

NOTICE OF REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS

Project Name: Sioux Falls Regional Airport Passenger Concourse Development

SOIQ Deadline: June 29th, 2023 2:00 pm

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A. PROJECT SUMMARY

The Sioux Falls Regional Airport Authority (SFRAA) has identified the need to plan for the expansion of the passenger terminal due to continuing passenger growth. The proper re-development of this area is seen as critical to the efficient movement of passengers. Any project impacting this area will have a significant public relations component.

SFRAA is seeking proposals from qualified Architectural/ Engineering (A/E) firms for the design and expansion of the existing concourse and a new additional concourse for the passenger terminal building at Sioux Falls Regional Airport- Joe Foss Field (“FSD”). SFRAA is soliciting interested A/E firms to submit their qualifications and to formulate potential development alternatives based on the Terminal Area Plan (see exhibits B and C). This SOIQ is for multiple elements of design and construction with defined phases up to the completed build as determined by the SFRAA. The selected firm will also provide assistance with the selection of a Construction Manager at Risk (CMAR) firm and provide construction services during actual construction when determined by SFRAA. While funding for the construction is yet to be determined, firms should have experience with Federal, State, airport bonding and other financing methods.

Due to the potential for significant funding requirements, this design and construction program is being developed to maximize the potential for Federal Funding, possibly including the 2024 Federal fiscal year. Based on this identified necessity, the preliminary design, selection of a qualified CMAR, design development and issuance of initial bid packages will be conducted on an accelerated timeline. Initial bid packages should be issued during or before May 2024 to allow for the application for Federal discretionary funding.

B. SOIQ REQUIREMENTS

Interested parties must submit a Statement of Interest and Qualifications (“SOIQ”). The SOIQ must contain the parties’ qualifications (including all parties expected to be involved in the development in the case of partnerships or joint ventures), a detail of similar projects completed in the last five years with particular emphasis on Airport CMAR, preliminary development concept(s), estimated construction cost, and identifiable challenges to construction. Further details are defined in section E and the Exhibits of this document. Seven complete color copies of the SOIQ and one pdf copy must be submitted by the established deadline.

SFRAA will evaluate the submissions for content and capabilities. Selected firms shall be invited for formal interviews to expand on ideas, better elaborate credentials, and to demonstrate their ability to interact with an audience. The selection panel shall rank interviewed firms and recommend the top ranked firm to the full SFRAA for approval. Negotiation of fees and project details will occur after the initial selection based on the criteria included in this SOIQ. If an agreement cannot be made, SFRAA will enter into negotiations with the next highest ranked firm, and so on, until an agreement is made with a qualified firm or the process is re-started. **Please note that firms must not include their fees in the SOIQ. Inclusion of fees will result in disqualification.**

C. RIGHT TO REJECT SOIQS AND RESERVATIONS

SFRAA reserves the right to waive any formal SOIQ requirements, to investigate the qualifications and experience of any interested party, to reject any provisions in any SOIQs, solicit a new request for SOIQs or commence a different process, or to abandon this SOIQ process at any time and for any reason. SOIQs that are incomplete, insufficiently detailed, or that fail to meet the requirements set forth in this request for SOIQ may be, at SFRAA's option, returned for completion or rejected entirely.

In addition to SFRAA's rights to reject SOIQs as set forth above, SFRAA may, at its discretion, disqualify any firm: (1) with whom SFRAA has had an unfavorable experience (e.g. poor, defective or otherwise unsatisfactory performance on a project, litigation, breach of contract); (2) if any of the information submitted by such developer in response to this request for SOIQs is determined to be inaccurate or misleading; or (3) for any other cause, which in SFRAA's judgment and sole discretion is sufficient to justify disqualification of developer or SOIQ.

There is no express or implied obligation for SFRAA to reimburse responding parties for any expenses incurred in preparing SOIQs in response to this process. SFRAA reserves the right to retain all SOIQs submitted and to use any ideas provided. Selection of any firm based on this SOIQ does not limit SFRAA and the selected firm from deviating from the selected firms conceptual designs contained in the SOIQ. Submission of a SOIQ indicates acceptance by the firm of the conditions contained in this document.

D. FSD BACKGROUND

FSD is a small hub airport with over 600,000 enplanements in 2022. Recent years have experienced significant passenger growth. FSD is a regional airport serving as the gateway to Eastern South Dakota, Southwestern Minnesota, Northwestern Iowa and Northeastern Nebraska. The airport is currently served by five airlines, two large cargo operators, US Customs, and a significant volume of general aviation and charter traffic. FSD is owned and operated by the SFRAA, which is governed by a five-member Board of Commissioners appointed by the City of Sioux Falls. The airport has invested in a significant amount of capital improvement projects in the passenger terminal area. Nearly the entire passenger terminal and parking facilities have been expanded or remodeled over the last decade with a new parking structure currently being constructed. A Master Plan study was initiated in 2021 and is expected to be completed in the Fall of 2023. A Terminal Area Plan is also being finalized as a part of the Master Plan and is anticipated to be completed in the Summer of 2023. Additional information about FSD Airport and SFRAA is available at www.sfairport.com.

E. EVALUATION PROCESS AND SELECTION CRITERIA

Submissions meeting the requirements set forth in this request for SOIQs will be reviewed by a panel. The review panel will determine which, if any, proposing parties meet the requirements set forth in this request and rank the proposals in order of preference. Submissions will be evaluated on the criteria listed in this request for SOIQs, including those criteria defined below, in Exhibit A and any other criteria or information as deemed necessary by the review panel. **Please note that firms must not include their fees in the SOIQ. Inclusion of fees will result in disqualification.**

During the evaluation process, SFRAA reserves the right, where it may serve the SFRAA's best interest, to request additional information or clarification from firms submitting SOIQs, or to allow completion, or corrections of errors or omissions.

The SOIQ must include the following elements:

1. Contact Information- (0 points)
 - a. Name, title, company, address, email and telephone number of the project lead.
 - b. Name, title, company address, email, and telephone number of the lead with each firm partnering with the lead firm.
2. Statement that firm complies with Federal Equal opportunity laws and regulations. (0 points)
3. Demonstration of Experience & Capabilities- **(55 points)**
 - a. Recent relevant project experience. The team must have successfully completed development of at least two (2) projects within the last five (5) years with a similar scope to the one being presented in this SOIQ. Overall experience of the team should be demonstrated including knowledge of local building standards and codes. **(20 points)**
 - b. Listing of recent Federally funded projects, including firm's tasks in regard to FAA bidding, construction administration, and closeout requirements. **(10 points)**
 - c. Demonstration of the ability to phase complex build requirements in recent projects including any construction manager at risk projects. **(15 points)**
 - d. Demonstration of the public relations coordination and success in recent projects. **(10 points)**
4. Demonstration of Experience in the CMAR delivery development and construction process **(15 points)**
 - a. Recent relevant project experience. The team must have successfully completed development of at least one (1) project in the last five years utilizing a CMAR with a scope similar to the one being presented in this SOIQ.
 - b. Listing of all CMAR projects completed in the last ten (10) years including owner, year completed, construction timeline and construction/ design costs, and a brief description of the project.
5. Demonstration of Experience in project finance planning **(15 points)**
 - a. Listing of any projects in the last five (5) years that included within the scope to provide assistance in grant planning and acquisition, coalition building for seeking non-Federal funds, and bonding.
 - b. Listing shall include owner, year completed, construction/ design costs, a brief description of the project and a detailed description of the finance assistance provided.

6. Development Concepts- **(15 points)**

- a. Proposed development alternatives or phasing for the concourses including the criteria contained in Exhibit A:
 - i. Provides facilities to meet minimum expected passenger volumes in Exhibit B
 - ii. Identifies phasing options that minimize passenger and operational disruption
 - iii. Meets goals of development as specified in Exhibit A
 - iv. Maximizes use of available space
 - v. Allows for efficient movement of passengers throughout impacted areas
 - vi. Provides opportunity for future expansion with reduced operational impact
 - vii. Identifies designs and materials to improve energy efficiency
 - viii. Optimizes aesthetic value of facility
 - ix. Identifies methods and materials to reduce construction costs

F. SOIQ TIMELINE

DATES ACTION

May 25, 2023 Advertise SOIQ for prospective firms

June 20 Last day for receipt of any questions by interested parties concerning the SOIQ by 4:00 p.m. CT. Questions received after that time will not be answered by SFRAA

June 29, 2023 SOIQs due to SFRAA (deadline of 2:00 p.m. Central Time)

July 18 Interviews with potential firms and final ranking

July 27 SFRAA Airport Commission Meeting

July 27-Aug 11, 2023 Negotiation Process with top ranked firms and contract completion

Seven(7) printed copies and one digital copy of SOIQs are due no later than **2:00 p.m. (Central Time) on June 29, 2023**. All SOIQs must be delivered to the following address:

Sioux Falls Regional Airport Authority
Attn: Richard King,
Deputy Director
2801 N Jaycee Ln
Sioux Falls, SD 57104

G. DATA PRIVACY PRACTICES

Data submitted to SFRAA by firms in this process is governed by the public records laws of the State of South Dakota. A statement by a firm that his or her data is copyrighted or otherwise protected does not by itself prevent public access to the data in the proposal at such time that the data would otherwise become public.

During the evaluation process, firms cannot look at SOIQs submitted by other firms or data created by SFRAA as part of the selection or evaluation process. During that process, SFRAA staff and SFRAA Commissioners may be informed of the data in the SOIQs and may view the SOIQs. Firms may discuss their own specific SOIQs with SFRAA, but SFRAA staff and Commissioners are not able to reveal the contents of the other SOIQs. However, in the public Committee and Commission meetings of the SFRAA, Commissioners are able to discuss any information submitted in the SOIQs to the extent reasonably necessary to conduct the business at hand. Any non-disclosed data, however, retains its classification as private or nonpublic.

H. CONTRACT FOR A/E SERVICES

The selected firm and the SFRAA will enter into a contract for services utilizing the American Institute of Architects (AIA) Standard Form of Agreement. The specific scope of work will be negotiated and incorporated into the agreement upon the final negotiation of fees, scope and timeline. Anticipated scope of work shall include the design concepts included in Exhibit A:

Based on the minimum requirements provided in this solicitation, the top ranked firm will develop and provide a detailed scope of A/E services to support the design, bid, and construction phases of the Project. The Consultant will need to provide an explanation of any professional services assumptions and/or exclusions. The explanation should include the positive and/or negative impacts to the Project. It is not the intent of Consultant assumptions and/or exclusions to enable artificial lowering of professional services costs. The scope of work developed by the Consultant will need to provide all requisite services necessary to meet the Project Goals and Objectives. The minimum line items required in the scope of services fee schedule are listed in Exhibit D. The cost proposal will need to differentiate eligibility as described in the Scope of Work narrative above. **Do NOT include these fees in the SOIQ.**

I. Anticipated Scope of Services

1. Cited and Referenced Standards

- *Airport Cooperative Research Program (ACRP), Report 25, Airport Passenger Terminal Planning and Design, Volume 1: Guidebook*
- *ACRP, Report 52, Wayfinding and Signing Guidelines for Airport Terminals and Landside*
- *ACRP, Report 130, Guidebook for Airport Terminal Restroom Planning and Design*
- *ACRP, Report 175, Improving Intelligibility of Airport Terminal Public Address Systems*
- *ACRP, Report 177, Enhancing Airport Wayfinding for Aging Travelers and Persons with Disabilities*
- *FAA Advisory Circular (AC) 70/7460-1L, Change 2, Obstruction Marking and Lighting*
- *FAA AC 150/5220-21C, Aircraft Boarding Equipment*
- *FAA AC 150/5300-13A, Change 1, Airport Design*
- *FAA AC 150/5320-6F, Airport Pavement Design and Evaluation*
- *FAA AC 150/5340-1L, Standards for Airport Markings*
- *FAA AC 150/5360-12F, Airport Signing and Graphics*
- *FAA AC 150/5360-13A, Airport Terminal Planning*
- *FAA AC 150/5360-14A, Access to Airports by Individuals with Disabilities*
- *FAA AC 150/5370-2G, Operational Safety on Airports During Construction*
- *FAA AC 150/5370-10H, Standard Specifications for Construction on Airports*
- *FAA Order 5100.38D, Airport Improvement Program Handbook*

- *FAA Standard Operation Procedure (SOP) 1.0, FAA Evaluation of Sponsor's Construction Safety and Phasing Plans Funded by the AIP or PFC Programs*
- *Federal Aviation Regulation (FAR) Part 77, Objects Affecting Navigable Airspace*

The cited standards as enumerated above and within this solicitation are not to be considered an all-encompassing list. These standards are to be considered minimum, with any referenced standards, regulations, policies, etc. described within them, or other standards applicable to the Project will apply as appropriate.

2. Scope of Services

The selected Consultant will provide full architectural and engineering services to act as the Architect and Engineer of Record, as appropriate, for the Project. The Consultant will provide all professional services necessary to take the Project from programming/pre-design through final design, permitting, and construction as part of this solicitation, including but not limited to architectural, structural, mechanical, electrical, plumbing, fire protection, and civil/site disciplines. The Consultant will coordinate with its team of professionals and subconsultants in order to develop full production of all construction documents, applicable permitting/approval processes, and be responsible for all subconsultant coordination and execution of its scope of services.

The Authority anticipates that services detailed below will be required from the selected Consultant as part of the Project. Dates of service are for reference only, however development of biddable packages by June 2024 is mandatory. Submittals should outline the Consultant's approach to manage each phase/deliverable to be covered by the services included in this solicitation. **The following section detail is considered minimum services and shall not be construed as an inclusive scope of work.** Further the Consultant may expand the range of services as appropriate for its team to provide the required deliverables.

Additionally, the Authority will be utilizing the CMAR throughout the design process and will require the assistance of the Consultant in on-boarding the CMAR with the Project.

The proposed approach will need to, at a minimum, include the following key components:

1. Project Management/Administration

Consultant will provide general project management/administration and coordination including disseminating interim project data and information to the Authority, FAA, CMAR, and its subconsultants in the form of telephone conversations, letters, e-mail, copies, etc. to apprise the stakeholders throughout the course of this Project.

Consultant will prepare a project work plan for distribution to the Authority, its designated representatives, and team members to document and provide a consistent platform for project goals and objectives including scope of work, team assignments and responsibilities, project budget, project deliverable schedule, project contacts, quality control plan (QCP), and contract requirements, obligations, and limitations.

Consultant will prepare and submit monthly invoices to the Authority for services provided and costs incurred, including those of its subconsultant(s).

Consultant will provide miscellaneous project administration and coordination duties which are not specifically addressed or anticipated in other project related tasks including such items as: telephone conversations with the Authority, FAA, CMAR, and other interested parties; and organizing, maintaining, and archiving the project records.

2. Condensed Programming (Pre-Design) Phase (August – Early November 2023)

The intent of the Programming Phase is to evaluate, refine, and develop conceptual alternatives for the Project. With the Terminal Area Plan nearing completion, the Consultant may focus on the selected preferred alternative from the study. Specific elements of the design must be refined, and analyzed for funding eligibility. While the Authority will consider other concepts, the schedule underscores the necessity for an abbreviated pre-design phase.

The Authority maintains drawings in paper and pdf format of the Terminal Building which will be made available to the successful Consultant.

a. Meetings

Below is a list of anticipated meetings:

- ✓ Project Kickoff
- ✓ FAA Eligibility Design Review
- ✓ Programming/Pre-Design Report Review
- ✓ Other meetings as defined by Consultant's project approach

The Consultant will facilitate each meeting including scheduling, meeting invites, sign-in sheet, agenda, and meeting summary distributed to all attendees.

b. Deliverables

All deliverables will be provided in PDF; where indicated below, native formats of certain deliverables will be required in addition to PDF.

Below is a list of anticipated deliverables:

- ✓ Concept Development/Refinement, at least two (2) viable configurations or phases including the following project components:
 - Existing concourse expansion
 - New concourse development
- ✓ Programming/Pre-Design Report
 - Terminal Building Expansion justification
 - First and Second Floor plans including future phases
 - Concessionaire spatial requirements
 - Authority Operations and Communications Center options
- ✓ Opinion of Probable Costs (OPC)
 - In addition to Project costs, identify and establish eligibility of specific Project elements for various funding sources, including, but not limited to:
 - FAA Airport Improvement Program (AIP)
 - Passenger Facility Charge (PFC)
 - Federal BIL, ATP and discretionary funding
 - Other sources as identified during the Programming Phase
- ✓ Reconcile and incorporate Authority comments
- ✓ Other deliverables as defined by Consultant's project approach

3. Schematic Design (SD) Phase (November- December 2023)

The intent of the SD Phase is to advance the Preferred Alternatives/Concepts developed during the Programming Phase, including developing the CMAR RFP, development of concept-level design drawings and program schedules, more detailed OPC and development of funding strategies. The SD Phase will culminate in the production of a Basis of Design Report (BDR), including project justification for Federal grants.

a. Meetings

Below is a list of anticipated meetings:

- ✓ BDR Review
- ✓ Authority presentation for approval
- ✓ Other meetings as defined by Consultant's project approach

The Consultant will facilitate each meeting including scheduling, meeting invites, sign-in sheet, agenda, and meeting summary distributed to all attendees.

b. Deliverables

All deliverables will be provided in PDF; where indicated below, native formats of certain deliverables will be required in addition to PDF.

Below is a list of anticipated deliverables:

- ✓ Renderings of exterior and select interior elevations
- ✓ Basis of Design Report (BDR)
 - Final conceptual building expansion floor plan (all floors and phases)
 - Building/Zoning Code Review
 - Establish major architectural finishes and materials
 - Establish furnishings
 - Establish HVAC systems and control systems
 - Establish MEP systems including emergency power generation, lighting, lighting control, fire alarm, and fire suppression
 - Establish communications/IT systems (access control, FIDs, GIDs, data, public address, etc.)
 - Establish building structural capacity, improvements, and foundation system(s)
 - Conceptual construction sequencing plan
- ✓ Life-Cycle Cost Analysis based on 20-year horizon
- ✓ Preliminary Project Schedule
- ✓ Reconcile and incorporate Authority review comments
- ✓ Other deliverables as defined by Consultant's project approach

4. Design Development (DD) Phase (December 2023 – February 2024)

The intent of the DD Phase is to advance the Final Concepts developed during the SD Phase, including development of detailed design drawings, schedules, onboarding of a CMAR and providing a refined BDR and OPCs. The Consultant will participate in the CMAR selection with one team member appointed to serve on the selection panel. The DD Phase will include two separate deliverable schedules for the 30% and 70% design milestones.

As part of the 70% DD milestone, the Consultant will participate in an Authority-led Safety Risk Assessment (SRA). Mitigation of identified risks will be incorporated into the final contract documents described in the CD Phase below.

a. Meetings

Below is a list of anticipated meetings:

- ✓ CMAR proposal review (online)
- ✓ CMAR interview day (in person)
- ✓ 30% Design Review
- ✓ 70% Design Review
- ✓ SRA
- ✓ Other meetings as defined by Consultant's project approach

The Consultant will facilitate each meeting including scheduling, meeting invites, sign-in sheet, agenda, and meeting summary distributed to all attendees.

b. Deliverables

All deliverables will be provided in PDF; where indicated below, native formats of certain deliverables will be required in addition to PDF.

Below is a list of anticipated deliverables:

- ✓ Updated renderings of exterior elevations and select interior elevations
- ✓ 70% Detailed Construction Drawings half size one copy and pdf
- ✓ Contract Documents (native format with Track Changes)
- ✓ Technical Specifications (native format with Track Changes)
- ✓ Refined BDR including remaining elements
 - Signage and Wayfinding
 - Interior Flooring and Finishes
- ✓ Adaptation of CMAR-furnished OPC information to refine schedules of values various funding source eligibility (i.e.FAA AIP, PFC, etc.)
- ✓ Refined Project Schedule
- ✓ Reconcile and incorporate Authority and/or CMAR review comments
- ✓ Other deliverables as defined by Consultant's project approach

5. Construction Documents (CD) Phase (February – May 2024)

The intent of the CD Phase is to advance the documents developed during the DD Phase, preparing the documents for permitting, and bidding by the CMAR.

a. Meetings

Below is a list of anticipated meetings:

- ✓ 90% Design Review
- ✓ 100% Design presentation to Authority for approval
- ✓ Other meetings as defined by Consultant's project approach

The Consultant will facilitate each meeting including scheduling, meeting invites, sign-in sheet, agenda, and meeting summary distributed to all attendees.

b. Deliverables

All deliverables will be provided in PDF; where indicated below, native formats of certain deliverables will be required in addition to PDF.

Below is a list of anticipated deliverables:

- ✓ Permitting in accordance with City of Sioux Falls, State of South Dakota, FAA, and other applicable permitting agencies

- ✓ 90% Construction Drawings printed full size one copy and pdf
- ✓ Final Construction Drawings printed full size two copies and pdf
- ✓ Final Contract Documents (native format with Track Changes)
- ✓ Final Technical Specifications (native format with Track Changes)
- ✓ Final BDR
- ✓ Adaptation of final CMAR-furnished OPC information to refine schedules of values various funding source eligibility (i.e.FAA AIP, PFC, etc.)
- ✓ Final Project Schedule
- ✓ Reconcile and incorporate Authority and/or CMAR review comments
- ✓ Other deliverables as defined by Consultant's project approach

6. Bidding Phase (Initial packages May – June 2024)

The Consultant shall assist the CMAR with soliciting competitive construction bids for various aspects of the Project, providing the following services, at a minimum:

- a. Evaluate and respond to bidders written questions, providing formal responses through addenda.
- b. Modify the construction drawings, contract documents, and/or technical specifications as appropriate to address necessary changes as a result of bidder questions.
- c. Develop a conformed 'Issued for Construction' plan set, contract documents, and technical specifications which incorporate all changes made by addendum throughout the bidding process.
- d. Assist the Authority in working with a Authority selecting bonding agency.

7. Construction Phase Services

For the purposes of this solicitation, a construction duration of 18 months (78 weeks) shall be used.

a. Project Management/Administration

Consultant will provide general project management/administration and coordination including disseminating interim project data and information to the Authority, FAA, CMAR, Owner's Representatives, and its subconsultants in the form of telephone conversations, letters, e-mail, copies, etc. to apprise the stakeholders throughout the course of construction of this Project.

Consultant will prepare a project work plan for distribution to the Authority, its designated representatives, and team members to document and provide a consistent platform for project goals and objectives including scope of work, team assignments and responsibilities, project budget, project contacts, and contract requirements, obligations, and limitations.

Consultant will prepare and submit monthly invoices to the Authority for services provided and costs incurred, including those of its subconsultant(s).

Consultant will provide miscellaneous project administration and coordination duties which are not specifically addressed or anticipated in other project related tasks including such items as: telephone conversations with the Authority, FAA, CMAR, and other interested parties; and organizing, maintaining, and archiving the project records.

b. Project Coordination

1. Meetings

Below is a list of anticipated meetings:

- ✓ Preconstruction (1 meeting)
- ✓ Weekly Construction Coordination (78 meetings)
- ✓ Punchlist Generation Inspection (10 meetings)
- ✓ Punchlist Completion Validation Inspection (10 meetings)
- ✓ Final Inspection (1 meeting)

The CMAR will facilitate each meeting including scheduling, meeting invites, sign-in sheet, agenda, and meeting summary distributed to all attendees.

Additionally, the Consultant will ensure the CMAR utilizes a digital information exchange platform (i.e. Procore) to manage documents, RFIs, Change Orders and other project details.

2. Periodic Site Visitations

As the construction progresses, it is anticipated that periodic site visitations will be necessary by a representative(s) of the Consultant Team. A site visitation report will be developed and submitted to the Authority within 48 hours of the site visit including any photographs taken during the visit.

For the purposes of budget development, assume 18 periodic site visitations.

c. Construction Administration

1. Shop Drawings

Consultant will review the CMAR's shop drawings, certifications, and test results for compliance with the specifications. Consultant will develop and maintain a shop drawing submittal log which will be available upon request. Updates regarding delayed responses to shop drawings will be presented at weekly meetings.

2. Requests for Information (RFI)

Consultant will respond to CMAR's Request for Information (RFI's) and provide design consultation for unforeseen site conditions. Consultant will develop and maintain an RFI log which will be available upon request. Updates regarding delayed responses to shop drawings will be presented at weekly meetings.

For the purposes of budget development, assume 50 RFIs will require review, assessment, and response by the Consultant Team.

3. CMAR Payment Requests

Consultant will review CMAR payment requests in coordination with the Authority's construction representative and assist in determining amounts that are recommended to be paid and shall indicate its opinion by notation or signature on the CMAR's application for payment.

For the purposes of budget development, assume 18 monthly partial payment requests will require review by the Consultant Team.

4. Record Drawings

Consultant will provide Record Drawings on AutoCAD, latest version available, to the Authority, as well as one printed full size set and one copy on portable document format (PDF) based on redline drawings supplied by the Contractor.

In addition to the Record Drawings, the Consultant will incorporate 'as-built' conditions into the design model during construction, including any existing conditions found during design and construction.

The Record Drawings will incorporate changes made by addenda during the bidding phase, responses to RFIs, along with information supplied by the Contractor as appropriate.

5. Project Closeout Documentation

At the completion of the Project, submit in PDF format on a flash drive, CD/DVD, or other electronic media, a Project Closeout Binder. This will include an executive project summary, all site visitation/inspection reports, weekly coordination meeting summaries (CMAR-furnished), punchlist inspection meeting summaries, final inspection meeting summary, CMAR pay requests, RFI's and responses, project photos (as required), Operational and Maintenance (O&M) manual(s), and shop drawings. One set of O&M manuals will also be printed and provided in three ring binders. Project closeout documentation will be furnished in accordance with FAA Order 5100-38D, Chapter 5, Section 8 including applicable subsections outlined in Tables 5-33 and 5-34.

8. Support Services

The Consultant will be responsible for identifying and providing, as part of this solicitation, any supporting services such as geotechnical engineering, topographic surveying, etc. which may be required to complete the Scope of Services.

9. Assumptions and Exclusions

The Consultant shall provide a summary of assumptions and exclusions made during the development of its project approach and subsequent cost proposal. With each item identified, the Consultant shall provide a cost, fee, or budget for the assumption or exclusion.

**EXHIBIT A – SIOUX FALLS REGIONAL AIRPORT CONCOURSE
TECHNICAL INFORMATION-- Concept Details**

1. Submitted SOIQ checkpoint designs need only be conceptual in nature. At the firm's option, the design may address only phasing of the design included in this SOIQ. Proposed designs are not the basis of selection but may be used to demonstrate project understanding.
2. Potential design options should be presented including:
 - a. Design meeting the requirements of the 20 year forecasted enplanements of 987,000 while minimizing cost and structural impacts.
 - b. Identification of existing terminal support facilities that would be impacted.
3. Design requirements shall include a minimum of ten usable aircraft gates with future expansion to fourteen or fifteen, or as determined based on the forecasts provided by the latest Airport Master Plan and included in Exhibit B.
4. Aircraft layouts should be based on all parking stands supporting A321neo aircraft. Final design will incorporate the anticipated 20 year fleet mix.
5. Identify the potential location and size of food and retail concessionaires.
6. Identification of the feasibility and location for a sterile area delivery point with possible public area access.
7. Identify the potential location and size and type of restroom facilities.
8. Identification of any flexible space to be used for a future US Customs Federal Inspection Service facility supporting up to 200 travelers.
9. Designs should consider the passenger security checkpoint screening lanes and offices as off limits for repurposing, however the recomposure area, private screening room and West wall may be re-aligned.
10. Identification of potential energy saving design aspects and materials.
11. Identification of potential construction constraints or impacts to passengers and methods or concepts for providing temporary facilities.
12. Identification of public relations plans and methods to be used to promote the project awareness.
13. Final agreement by the selected A/E shall also address:
 - a. Provide pre-design planning and programming of major elements
 - b. Validate the Basis of Design for the Project through a Pre-Design/Programming phase based on the recent terminal area plan study.
 - c. Evaluate existing structural, electrical and MEP systems to support the expansion and any other alterations necessary for the project
 - d. Establish program-level plan for finishes, flooring, furnishing, paint-schemes, signage, etc.
 - e. Assist the Authority with on-boarding a CMAR firm
 - f. Assist the Authority and it's selected bonding agency with required documentation
 - g. New interior finishes should match or complement adjacent finishes.
 - h. Identification of the location for an operations/ communications center with a maximized view of the runways and taxiways.
 - i. Identification of the necessary vertical circulation points supporting personnel, ADA during possible ground boarding, concessions, and deliveries.
 - j. Review existing lighting for upgrades and install high-mast apron lighting to support terminal apron operations.

- k. An assessment of the existing concourse exit portal relative to throughput needs, potential layout and technology and impacts on space needed for expansion.
- l. Installation of new passenger boarding bridges, including foundation, complete with electric ground power unit (GPU) and baggage lift units in conjunction with expansion of Terminal Building. Boarding bridges shall be powered by backup power source.
- m. Existing second level exterior walls/ windows to be replaced with concourse expansion/ renovation identified as phase 2 in the terminal planning study.
- n. Identification of at least a two position remote deicing stand and a possible three position remain overnight parking stand, all serving B373 Max 8-200 and A321neo aircraft.
- o. Designs must utilize City of Sioux Falls (IBC) design and construction standards, and applicable Federal, state and local codes (including Federal ADA standards).
- p. Prepare and obtain and submit necessary permitting and other program documents through the FAA, State of South Dakota and/or City of Sioux Falls, as required to bid and construct the planned improvements of this Project.
- q. Provide construction drawings, contract documents, and specifications at the Schematic Design (SD), Design Development (DD), and Construction Document (CD) milestones, including opinion of probable cost (OPC) through the Programming phase.
- r. Develop a detailed construction sequencing plan focused on minimizing impacts and inconvenience to the traveling public.

EXHIBIT B – SIOUX FALLS REGIONAL AIRPORT CONCOURSE TECHNICAL INFORMATION—Select Master Plan Forecast Excerpts

Master Plan and Terminal Area Plan documents are available upon request. Not all documents are complete at this time.

Table 2-28 Forecasted Peak Hour Enplanements

Year	Annual Enplanements	Peak Month	Average Day of Peak Month	Peak Hour % of Daily	Peak Hour Enplanements
2021	502,869	46,264	1,492	18.5%	276
2026	718,232	66,077	2,132	18.5%	394
2031	803,692	73,940	2,385	18.5%	441
2036	894,468	82,291	2,655	18.5%	491
2041	987,480	90,848	2,931	18.5%	542

Table 2-30 Forecasted Peak Hour Gate Utilization

Year	Terminal Operations ¹	Peak Month	Average Day of Peak Month	Peak Hour % of Daily	Peak Hour Operations
2021	18,066	1,662	53.6	12.5%	6.7
2026	20,792	1,913	61.7	12.5%	7.7
2031	23,111	2,126	68.6	12.5%	8.6
2036	25,572	2,353	75.9	12.5%	9.5
2041	28,097	2,585	83.4	12.5%	10.4

Notes: Based on Air Carrier and Commuter Operations

AVIATION ACTIVITY FORECASTS

Table 2-36: Template for Summarizing and Documenting Airport Planning Forecasts									
	2021	2026+	2031	2036	2041	Base Yr. to +5	Base Yr. to +10	Base Yr. to +15	Base Yr. to +20
Passenger Enplanements									
TOTAL	506,211	718,232	803,692	894,468	987,480	7.25%	4.73%	3.87%	3.40%
Operations									
<u>Itinerant</u>									
Air carrier	12,294	20,526	22,915	25,456	28,071	10.80%	6.42%	4.97%	4.21%
Commuter/fair taxi	17,702	17,006	17,965	18,977	20,046	-0.80%	0.15%	0.46%	0.62%
Total Commercial	29,996	37,532	40,880	44,433	48,117	4.58%	3.14%	2.65%	2.39%
General aviation	21,790	22,705	23,659	24,654	25,691	0.83%	0.83%	0.83%	0.83%
Military	3,076	3,076	3,076	3,076	3,076	0.00%	0.00%	0.00%	0.00%
<u>Local</u>									
General aviation	5,516	5,747	5,989	6,241	6,503	0.83%	0.83%	0.83%	0.83%
Military	1,250	1,250	1,250	1,250	1,250	0.00%	0.00%	0.00%	0.00%
TOTAL OPERATIONS	61,628	70,310	74,854	79,653	84,637	2.67%	1.96%	1.73%	1.60%
Peak Hour									
Terminal Operations	7	8	9	10	10	2.82%	2.53%	2.36%	2.22%
Enplanements	276	394	441	491	542	7.38%	4.80%	3.91%	3.43%
Based Aircraft									
Single Engine (Nonjet)	55	56	57	62	65	0.36%	0.36%	0.80%	0.84%
Multi Engine (Nonjet)	34	36	40	43	49	1.15%	1.64%	1.58%	1.84%
Jet Engine	4	10	14	16	18	20.11%	13.35%	9.68%	7.81%
Helicopter	0	0	0	0	0	-	-	-	-
Other	18	18	18	18	18	0.00%	0.00%	0.00%	0.00%
TOTAL	111	120	129	139	150	1.57%	1.51%	1.51%	1.52%

EXHIBIT C – SIOUX FALLS REGIONAL AIRPORT CONCURSE
TECHNICAL INFORMATION—Master Plan Terminal Development Concept (Draft)

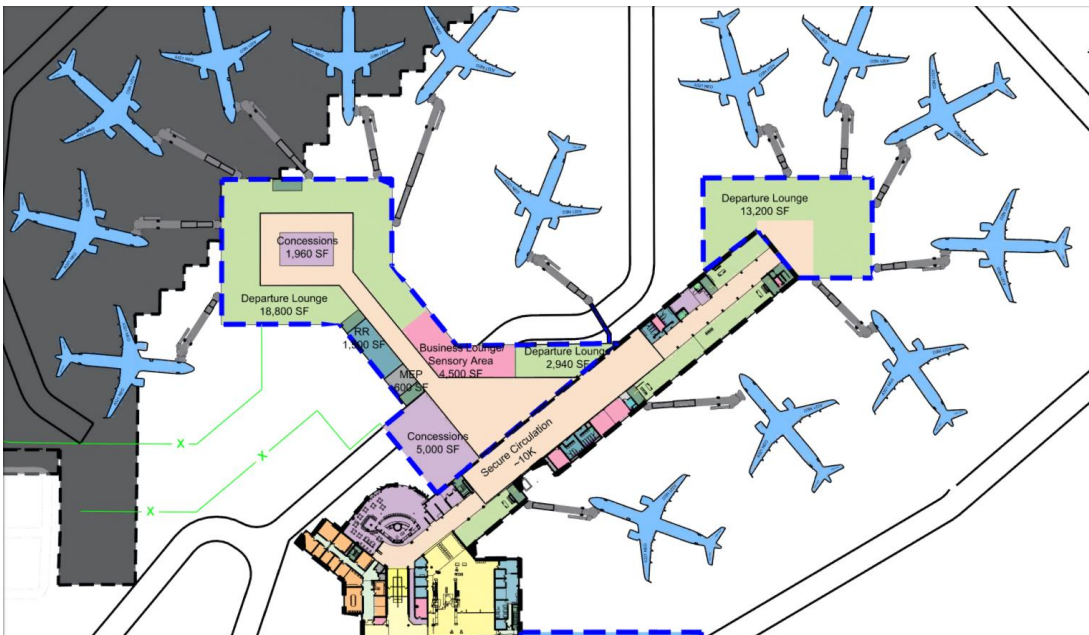


EXHIBIT C – SIOUX FALLS REGIONAL AIRPORT CONCOURSE (Continued)
TECHNICAL INFORMATION—Master Plan Terminal Development Concept (Draft)

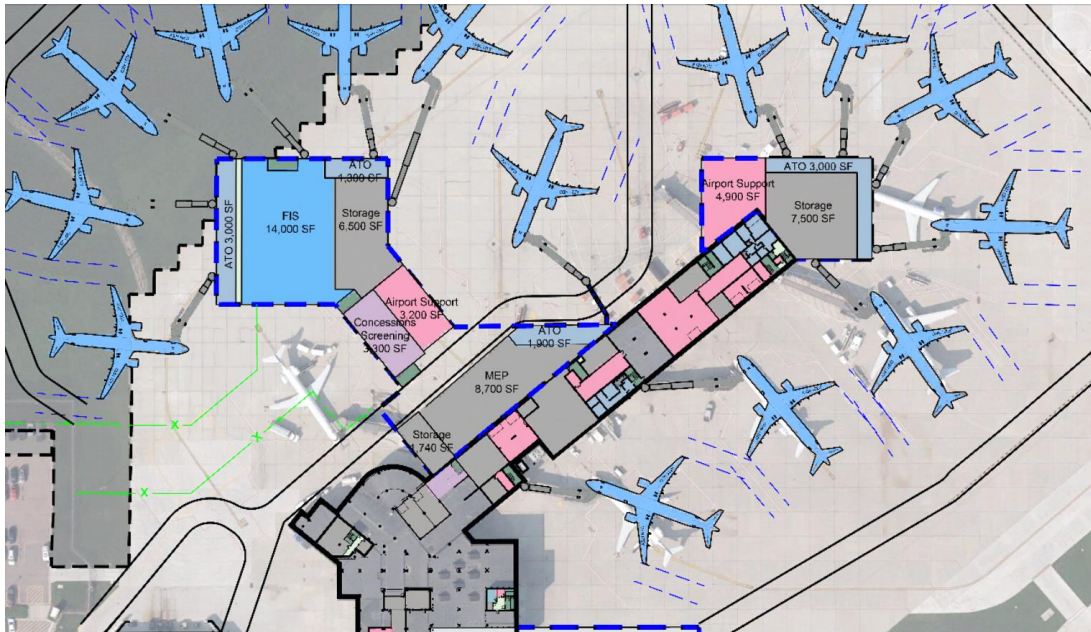


EXHIBIT D – SIOUX FALLS REGIONAL AIRPORT CONCOURSE
TECHNICAL INFORMATION—A/E scope of services fee schedule requirements

The fee schedule required in the negotiation of services shall include the line items listed below, at a minimum. For each item, the consultant shall identify any subcategories, the proposed cost, contractor and subcontractor total hours that line item, fee basis (i.e. lump sum, NTE, etc.) and eligibility for available funding mechanisms.

Base Services:

- Project Management/ Administration
- Programming (Pre-Design) Phase
- Schematic Design Phase
- Design Development Phase
- Construction Documents Phase
- Bid Phase
- Support Services
 - Topographic Survey
 - Geotechnical Investigation
 - Subsurface Utility Engineering
 - Asbestos Survey
 - 3D facility Scanning
- Reimbursable expenses

Assumptions and Exclusions

Elective Services

Construction Phase Services

- Baseline Budget
- Testing and Inspection Allowance
- Total Labor Cost
- Profit Factor
- Total Not to Exceed Cost