

**ALLEGHENY COUNTY  
AIRPORT AUTHORITY  
LETTERS-OF-INTEREST  
FOR PROFESSIONAL  
ARCHITECTURAL  
SERVICES**

**April 3, 2024**

Letters-of-Interest (LOI) with current Form SF330, for professional architectural services, will be received through the platform Submittable at **[www.acaacapitalprograms.submittable.com](http://www.acaacapitalprograms.submittable.com)**. The Letter of Interest (LOI) must be uploaded to Submittable by 12:00 PM (Noon) on May 17, 2024 (late submissions will not be accepted), for the following:

**A. General Professional Architectural Services**

The ACAA will typically utilize a professional architectural firm on the projects listed below at Pittsburgh International Airport (PIT) and Allegheny County Airport (AGC) which requires architectural services. Specific responsibilities will include all aspects of design required for new construction, rehabilitation, repairs, remodeling, maintenance, and permitting of mechanical, electrical, structural, plumbing, fire protection, roof replacements, and other architectural related projects for the ACAA. Architectural firms will be required to provide, but not limited to, design, geotechnical investigations, surveying, permitting, preparation of bidding documents, construction administration, construction cost estimating, value engineering, and maintain all records as required by the FAA, Findlay, Moon, and/or West Mifflin Townships, the ACAA, or other entities as required.

**1. Building Rehabilitation, Repair, Remodeling, and Replacement**

Work may consist of, but not be limited to, miscellaneous mechanical, electrical, or structural repairs; rehabilitation, remodeling or historical restoration; roof replacement, brick work, plumbing, fire protection, painting, flooring, finishes, and signage on the Landside and Airside Buildings, and other miscellaneous buildings, as required.

**2. Lease Building and Hangar Improvements**

Work may consist of miscellaneous improvements to several of the airport's leased facilities that are in need of upgrades, repairs, rehabilitation, remodeling, historical restoration, or reconfigured due to age or reuse requirements of the facility.

**B. On-Call Professional Architectural Services**

The ACAA has a need for separate contracts to provide professional architectural services on an on-call, as-needed basis to provide design, assessments, capital cost estimates, emergency evaluations and repairs, and other special needs for various projects that may arise. Architectural firms must be qualified and be prepared to respond on very short notice to various issues which may arise at any time of day, seven days a week. Experienced and qualified staff members must be on-call and available on a 24/7 basis. Areas of expertise must also include familiarity with FAA Advisory Circulars; and Moon, Findlay, and/or West Mifflin Townships, PennDOT and PADEP permitting requirements.

**Submittal Procedure and Requirements:**

If interested in providing any of the aforementioned services, firms are required to submit a Letter-of-Interest (LOI) and current Form SF330, identifying the specific service area(s) of interest with emphasis on main area(s) of competence. The ACAA encourages responses from small firms, minority, and women's business firms, and firms that have not previously worked for the ACAA. The ACAA will use Form SF330 to evaluate and prequalify firms to be part of a highly qualified short-list, which will then be requested to submit comprehensive proposals. Comprehensive proposals will include the following at a minimum: Project understanding, project experience, project team identification, organization chart and resumes; approach to major tasks such as scope and schedule management, techniques for cost control, approach to capital cost estimating, scope creep and change order management, and identification of Disadvantaged Business Enterprise (DBE) Firms with description and quantity of work they will perform to meet or exceed FAA and ACAA DBE requirements, which is currently 14.9%. Note: Do not include company brochures and limit the LOI to no more than three typewritten pages (8.5" x 11", 11 pt. font) in addition to Standard Form 330. Additionally, Section H Additional Information of the Standard Form 330 is limited to two typewritten pages. A link to obtain SF330 can be found by going to the following website:

**<https://www.gsa.gov/forms-library/architect-engineer-qualifications>**

Submissions will be received in PDF format as one file only through the platform Submittable at **<https://acaacapitalprogram.submittable.com>**. Do NOT mail or deliver hard copies as they will be considered rejected and will be returned to the respondent unopened. Please note that Submittable does not support Internet Explorer 11. Submittable recommends the following browsers: Microsoft Edge, Google Chrome, Mozilla Firefox, or Apple Safari.

Submissions should be made to:

Mr. Jeff Bezek, P.E.  
Director, Engineering  
Allegheny County Airport Authority  
Pittsburgh International Airport  
Landside Terminal, 4th Floor Mezz.  
PO Box 12370  
Pittsburgh, PA 15231-0370  
Questions should be directed to Mr. Jeff Bezek, P.E. at 412-472-3852 or email to **[jbezek@flypittsburgh.com](mailto:jbezek@flypittsburgh.com)**

Final consultant selections may include short-listing, technical proposal evaluation, and interviews and will be based on, but not limited to, the following criteria: Staff qualifications, experience and local office bench strength; demonstrated interest in the projects; organization, clarity, cohesiveness, quality and completeness of both the written proposal and oral presentation; sensitivity to ACAA requirements and project constraints; indicated ability to manage projects, produce required results, meeting project schedule and controlling costs; demonstrated knowledge of FAA, PennDOT, local, and ACAA applicable standards and requirements; capital cost estimating expertise, constructability reviews, value engineering, construction procedures and scheduling methods; monitoring DBE goals, mentoring DBE firms, impacts to airport operations and other areas of professional architecture.