing Respondent’s Management Organizational Chart both graphically and in narrative format. The Organizational chart and narrative should provide a description of Respondent’s views on how it will organizationally provide the Services, as well as depict the relationship of its key personnel roles to that of the Principal-in-Charge and other key members of the management team. The Management Organizational Chart should illustrate Respondent’s detailed staffing response to Appendix 4 – The Agreement (Scope of Services).
 - ii) Describing how the organizational structure will incorporate the role of Subconsultants/Subcontractors in a well thought out approach to providing the Services.
 - iii) Providing the names of proposed candidates for each function on the chart.
- d) **Quality Control and Quality Assurance** (2 page maximum)
- i) Respondents should provide a detailed description of Quality Control and Quality Assurance plan and implementation strategies for the Prime and Subconsultants. Respondents should provide examples of its measurable matrix and check/balance structure before deliverables are issued to the Owner.
- e) **Specialized Experience, and Technical Competence in the Type of Services Being Procured** (3 page maximum)
- i) Respondents should provide a detailed narrative describing any specialized experience and technical competence in providing the Services and developing phased design documents to minimize impact to operation of an airport or other operationally intensive facility.
- f) **Conceptual Design** (4 page maximum)
- i) Respondents must provide conceptual design(s) of an Airport Holdroom as described in Appendix 4 – The Agreement (Scope of Services). Overall aesthetic design must be depicted in Respondent’s conceptual design.
 - (1) A minimum of 1 design is required and no more than 2 designs may be submitted.
 - (2) Respondents must provide an estimated construction cost for each conceptual design provided.
 - (3) The Holdroom design shall be no greater than \$275/sqft unless directed by the Board. Terminal D waiting area D12 and D14 will be the point of reference of each Conceptual Design. A 3D scan of this reference can be found here: <https://my.matterport.com/show/?m=iu3RBWiPoXM&brand=0>. A copy of the “DFW Ambience Guidelines Manual” is provided for reference only on www.dfwairport.com/business/solicitations. Respondents are not required to use this document.
 - (4) Acceptable submittal formats include, but are not limited to, plan sheets and detailed renderings. These must be printed on 11x17 paper and included in the Qualifications Statement binder, no electronic files will be accepted other than the complete copies as directed in No.4 below.
 - (a) 11x17 prints will only count as one sheet for this section only.
 - (b) At least two 11X17 renderings are required; 1) One view into the Holdroom space and 2) One view from within the Holdroom space.
 - (c) Renderings must demonstrate amenities, functionality, ambience and adaptability of design.
- g) **Consultant Key Personnel/Resumes** (no page maximum)
- i) Identify and provide resumes for the individuals that the Respondent will use to provide the Services. By submitting Resumes for individuals to provide Services, Respondent is certifying that such individuals will be available to provide Services during the term of the Agreement.
 - ii) Resumes should be organized as follows:
 - (1) Name and Title
 - (2) Professional Background
 - (3) Current and Past Relevant Employment
 - (4) Education
 - (5) Certifications
 - (6) Licenses
 - (7) Relevant knowledge
 - (a) List of 5 relevant projects within the past 5 years:

- (i) Client Name
- (ii) Project description
- (iii) Role of the individual (duties, responsibilities and accomplishments)
- (iv) Project actual or expected completion date
- (v) Client List/Reference Contact
- (vi) Documentation submitted in response to the Clause entitled "Consultant Key Personnel/Resumes" will not count towards any page limits established in this RFQS

h) Overall Experience, Qualifications, and Performance on Previous Projects (2 page maximum)

- i) Describe 2 designs within the past 5 years that Respondent participated in, demonstrating the experience of the Respondent. This should include references.
- ii) Provide project descriptions described in Part 1 paragraph 6 – Minimum Qualifications. (Reference documents will not count against page limit)

This section will be scored as either pass or fail, no partial points will be earned.

i) Affirmative Action and M/WBE Participation (3 page maximum) – Each Respondent should provide a narrative in its Qualifications Statement describing the following:

- i) Affirmative Action Plan – Respondent's Affirmative Action Plan and/or policy statement, including goals with respect to hiring staff for the Agreement and any Delivery Orders that may be issued under it. Such plan must include, but not be limited to: goals for women and minorities for management and non-management positions.
- ii) Description of Commitment – How will the Respondent manage expectations and commitment to firms that have been identified in the Qualifications Statement that will be utilized to fulfill Respondent's M/WBE requirements? In addition, explain the selection of Respondent's team composition, including diversity within the team and any opportunities given to team members that may be new to Respondent's team and why they were selected.
- iii) Description of Business Development, Technical Assistance, and/or Capacity Building Initiatives – Description of Respondent's commitment to programs, assistance or support to enhance the capacity or facilitate the participation of M/WBE's, including outreach and a proposed mentoring program.
- iv) Private Sector Participation – Describe Respondent's ability to demonstrate M/WBE participation on private sector work or on contracts that require no goals. How is the overall effectiveness of Respondent's diversity and inclusion initiatives measured? Is it tied to a goal or metric? If so, what is the goal/metric and how has Respondent performed in relation to the goal historically?
- v) Assurance – What steps will Respondent take to ensure it meets the M/WBE participation goal and does Respondent have a dispute resolution/mediation plan in place for modification, elimination or termination of a M/WBE. In addition, who will oversee Respondent's M/WBE program and at what level are they within Respondent's organization? Also describe this individual's commitment to M/WBE programs, assistance or support to enhance the capacity or facilitate the participation of M/WBE firms under the Agreement and any Delivery Orders issued pursuant to it. What systems does Respondent have in place to reach its M/WBE participation and is Respondent familiar with Board's B2GNOW system and, if not, what steps will Respondent take to learn the system?

4) Submission of Qualifications Statements

- a) Contents – A Qualifications Statements will consist of 1 submittal in a 3-Ring Binder.
- b) Identification – A Qualifications Statements must clearly identify the name of the project: Request for Qualifications Statements for Contract No. 8500355 DFW Airport Holdroom Concept Design , and the name and address of Respondent.
- c) Copy Requirements – Copy requirements for a Qualifications Statement are: 1 original and 6 hard copies and 7 flash drives, each with a copy in pdf format saved to it. Each flash drive should be individually labeled with the contract number, respondent firm name and clipped within each binder (one flash drive per binder).
- d) Organization – The Qualifications Statement contained in the 3-Ring Binder should have each information category clearly identified and/or separated by labeled tabs (not counted against page limit) and organized in accordance with subject matter sequence set forth in this RFQS.
- e) Submittal Package – All contents must be submitted in a sealed box or boxes clearly labeled with firm name and Contract No. Each box submitted must be timestamped at time of submittal prior to the due

date and time.

- 5) **Submittals** – The following submittals must be completed and submitted with each Qualifications Statement. This table is included for Respondent’s convenience and may be used to track the preparation and submittal of certain required information with its Proposal.

Item #	Required Qualifications Statement Submittal - Check Sheet	Check (√)
1.	Appendix 2 – M/WBE Certificates	
2.	Form 1 – Business Disclosure Form	
3.	Form 2 – Work Force Composition	
4.	Form 3 – Questionnaire	
5.	Form 4 – Commitment To Minority/Women Business Enterprise Participation Form	
6.	Form 5 – Schedule of Subcontractors (Preliminary)	
7.	Form 6 – Disclosure of Lobbying Activities	
8.	Form 7 – Intent to Perform Contract as a M/WBE Subcontractor	