

REQUEST FOR QUALIFICATIONS
AIRPORT TERMINAL ARCHITECTURAL DESIGN SERVICES
(TERM AGREEMENT)

SYRACUSE HANCOCK INTERNATIONAL AIRPORT

SRAA RFQ - 2022-07

The Syracuse Regional Airport Authority (SRAA) in Onondaga County, New York is seeking **Statements of Qualifications from Airport Architectural Design Consultants** (Consultant) to determine which Consultant(s) is/are most qualified firm/team to provide professional airport terminal design services for the Syracuse Hancock International Airport (SYR). SYR is a Commercial Service Airport located approximately 5-miles north of downtown Syracuse, NY situated on approximately 2000 acres.

PROJECT BACKGROUND AND DESCRIPTION

The Syracuse Regional Airport Authority (“SRAA”), owner and operator of Syracuse Hancock International Airport (“SYR”), invites written Statements of Qualifications from firms that have the requisite, demonstrable competence, and experience in architectural services for Airport Passenger Terminal Buildings, at Syracuse Hancock International Airport.

The selected firm (“Architect”) will provide architectural design, engineering, and construction administration services as the prime design consulting firm on selected projects

Recently the SRAA completed a modernization of the Terminal Building on the air side of the security gates (2011) & landside terminal improvements (2018). Future projects will continue to modernize both airside and land side with early identified projects of need in Concourse hold room expansion, FIS Facilities design & construction, Security Screening Check Point Queuing, Terminal wayfinding & Signage as well as general terminal rehabilitation to include exterior arrivals & departures areas including terminal canopies & coverings.

The SRAA is currently progressing through the airports first Airport Master Plan Update since 2006 with an expected completion date of December 2022.

Additionally, the SRAA is working on the final stages of a Landside Study focused on traffic configurations, wayfinding, parking limitations, capabilities, and future need as well as the airports ground transportation operations evaluation on rental car and ride share.

These studies will provide updated forecasting and direction on the immediate terminal facility needs to accommodate increased passenger traffic at SYR and identify the development initiatives needed at this time to accommodate the expected continued growth.

SOLICITATION PARTICIPATION & SUBMISSION

Airport Site tours at the Syracuse Hancock International Airport, may be requested and scheduled by Contacting Mr. Arjun Nair, SRAA Airport Planner @ naira@syraairport.org;

Sealed statements may be mailed or delivered to the Syracuse Regional Airport Authority (address below) **Attention:** Brian Dorman, Director Planning & Development and must be identified on the outside of the envelope(s) as: **Statements of Qualifications– Airport Terminal Architectural Design Services.**

Firms/Architects submitting a complete hard copy statement of qualifications, must include one (1) digital copy in Adobe Acrobat (.pdf) format, to the SRAA no later than **May 20th, 2022, at 1:00 P.M.**

Electronic Submissions may be delivered to the Syracuse Regional Airport Authority by the RFQ closing date and submitted to Bids@syrairport.org; Electronic Submissions must be identified in the subject heading as: **Statements of Qualifications– Airport Terminal Architectural Design Services.**

Brian Dorman, C.M.; Director of Planning & Development; dormanb@syrairport.org;

Syracuse Regional Airport Authority
Syracuse Hancock International Airport
1000 Col. Eileen Collins Boulevard
Syracuse, New York 13212

RFI's & Documents Request:

To request and receive the General Airport Layout Plan and Terminal Overview Map, Firms Shall Contact Mr. Arjun Nair, SRAA Airport Planner @ naira@syrairport.org;

RFI's shall be directed to Mr. Arjun Nair, SRAA Airport Planner, naira@syrairport.org; All RFI's must be received by **4:00 p.m., May 13th, 2022.**

RFI's, responses and addendum will be posted to the Syracuse Regional Airport Authorities web page under the Bids/RFP section; <https://syrsraa.com>;

The SRAA reserves the right to reject all Statements or portions of any or all Statements, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the service otherwise in the best interest of the SRAA. The SRAA may, at its sole discretion, modify or amend any and all provisions herein.

Tentative Award & Deliverable Schedule:

Statement of Qualifications RFI Submission Deadline: **Friday May 13th at 4:00 p.m.**

Statement of Qualification Due: **Friday May 20th, 2022, at 1:00 p.m.**

The Architectural Design project(s) may be funded in part by the Syracuse Regional Airport Authority, NYS Grants & Federal Aviation Administration (FAA) grants. Therefore, the Project(s) shall be conducted in accordance with FAA Advisory Circulars (AC) and other applicable federal, state, and local requirements.

For purposes of this solicitation, the SRAA establishes an overall combined goal of thirty percent **(30%) for Minority and Women-Owned Business Enterprises (MWBE)** participation, six percent **(6%) for Service-Disabled Veteran Owned Business (SDVOB) Participation** and eleven and two tenths **(11.2%) Disadvantaged Business Enterprise (DBE)** utilization goal on applicable federal grants project.

BUDGET

The selected firm will participate in the process of determining the future project(s) budgets.

STATEMENT CONTENT

The Statement submittal shall consist of the following documents in the sequence listed below. To facilitate quick reference, each section of the Statement should be offset with a tab. The Statement may be disqualified if the documents are not submitted in the sequence listed below.

- A. Cover Letter: The cover letter should identify the firm and state other general information that the Architect desires to include regarding the Architect's business organization. At a minimum the cover letter must include the name, form of business entity (e.g., corporation, partnership, joint venture, etc.), principal address and direct contact information of the Architect.
- B. Executive Summary: The executive summary should provide a clear and concise summary of Architect's background, level of expertise, direct relevant experience, and ability. The executive summary should make the Architect's case as the best candidate for providing the described services. Structure this section in a manner that allows it to serve as a stand-alone summary when separated from the other sections of the Statement.
- C. Qualifications Experience: This section gives firms the opportunity to discuss their industry experience, and what defines them as a leader in their industry. Firms may submit as much information in this section as is needed to differentiate itself and its Statement from the other firms.

Please include, at a minimum, the following information: (i) list relevant recent experience. The list should be limited to no more than seven (7) projects. (ii)

Give the names and addresses of at least three (3) references as to your professional capability. The references should include the name of the contact person, e-mail address and telephone number.

- D. Project Approach: Provide a statement discussing your understanding of the consulting opportunity at SYR, including those factors that are critical to making the opportunity a success. Firms must provide a detailed discussion of how firm will approach this opportunity to ensure that the SRAA's goals and objectives will be realized. The Statement should also identify and discuss key issues impacting the services as defined in this Request for Qualifications, as well as discuss methods/models that would address key issues.
- E. Key Staff: Architects should indicate the key staff proposed for this contract, setting forth the specific responsibilities of each proposed key staff person. Provide for each proposed key staff person a one-page resume detailing both general experience and specific experience related to the services as defined in this Request for Qualifications.
- F. Work Product Samples: Firms are to submit a case history which demonstrates ability to perform design services for airport terminal projects. This case history should address the following elements: (i) concept; (ii) strategy and (iii) supporting tactics (e.g., traffic forecast). In addition, provide examples and discuss in narrative the firm's capabilities to produce quality materials in written, graphic and pictorial form.



H. Jason Terreri, IAP, A.A.E
Executive Director
Syracuse Regional Airport Authority