#### REQUEST FOR DESIGN BUILD PROPOSALS ("RFP") TEMPORARY ADMINISTRATION BUILDING

#### JACKSON HOLE AIRPORT JACKSON, WYOMING March 15, 2021

#### INTRODUCTION

The Jackson Hole Airport Board (the "Board") is soliciting competitive proposals for its use in selecting a design-build vendor for installation of a modular administration building (the "Building") at the Jackson Hole Airport (the "Airport'). It is anticipated that the Board will occupy and utilize the Building as administrative office space from June 30, 2021, or as soon thereafter as possible, and continuing for a period of up to three (3) years. After such use, the Board intends to sell the Building and have it removed from the Airport. The Board is seeking proposals for a turnkey solution to provide a Building which is ready for year-around occupancy and use, including construction, delivery, assembly and installation of the Building, and its connection to nearby electrical, fiber-optic and plumbing services. Subcontractors and vendors may be used by the proposer for any or all portions of this project.

#### **GENERAL INFORMATION**

1. The Board seeks a Building having dimension of approximately 48 foot by 72 foot, divided into officers, restroom facilities, other rooms and common areas. A conceptual sketch of the desired floorplan is **Attachment No.1** to this RFP. This sketch generally shows the interior spaces needed by the Board. Proposers may suggest layout modifications to, among other things, allow for structural members to meet local building codes.

2. Because the Board seeks a **turnkey** solution, water, sewer, electrical and data connections from the nearby firehouse will be necessary. An anticipated site plan for such connections is **Attachment No. 1** to this RFP. Proposers may suggest modifications.

3. The Board desires a Building which meets applicable codes and is fit for allweather occupancy. The Building should have relatively high-standard finishes for a modular building, with sound insulation in walls between interior spaces. **Attachment No. 2** lists specifications the Board believes are relatively standard for such construction. These are not mandatory, and proposals may vary from these, so long as any material deviations are described in the proposal.

4. Schedule is an important aspect to this project. Airport staff will not be able to utilize their existing office space starting June 30, 2021. This target completion date may not be achievable, but timeline will be one evaluation criteria for selection of the successful proposal.

5. The Board desires to place the Building on the concrete ramp which currently exists at the proposed location. Proposers should specify if modifications to this ramp will be necessary to accommodate placement of the building.

6. Each design-build proposer which intends to submit a response to this RFP must register its name and contact information with the Assistant Airport Director – Administration promptly upon receipt of this RFP. The address for such registration is set forth below. Registration may be by email. Each such firm shall then be recorded as a proposer

of record for purposes of receiving clarifications, addenda and other pertinent information. All changes and/or clarifications will be distributed to all proposers of record in the form of addenda. A list of proposers who have been issued RFP documents will be made available upon request.

7. This RFP is a "fixed scope request for proposal." It is a request for a (a) written presentation of qualifications, (b) preliminary design prepared by the proposing design-builder incorporating all elements of the fixed scope set forth herein, and (c) guaranteed maximum price for the project as proposed by the design-builder. The final guaranteed maximum price and scope for the project may be altered from this RFP and the proposal selected, and may be negotiated between the successful proposer and the Board.

8. A pre-proposal conference is scheduled for March 24, 2021 at 8:30 am in the Board Room in the Administration Offices at the Airport, 1250 East Airport Road, Jackson, Wyoming 83001. This conference may be attended in person or via Microsoft Teams. Attendance at this conference is highly recommended but is not mandatory.

#### PROPOSAL REQUIREMENTS

Interested proposers shall submit five (5) separately stapled copies of their Proposals and one electronic version. Proposals shall be limited to 25 pages, not including the title page, single page cover letters, table of contents, divider sheets, an appendix containing resumes, and insurance certificates. Proposals shall use a minimum font size of 10 points, be on 8-1/2" x 11" size pages, and preferably be printed double sided (with each side being counted as one page for purposes of the page limit.) Proposals should be addressed to:

Dustin Havel, Assistant Airport Director Jackson Hole Airport Board 1250 East Airport Road, P.O. Box 159 Jackson, Wyoming 83001 Dustin.Havel@jhairport.org

Proposals shall be submitted no later than **3:00 pm (MST) on April 2, 2021**. Proposals received after the deadline shall remain unopened and will under no circumstances be considered.

As required by W.S. §16-6-707(b), each design-build Proposal shall at a minimum provide the following information:

1. <u>A proposal cover letter.</u> This should contain (a) the location of the proposer's primary place of business; (b) the name and identification of individuals to be assigned to the project; (c) experience of the proposer with similar projects; (d) proposer's qualifications; (d) a description of the insurance carried by the proposer; (e) ability of the proposer to meet the desired occupancy date of June 30, 2021, or if not, the proposed time for such occupancy; (f) a statement that the proposer understands and will comply with W.S. §§16-6-101 through 16-6-107; and (g) the names of consultants used for architectural and engineering design services, if any, and the names of subcontracts to be used, if any.

2. <u>Conceptual Design Proposal.</u> Proposer shall provide a conceptual design proposal which shall include (a) a floorplan layout which generally meets the needs of the Board as shown on **Attachment No. 1**, (b) a conceptual site plan showing proposed utility connections similar to **Attachment No. 1**, and (c) a sheet indicating how the proposal would differ from the general specifications set forth on **Attachment No. 2**. This concept proposal may contain documentation

and illustrative descriptions, including certifications, brochures, catalogue cut sheets and technical data of the proposed units to better demonstrate the Proposal.

3. <u>References and/or Reviews.</u> Proposer shall provide references related to its work, and/or customer reviews of the manufactured building to be provided.

4. <u>Pricing.</u> Itemized pricing shall be provided on the Cost Proposal sheet which is **Attachment No. 3** to this RFP. This Cost Proposal shall include transportation and delivery, warranty, and any proposed options. The Board will pay separately for all necessary governmental permits, fees, licenses and certificates of occupancy.

#### SCHEDULE OF KEY DATES

Pre-Proposal Conference	March 24, 2021
Deadline for Questions/Clarifications	March 29, 2021
Proposals Due	April 2, 2021
Anticipated Date of Award	April 21, 2021

#### SELECTION PROCESS AND CRITERIA

1. A Selection Committee shall be formed for the purpose of reviewing submitted proposals and making recommendations to the Board. In evaluating the proposals, the Selection Committee and Board shall use the following criteria:

Cost:	40%
Schedule:	25%
Qualifications:	15%
Interior Wall Layout based on High Level Conceptual Layout:	10%
Aesthetics and Finishes:	10%
	Total 100%

2. In accordance with Wyoming law, proposers who are Wyoming residents shall be afforded a 5% preference in the price component of the above selection criteria. Any contract entered into with a proposer shall be in accordance with residency and preference requirements imposed under W.S. §§16-6-101 through 16-6-107. All contracts shall require the selected design builder to conduct an open bid or RFP process and comply with statutory residency requirements and preferences in the procurement of subcontracts and materials. Contracts shall require, among other things, that the selected contractor comply with applicable requirements of W.S. §16-6-1001.

3. The Board and the Selection Committee reserve the absolute right to conduct such investigations as they deem necessary to assist in the evaluation of proposers and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications and financial ability of the proposer. The purpose of any such investigation is to satisfy the Board that the proposer has the experience, resources and commercial reputation necessary to perform its obligations under the terms of the proposed contract. Any incomplete, false or misleading information provided by or through the proposer shall be grounds for non-consideration.

4. The Selection Committee may select a firm based solely on the submittal, it may request additional information to help with selection, and it may short-list firms for interviews. If

oral presentations and interviews are deemed appropriate and necessary, then based on the evaluation of the proposals in combination with the results of the oral presentations and interviews, the Selection Committee shall select a top ranked proposer.

5. After selection, the final design, and final costs related thereto will be negotiated. If the Board is not able to promptly agree to contract terms with the highest rated proposer, it may choose to terminate those negotiations and instead negotiate with the second highest rated proposer, and so on. Until such a contract is negotiated and entered into, this RFP shall not be construed to guarantee any work for the selected firm.

#### CONDITIONS

1. The Board possesses no more detailed plans or specifications for the Building than those provided herein. The Airport's Executive Director has therefore determined that fixed-price bidding would not be effective in procuring the proposed contract, and the use of this competitive RFP is both practical and advantageous to the Airport and the public.

2. This RFP is not intended to completely define the selection process or the contractual relationship which may be entered into with the Board.

3. The Airport is federally-assisted, and the selected proposer will be expected to agree to standard FAA non-discrimination clauses.

4. The proposer shall obtain and be responsible for all permits pertaining to the building, installation, site work and occupancy

5. The Board reserves the right to reject all or portions of any or all proposals, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the Building in a manner otherwise determined to be in the best interest of the Airport. The Board may, at its sole discretion, modify or amend any and all provisions of this RFP. The Board reserves the right to extend the submittal date, in its sole discretion. The Board reserves the right to postpone the RFP for its own convenience, or to cancel all or part of this RFP.

6. The Board may also make reasonable objection to the use of any individual, subconsultant, subcontractor or supplier, in which event, the selected proposer shall use an alternate individual, sub-consultant, subcontractor or supplier reasonably acceptable to the Board, provided, however, that the Board shall never designate a subcontractor or vendor.

7. Unsuccessful proposers are entitled to prompt debriefing on reasons for lack of success, but are not entitled to point-by-point comparison to other proposers. All submitted documents not withdrawn prior to public opening shall become the property of the Board and may thereafter be used for any lawful purpose without compensation to the firm.





# 2018 IBC: BUILDING CODE SUMMARY FOR COMMERCIAL PROJECTS

# GENERAL INFORMATION

NAME OF PROJECT: ADDRESS: PROPOSED USE:	JACKSON HOLE AIRPORT TEMPO 1250 E AIRPORT RD TEMPORARY WORKING TRAILER		ZIP CODE: <u>83001</u>
OWNER OR AUTHORIZED AGENT: OWNED BY: CODE JURISDICTION:		□ PRIVATE ⊠ COUNTY <u>TETON</u>	STATE

## PROJECT SUMMARY

BUILDING DESCRIPTION: TEMPORARY WORK SPACE FOR AIRPORT ADMINISTRATION WHILE S.S.C.P. IS BEING RENOVATED

SCOPE OF WORK DETAILS:

APPROXIMATELY 3,240 S.F. TEMPORARY STRUCTURE TO BE CONSTRUCTED

CODE COMPLIANCE SUMMARY:

- 2018 INTERNATIONAL BUILDING CODE WITH WYOMING AMENDMENTS 2018 INTERNATIONAL MECHANICAL CODE 2018
- 2018 INTERNATIONAL PLUMBING CODE 2018 INTERNATIONAL FIRE CODE
- 2012 INTERNATIONAL ENERGY CONSERVATION CODE 2018 INTERNATIONAL EXISTING BUILDING CODE
- WYOMING MUNICIPAL CODE NFPA 70 (NATIONAL ELECTRICAL CODE) 2017
- 2010 ADA STANDARDS • TETON COUNTY BUILDING CODE RESOLUTION #19-009

# **BUILDING DATA**

CONSTRUCTION TYPE: (CHAPTER 6)

TYPE VB - NOT SPRINKLERED RENOVATION BUILDING AREA: SQUARE FOOTAGE

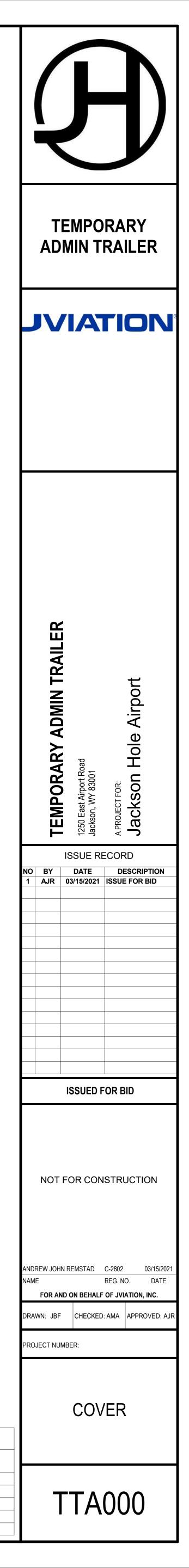
FLOOR	NEW CONSTRUCTION SF
FIRST FLOOR	3,240 S
TOTAL	3,240 S

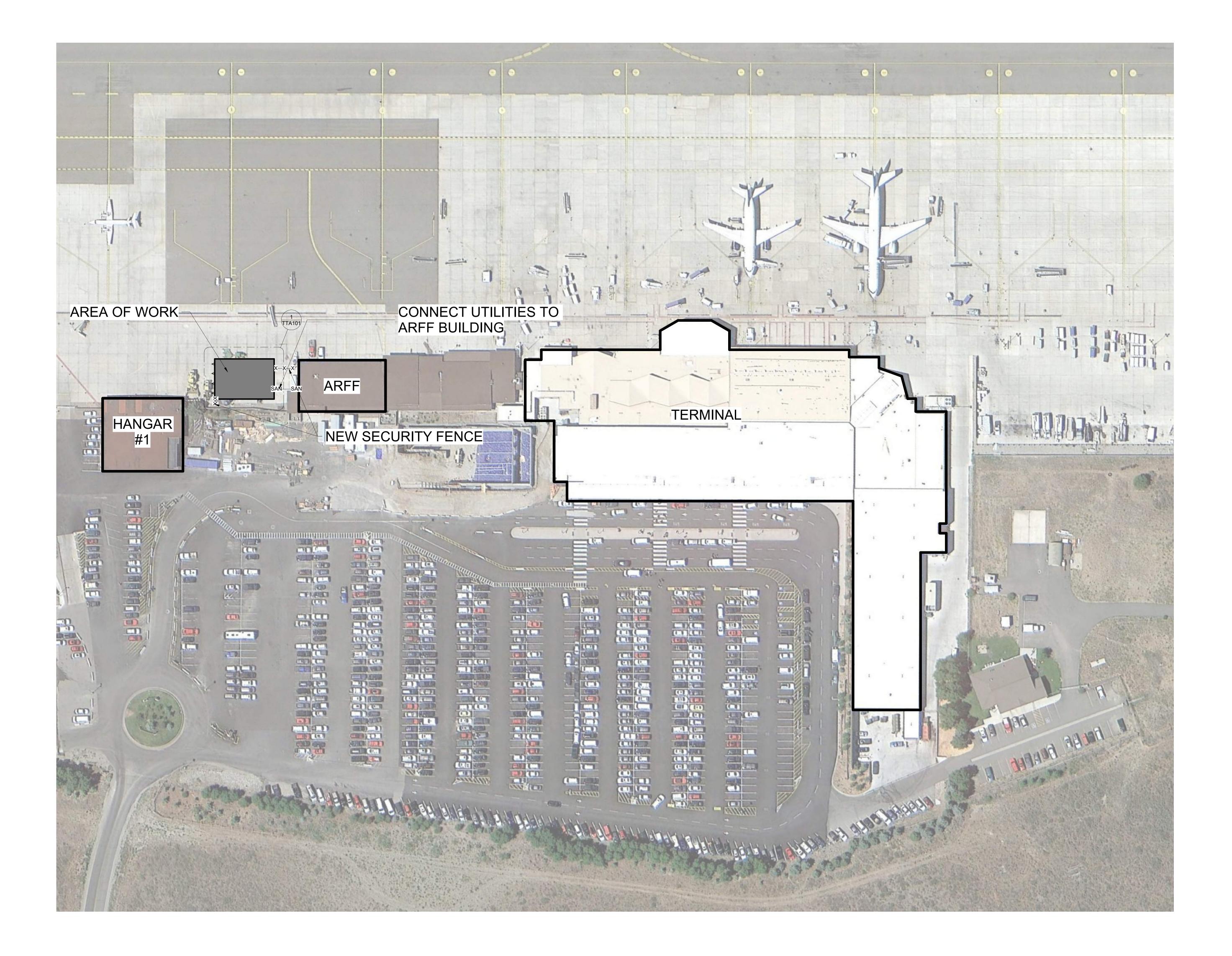
PRIMARY OCCUPANCY (CHAPTER 3) BUSINESS - TYPE: B

## DESIGN PROFESSIONAL

FIRM NAME	TELEPHONE	EMAIL
JVIATION ANDY REMS	TAD 303-357-3081	ANDY.REMSTAD@WOOLPERT.COM
JVIATION JOEL WIECH	MANN 303-524-3041	JOEL.WIECHMANN@WOOLPERT.COM
JVIATION ANDY REMS	TAD 303-357-3081	ANDY.REMSTAD@WOOLPERT.COM

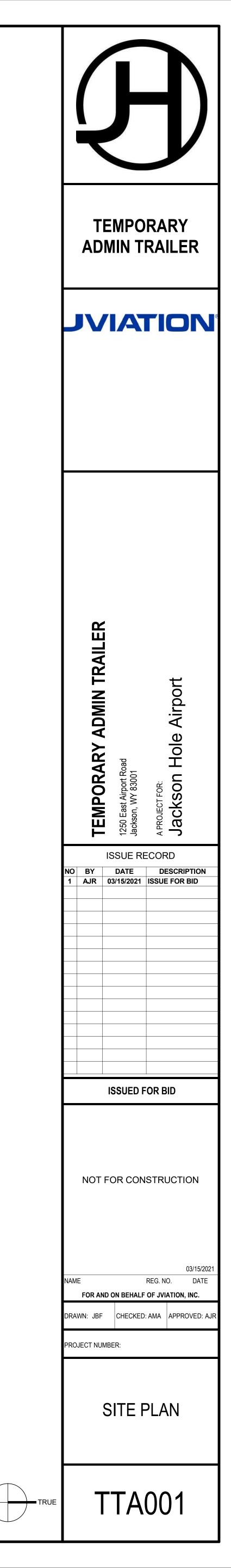
Sheet List		
Sheet Number	Sheet Name	
TTA000	COVER	
TTA001	SITE PLAN	
TTA101	TEMPORARY TRAILER LAYOUT	
TTA102	REFLECTED CEILING PLAN	
TTA103	DATA & POWER	

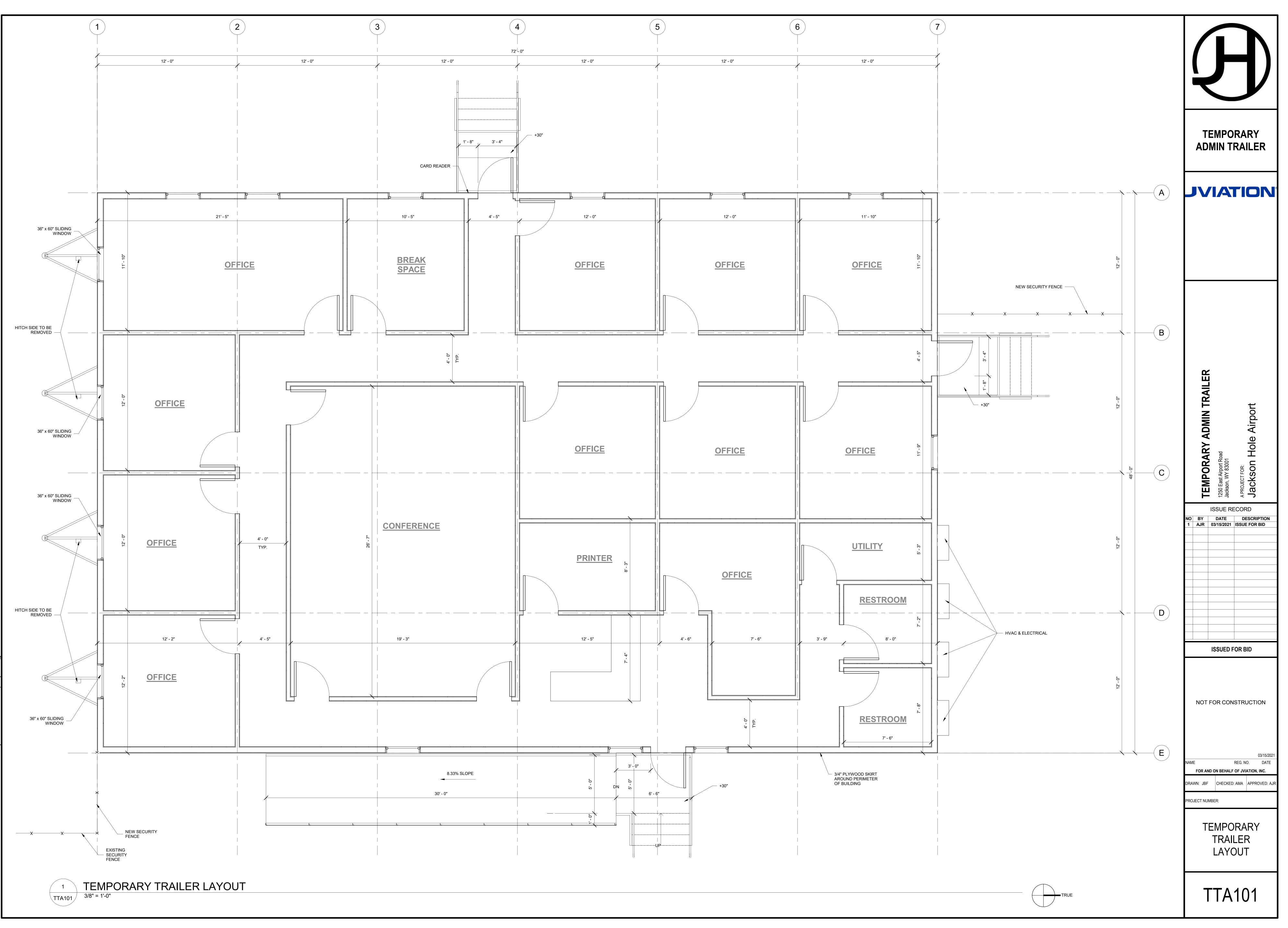


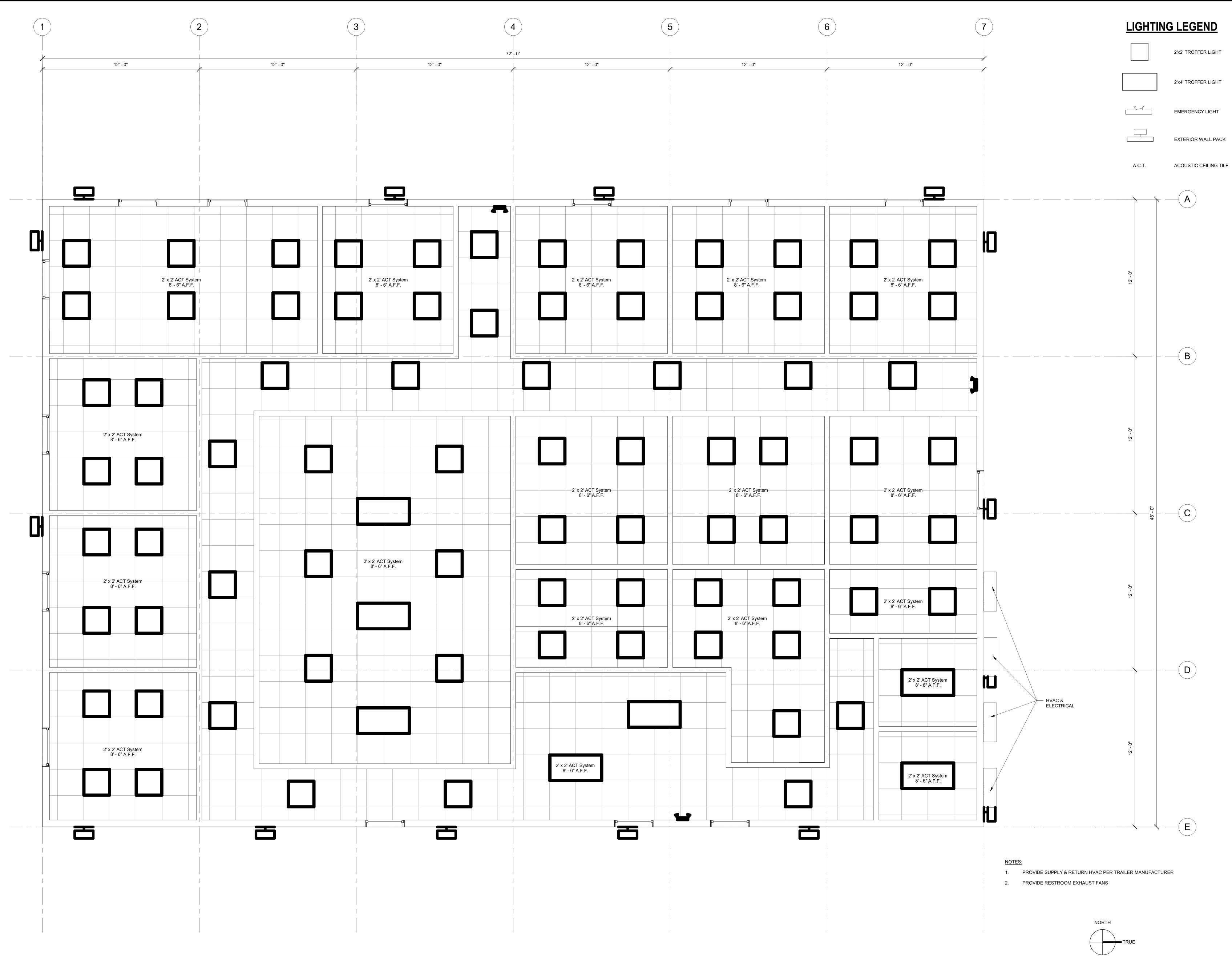


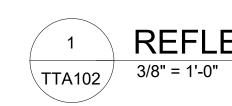
1 **SITE PLAN** TTA001 1" = 50'-0"

0'10'25' 50'

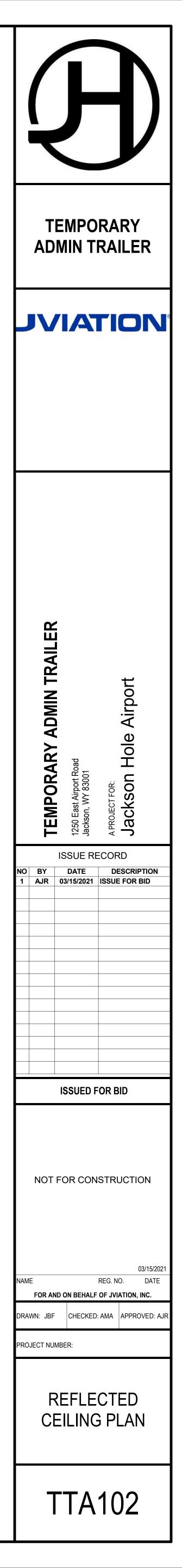


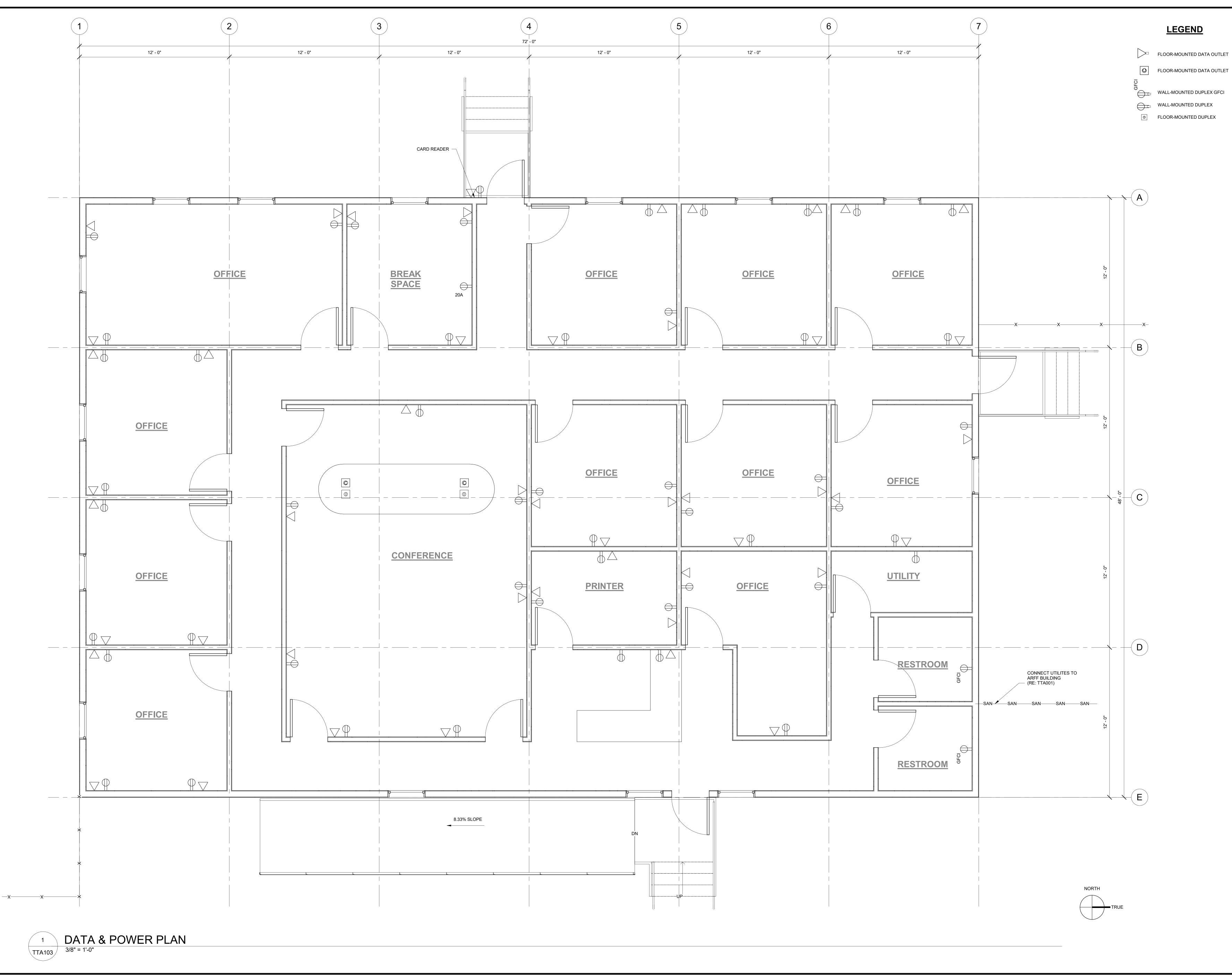


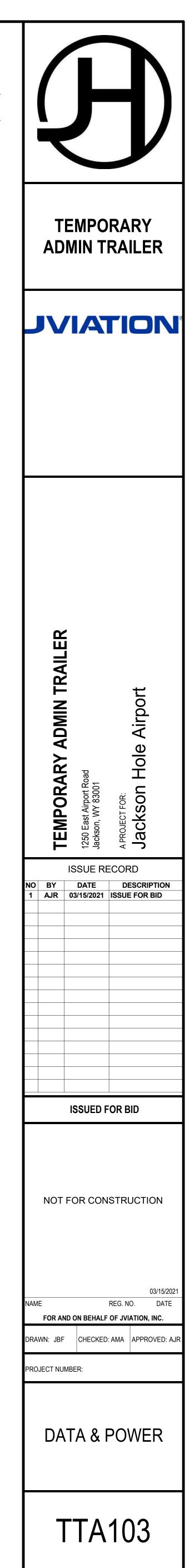




REFLECTED CEILING PLAN







#### **Specifications for the Building:**

**Summary of Jackson Hole Airport's Need for Temporary Facilities:** The Jackson Hole Airport is currently undergoing some terminal improvements to improve the customer service experience and expand the capacity of the terminal checkpoint area. This involves moving the airlines into some existing airport administration space and to give airport administration some space until such time new General Aviation Facilities are created where they will then relocate.

This facility we are requesting proposals for is to be a **turnkey** solution. Schedule is a very important aspect to this solution as airport staff will no longer be able to utilize the existing space starting June 30<sup>th</sup>, 2021. We recognize this timeline is likely not achievable, but if it can be as close to as possible that is a preference.

As you will see from the rough drawing we will be looking for a 48 foot by 72 foot facility with the number of offices detailed on the drawing. We recognize that this is a rough layout and that we expect the manufacturers to provide some suggested modifications to allow for the structural members to meet local building codes.

Since this is **turnkey** we are attaching a site plan and will need water, sewer, electrical, data connections over to the firehouse. Airport staff will be happy to provide some local contractor options and/or meet with the contractors of your choosing and show them the location and requested connections.

This building will be placed on an existing concrete ramp. The existing Airport Operations Area (AOA) fence will be modified to tie into the corner of the new building.

Please ask questions and specify any items that may be different than what is identified on plan. Also, any upgrades or recommendations above the base price proposal.

- I. <u>Design Criteria</u>
  - Meets or Exceeds All Current Teton County Building Associated Codes
  - Teton County Permit Approval and Collection.
  - Assumptions include, and specify if different:
    - The following adopted codes and Teton County Amendments:
      - 2018 International Building Code
        - 2018 International Mechanical Code
        - 2018 International Plumbing Code
        - Business Group B Occupancy
        - Type VB Non-rated Construction
        - 2017 National Electric Code
    - State of WY
    - Structural Design Criteria per Teton County: <u>https://www.tetoncountywy.gov/2173/Design-Criteria</u>
    - 50 PSF Floor Load Offices
    - 100 PSF Floor Load Hallways, Lobbies, Corridors
    - 120 PSF Roof Load
  - Would like the maximize the available height interior walls anticipated at around 9 feet. Please clarify what you will provide in your specification.
  - Wheels and axles to remain on module(s).
  - Hitches will be removed and stored undermodules

#### Frame Construction to meet current Teton County Building Codes

- Outrigger Type

II.

III.

- Steel I-Beams
- Detachable Hitch

#### Floor Construction to meet current Teton County Building Codes

- Assumptions include, and specify if different:
  - Bottom Board Barrier / Skirt

- Teton County calls for R-38
- 2" x 12" Floor Joists 16" O.C.
- 3/4" T & G Floor Decking
- Insulate water and sanitary piping
- Carpet Tiles for all the offices and hallways
  - Tandus/Centiva overlay accent 2 dark noix tarkett
- Bathroom and utility room shall be vinyl flooring

#### IV. Exterior Wall Construction to meet current Teton County Building Codes

- Assumptions include, and specify if different:
  - 2" x 6" Studs 16" O.C.
  - R-19 Insulation (plus continuous insulation may request a variance from Building department to avoid this requirement?)
    - 3/8" L.P. 'Smart Panel' Woodgrain Siding
  - Color of Exterior Walls will be (Manor Brown to match other surrounding buildings)
  - Trim color is mountain shadow brown

#### V. Interior Wall Construction to meet current Teton County Building Codes

- Assumptions include, and specify if different:
  - 2" x 4" Studs 16" O.C.
  - 5/8" Vinyl Covered Gypsum Wallboard
    - Please specify additional cost to go with standard drywall
- R-13 Insulated to improve sound attenuation.
- Color of interior walls should all be (Alabaster)
- 4" Black Cove Base

#### VI. <u>Roof/Ceiling Construction to meet current Teton County Building Codes</u>

- Assumptions include, and specify if different:
  - 2" x 16" Roof Joists 24" O.C.
  - 7/16" Plywood Roof Sheathing or Equal
  - 2' x 4' Suspended Acoustical T-Grid Ceiling
  - R-49 Insulation
  - .045 mil. Single Ply Membrane Roofing (Might need to be 60 EPDM)

#### VII. Doors and Windows to meet current Teton County Building Codes

- (3) 36" x 80" Exterior 'Active' Door/Aluminum Frame
  - Insulated Metal Door with Hardware, Closer, Door Sweep & Security Door Bar
- Standard Lockset that will accept KIK type cylinders.
  - Door hardware is stainless steel lever handles.
  - (19) 36" x 80" Solid or insulated Core Interior Doors
    - Specify Frame
- (4) Horizontal Sliding Window 36x60 Double Pane
- (10) Solid Window 36x60 Double Pane (For the windows on the secured side of building)
- Card Reader on door to Apron to connect to Airport's Security System

#### VIII. Building Electrical to meet current Teton County Building Codes

- Assumptions include, and specify if different:
  - (1)125 Amp 1 Phase 120/240 Volt Load Centers w/Main
    - Airport will supply 120/208 3 phase power from switch gear in the ARFF basement. Contractor will size and run conduit, pull wire and terminate to trailer per NEC.
  - Provide panel size and requirements to meet NEC.
  - (89) 2' x 2' LED Lighting
  - (15) Exterior LED Lights (Chance provide our standard light or similar)
  - Switches at Doorways and number required to meet code
  - (51) Duplex Receptacles
    - Conduit stubs to attic or crawl space data dmark will be installed in the utility room.

- (2) GFCI Receptacles (Both Bathrooms)
- (51) Data drop locations in the offices
- Emergency Lights
- Exterior outlets
  - Per Nec 1 for Airconditioning unit, 1 front, 1 rear of building.
  - Power for electrical HVAC items

#### IX. Building Plumbing to meet current Teton County Building Codes

- Assumptions include, and specify if different:
  - ABS Drain, Waste and Vent
  - (2) Tank Type Handicap Water Closets
  - (2) Wall-hung Lavatory
  - Water Heater with connections to bathroom and break room
  - (2) Toilet Paper Holder
  - (2) Mirror (Provide details)
  - (2) Pair Grab Bars

### X. <u>H.V.A.C. to meet current Teton County Building Codes</u>

- Meet or exceed heating and cooling energy codes
- Building HVAC will need to be Electric Heat. 120/208 3 phase will be the voltage.
- Building will need to have a cooling system.
- Please provide the specification of the equipment and associated layout based on the facility layout.
- Ducting System with Supply/ Return Grills

#### XI. <u>Site Work (Or what is required to meet current Teton County Building Codes)</u>

- Water Service
  - Need approximately 100 Feet of 1 inch line to provide water service to facility
- Sewer Line
  - Need approximately 100 Feet of sewer line
  - Need 1 lift station that will meet plumbing code
- Trench
  - Need XX Feet
  - How to fill/cover trench flow fill and concrete?
- Conduit
  - Electrical
    - Need (1) 3 in conduit at 40 feet
    - Need 150 Feet of wire and terminated
  - Fiber
    - Need (1) 2 in conduit at 150 feet of single mode 12 strand fiber
    - Spare
      - Need (1) 2 in conduit at 40 feet

#### XII. <u>Stairs / Ramps</u>

- (3) Stairs shall be constructed of aluminum and provided at each door
- (1) Front Door near reception shall also include an ADA accessible ramp and landing

#### CLARIFICATIONS

- Proposer will provide all permits necessary for the manufacture and delivery of the module(s) to the site. Also, the proposer shall obtain and be responsible for all permits pertaining to the building, installation, site work and occupancy. Any additional requirements or directives by local inspectors and/or other regulatory agenciesor officials shall be the responsibility of the proposer.
- This proposal is based on the Specifications and Scope of Work contained herein. Any additional requirements of any nature shall be the responsibility of the Buyer/Lessee and may fall under the contingency.
- Actual completion schedule to be negotiated upon award.
- Payment Terms: 25% Upon Order, 65% at delivery, balance due upon completion.
- Prices quoted herein excludes any and all taxes, fees, etc.
- Warrant defects in material and workmanship for a period of one year from substantial completion, and pass on all manufacturer's component warranties.
- Proposer will provide detailed shop drawings for owner's review prior to fabrication.
- Substantial completion is awarded at time of Teton county Certificate of Occupancy.

### Pricing Proposal:

Purchase Price of Trailer Units (Complete):	
Delivery:	
Installation:	
Anchors:	
Skirting:	
Stairs / Ramps:	
Site Work:	
Sewer to Fire House:	
Water to Fire House:	
Electrical to Fire House:	
Trench to Fire House:	
Conduit and Fiber to Fire House:	
AOA Fence:	
Contingency for mods:	\$30,000
Total for Overall Airport Administration Facility Project:	