



COLUMBUS REGIONAL AIRPORT AUTHORITY  
PORT COLUMBUS • RICKENBACKER • BOLTON

**SOLICITATION NUMBER: PCA-2012-041**

**REQUEST FOR STATEMENTS OF  
QUALIFICATIONS FOR  
CONSTRUCTION MANAGER AT RISK  
SERVICES FOR  
CONCOURSE C MODERNIZATION  
AT PORT COLUMBUS INTERNATIONAL AIRPORT**

**Response Due Date and Time:  
DECEMBER 20, 2012  
at 2:00 p.m. Eastern Time**

**FOR  
CRAA PLANNING & ENGINEERING DEPARTMENT**

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\_END SECTION 2\_

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**SECTION 3 - PUBLIC ADVERTISEMENT**

The Columbus Regional Airport Authority ("CRAA" or "Authority"), Columbus, Ohio is soliciting Statements of Qualifications until 2:00 p.m., December 20, 2012, from firms interested in and qualified to provide Professional Construction Manager at Risk Services for Concourse C Modernization at Port Columbus International Airport. The services may include, but are not limited to, the following: Aesthetic renovation of Concourse C, Replacement of 1 HVAC Chiller, Renovation of 2 Restroom Sets, the Renovation of 1 Family Restroom, Construction of Telecommunication Rooms, and Installation of PA Equipment.

**Items to be addressed include but are not limited to:**

- Customer Coordination
- Phasing
- Selective Demolition
- Flooring Demolition
- Miscellaneous Carpentry
- Epoxy Terrazzo Installation
- Drywall Overlay
- Tile Wainscot
- Reflected Ceiling Replacement
- Carpet Replacement
- Lighting Fixture Replacement
- Miscellaneous Electrical
- Plumbing Fixture Replacements
- Stainless Steel Column Covers
- Solid Surface Wall Coverings
- Low Voltage Wiring
- Communication Pathways
- Miscellaneous

Publications advertisements begin: Week of November 19, 2012

Website posting: Effective November 19, 2012

It is the policy of the Columbus Regional Airport Authority that Disadvantaged Business Enterprises (DBE) shall have the maximum opportunity to participate in the provision of services as outlined in this request. CMs shall obtain a DBE participation of 15% as noted in the RFQ package. This request for statement of qualifications document, and other items pertinent to the submittal, is available at our website ([www.columbusairports.com/construction/rfq.asp](http://www.columbusairports.com/construction/rfq.asp)) and should be checked frequently for any changes. Addenda shall be posted to the same site and it shall be the CM's responsibility to obtain the addenda from the site, without notification from the CRAA.

\_END SECTION 3\_

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**SECTION 4 - AUTHORITY CONTACT INFORMATION  
AND SUBMITTAL INSTRUCTIONS**

**QUESTIONS RELATING TO REQUEST FOR QUALIFICATIONS**

Any and all questions regarding this solicitation must be in written form. For proper identification, the subject line of all communication must state "PCA-2012-041, Construction Manager at Risk Services for Concourse C Modernization." Questions must be directed to:

Mr. William Kirwin, Contract and Procurement Supervisor  
Port Columbus International Airport  
4600 International Gateway  
Columbus, Ohio 43219  
Email: [wkirwin@columbusairports.com](mailto:wkirwin@columbusairports.com)  
Fax: 614-239-3183  
Phone: 614-239-4086

The cut-off date and time for questions regarding this solicitation is 12:00 noon, Friday, December 14, 2012 Eastern Time. Any responses provided by the Authority will be posted on the CRAA's website in the form of an addendum to the original RFQ.

**SUBMITTAL INSTRUCTIONS**

One (1) electronic (PDF only) on CD (no thumb drives), four (4) hard copies, and one (1) original submittal shall be provided. Responses to this solicitation should be sealed, and delivered to:

COLUMBUS REGIONAL AIRPORT AUTHORITY  
ATTN: OFFICE OF CONTRACT & PROCUREMENT ADMINISTRATION  
C/O ADMINISTRATIVE OFFICE  
4600 INTERNATIONAL GATEWAY  
COLUMBUS, OH 43219

The following identification must be on the outside envelope for it to be received properly:

SOLICITATION FOR STATEMENT OF QUALIFICATIONS:  
"PCA-2012-041, CONCOURSE C MODERNIZATION CONSTRUCTION MANAGER AT RISK, CIP  
#13051"  
DUE: "DECEMBER 20, 2012, 2:00 P.M. Eastern Time"

In the event the response is hand delivered, it must be submitted to the Administrative Office Receptionist so that it is time-stamped upon receipt. The CRAA is not responsible for responses that are not received by the Receptionist in the Administrative Office.

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**SECTION 5 - INFORMATION FOR OFFERORS**

**TERMS AND CONDITIONS FOR OFFERORS**

This section sets forth terms and conditions for Offerors responding to this Request for Statements of Qualifications (RFQ).

**SPECIAL CONDITIONS:** Special conditions included in the specifications of the RFQ and the sample Professional Services Master Agreement or Professional Services Agreement (2012) as attached, if inconsistent with provisions included in "Information for Offerors", shall take precedence over any provisions in "Information for Offerors" to the extent inconsistent.

**CHANGES AND ADDENDA TO RFQ DOCUMENTS:** It is the responsibility of the interested parties to check for changes or addenda to this RFQ. Each change or addenda issued in relation to this document will be on file with the CRAA contact listed herein, no less than two (2) working days prior to the scheduled RFQ due date. It will also be available on CRAA website. Total RFQ inquiry, postponement, or cancellations may be issued later than that time specified above. If an offeror has submitted a response prior to addenda being issued, and the offeror's response would change as a result of the addenda, then the offeror should submit a new package clearly stating that the new submittal supersedes the previous submittal. If the offeror feels the addendum does not change the original submittal, the offeror must still provide an acknowledgement of receipt of the addenda and a statement that it does not cause the need for completing a new submittal. Please send the acknowledgement to the "submittal address" noted in Section 4 of this solicitation.

**ACCEPTANCE AND REJECTION:** This response submitted by the Offerors to the CRAA will be accepted or rejected within a period of 180 days from due date. The CRAA reserves the right to waive technicalities, or to cancel and re-solicit responses on the required service. Services may be considered as a separate offer and the CRAA reserves the right to award a contract on each service separately or on all services as a whole or any combination thereof, to one or more offerors. In addition, offerors whose qualifications are presented on an "All or None" basis must clearly state such fact in their written responses. An offeror's response may be rejected in whole or in part at any time.

All material submitted in response to this RFQ becomes the property of the Columbus Regional Airport Authority. The CRAA may choose to retain or return these materials to the Offerors, at the Offeror's expense.

**WITHDRAWAL OF RESPONSES:** Offerors may withdraw their responses at any time prior to the due date and time for the receipt of responses. However, no Offeror shall withdraw or cancel a response for a period of 180 calendar days after the due date and time for the receipt of the statement of qualifications.

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM:** A DBE goal of 12% has been established for this project. Pursuant to the requirement of 49 CFR Part 26 and Part 21 (see section 20 entitled 'Equal Opportunity' of the CRAA's 2012 Professional Services Master Agreement or Professional Services Agreement as applicable to this solicitation), it is the policy of the CRAA that disadvantaged business enterprises shall have the maximum opportunity to participate in the performance of the required services. Offerors shall develop and implement a plan for a good faith effort to obtain disadvantaged business enterprise participation by companies holding a valid DBE certification by a transportation agency having a DBE Program in the State of Ohio. A copy of the current DBE certification document from an agency within the State of Ohio must be included in the qualifications submittal in order to receive any points in the DBE selection criteria. A current listing of certified DBE firms throughout the state of Ohio can

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be accessed through the Ohio Unified Certification Program (Ohio UCP) website at [www.ohiucp.org](http://www.ohiucp.org). For more information about the CRAA's DBE Program or what constitutes a "Good Faith Effort", contact the CRAA's Manager, Business Diversity, Damita Brown, at 614-239-5049 or by e-mail at [dbrown@columbusairports.com](mailto:dbrown@columbusairports.com).

**DISQUALIFICATION:** CM candidates are not to meet or communicate with the CRAA staff during the pendency of the solicitation process, except as indicated elsewhere in the RFQ. The solicitation process is deemed to have begun when the CRAA has publicized the advertisement of the RFQ. The process is deemed to have concluded when a contract has been fully executed with the selected firm. It is the responsibility of the candidate to know whether [s]he is engaging in an inappropriate ex parte communication with the CRAA staff. Inappropriate communication may result in disqualification from current or future selection processes. When in doubt, contact the CRAA Manager of Contract Administration & Procurement at (614) 239-4088.

**OFFERORS TERMS AND CONDITIONS:** Terms and conditions, submitted with the response, which are contrary to CRAA policies, procedures, information for Offerors, terms and conditions shall be disregarded for the purpose of any subsequent contract.

**COSTS INCURRED FOR RESPONSE SUBMISSIONS:** The CRAA is not liable for any cost associated with the preparation of the response or any other costs incurred by any Offeror prior to the execution of the contract. The rejection of any response, in whole or in part, at the CRAA's discretion, will not render the CRAA liable for incurring any cost or damage.

**INDEMNIFICATION:** The CM agrees to indemnify and hold harmless the CRAA and its officials, employees and other agents and representatives, against any loss, claim, cause of action, damage, or liability whatsoever, whether without limitation strict or absolute liability in tort or by statute imposed, charge, cost or expense, including without limitation, attorneys fees to the extent permitted by law, which may be incurred in connection with, or in any manner arising out of any damage or loss to property or injury or death of any person resulting from, or arising out of, without limitation the Offeror's performance in connection with this solicitation process. The indemnification obligations contained herein shall apply only to the extent caused by the negligent acts or omissions of the CM, anyone directly or indirectly employed by it or anyone for whose acts it may be liable, regardless of whether or not such loss, claim, cause of action, damage or liability is caused in whole or in part by a party indemnified hereunder.

**RFQ AWARD DEBRIEFING (In the event of contract award to another Offeror):** Once a contract award is made and negotiations are successfully concluded, the CRAA may conduct meetings to debrief other Offerors upon request. Debriefs can occur sooner than successful contract conclusion, however, only if the requesting offeror waives its rights to further consideration within the solicitation process. The award and contract information shall be posted on the CRAA website on the business information page. The CRAA may conduct debriefing meetings up to and including six months after the award and contract information is posted to the CRAA website. After the award and contract information is posted to the CRAA website, Offerors who wish to inquire about any aspect of this RFQ or award should deliver a written request to:

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Ms. Kim Burtis, Contract and Procurement Coordinator  
Port Columbus International Airport  
4600 International Gateway  
Columbus, Ohio 43219  
Email: kburtis@columbusairports.com  
Phone: 614-239-5010; fax: 614-239-3183

The debriefing request may be delivered to the above office by delivery, mail, e-mail or fax. Please include the title of the RFQ, the Department for which the RFQ was solicited, and the date that responses were due. Indicate the company name and contact information so that the CRAA can respond to the request. Questions requiring research should be submitted a minimum of three business days in advance of any debrief meeting.

The CRAA will review the request for a debriefing meeting. As appropriate, the CRAA will make good faith efforts to debrief the Offeror as soon as possible.

**DEFINITIONS.** Terms not otherwise defined but which are used in this RFQ are defined according to ORC Sections 9.33 through 9.334, OAC Section 153:1-6-01, and related statutory and regulatory provisions.

## **ADDITIONAL TERMS AND REQUIRED DOCUMENTS IN THE EVENT OF A CONTRACT**

This section sets forth contract terms and the required contract documents that the successful Offeror must execute following the award of the contract by the contracting authority.

**AGREEMENT FOR SERVICES OF A CONSTRUCTION MANAGER AT RISK:** The successful Offeror shall execute the select standard agreement hereby incorporated by reference.

**DEFAULT PROVISION:** In case of default by the CM, the CRAA may procure services from other sources and hold the CM responsible for any excess costs occasioned or incurred thereby.

**DELINQUENT PERSONAL PROPERTY TAX:** All Offerors are charged with notice of Section 5719.042 of the Ohio Revised Code and agree that if this contract is awarded to them, the successful Offeror, prior to the time the contract is entered into, will submit to the CRAA, as directed, the affidavit required by that section of the Ohio Revised Code. Said affidavit, when submitted to the CRAA, is thereby incorporated into this Contract unless such statement has been so incorporated.

Section 5719.042 of the Ohio Revised Code: After the award by a taxing district of any contract and prior to the time the contract is entered into, the person making a bid shall submit to the district's fiscal officer, a statement affirmed under oath, that the person with whom the contract is to be made was not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the taxing district has territory or that such person was charged with delinquent personal property taxes on any such tax list, in which case that statement shall also set forth the amount of such due and unpaid delinquent taxes and any due and unpaid penalties and interest thereon. If the statement indicated that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the fiscal officer to the County Treasurer within thirty (30) days of the date it is submitted. A copy of the statement shall also be incorporated into the contract and no payment shall be made with respect to any contract to which this section applies unless such statement has been so incorporated as a part thereof.

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**PUBLICATIONS:** The CM agrees not to publish, or use matters relating to this Contract in advertising, sales promotion, or publicity matters without the prior written consent of the CRAA except that which may be required under law. The CM further agrees to submit to the CRAA's Project Manager, or appropriate representative, all advertising, sales promotion, and other publicity matters relating to this Contract wherein the CRAA's name is mentioned or language used from which the connection of the CRAA's name therewith may, in the CRAA's judgment, be inferred or implied.

**SAFETY REQUIREMENTS:** The CM, while performing duties, shall adhere to all rules of their particular industry, with regard to mandates by the Environmental Protection Agency (EPA) and/or Occupational Safety and Health Administration (OSHA), and any other regulation applicable to the circumstance.

**SIGNATURE:** The Contract must be signed. In the event of a contract award where the company is a corporation, if the person signing the contract is other than the president of the corporation, the signature affidavit must be completed. This includes providing a copy of a meeting of the Corporation board of directors, showing that the person has the authority to sign such contracts bind the company.

**AUTOMATED CLEARING HOUSE (ACH) AND ELECTRONIC FUNDS TRANSFER (EFT):** The Columbus Regional Airport Authority (CRAA) utilizes Automated Clearing House (ACH) and Electronic Funds Transfer (EFT) for Offeror payments. The Offeror will receive ACH/EFT payments via electronic transfer. The Offeror's financial institution will credit payments to the Offeror's account for goods and/or services provided to the CRAA. Offerors should check with their financial institution regarding any fees associated with ACH/EFT. The Authority requires all new vendors to accept ACH payments.

**FORM OF CONTRACT:** The Contract is currently under development and will be provided during the RFP phase of the selection process. The CRAA anticipates the form will be similar to and adapted from the construction manager at risk contract published by the Ohio Department of Administrative Services. A general description of the scope of services is below.

\_END SECTION 5\_



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**SECTION 6 - ANTICIPATED SCOPE OF SERVICES**

**INTRODUCTION AND PROJECT BACKGROUND**

In accordance with the Ohio Revised Code Sections 9.33 through 9.334 and related provisions, the Columbus Regional Airport Authority (Authority) is seeking professional Construction Manager at Risk Services for Concourse C Modernization at Port Columbus International Airport. The project will involve the following: aesthetic renovation of Concourse C, the replacement of 1 HVAC chiller and appurtenances, the renovation of two restroom sets, the renovation of 1 family restroom. Items to be addressed in the aesthetic renovation portion of the project include, but are not limited to the following; miscellaneous demolition, flooring demolition, epoxy terrazzo installation, drywall overlay, installation of wall coverings, installation of column covers, painting, installation of carpet tiles, replacement of acoustical ceilings, replacement of lighting fixtures, etc.

Architect/Engineer (A/E):     URS  
  277 West Nationwide Blvd  
  Columbus, Ohio 43215

Project Estimates:               Construction Budget: \$5,000,000

**PROPOSED SCOPE OF SERVICES (PSS)**

The anticipated scope of construction management and related services may include, but are not necessarily limited to the following:

**Preconstruction Services**

The CM will work cooperatively with the CRAA and Architect/Engineer (A/E) and will provide, among other services: cost estimating, budgeting, value engineering, constructability reviews, scheduling, and preconstruction planning throughout the preconstruction stages.

When the drawings and specifications are at a stage of completion specified in the Contract, such partially completed documents ("Basis Documents") will be provided to the CM, together with the A/E's detailed listing of any material incomplete design elements and the A/E's statement of intended scope with respect to those incomplete elements ("Design Intent Statement"). The CM will submit to the CRAA the CM's proposed Guaranteed Maximum Price ("Contract Sum") and its qualifications and assumptions based upon the Basis Documents and the Design Intent Statement.

The CRAA, the A/E, and the CM will meet to reconcile any questions, discrepancies, or disagreements relating to the qualifications and assumptions, the Basis Documents, and the Design Intent Statement. The reconciliation will be documented by an addendum to the qualifications and assumptions that will be approved in writing by the CRAA and the CM. At the completion of the reconciliation, the CRAA and the CM will amend the Contract to establish the Contract Sum for the balance of the Work. The final negotiated Contract Sum must not exceed the Construction Budget.

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Construction Services

The CM must construct the Project in accordance with the Contract Documents, including all schedule requirements. The CM will be responsible for the means and methods of construction, safety, and compliance with all applicable laws. The CM must procure subcontracts through competitive pricing and must hold all subcontracts, which must be on the subcontract form prescribed by OAC Section 153:1-03-02.

The CRAA will have access to all books, records, documents, and other data pertaining to bidding, pricing or performance of the Contract that is in the CM's possession related to itself, its subcontractors, and its material suppliers.

**POTENTIAL ADDITIONAL SERVICES (PAS)**

Telco Room Construction  
Ancillary Activities Associated with the PA Replacement Project

**PROJECT MANAGEMENT EXPECTATIONS OF THE SELECTED CM**

The selected CM will be expected to produce a CM's Construction Schedule in Primavera (or programs compatible with Primavera) and maintain it throughout the project, with a minimum update occurring once per month. Coordination with the CRAA will include frequent project conference calls, monthly written updates, and any necessary preparation/review meetings. The CRAA will also expect the selected CM to use Primavera Contract Manager throughout the design process.

The CRAA has standard forms and documents which will be required for CM use and will be provided as necessary. All deliverables will be clear, concise, and accompanied by drawings/exhibits as necessary. All documents prepared on behalf of the CRAA will be delivered to the CRAA for review in a modifiable electronic format. It may be required that some submittals be provided in hardcopy as well as electronic. Final documentation shall be provided in both hardcopy as well as modifiable electronic format on CD. Please reference the Professional Services Agreement, made part of this solicitation, for additional detail.

**ANTICIPATED SCHEDULE FOR SERVICES**

This section provides a desired schedule for projects completed under this contract. This information is for the Offeror's use to estimate man power requirements; however, it is subject to change.

CM Contract Date:	January 22, 2013
Notice to Proceed with Preconstruction Services:	January 22, 2013
GMP Amendment for Construction Work:	February 26, 2013
Notice to Proceed with Construction Work:	February 26, 2013
Substantial Completion of All Work:	November 30, 2013
Final Completion of All Work:	December 30, 2013

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**SECTION 7 - SUBMITTAL CONTENTS AND EVALUATION CRITERIA**

**STATEMENT OF QUALIFICATIONS**

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The Columbus Regional Airport Authority (CRAA), a Port Authority pursuant to the provisions of Chapter 4582, Ohio Revised Code (ORC), as a body corporate and politic, will use this form to obtain information from Architect/Engineer ("A/E") firms about their professional qualifications. The CRAA selects firms for A/E contracts on the basis of professional qualifications as required by Sections 153.65 through 153.71 of the Ohio Revised Code. This form also may be used to obtain the qualifications of Construction Managers ("CM"), selected as required by Sections 9.33 through 9.333 of the Ohio Revised Code, or other professional services related to the design or construction of public improvements.

The Ohio Revised Code requires the public announcement of requirements for A/E and CM services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Ohio Revised Code then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm. **(Ohio Revised Code Sections 9.332 and 153.65 through 153.691.)**

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the CRAA, and interviews with the most highly qualified firms and their references.

**GENERAL INSTRUCTIONS**

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. Submit Part II with each Statement of Qualifications. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.
2. A public announcement is not required for certain contracts and the CRAA may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

**CRAA DEFINITIONS**

**Architect-Engineer Services:** Has the same meaning as Ohio Revised Code 153.65(C) definition for professional design services; "services within the scope of practice of an architect or landscape architect registered under Chapter 4703. of the Revised Code or a professional engineer or surveyor registered under Chapter 4733 of the Revised Code."

**Construction Manager:** Has the same meaning as Ohio Revised Code 9.33 definition of Construction Manager; "a person with substantial discretion and authority to plan, coordinate, manage, and direct all phases of a project for the construction, demolition, alteration, repair, or reconstruction of any public building, structure, or other improvement, but does not mean the person who provides the professional design services or who actually performs the construction, demolition, alteration, repair, or reconstruction work on the project."

**Branch Office:** A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

**Discipline:** Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

**Firm:** Has the same meaning as Ohio Revised Code 153.65(B) for professional design firm; "any person legally engaged in rendering professional design services."

**Key Personnel:** Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

## SPECIFIC INSTRUCTIONS

### Part I - Contract-Specific Qualifications

#### Section A. Contract Information. (1 Page for Section A, B, & C)

1. Title and Location. CONCOURSE C MODERNIZATIONS, PORT COLUMBUS INTERNATIONAL AIRPORT (CMH), 4600 INTERNATIONAL GATEWAY COLUMBUS, OH 43219
2. Announcement Date. 11/19/2012
3. Project Number. CIP #13051

#### Section B. Firm Point of Contact (1 Page for Section A, B, & C)

- 4-9. Project Representative Name and Title, President/CEO, Name of Firm (Legal Name), Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the lead firm or joint venture that the CRAA can contact for additional information. The representative must be empowered to speak on contractual and policy matters. List the firm's legal name.
- 10-12. Include the county where the Lead Firm or Joint Venture is located, its FTID (Federal Tax Identification) number and Web address.

#### Section C. Proposed Team. (1 Page for Section A, B, & C)

- 13-15. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the lead firm or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the project manager. Attach an additional sheet in the same format as Section C if needed. Enter the distance of the lead firm from the project site in Block 10. If a joint venture, enter the office of the firm point of contact in the first row. **Identify certified Disadvantaged Business Enterprises (DBEs), by name, that will participate in delivery of the proposed professional services solicited in the RFQ to achieve the advertised participation goal. Include the following information for each DBE-certified firm:**

Name  
Address  
Description of Work  
Estimated value of services to be performed

#### Section D. Organizational Chart of Proposed Team. (1 Page)

Present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C. Illustrate lines of communication between team members and identify main point of contact for team. Use the following standard titles as appropriate to identify specific roles within project team for agreement.

##### **Construction Manager (CM) Standard Titles for Specific Roles:**

Senior Management Lead  
Project Management Lead  
Project Technical Lead (i.e. Project Engineer)  
Project Administration Lead (i.e. Project Clerk)  
Pre-Construction Management Lead  
Estimator – Discipline Name  
Scheduler (Pre-Construction Phase, Construction Phase)  
Constructability/Design Document Reviewer  
Superintendent – Discipline Name (e.g. General, MEP)  
Safety Lead

#### Section E. Resumes of Key Personnel Proposed for This Contract (1 Page per Resume).

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the lead firm or joint venture partner firms first. Resumes should align to the greatest extent possible with the example projects in Section G. The following blocks must be completed for each resume:

16. Name.
17. Role in This Contract.

18. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).
19. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.
20. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.
21. Current Professional Registration. Provide information on current relevant professional registration(s) in the State of Ohio. Do not list registration from other states here. List registrations from other states in Block 22.
22. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration in other states, publications, organizational memberships (e.g., AIA, CSI, NSPE, CMAA), certifications (e.g. CDT, CCM, CCCA, CCS, LEED AP, NCIDQ), training, awards, and foreign language capabilities.\*

\*Abbreviations for organizations and certifications:

ACEC: American Council of Engineering Companies

AIA: American Institute of Architects

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (Construction Management Association of America)

CDT: Construction Documents Technologist (CSI)

CMAA: Construction Management Association of America

CCS: Certified Construction Specifier (CSI)

CSI: Construction Specifications Institute

LEED AP: Leadership in Energy & Environmental Design (U.S. Green Building Council)

NCIDQ: National Council for Interior Design Qualification

NSPE: National Society of Professional Engineers

23. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (4)). Photos are not necessary and role is more useful than description.

#### **Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract (5 pages)**

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present no more than five (5) projects, unless otherwise specified by the CRAA. If more projects are submitted, scoring will be based on the first five only. Complete the following blocks for each project:

24. Example Project Key Number. Start with "1" for the first project and number consecutively.
25. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.
26. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).
- 27a. Project Owner.
- 27b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.
- 27c. Point of Contract Telephone Number.
- 27d. Point of Contact E-mail Address.
28. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. **Discuss the relevance of the example project to this contract.** Enter any other information requested by the CRAA for each example project. **Include information on LEED registered and**

**certified status of the project, and if the project utilized Building Information Modeling tools.** One or two photos or diagrams may be included.

29. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

**Section G. Additional Page: Relevant Project Experience Matrix (1 Page)**

Indicate the relevant projects that delineate the **relevant scope of work requirements** for the advertised project. Do not include projects completed at Port Columbus International Airport. Do not apply scopes that do not fit within the defined criteria.

**Section H. Key Personnel Participation in Example Projects (1 Page)**

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Only complete for **relevant personnel who were active in the projects**. Complete the following blocks (see example below).

30. Names of Key Personnel. List the names of the key personnel as they appear in section E.
31. Role in this contract. List the proposed roles of the individuals above in this contract in the same order
32. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.
33. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

**Section I. Additional Information. (As Needed)**

- 34a. Summary (1 Page): Provide a summary describing why your firm/team is the most-qualified for the project. Specifically describe why your firm is qualified and capable of construction a renovation of the following characteristics;
- Customer Coordination
  - Phasing
  - Selective Demolition
  - 20,000sf Terrazzo
  - Renovation of 2 Restroom Sets
  - Chiller Replacement
  - 25,000sf Drywall Overlay
  - 5,000sf Tile Wainscot
  - 40,000sf Reflected Ceiling
  - 18,000sf Carpet Replacement
  - 500 Lighting Fixtures
- 34b. Financial Responsibility (Pages as Needed): Provide a summary of the firm's/team's financial responsibility to perform the requested services including: a) evidence from the firm's/team's surety or sureties of sufficient capacity to provide a payment and performance bond with the penal sum equal to 100% of the project's estimated construction cost, b) a copy of the current certificate(s) of insurance for each firm of the team showing the full limits of insurance carried for commercial general liability, employer's liability, business automobile liability, excess/umbrella liability, and professional liability, and c) a copy of the Ohio Worker's Compensation certificate of insurance and a copy of the Experience Modifier Rating (from the OBWC's website) that visibly shows the URL and the full table of data for each firm of the team.
- 34c. Management Systems (1 Page): Describe the firm's experience with Primavera scheduling software and Contract Manager. Describe how your firm would use these systems to manage the budget and schedule of the above scope.
- 34d. Self-Performed Work (1 Page): Indicate whether the firm intends to self-perform any construction work on the project through a competitive process and, if so, the nature of that work and the firm's capability to perform it.
- 34e. Estimating (1 Page): Describe the firm's in-house estimating capability and its use of in-house estimating on projects comparable to the Project. Provide relevant examples in spreadsheet format.
- 34f. Scheduling (1 Page): Describe the firm's track record of managing projects to the original schedule. Provide relevant examples in spreadsheet format. Describe how your firm would propose to ensure a 9 month or less construction schedule on the above scope of work.
- 34g. Safety (Pages as Needed): Provide the firm's current OSHA 300 log and EMR rating. Provide a brief explanation of any safety incident and the findings. If applicable, explain the corrective action used to prevent another occurrence of the same nature.

- 34h. DBE Plan (Pages as Needed): Firms shall make a good faith effort to engage DBE firms in meaningful roles as an integral part of the team proposed to provide the requested services and later during the solicitation and selection of subcontractors for construction work. Firms are expected to develop and implement a plan for a good faith effort to obtain DBE participation by firms holding a valid DBE certification by a transportation agency having a DBE Program in the State of Ohio. If DBE's are to be utilized as a team member, a copy of the current DBE certification document from a transportation agency within the State of Ohio must be included in the qualifications submittal. If the plan does not demonstrate a commitment to partnering with the CRAA through good faith efforts to include DBE's on the project, the CRAA in its sole discretion may negatively reflect this in its evaluation of the firms/team's qualifications. The participation goal for the project is 15%.
- 34i. Complete and submit the DBE Commitment form to indicate the lead firm's intent to contract with and use DBE-certified Business Enterprises as a part of the proposed team (15%).

**Section I. Authorized Representative**

35. Signature of Authorized Representative. An authorized representative of a joint venture or the lead firm must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.
36. Date. Self-explanatory
37. Name and Title. Self-explanatory.

# STATEMENT OF QUALIFICATIONS

## PART I – CONTRACT SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. PROJECT TITLE AND LOCATION (City and State)	
2. ANNOUNCEMENT DATE	3. PROJECT NUMBER

### B. FIRM POINT OF CONTACT

4. PROJECT REPRESENTATIVE NAME AND TITLE		5. PRESIDENT / CEO
6. NAME OF FIRM (LEGAL NAME)		
7. TELEPHONE NUMBER	8. FAX NUMBER	9. E-MAIL ADDRESS
10. COUNTY	11. FTID NUMBER	12. WEB ADDRESS

### C. PROPOSED TEAM

*(Complete this section for the lead firm or joint venture partners, and all key consultants.)*

	(Check)			13. FIRM NAME	14. ADDRESS	15. ROLE IN THIS CONTRACT
	Lead Firm	JV Partner	Consultant			
<b>a.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if DBE certified	<input type="checkbox"/> Check if branch office    ___ Miles from project site	
<b>b.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if DBE certified	<input type="checkbox"/> Check if branch office	
<b>c.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if DBE certified	<input type="checkbox"/> Check if branch office	
<b>d.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if DBE certified	<input type="checkbox"/> Check if branch office	
<b>e.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if DBE certified	<input type="checkbox"/> Check if branch office	



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**D. ORGANIZATIONAL CHART OF PROPOSED TEAM**

*(Attached)*

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INSERT ORGANIZATIONAL CHART BELOW OR ATTACH.

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

16. NAME	17. ROLE IN THIS CONTRACT	18. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
19. FIRM NAME AND LOCATION (City and State)			
20. EDUCATION (DEGREE AND SPECIALIZATION)		21. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
22. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

**23. RELEVANT PROJECTS (Up to a maximum of 5 samples)**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED		(3) EXAMPLE PROJECT KEY NUMBER <i>(If included in Section F)</i>
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
a.	(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm		
b.	(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm		
c.	(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm		
d.	(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm		
e.	(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm		

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the CRAA, or a maximum of 10 projects, if not specified. Complete one Section F for each project.)*

24. EXAMPLE PROJECT KEY NUMBER (1 – 10)

25. TITLE AND LOCATION <i>(City and State)</i>	26. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)

27. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER	d. POINT OF CONTACT E-MAIL ADDRESS
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28. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

**F. RELEVANT PROJECT EXPERIENCE MATRIX**

		Major Scope of Work requirements as identified in the project advertisement.								
		Scope: <b>CM at Risk Preconstruction Services</b>	Scope: <b>CM at Risk Construction Services</b>	Scope: <b>Renovation Experience of Large Active Facilities</b>	Scope: <b>Experience with Multiple Phase Construction Projects</b>	Scope: <b>Experience with Replacement of Active HVAC Systems</b>	Scope: <b>Experience Constructing Critical Aesthetic Finishes</b>	Scope: <b>Construction Experience in an Active Airport</b>	Scope: <b>Other – CM Defined Relevant Scope</b>	Scope: <b>Do Not Use</b>
Example Project Name (Place "X" under Project Scope)										
1										
2										
3										
4										
5										



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## H. ADDITIONAL INFORMATION

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34a. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CRAA. ATTACH ADDITIONAL SHEETS AS NEEDED.

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## H. ADDITIONAL INFORMATION

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34b. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CRAA. ATTACH ADDITIONAL SHEETS AS NEEDED.

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H. ADDITIONAL INFORMATION

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34c. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CRAA. USE THE NEXT PAGE OR ATTACH ADDITIONAL SHEETS AS NEEDED.

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM  
COMMITMENT FORM**

**Professional Services Firm: Mark only one option.**

Use “✓” or “X” to mark option included in contract award amount.

If marking Option B, also show percentage of proposed participation.

**Option A**

The Lead Firm or Joint Venture (“Proposer”) commits to *meet or exceed* the advertised DBE Participation Goal of the award amount, calculated as a percentage of the Basic Fee plus all accepted Additional Service Fees and Reimbursable Expenses, by using DBE-certified Business Enterprise(s).

The Proposer agrees that if selected for consideration of the Contract, it shall provide to the CRAA, at the location required within 5 business days after receiving notice from the CRAA, its Technical Proposal, including a *Certified Statement of Intent To Perform As a DBE* form for each DBE-certified Business Enterprise proposed for use by the Proposer if awarded the Contract for this Project.

**Option B (also indicate percentage -- see text )**

The Proposer *does not meet* the advertised DBE Participation Goal percentage, but, if awarded the Contract for this Project, *commits to provide* \_\_\_\_\_ **percent of the Contract award amount**, calculated as a percentage of the Basic Fee plus all accepted Additional Service Fees and Reimbursable Expenses, by using DBE-certified Business Enterprise(s).

The Proposer acknowledges it understands the requirement for it to provide and agrees to provide to the CRAA, if selected for consideration of the Contract, within 5 business days after notice from the CRAA, a letter requesting a waiver of the DBE participation goal percentage on the Proposer’s letterhead with a detailed *Demonstration of Good Faith* form describing its efforts undertaken prior to submitting its Statement of Qualifications to meet the advertised DBE Participation Goal percentage for the Contract for this Project, and full documentation to substantiate its efforts.

The Proposer commits to provide to the CRAA at the location required within 10 business days after receiving notice from the CRAA, its Technical Proposal, including a *Certified Statement of Intent To Contract and To Perform* form for each DBE-certified Business Enterprise proposed for use by the Proposer if awarded the Contract for this Project.

**Option C**

The Proposer declares that it is an DBE-certified Business Enterprise and that if awarded the Contract, the DBE Participation percentage will be 100% of the award amount.

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**I. AUTHORIZED REPRESENTATIVE**  
The foregoing is a statement of facts.

35. SIGNATURE

36. DATE

37. NAME AND TITLE

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**Part II - General Qualifications**

See the "General Instructions" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices. Submit Part II with each Statement of Qualifications. A public announcement is not required for certain



contracts, and the CRAA may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

For a specific contract, prepare a separate Part II **for each firm** that will be part of the proposed project team and submit with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

1. Project Number. If Part II is submitted for a specific contract, insert the CRAA's project number, if applicable, exactly as shown in the request for qualifications.
- 2a-2f. Firm (or Branch Office) Name and Address. Self-explanatory. List the firm's legal name.
3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.
4. FTID Number. Insert the Federal Tax Identification number issued by the Internal Revenue Service.
5. Ownership.
  - a. Type. Enter the ownership or legal structure (sole proprietor, partnership, corporation, joint venture, etc.).
  - b. DBE-certified Business Enterprise Status. Refer to the Ohio Unified Certification Program (OH UCP) website at [www.ohioucp.org](http://www.ohioucp.org) to verify the status of certified DBE firms in the state of Ohio.. DBE status must be either "CERTIFIED" or "NON-CERTIFIED."
- 6a-6d. Point of Contact. Project Representative Name and Title, President/CEO, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide this information for a representative of the firm that the CRAA can contact for additional information. The representative must be empowered to speak on contractual and policy matters.
7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.
8. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. This information is used to review past performance on CRAA contracts.
9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. Enter the number of licensed design professionals (e.g., architects, landscape architects, professional engineers and professional surveyors) for each discipline in column c(1). Enter all other employees for each discipline in column c(2).
10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.
11. Total Professional Services Revenues of Firm for Last 2 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the **total** professional services revenues received annually (over the last 2 years) by the firm or branch office. Do not enter "0." Indicate value of work performed for CRAA.
12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	D01	Dams ( <i>Concrete; Arch</i> )
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	D02	Dams ( <i>Earth; Rock</i> ); Dikes; Levees
A03	Agricultural Development; Grain Storage; Farm Mechanization	D03	Desalinization ( <i>Process and Facilities</i> )
A04	Air Pollution Control	D04	Design-Build - Preparation of Requests for Proposals
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	D05	Digital Elevation and Terrain Model Develop- ment
A06	Airports; Terminals and Hangars; Freight Handling	D06	Digital Orthophotography
A07	Arctic Facilities	D07	Dining Halls; Clubs; Restaurants
A08	Animal Facilities	D08	Dredging Studies and Design
A09	Anti-Terrorism/Force Protection	E01	Ecological and Archeological Investigations
A10	Asbestos Abatement	E02	Educational Facilities; Classrooms
A11	Auditoriums and Theaters	E03	Electrical Studies and Design
A12	Automation; Controls; Instrumentation	E04	Electronics
B01	Barracks; Dormitories	E05	Elevators; Escalators; People-Movers
B02	Bridges	E06	Embassies and Chanceries
C01	Cartography	E07	Energy Conservation; New Energy Sources
C02	Cemeteries ( <i>Planning and Relocation</i> )	E08	Engineering Economics
C03	Charting; Nautical and Aeronautical	E09	Environmental Impact Studies, Assessments or Statements
C04	Chemical Processing and Storage	E10	Environmental and natural Resource Mapping
C05	Child Care/Development Facilities	E11	Environmental Planning
C06	Churches; Chapels	E12	Environmental Remediation
C07	Coastal Engineering	E13	Environmental Testing and Analysis
C08	Codes; Standards; Ordinances	F01	Fallout Shelters; Blast-Resistant Design
C09	Cold Storage; Refrigeration and Fast Freeze	F02	Field Houses; Gyms; Stadiums
C10	Commercial Building ( <i>Low Rise</i> ); Shopping Centers	F03	Fire Protection
C11	Community Facilities	F04	Fisheries; Fish Ladders
C12	Communications Systems; TV; Microwave	F05	Forensic Engineering
C13	Computer Facilities; Computer Service	F06	Forestry and Forest Products
C14	Conservation and Resource Management	G01	Garages; Vehicles Maintenance Facilities; Parking Decks
C15	Construction Management	G02	Gas Systems ( <i>Propane; Natural, Etc.</i> )
C16	Construction Surveying	G03	Geodetic Surveying: Ground and Airborne
C17	Corrosion Control; Cathodic Protection Electrolysis	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting		
C19	Cryogenic Facilities		

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting	M08	Modular systems Design; Pre-Fabricated Structures or Components
G06	Graphic Design	N01	Naval Architecture; Off-Shore Platforms
H01	Harbors; Jetties; Piers, Ship Terminal Facilities	N02	Navigation Structures; Locks
H02	Hazardous Materials Handling and Storage	N03	Nuclear Facilities; Nuclear Shielding
H03	Hazardous, Toxic, Radioactive Waste Remediation	O01	Office Buildings; Industrial Parks
H04	Heating; Ventilating; Air Conditioning	O02	Oceanographic Engineering
H05	Health Systems Planning	O03	Ordnance; Munitions; Special Weapons
H06	High-rise; Air-Rights-Type Buildings	P01	Petroleum Exploration; Refining
H07	Highways; Streets; Airfield Paving; Parking Lots	P02	Petroleum and Fuel ( <i>Storage and Distribution</i> )
H08	Historical Preservation	P03	Photogrammetry
H09	Hospital and Medical Facilities	P04	Pipelines ( <i>Cross-Country - Liquid and Gas</i> )
H10	Hotels; Motels	P05	Planning ( <i>Community, Regional, Areawide and State</i> )
H11	Housing ( <i>Residential, Multi-Family; Apartments; Condominiums</i> )	P06	Planning ( <i>Site, Installation and Project</i> )
H12	Hydraulics and Pneumatics	P07	Plumbing and Piping Design
H13	Hydrographic Surveying	P08	Prisons and Correctional Facilities
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage	R01	Radar; Sonar; Radio and Radar Telescopes
J01	Judicial and Courtroom Facilities	R02	Radio Frequency Systems and Shieldings
L01	Laboratories; Medical Research Facilities	R03	Railroad; Rapid Transit
L02	Land Surveying	R04	Recreation Facilities ( <i>Parks, Marinas, Etc.</i> )
L03	Landscape Architecture	R05	Refrigeration Plants/Systems
L04	Libraries; Museums; Galleries	R06	Rehabilitation ( <i>Buildings; Structures; Facilities</i> )
L05	Lighting ( <i>Interior; Display; Theater, Etc.</i> )	R07	Remote Sensing
L06	Lighting ( <i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i> )	R08	Research Facilities
M01	Mapping Location/Addressing Systems	R09	Resources Recovery; Recycling
M02	Materials Handling Systems; Conveyors; Sorters	R10	Risk Analysis
M03	Metallurgy	R11	Rivers; Canals; Waterways; Flood Control
M04	Microclimatology; Tropical Engineering	R12	Roofing
M05	Military Design Standards	S01	Safety Engineering; Accident Studies; OSHA Studies
M06	Mining and Mineralogy	S02	Security Systems; Intruder and Smoke Detection
M07	Missile Facilities ( <i>Silos; Fuels; Transport</i> )	S03	Seismic Designs and Studies

## List of Experience Categories (Profile Codes)

Code	Description
S04	Sewage Collection, Treatment and Disposal
S05	Soils and Geologic Studies; Foundations
S06	Solar Energy Utilization
S07	Solid Wastes; Incineration; Landfill
S08	Special Environments; Clean Rooms, Etc.
S09	Structural Design; Special Structures
S10	Surveying; Platting; Mapping; Flood Plain Studies
S11	Sustainable Design
S12	Swimming Pools
S13	Storm Water Handling and Facilities
T01	Telephone Systems ( <i>Rural; Mobile; Intercom, Etc.</i> )
T02	Testing and Inspection Services
T03	Traffic and Transportation Engineering
T04	Topographic Surveying and Mapping
T05	Towers ( <i>Self-Supporting and Guyed Systems</i> )
T06	Tunnels and Subways
U01	Unexploded Ordnance Remediation
U02	Urban renewals; Community Development
U03	Utilities ( <i>Gas and Steam</i> )
V01	Value Analysis; Life-Cycle Costing
W01	Warehouse and Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies



**REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR  
CONSTRUCTION MANAGER AT RISK SERVICES  
FOR CONCOURSE C MODERNIZATION  
AT  
PORT COLUMBUS INTERNATIONAL AIRPORT  
FOR THE  
COLUMBUS REGIONAL AIRPORT AUTHORITY**

**SECTION 8 - SELECTION PROCESS**

This section provides the offeror an understanding of the typical CRAA selection process and anticipated schedule to complete this solicitation. The CRAA, at its discretion, can modify the process as necessary to better fit the solicitation needs.

**SELECTION PROCESS**

**General:** The CM selection process will proceed as described under Ohio Administrative Code (OAC) Section 153:1-6-01, which is a two-step “best value” process in which contract award is based upon a combination of qualifications and price considerations.

**Selection Criteria** The CRAA will select the CM using (1) a qualification-based selection process during the RFQ stage to develop a short list and (2) a best-value selection process during the RFP phase to make the final selection. The qualifications-based selection criteria are included in this RFQ. The best-value criteria the CRAA will use in evaluating proposals from the short-listed firms will be set forth in the RFP and include factors the CRAA identifies to derive or offer the greatest value the CRAA, combining both qualifications and fee.

**Short-list:** The CRAA will evaluate each firm which responds to this RFQ. The CRAA will rank those firms based on each firm’s qualifications and the qualifications and experience of the particular individuals identified as the firm’s proposed team for the Project. After evaluating the responses to this RFQ, the CRAA will select a short list of no fewer than three (3) CMs it considers to be the most qualified, except if the CRAA determines that fewer than three (3) firms are qualified, it will only select the qualified firms.

**Request for Proposal:** The CRAA will provide the short-listed firms a Request for Proposal (RFP) that will contain a description of the project, a statement of available design detail, a description of how the guaranteed-maximum-price (GMP) shall be determined, a request for the various technical approaches the firm may take on the project, interview guidelines and RFP evaluation criteria, and a request for a pricing proposal.

**Pre-Proposal Meeting:** The CRAA will invite the short-listed firms to meet individually with the CRAA before submitting a response to the RFP. The purpose of the pre-proposal meeting is to permit the short- listed firms to ask the CRAA questions in an individual setting to help the firms prepare their responses to the RFP. The CRAA will contact each short-listed firm to schedule individual times for the pre-proposal meetings.

**Presentations / Interviews:** After submitting responses to the RFP, the CRAA will interview each of the short-listed firms. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel (7 maximum) highlight their qualifications, and to understand the firm’s project

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approach and ability to meet the Project's objectives. The short-listed firms should be prepared to discuss with specificity the firm's capacity to conduct the Work in compliance with the Project's budget and schedule requirements. The CRAA will contact each short-listed firm to schedule individual times for the interviews.

Following each presentation, the committee may conduct a Q&A session, as necessary, with the team representatives. Guidelines and evaluation criteria for presentation/interviews will be provided in the RFP.

Ranking  
CMs:

After evaluating the proposals, the selection committee shall rank the short-listed firms based upon its evaluation of the value of each pricing proposal, with such evaluation considering the proposed cost and qualifications of each short-listed firm. The CRAA shall select and enter into contract negotiation with the CM whose pricing proposal the CRAA determines to be the best value to CRAA. Upon concurrence from CRAA management, the CRAA will issue a Notification of Intent to Negotiate with the CM providing the best value to the CRAA.

Scope and  
Fee Negotiations

Negotiations for a Construction Manager at Risk contract will be in conformance with applicable federal, state and local laws, regulations and procedures, including Ohio Revised Code 9.334. Contract negotiations shall be directed towards:

- (1) Ensuring that the construction manager at risk and the public authority mutually understand the essential requirements involved in providing the required construction management services, including the provisions for the use of contingency funds and the possible distribution of savings in the final costs of the project;
- (2) Ensuring that the construction manager at risk will be able to provide the necessary personnel, equipment, and facilities to perform the construction management services within the time required by the construction management contract;
- (3) Agreeing upon a procedure and schedule for determining a guaranteed maximum price using an open book pricing method that shall represent the total maximum amount to be paid by the public authority to the construction manager at risk for the project and that shall include the costs of all the work, the cost of its general conditions, the contingency, and the fee payable to the construction manager at risk.
- (4) If the public authority fails to negotiate a construction management contract with the construction manager at risk whose pricing proposal the public authority determines to be the best value, the public authority shall inform the construction manager at risk, in writing, of the termination of negotiations.
- (5) Upon terminating negotiations, the public authority may enter into negotiations as provided in this section with the construction manager at risk that the public authority ranked



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next highest. If negotiations fail, the public authority may enter into negotiations as provided in this section with the construction manager at risk the public authority ranked next highest.

(6) If the CRAA and the selected CM fail to agree on a guaranteed maximum price, the CRAA, at its discretion, may agree to allow CM to provide the management services that a construction manager is authorized to provide.

Final Award: Upon CRAA Board approval of the selected CM, the CM shall execute the appropriate Construction Manager at Risk agreement and return three (3) original signed Agreements for CRAA signature. One copy will be returned to the selected CM upon full execution.

**ANTICIPATED SCHEDULE FOR SELECTION PROCESS**

The following schedule is anticipated for selection of the CM; however, it is subject to change:

RFQ public notice advertisements will appear in the following publications during the week of May 14, 2012:

The Columbus Dispatch

This RFQ will appear on the Columbus Regional Airport CRAA's website effective May 18, 2012.

Statement of Qualifications Released	November 19, 2012
Cut-off Date and Time for Questions	December 14, 2012, 12 noon, Eastern Time
Statements of Qualifications Due	December 20, 2012 at 2:00 P.M. Eastern Time
RFP issued to the Short-Listed Firms	January 2, 2013
Pre-Proposal Meetings	January 7, 2013
Proposals Due	January 10, 2013
Oral Presentations/Interviews	January 15, 2013
Notification of Intent to Negotiate (fee and scope)	January 18, 2013
Recommendation to CRAA Board	January 22, 2013

\_END SECTION 8\_

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**SECTION 9 – ADDENDUM INFORMATION**

THIS SECTION RESERVED FOR ADDENDA, IF NECESSARY

\_END SECTION 9\_

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**SECTION 10 - ATTACHMENT**

This section provides a listing of documents for the offeror that may be required throughout the solicitation process. Each form is found attached to this solicitation.

**FORMS REQUIRED WITH OFFEROR SUBMITTAL**

The following documents are required to be a part of the offeror's submittal:

- Non Collusion Affidavit (for proposers)
- Offeror's Personnel by Discipline
- Response Cover Letter Form
- DBE Intent to Perform

**FORMS REQUIRED IN RESPONSE TO NOTIFICATION OF INTENT TO NEGOTIATE**

The following documents may be required to be completed and submitted to the CRAA as part of a CM's response to CRAA's request for proposals:

- Hourly Rate Determination

**FORMS REQUIRED OF SELECTED OFFEROR**

If selected to perform requested services, the offer must execute the following documents:

- Delinquent Personal Property Tax Affidavit
- Contract Signature Affidavit (if applicable)
- Agreement for Services of a Construction Manager at Risk
- IRS W-9 Form
- Vendor Setup Form
- Vendor/Electronic Funds Transfer (EFT) Enrollment Form

**NON-COLLUSION AFFIDAVIT (for proposers)**

State of \_\_\_\_\_

County of \_\_\_\_\_

Request for Qualifications Title: \_\_\_\_\_

Contractor/Consultant \_\_\_\_\_ being first duly sworn,

deposes and says that (s)he is \_\_\_\_\_ (sole Authority, a partner, president,

secretary, etc.) of \_\_\_\_\_, the party making the foregoing bid; that such bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the Bid Price of said bidder or any other bidder, or to fix any overhead, profit or cost element of such Bid Price, or of that of any other bidder, or to secure any advantage against the Columbus Regional Airport Authority or anyone interested in the proposed Contract; that all statements contained in such bid are true; and, further, that said bidder has not, directly or indirectly, submitted his/her Bid Price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, bid depository or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said bidder in his/her general business.

Signed:

\_\_\_\_\_

Subscribed and sworn to before me this

\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Seal

\_\_\_\_\_

Notary Public

\_END NCA\_



**RESPONSE COVERLETTER FORM** (rev. 2-25-2008)

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The following person(s) may be contacted to provide answers to questions on this response:

Name	Relationship to Company	Telephone number/e-mail address

The following sub-consultant(s), proposed in this response, shall be performing work on this engagement as follows:

Company Name(s)	Size and Location of Company	Work to be performed and person(s) identified

The Offeror hereby acknowledges that they have read, understand and agree with the proposed contract requirements should they be the selected firm.

This response is hereby signed and transmitted to the CRAA by a person authorized to legally bind the Offeror to the extent of work and any financial obligation included in the response:

Signature: _____	Date: _____
Name and Title: _____	

END OF FORM

**Disadvantaged Business Enterprise Program**  
**Intent to Perform as a Subcontractor**

Note: In accordance with Airport Policy, Disadvantaged Business Enterprises participating in the Authority's DBE Program must have a current certification status with the Ohio Department of Transportation (ODOT) prior to the award of this contract. ODOT's certification of any firm is effective for three years after the date of written certification. If not certified by the Authority, to be eligible as a DBE for award for subcontracts and contracts with the Authority, such firms must immediately submit a completed and signed DBE Certification Application to the Ohio Department of Transportation DBE Program, 1980 West Broad Street, Columbus, OH 43223. The Authority will honor those certifications from those agencies receiving federal funding from the U.S. Department of Transportation.

1. To: (Name of Offeror/CM) \_\_\_\_\_
  
2. The Undersigned intends to perform work in connection with the above project as:  
\_\_\_\_\_an Individual/Sole Proprietor \_\_\_\_\_a Corporation \_\_\_\_\_a Partnership\_\_\_\_\_Joint Venture
  
3. The Undersigned (check the applicable statement):  
\_\_\_\_\_ is certified with the Ohio Department of Transportation  
\_\_\_\_\_ has a current certification with an agency receiving funding from the U.S. Department of Transportation
  
4. The undersigned is prepared to perform the following described work in connection with the above project: \_\_\_\_\_ and at the following price \$\_\_\_\_\_.

With respect to the proposed subcontract described above, \_\_\_\_\_ % of the dollar value of such subcontract will be sublet and/or awarded to non-DBE Subcontractors.

\_\_\_\_\_  
Name of DBE Firm

By: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name of CM

By: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature of Authorized Representative

END OF FORM

**DELINQUENT PERSONAL PROPERTY TAX**

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn, deposes and says that  
he/she is \_\_\_\_\_ of, \_\_\_\_\_  
(Title) (Company)

the successful contractor/consultant on the attached Contract with the Columbus Regional Airport Authority for

\_\_\_\_\_,  
(Describe or Identify Contract)

and for the purpose of complying with Section 5719.042 of the Ohio Revised Code, states that at the time the bid for said Contract was submitted, said bidder \_\_\_\_\_ charged with delinquent personal property \_\_\_\_\_ (was) (was not) taxes on the General Tax list of personal property of a county of the State of Ohio, and that the amount of due and unpaid delinquent taxes, penalties and interest thereon is as follows:

<u>Taxes</u>	<u>Penalties &amp; Interest</u>	<u>County</u>
\$ _____	\$ _____	_____
\$ _____	\$ _____	_____
\$ _____	\$ _____	_____
\$ _____	\$ _____	_____

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(AFFIANT)

SEAL \_\_\_\_\_



**CONTRACT SIGNATURE AFFIDAVIT**

(TO BE COMPLETED AND EXECUTED ONLY IF THE PERSON SIGNING THE CONTRACT IS ANYONE OTHER THAN THE PRESIDENT OF THE CORPORATION, PARTNERSHIP OR COMPANY)

COUNTY OF \_\_\_\_\_)

STATE OF \_\_\_\_\_)

\_\_\_\_\_, Being first duly sworn, deposes and says that he  
(AFFIANT)  
is \_\_\_\_\_ of \_\_\_\_\_,  
(TITLE) (COMPANY)

a corporation, company or partnership organized and existing under and by virtue of the laws of the State of  
\_\_\_\_\_, and having its principal offices at \_\_\_\_\_  
(STATE) (STREET AND NUMBER)

\_\_\_\_\_. Affiant further says that  
(CITY) (COUNTY) (STATE)

he is familiar with the records, minute books and by-laws of \_\_\_\_\_  
(NAME COMPANY)

Affiant further says that \_\_\_\_\_ is  
(NAME-OF CONTRACT SIGNER, MUST BE OTHER THAN AFFIANT)

authorized to sign the CONTRACT for \_\_\_\_\_, for the  
(TITLE OF CONTRACT)

Corporation, Company or Partnership and is duly \_\_\_\_\_,  
(OFFICIAL POSITION OF THE CONTRACT SIGNER)

for said Corporation, Company or Partnership by virtue of:

\_\_\_\_\_  
(State whether a provision of by-laws or a Resolution of the Board of Directors, Partnership Agreement or Agency.)

\_\_\_\_\_  
(If by Resolution, give date of adoption)

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

SEAL

\_\_\_\_\_  
(AFFIANT)

\_\_\_\_\_  
Notary Public

\_END CSA\_

## Columbus Regional Airport Authority Vendor Setup Form

New Vendor

OR

Vendor Change

\* All New Vendors are required to sign up for ACH- if you have any questions contact Jackie 614-239-3174\*

**Section 1. To be completed by CRAA Requestor**

(See routing schedule below)

*This form must be filled in completely, otherwise it will be subject to denial*

**Vendor Name:**

Local/Other Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Fax# \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Type of Business \_\_\_\_\_  
 Years in business \_\_\_\_\_  
 Number of employees \_\_\_\_\_  
 Estimated Usage per year \$ \_\_\_\_\_

**Remit To Address:**

(Mailing address for payments in Navision)

Street Address/PO \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Fax # \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_  
 Principal Name \_\_\_\_\_

**(Check One):**

Sole Proprietor   
 Partnership   
 Corporation   
 Other

Are you a certified DBE- Yes   
 (Disadvantaged Business No  
 Enterprise)?   
*(If yes, is certification letter attached?)*

\*CRAA Requestor/Division \_\_\_\_\_

**For Internal Use Only**

**Section 2. To be completed by the CRAA's Office of Contracts & Procurement (OCP)**

PV Number in Navision _____	Requestor/Dept _____	Date Received _____
-----------------------------	----------------------	---------------------

  

Type of Referencing <i>(Check one)</i>	<input type="checkbox"/> Industry Leader <input type="checkbox"/> Site Visit <input type="checkbox"/> Third Party Reference-BBB <input type="checkbox"/> Internet Research-WEB <input type="checkbox"/> Financial Statements-W-9 <input type="checkbox"/> Other	Exempt from W-9 Reason for exemption: Damage claim _____ Employee Award _____ CRAA Employee _____ Real Estate Transaction _____ Government _____	Yes      No <i>(Circle one)</i>
---	--	--	---------------------------------

COMMENTS: \_\_\_\_\_

(Check One)    Approved \_\_\_\_\_  
 Denied \_\_\_\_\_

OCP Authority \_\_\_\_\_      Date \_\_\_\_\_      If denied, reason \_\_\_\_\_

**Section 3. To be completed by the A/P-A/R Supervisor (Accounting)**

Date Received \_\_\_\_\_

Is W-9 attached?    Yes    No    *(circle one)*      **Vendor Number Assigned**

Is ACH form attached?    Yes    No    *(circle one)*

Accounts Payable Supervisor \_\_\_\_\_      Date \_\_\_\_\_

**Routing Schedule:**

**New Vendor**

Section 1. CRAA Requestor  
 Section 2. Procurement (Kim Burtis)  
 Section 3. Accounting (Jackie Tiberio)

**Vendor Change**

Section 1. CRAA Requestor  
 Section 3. Accounting (Jackie Tiberio)

REV 1-4-12

(E



COLUMBUS REGIONAL AIRPORT AUTHORITY  
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**VENDOR/ELECTRONIC FUNDS TRANSFER (EFT) ENROLLMENT FORM**

ENROLLMENT  (Type of transmission format-CCD)

CHANGE FORM  \* New vendors- this form must be completed

**\* ALL INFORMATION IS REQUIRED, UNLESS OTHERWISE SPECIFIED; PLEASE PRINT \***

COMPANY NAME: _____	Vendor #: _____
COMPANY ADDRESS: _____	(CRAA will provide)
_____	
_____	
VENDOR TAX ID NUMBER: _____	IMPORTANT: Please Attach W-9
PRIMARY CONTACT NAME: _____	TITLE: _____
DIRECT TELEPHONE #: ( ) _____	
PRIMARY EMAIL FOR REMITTANCES: _____	
BANK NAME: _____	
BANK ACCOUNT #: _____	BANK PHONE #: ( ) _____
BANK ROUTING #: _____	(9 digit number)
NAME ON THE BANKING ACCOUNT: _____	
BANK CONTACT NAME: _____	
I certify that the information provided above is true and correct, and that I, as an authorized representative for the above mentioned company, hereby authorize <b>ColumbusRegional Airport Authority</b> to electronically deposit payments to the above designated bank account.	
Authorized Signature: _____	Date: _____
Title: _____	Telephone No. ( ) _____
*Please send completed form to ACCOUNTSPAYABLE@COLUMBUSAIRPORTS.COM OR FAX TO 866-611-3753*	
For CRAA Use:	
DATE RECEIVED: _____	ENTERED BY: _____
DATE ENTERED: _____	CONFIRMATION: _____

\_END ACH\_