



PITT-GREENVILLE  
AIRPORT

## Request for Qualifications

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This **REQUEST FOR QUALIFICATIONS** (“RFQ”) from the Owner named below invites the submittal of a Statement of Qualifications (“SOQ”) from firms interested in providing design-build services for the Project described below. By submitting an SOQ, the Offeror represents that it has carefully read the terms and conditions of this RFQ and all attachments and Addenda and agrees to be bound by them. This RFQ is not an offer to enter into a contract, but merely a solicitation of persons interested in submitting SOQ to the Owner for the Project.

**OWNER:**

*Pitt-Greenville Airport Authority  
400 Airport Road, Unit A  
Greenville, NC 27834*

**PROJECT:**

*Hangars 25 & 26  
Pitt-Greenville Airport*

**OWNER CONTACT PERSON:**

Offerors shall submit the SOQ to  
*Kim W. (Bill) Hopper  
Executive Director  
400 Airport Road, Unit A  
Greenville, NC 27834  
252.902.2030  
bill.hopper@pittcountync.gov*

**SOQ DUE DATE AND TIME**

Offeror’s SOQ shall be submitted no later than: 2:00 p.m., Tuesday, June 21, 2022

Submit four (4) bound copies and one USB drive with the SOQ in PDF format in a sealed envelope.

All SOQs must be submitted pursuant to the instructions below. It is the Offeror’s sole responsibility to ensure that the SOQ is delivered in the manner required by this RFQ by the Due Date and Time. Owner has the right to reject any SOQs not properly delivered.

## **SECTION 1: OWNER DESCRIPTION**

### **1.1 General**

Pitt-Greenville Airport is a commercial service airport with regularly scheduled passenger service jointly owned by the City of Greenville and Pitt County and is governed by the Pitt-Greenville Airport Authority.

### **1.2 Funding/Authority**

The Pitt-Greenville Airport Authority will fund this project using available State Commercial Service Airport funds.

## **SECTION 2: OVERVIEW OF PROJECT**

### **2.1 General**

To accommodate demand for additional aircraft storage, the Authority has elected to construct two joint-wall, 8,000 square foot box hangars. The new hangars will be located on the Airport's North Corporate Taxilane between Hangars 10 and 14.

The site work for the surrounding area (not including hangar structures, hangar aprons, sidewalks, Hangars 25 & 26 utility hookups, etc.) is currently under design and will be constructed separate from this project.

### **2.2 Project Objectives**

- Establish a collaborative relationship between the Owner and the Design-Build Team to deliver quality design and construction on time and within the funding resources available for the project.
- Design and construct a structure that is safe and accommodates the needs of the Airport and as described within this RFQ.
- The Authority must be under contract with a Design-Build firm by August 31, 2022, to meet funding requirements.

### **2.3 Scope of Work**

See **Attachment A**.

### **2.4 Estimated Budget**

The estimated budget for the Scope of Work referenced in Section 2.3 and as further set forth in Attachment A is currently two million, five hundred thousand dollars (\$2,500,000.00).

### **2.5 Project Procurement Schedule**

The following is the Project Procurement Schedule. The Owner reserves the right to modify the Project Procurement Schedule via Addenda issued prior to the date set forth below.

<b>Date</b>	<b>Activity</b>
Sunday, May 22, 2022	Issue RFQ
Thursday, June 2, 2022	Mandatory Pre-SOQ Meeting (1:00pm)
Thursday, June 9, 2022	Last Date to Submit Questions Regarding the RFQ
Tuesday, June 21, 2022	SOQ Due Date
Thursday, July 14, 2022	Notification of Selection
Wednesday, August 17, 2022	Execute Design-Build Agreement (DBIA 544)

### **2.6 Pre-SOQ Meeting**

A mandatory Pre-SOQ meeting for anyone interested in submitting a SOQ will be held at 1:00pm on Thursday, June 2, 2022, in the conference room of the Pitt-Greenville Airport, 400 Airport Road, Greenville, NC 27834.

## 2.7 Questions and Addenda

All questions about the meaning or intent of the RFQ shall be submitted and directed to Talbert & Bright, Inc. in writing, by e-mail (rfender@tbilm.com), Attention: Randy Fender; proper reference to this Request for Qualifications is required. The deadline for submitting questions is 2:00pm on Thursday, June 9, 2022. Questions received after the cutoff date will not be answered. Replies, when considered necessary by the Owner, will be issued in writing by Addenda, delivered to all parties recorded by the Owner as having received the RFQ package. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. Addenda may also be issued to modify the RFQ as deemed advisable by the Owner. Failure of any potential Design-Builder to receive any such Addendum or interpretation shall not relieve potential Design-Builder from any obligation under this SOQ as submitted.

## 2.8 Minority Business Participation Program

After development of a construction estimate and prior to the selection of construction subcontractors, the selected Design-Builder will be responsible for coordinating with the Owner to determine the required Affirmative Action and Minority and Women Business Enterprise Plan (MBE/WBE) program. As part of the "Team Organization" section of the SOQ, the Design-Builder shall include a plan for incorporating minority participation during the construction phase of the project.

## 2.9 Definitions

- 2.9.1 Business Day:** Any day on which the Owner is open for regularly conducted business.
- 2.9.2 Confidential Individual Meetings:** There will be no Confidential Individual Meetings.
- 2.9.3 Design-Builder:** The entity with the prime design-build contract with the Owner.
- 2.9.4 Design-Build Team:** All entities listed by the Design-Builder as providing services or construction on the Project. The Design-Builder is not required to list all members of the Design-Build Team in the SOQ. Members of the Design-Build Team may also be referred to as "Team Members."
- 2.9.5 Design Excellence:** Design Excellence is achieved with memorable design solutions that exceed the Owner's vision and defined functional requirements; include state of the art structures and facilities that are high performance and sustainable; and possess a holistic awareness that considers context, site, and the environment.
- 2.9.6 Key Team Member:** Individuals who will be assigned to the Project who play an important role in the design, construction, or management of the Project.
- 2.9.7 Procurement:** The Owner's process for selecting a Design-Build Team for this Project.
- 2.9.8 Procurement Documents:** All documents issued by the Owner in connection with the Procurement or Project.
- 2.9.9 Projects of Similar Scope and Complexity:** Projects that had completion dates within the last five years and that have many or all of the following characteristics:
- a. Projects of a similar size and budget that include design and construction of aircraft storage hangars located in southeastern United States.
  - b. Projects that utilize an integrated delivery method that require strong coordination and integration of the design and construction professionals and early involvement of the construction professionals during design;
  - c. Projects where the Design-Builder was selected prior to the establishment of the final price and schedule and where the Design-Builder collaborated with the Owner to develop the final price and schedule
- 2.9.10 RFP:** There will not be an RFP process. The Owner intends to negotiate a contract with the Design-Build firm selected from the SOQ.

## **SECTION 3: PROCUREMENT PROCESS**

### **3.1 General Information**

#### **3.1.1 Compliance with Legal Requirements**

This Procurement will be in accordance with NCGS 143-128 and all applicable federal, state, and local laws, and Owner policies and procedures.

#### **3.1.2 Conflict of Interest and Communications with the Owner**

- a. Consultants who assisted the Owner with plan preparations or scope development may not propose or participate on any Design-Build Team on this Project.
- b. The Owner may make a written determination to waive a potential conflict of interest if the following apply:
  - i. The role of the Consultant was limited to provision of preliminary design, reports, or similar “low-level” documents that will be incorporated into the Procurement and did not include assistance in development of instructions to Offerors or evaluation criteria, or
  - ii. Where all documents and reports delivered to the Owner by the Consultant are made available to all Offerors.
- c. Offerors are required to conduct the preparation of their SOQs with professional integrity and free of lobbying activities. Communication with the Owner regarding this Project shall be via email or regular mail only and directed to the following Owner’s Representative: Do not communicate about the Project or the Procurement with any other Owner employees, representatives, or consultants. Communication with other Owner employees, representatives, or consultants regarding the Procurement may cause the firm involved to be disqualified from submitting under this Procurement. Any verified allegation that a responding Offeror or Team Member or an agent or consultant of the foregoing has made such contact or attempted to influence the evaluation, ranking, and/or selection of short-listed Offerors may be the cause for Owner to disqualify the Offeror team from submitting an SOQ or Proposal, to disqualify the Team Member from participating in the Procurement, and/or to discontinue any further consideration of such Offeror or Team Member.
- d. Following the Owner’s approval of the Short Listed Offerors, the Owner anticipates that certain communications and contacts will be permitted. The RFQ and/or other written communications from Owner will set forth the rules and parameters of such permitted contacts and communications. To the extent any Offeror intends at any time to initiate contact with the general public regarding the Project, the nature of such intended contact and the substance thereof must be approved in writing by the Owner prior to the commencement of such activities.

#### **3.1.3 Expenses of Offeror and Payment of Stipend**

The Owner accepts no liability for the costs and expenses incurred by firms in responding to this Procurement. Each Offeror that enters into the Procurement process shall prepare the required materials, the SOQ, and the Proposal at its own expense and with the express understanding that the Offeror cannot make any claims whatsoever for reimbursement from the Owner for the costs and expenses associated with the process, even in the event the Owner cancels this Project or rejects all Proposals.

#### **3.1.4 Public Disclosure**

All documentation and submittals provided to the Owner may be considered public documents under applicable laws and may be subject to disclosure. Offerors recognize and agree that the Owner will not be responsible or liable in any way for any losses that the Offeror may suffer from the lawful disclosure of information or materials to third parties.

Any materials requested to be treated as confidential documents, proprietary information, or trade secrets must be clearly identified and readily separable from the balance of the SOQ or Proposal. Such designations will not necessarily be conclusive, and Offerors may be required to justify why such material should not, upon written request, be disclosed by the Owner under the applicable public records act. The Owner will endeavor to provide at least two (2) Business Days’ notice of a public records request for material submitted pursuant to this Procurement. Offerors must respond to the notice in writing with

any objection to the production of the documents within two (2) Business Days of receipt of the notice. All costs incurred by Offerors associated with any public records request are the responsibility of the Offerors.

### **3.1.5 Protest Procedures**

The protest procedures applicable to the Procurement are as follows:

- a. All Protests will be directed to: Kim W. (Bill) Hopper, Executive Director, 400 Airport Road, Unit A, Greenville, NC 27834, 252.902.2030, bill.hopper@pittcountync.gov
- b. Any Protest based on the form or content of the Procurement documents, which is or should have been apparent prior to the date established for submittal of the SOQ, will not be considered if received by the person set forth above later than ten (10) calendar days prior to the specified submittal date.
- c. Protests based on any other circumstances must be received by the person noted above within five (5) business days from the date the Offeror or Short-Listed Offeror was notified of any selection decision; however, in no event will a protest be considered if all SOQ are rejected or if the Protest is received after award of the Contract.
- d. To be considered, a Protest shall be in writing and shall include: (1) the name, street address, and email address of the aggrieved party; (2) the name of the Project for which the Protest is submitted; (3) a detailed description of the specific grounds for the Protest and any supporting legal and/or factual documentation; and (4) the specific ruling or relief requested.
- e. In computing any period of time prescribed by this procedure, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period shall be included. Any document received after the close of regular business hours (8:00 a.m. to 5:00 p.m.) shall be deemed received the following Business Day.
- f. By submitting an SOQ in response to this Procurement, the Offeror acknowledges that it has reviewed and acquainted itself with the protest procedures herein and agrees to be bound by such procedures as a condition of submitting an SOQ.

### **3.1.6 Identification of Projects**

For each Project identified in the SOQ, provide the following information. The information required in this section can either be provided in a separate section of the SOQ, in the narrative for each of the evaluative criteria in Section 5.3, or the Offeror can provide a separate table for the identified Projects. The identification of Projects will not be evaluated separately. Rather, the Projects will be evaluated in the context of the criteria set forth in Section 5.3.

- a. Name of Project;
- b. Owner/Customer;
- c. Location of Project (include address);
- d. Description of the delivery method and integration of design and construction, identifying the firm(s) role as a prime consultant, subconsultant, contractor, subcontractor, or other;
- e. Project description and applicability and relevance of the referenced Project to the evaluation criteria for this Project;
- f. Name of each Key Team Member who is proposed for this Project who played a significant role on the Project example, including a description of their Project responsibilities and functions;
- g. Project contact of the owner or customer (current address, e-mail, and phone number) who can verify the characteristics of the submitted Project example.

## **3.2 Owner Rights and Procurement Conditions**

**3.2.1** The Owner reserves without limitation, and may exercise at its sole discretion, the following rights and conditions with regard to this Procurement process:

- a. To cancel the Procurement process and reject any and all SOQs and/or Proposals;

- b. To waive any informality or irregularity;
- c. To revise the Procurement Documents and Schedule via an Addendum;
- d. To reject any Offeror that submits an incomplete or inadequate response or is not responsive to the requirements of this RFQ;
- e. To require confirmation of information furnished by an Offeror, require additional information from an Offeror concerning its SOQ or Proposal and require additional evidence of qualifications to perform the work described in this RFQ;
- f. To provide clarifications or conduct discussions, at any time, with one or more Offerors;
- g. To contact references who are not listed in the Offeror's SOQs and investigate statements on the SOQs and/or qualification of the Offeror and any firms or individuals identified in the SOQ;
- h. To consider Alternative Technical Concepts and/or approaches identified by Offerors;
- i. To take any action affecting the RFQ process or the Project that is determined to be in the Owner's best interests; and
- j. Approve or disapprove of the use of particular Subconsultants, Subcontractors, or Key Team Members and/or substitutions and/or changes to Subconsultants, Subcontractors, or Key Team Members from those identified in the SOQ. Such approval or disapproval shall not be unreasonably exercised.

### **3.3 Outline of the Procurement Process**

#### **3.3.1 Request for Qualifications (RFQ).**

- a. This RFQ invites firms to submit SOQs describing in detail their technical, management, and financial qualifications to design, permit, construct, commission, and close out the Project. The issuance of this RFQ is the first phase of the Procurement process.
- b. Offerors will submit their SOQ and other deliverables required pursuant to this Procurement at the time and in the manner set forth in this RFQ and any Addenda. The Owner will not consider SOQ or other deliverables that are submitted after the Time set forth in the RFQ. Offerors are solely responsible for making sure that the Owner receives the SOQ in a timely fashion.
- c. The Owner will evaluate the information submitted by each Offeror to 1) determine whether the Offeror meets the mandatory minimum requirements and 2) evaluate the SOQ provided by each Offeror pursuant to the evaluation system described below. Any Offeror who fails to meet the mandatory minimum requirements set forth in this SOQ will be deemed non-responsive and will not be considered further by the Owner in this Procurement.
- d. All SOQ will be evaluated in accordance solely with the criteria established in the RFQ and any Addenda issued thereto. The evaluation criteria are listed below, including the relative weight or importance given to each criterion.
- e. Design-Build Team Members and individual Key Team Members will be used as a basis for selection. Once shortlisted, neither the Offeror nor Team Members that are submitted to the Owner as part of the SOQ or Proposal may substitute a listed consultant, subconsultant or subcontractor, or any individual listed as a Key Team Member; however, a change to any submitted Team Member or Key Team Member will result in re-evaluation and may result in a change to the evaluation and ranking of the Offeror.

#### **3.3.2 Request for Proposal (RFP), Confidential Individual Meetings & Selection Process**

- a. There will not be an RFP process. The Owner intends to negotiate a scope and fee for services with the selected Design-Build team.

#### **3.3.3 Price Proposal**

- a. There will not be an RFP process. The Owner intends to negotiate a scope and fee for services with the selected Design-Build team.

### 3.3.4 Evaluation and Ranking of Offerors

In the evaluation and ranking of Offerors, the Owner will consider the information submitted in the SOQ as well as the meetings with the Offerors with respect to the evaluation criteria set forth in the RFQ. The result of the evaluation will be a comparative ranking of Offerors.

For the purpose of selecting and evaluating Offerors, the evaluation criteria will be given the following relative weights:

Criteria	Weight
Minimum Qualifications – Bonding (Section 5.2.1)	Pass/Fail
Minimum Qualifications – Insurance (Section 5.2.2)	Pass/Fail
Team Organization (Section 5.3.1)	20%
Demonstrated Past Performance with Successful Projects of Similar Scope and Complexity (Section 5.3.2)	20%
Design-Build Design, Engineering, and Permitting Past Performance (Section 5.3.3)	20%
Design-Build Construction Past Performance (Section 5.3.4)	20%
Project Understanding and Approach (Section 5.3.5)	20%

### 3.4 Contract Format

The Owner will enter into negotiations for the Design-Build Agreement with the Preferred Offeror. The Design-Build Agreement is anticipated to utilize the Design-Build Institute of America Progressive Design-Build Agreement, Form Number 544, and the DBIA Standard Form of General Conditions of Contract Between Owner and Design-Builder, Form Number 535.

## **SECTION 4: SOQ DOCUMENTATION REQUIREMENTS**

### 4.1. **SOQ Format Requirements**

The SOQs shall comply with the following format requirements:

4.1.1 SOQs shall be formatted in searchable .pdf format.

4.1.2 The body of the SOQ shall be organized in accordance with the Evaluation Criteria.

4.1.3 The body of the SOQ, when printed, shall be limited to a maximum of thirty (30) single-sided pages.

a. The **only** documentation that is **not** included in the page count is the following:

i. Letter of interest or cover letter;

ii. Statement of Offeror's Ability to Meet the Owner's Insurance Requirements;

iii. Resumes of Key Team Members;

iv. Divider tabs, provided that they contain no substantive content; and

v. Cover pages, provided that they contain no substantive content.

b. **SOQs that exceed the page limit may be rejected.** The Owner, at its sole discretion, reserves the right to remove pages from the sections of any non-conforming SOQ submittals to bring each non-conforming SOQ submittal within the page count requirement.

c. A "page" shall be defined as one single-sided piece of paper that has words, charts, tables, pictures, or graphics. Pages shall be 8.5 x 11 inches.

d. The font shall be no smaller than 10 point.

## 4.2 **SOQ Organization**

SOQs shall consist of the following parts:

### 4.2.1 Letter of Interest

### 4.2.2 Minimum Qualifications

- a. Statement of Offeror's Ability to Provide Performance and Payment Bond. (See Section 5.2.1 )
- b. Statement of Offeror's Ability to Meet the Owner's Insurance Requirements. (See Section 5.2.2 and Attachment B)

### 4.2.3 Technical & Management Qualifications

- a. Team Organization
- b. Demonstrated Past Performance with Successful Projects of Similar Scope and Complexity
- c. Design-Build Design, Engineering, and Permitting Past Performance
- d. Design-Build Construction Past Performance
- e. Project Understanding and Approach

### 4.2.4 Not Used.

## **SECTION 5: SOQ EVALUATION CRITERIA AND SUBMITTAL INFORMATION**

### 5.1 **Letter of Interest (No points)**

The SOQ must include a cover letter containing the name, address, telephone number, fax number, and e-mail address of the Offeror and the principal contact person. The Letter of Interest shall also include the following: (1) name, address, telephone number, fax number, and e-mail address for all listed consultants, subconsultants and/or subcontractors for the Project; and (2) the type of firm or organization (corporation, partnership, joint venture, etc.) that will serve as the prime contracting party. The letter of interest may be a maximum of two (2) pages.

### 5.2 **Minimum Qualifications**

#### 5.2.1 **Statement of Offeror's Ability to Provide Performance and Payment Bond (Pass/Fail)**

As a **mandatory minimum requirement**, the Offeror must have the ability to obtain a performance and payment bond in the amount of \$2,500,000. Offeror shall provide a statement confirming that the Offeror can meet this requirement.

#### 5.2.2 **Statement of Offeror's Ability to Meet the Owner's Insurance Requirements. (Pass/Fail)**

As a **mandatory minimum requirement**, the Offeror must document that it has the ability to meet the minimum insurance requirements as set forth in the attached draft Insurance Requirements (Attachment B). Offeror shall provide a letter from Offeror's insurance company or broker indicating that the Offeror is capable of complying with the insurance requirements specified in Attachment B. Any Offeror who fails to meet this mandatory minimum requirement will be considered to be non-responsive and will not be considered further by the Owner in this Procurement.

### 5.3 **Technical and Management Qualifications**

The SOQ shall demonstrate the Design-Build Team's ability to undertake the Project by providing the following technical and management qualifications of the Offeror, Team Members, and individual Key Team Members. The Offeror is responsible for ensuring that contact information contained in their referenced Project profiles is correct. The inability to contact a reference may have a detrimental impact on the evaluating qualifications.

Emphasis will be placed on past performance and expertise in performing substantive work on projects that are of Similar Scope and Complexity, as described in the definitions above. The Owner reserves the right to award more points to projects that have more of the characteristics set forth in the definition of Projects of Similar Scope and Complexity. The Owner also reserves the right to award more points to successful projects in which the Offeror, Team Members, and/or individual Key Team Members had substantial responsibility for their respective scopes of work.

The SOQ will be evaluated on the following technical and management qualifications:



### 5.3.1 Team Organization

- a. Provide an organization chart (showing Team Members, Key Team Members and their firm affiliation) for all phases of the Project from design through final acceptance and warranty and maintenance period. Be certain to identify specific individuals for key functions and show interrelationships and reporting hierarchy. Note whether individuals are performing multiple functions. At a minimum, identify the Key Team Members performing the functions identified below. To the extent that the Design-Builder has additional Key Team Members on their team, the Design-Builder should include those individuals.
  - i. Person responsible for the overall management of the Project and design-build contract;
  - ii. Designer of Record;
  - iii. Person responsible for overall construction management;
  - iv. Person responsible for on-site field supervision and direction and construction (Superintendent);
  - v. Person responsible for safety;
  - vi. Person responsible for quality assurance;
  - vii. Person responsible for cost controls and budgeting;
  - viii. Person responsible for scheduling; and
  - ix. Person responsible for systems testing, configuration, and commissioning.
- b. Provide a resume for all Key Team Members. Resumes should be no longer than 1 page and should include the following information:
  - i. Description of the individual's proposed Project role;
  - ii. Identification of employer and number of years employed by the firm;
  - iii. Educational background, professional licenses, and/or certifications;
  - iv. Experience relevant to their proposed role on the Project and how their past performance on previous projects will benefit this Project; and
  - v. Based on the information available to the Design-Builder, proposed percentage of time that the Design-Builder intends to assign this individual to the Project.
- c. Describe the corporate structure of the Design-Builder and all Team Members. If the prime Design-Builder is a Joint Venture, all Joint Venture partners must have functional responsibilities for the Project. Describe the duties of each Joint Venture partner.
- d. Describe the Design-Builder's plan to incorporate minority participation in the project.

### 5.3.2 Demonstrated Past Performance with Successful Projects of Similar Scope and Complexity

- a. Describe the Team's past performance in successfully managing design-build (or a similar integrated delivery model) Projects of Similar Scope and Complexity that include management and communications of an integrated team of design consultants, specialty subcontractors, and trade contractors. Include a description of any issues or problems that arose on the projects and how those issues or problems were resolved.
- b. Describe the Team's past performance in developing integrated design and construction schedules for Projects of Similar Scope and Complexity.
- c. Describe the Team's past performance in developing and/or managing costs.
- d. Describe the Team's past performance working together and/or describe the steps the Team has taken to promote integration and a collaborative working environment. The Owner reserves the right to award more points to those teams who have worked together in a collaborative delivery model.

- e. Describe the Team's familiarity or experience working on airports, particularly commercial service airports.

### **5.3.3 Design-Build Design, Engineering, and Permitting Past Performance**

- a. Describe the Design-Builder's past performance in managing the design process.
- b. Describe the Team's past performance with designing and permitting Projects of Similar Scope and Complexity. Include a description of any issues or problems that arose on the project and how those issues or problems were resolved.
- c. Describe the software used by the Team for design services.
- d. List all professional registrations and/or certifications that are relevant to the work associated with the Project.

### **5.3.4 Design-Build Construction Past Performance**

- a. Describe the Team's past performance with construction management and construction of Projects of Similar Scope and Complexity. Include a description of any issues or problems that arose on the projects and how those issues or problems were resolved.
- b. Include in the narrative the Team's approach to the following:
  - i. Sequencing construction activities to maximize efficiency and minimize impact on the Owner;
  - ii. Assessing whether the Design-Builder has achieved performance requirements;
  - iii. Change orders; and
  - iv. Configuration, commissioning, and testing Projects of Similar Scope and Complexity.

### **5.3.5 Project Understanding and Approach**

- a. Describe your understanding of the project.
- b. Identify and discuss any potential problems during design and construction.
- c. Identify and discuss methods to mitigate those problems.
- d. Describe the work you anticipate self-performing and the work you anticipate being performed by subconsultants/subcontractors.
- e. Identify and discuss ideal to accelerate the design and construction schedule.
- f. Describe your approach to maintaining operations at the Airport during construction activities.
- g. Describe your approach to coordination with vendors for startup, training, and warranty compliance.

## **SECTION 6: LIST OF ATTACHMENTS**

- A. Project Scope of Work
- B. Insurance Requirements and Instructions

# Attachment A

## Project Scope of Work

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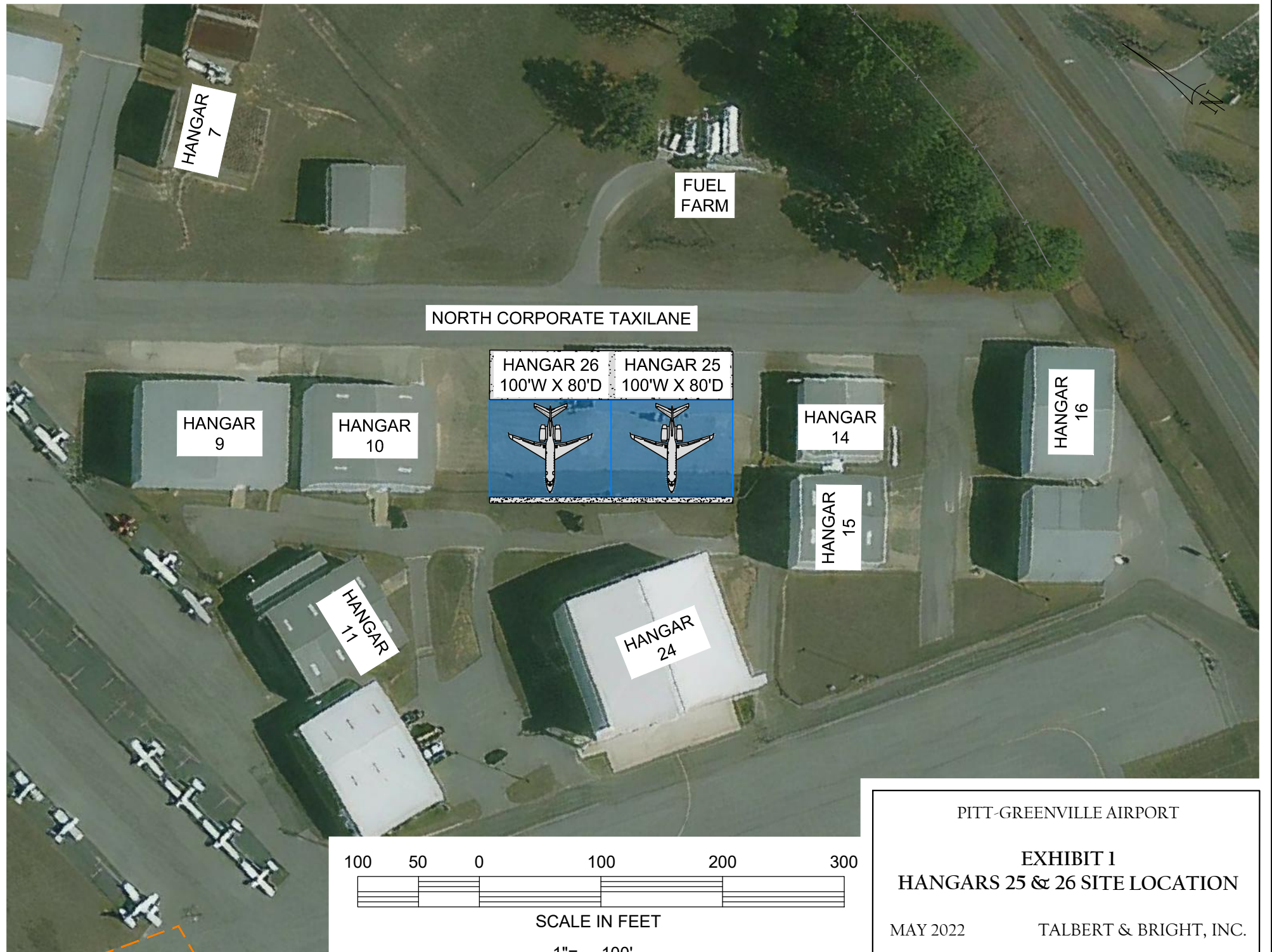
The Pitt-Greenville Airport Authority is looking to receive SOQs from qualified Design-Build firms to deliver and complete design, pre-construction, and construction delivery services. The work includes, but is not limited to design development; development of construction documents; cost estimating; constructability review; advanced material procurement projects; site access/utilization; and construction project scheduling and construction delivery. The scope of work for DB services required is described further below. This project will provide modern hangar facilities for the expansion of the corporate general aviation activity at Pitt-Greenville Airport. The project consists of two, 8,000 square foot aircraft storage hangars with bathroom facilities separated by a fire-rated wall assembly and the associated site work to enable full operation of these hangars. Associated site work is anticipated to include, but is not limited to, construction of hangar slabs and foundations, concrete apron, pedestrian sidewalks, minor site grading, and utility hookups (water, sewer, electricity, gas). See the attached **Exhibit 1** for the hangar site location.

The DB team must have experience as the design builder for the construction of a minimum of five (5) projects with three (3) comparable size and function. Recent experience constructing on an active airfield is paramount.

The specific scope of work for the selected DB for the Project will be defined in the design-build agreement; however, at minimum, the following services are required of the DB:

- Provide design-build services including design development and construction documents, cost estimating, participation in life-cycle cost analysis, value-engineering, constructability reviews, scheduling, applying for and obtaining permits, etc.
- Provide and maintain Request for Information (RFI) and submittal logs
- Develop and maintain a master project schedule
- Prepare and maintain a cash flow analysis
- Cloud-based project drawing, documents, and file sharing
- Define and prepare scopes of work for bid packages and perform first-tier subcontractor vetting and scope of work bid confirmation
- Construction of the project including but not limited to all labor and materials to perform the construction work in accordance with this RFQ
- Prepare of shop drawings and submittals
- Develop a site management plan
- Provide construction management and general contracting services
- Establish and maintain quality control standards
- Develop, coordinate, and execute a construction operations plan with Airport Operations
- Provide record documents of as-built conditions on the project.

In accordance with North Carolina General Statutes Section 143-128.1A Design-build contracts and 143-129 Procedures for letting public contracts the successful DB Team will be required to bid all first-tier subcontractors.



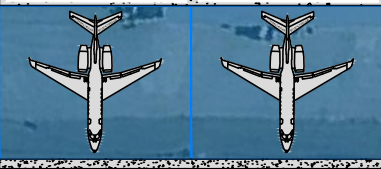
HANGAR 7

FUEL FARM

NORTH CORPORATE TAXILANE

HANGAR 26  
100'W X 80'D

HANGAR 25  
100'W X 80'D



HANGAR 9

HANGAR 10

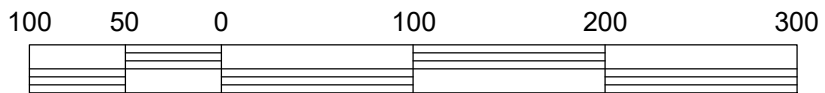
HANGAR 14

HANGAR 16

HANGAR 15

HANGAR 11

HANGAR 24



SCALE IN FEET

1"= 100'

PITT-GREENVILLE AIRPORT

EXHIBIT I  
HANGARS 25 & 26 SITE LOCATION

MAY 2022

TALBERT & BRIGHT, INC.

# Attachment B

## Insurance Requirements and Instructions

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- A. INSURANCE: The selected Design-Builder shall purchase and maintain such comprehensive general liability, comprehensive automobile liability, and other insurance as is appropriate for the Work being performed and furnished and as will provide protection from claims set forth below which may arise out of or result from selected Design-Builder's performance and furnishing of the Work and selected Design-Builder's other obligations under the Contract Documents, whether it is to be performed or furnished by selected Design-Builder, by any Subcontractor, by anyone directly or indirectly employed by any of them to perform or furnish any of the Work, or by anyone for whose acts any of them may be liable:
- (1) Claims under worker' or workmen's compensation, disability benefits and other similar employee benefit acts.
  - (2) Claims for damages because of bodily injury, occupations sickness or disease, or death of selected Design-Builder's employees.
  - (3) Claims for damages because of bodily injury, sickness or disease, or death of any person other than selected Design-Builder's employees.
  - (4) Claims for damages insured by personal injury liability coverage which are substantiated (a) by any person as a result of an offence directly or indirectly related to the employment of such person by selected Design-Builder, or (b) by any other person for any other reason.
  - (5) Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property wherever located, including loss of use of resulting therefrom.
  - (6) Claims arising out of operation of Laws or Regulations for damages because of bodily injury or death of any person or for damage to property.
  - (7) Claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance, or use of any motor vehicle.
  - (8) The Pitt-Greenville Airport Authority, its officials, and staff; and Talbert & Bright, Inc., its staff and consultants shall be named as additional insureds with right of notice in the policy.

The insurance required by this Paragraph shall include the specific coverages and be written for not less than the limits of liability and coverages specified in Paragraph C. or required by law, whichever is greater. The comprehensive general liability insurance shall include completed operations insurance. All of the policies of insurance so required to be purchased and maintained (or the certificates or other evidence thereof) shall contain a provision or endorsement that the coverage afforded will not be canceled, materially changed or renewal refused until at least thirty days prior to written notice has been given to Owner and ENGINEER by certified mail. All such insurance shall remain in effect until final payment and at all times thereafter when selected Design-Builder may be correcting, removing, or replacing defective Work in accordance with subsection 50-18 of the General Conditions. In addition, the selected Design-Builder shall maintain such completed payment and furnish Owner with evidence of continuation of such insurance at final payment and one year thereafter, with the exception of Owner's Protective Liability coverage.

**B. INDEMNIFICATION:**

- (1) The selected Design-Builder shall indemnify and hold harmless Owner and ENGINEER and their consultants, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of Engineers, Architects, Attorneys, and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss, or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom and (b) is caused in whole or in part by any negligent act or omission of selected Design-Builder, any Subcontractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Work or anyone for whose acts any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder or arises by or is imposed by Law or Regulations regardless of the negligence of any such party.
- (2) In any and all claims against Owner or ENGINEER or any of their consultants, agents, or employees by any employee of selected Design-Builder, Subcontractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Work or anyone for whose acts any of them may be liable, the indemnification obligation under Paragraph B.(1) above shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for selected Design-Builder or any such Subcontractor or other person or organization under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

**C. COVERAGES:** The limits of liability for the insurance required by Paragraph A. above shall provide for not less than the following amounts or greater where required by law:

(1) Workers' Compensation, etc.:

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|---|-----------|
| (a) State:                                      | Statutory |
| (b) Applicable Federal<br>(e.g. Longshoreman's) | Statutory |
| (c) Employer's Liability                        | \$500,000 |

(2) Comprehensive General Liability:

- |  |             |
|--|-------------|
| (a) Bodily Injury and property Damage:<br>Combined Single Limit (Per Occurrence) | \$5,000,000 |
|--|-------------|
- (b) The selected Design-Builder's General Liability insurance shall provide coverage for the following: (1) Premises – Operations, (2) Independent Contractors, (3) Products/Completed Operations Hazard, (4) Underground Hazard, (5) Broad Form Property Damage, (6) Where applicable, Explosion and Collapse Hazard, and (7) Personal Injury.

(3) Comprehensive Automobile Liability:

- |  |             |
|--|-------------|
| (a) Bodily Injury and Property Damage:<br>Combined Single Limit (Per occurrence) | \$5,000,000 |
|--|-------------|
- (b) The selected Design-Builder's Comprehensive Automobile Liability Insurance shall provide coverage for Bodily Injury and Property Damage per Occurrence for owned, hired, and non-owned vehicles.

(4) Protective Liability Insurance

- (a) The selected Design-Builder shall obtain in the name of the Owner, Owner's Protective Liability Insurance which will have the same limits of coverage for the same period as that required in Paragraph C(2)(b) above for the Contractor's general liability coverage, including liability for acts of Subcontractors and Subordinated

Contractors.

- (b) The selected Design-Builder shall purchase and maintain such Protective and Contractual Bodily Injury Liability Insurance and such Protective and Contractual Property Damage Liability Insurance as shall be required by any public bodies or utility companies whose property, facilities, or right-of-way may be affected by the Work to be done under this Contract.

(5) Professional Liability Insurance: \$2,000,000

- (a) Maintain professional liability coverage for damages as a result of the selected Design-Builder's negligent acts, errors, or omissions.

(6) Builder's Risk Insurance

- (a) Maintain in the names of PGV and the selected Design-Builder, fire, vandalism and extended coverage insurance upon the entire structure or structures on which the work of this Contract is to be done and upon all material in or adjacent thereto and intended for use thereon to one hundred percent (100%) of the Contract amount.

(7) General Requirements

- (a) The selected Design-Builder will provide such additional information in respect of insurance provided by him as the Owner may reasonably request. Failure by Owner to give any such notice of objection within the time provided shall constitute an acceptance of such insurance purchased by selected Design-Builder as complying with the Contract Documents.
- (b) Certificates in triplicate from the insurance carrier stating the limits or liability and expiration date shall be filed with Owner before operations are begun, certificates shall not merely name the types of policy provided but shall specifically refer to this Contract and shall contain a separate express statement of compliance with each of the requirements as set forth in this subsection. The certificates shall, in addition to the information relative to the insurance required, contain the following:
  - (1) Inception and expiration dates of insurance policy.
  - (2) Limits of liability provided (Public Liability and Property Damage).
  - (3) Coverage provided, including special hazards if required.
  - (4) Name of insurance company.
  - (5) Policy number.
  - (6) Additional interests covered.
  - (7) Statement that the Explosion, Collapse, and Underground exclusion do not apply.
  - (8) Certificate shall reflect self-insured retention applicable to any contract of insurance.
  - (9) Excess liability certified contracts must state underlying insurance requirements.
  - (10) Project number and nature of work.

The selected Design-Builder's insurance provider shall edit the Certificate of Insurance standard cancellation clause from "...the issuing company will endeavor to mail days written notice to the certificate holder..." to "...the issuing company will mail 30 days written notice to the certificate holder..."

No certificate will be accepted which exculpates the issuer or reduces any rights conferred on the Owner by the above certificates, nor will they be accepted unless the certificates bear a live signature of a direct representative of a company authorized to do business in the state where the work is located.

No certificate will be accepted unless the person signing the certificate certifies, in a separate letter, his exact relationship with the insurance carrier or carriers indicated in the certificate.

The Owner may, at his discretion, modify or waive any of the foregoing requirements.

No contract of insurance containing a "claims made" insuring agreement will be acceptable unless the selected Design-Builder offering such insurance to fulfill the requirements of this Contract agrees that each such contract of insurance shall be renewed for the entire existence of the selected Design-Builder, their successors or assigns; and that on termination of such coverage which is not replaced by a similar contract with the required limits of liability, a "tail policy" will be purchased with limits not less than those required by this Contract.