



MACON-BIBB COUNTY, GEORGIA

REQUEST FOR QUALIFICATIONS (RFQ)

FOR

AIRPORT CONSULTING SERVICES

918-00

918-17

RFQ NUMBER: 17-021-DS

ISSUED: 1/13/17

SUBMISSIONS DUE NO LATER THAN 12:00 NOON

ON THURSDAY, FEBRUARY 16, 2017

Please direct questions related to this solicitation to Desmond Schneider, email preferred at dschneider@maconbibb.us

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 951-2192 or jbumpus@maconbibb.us

Macon-Bibb County is seeking a qualified aviation consulting firm to provide professional aviation/airport planning, engineering, architectural, construction administration and other specialty services in connection with Airport Capital Improvement Plans at Middle Georgia Regional Airport and Macon Downtown Airport.

It is the intent of Macon-Bibb County to enter into a 5 year Master agreement with a consultant. The selected consultant will negotiate and enter into sub-agreements for services, based on the scope of work, with Macon-Bibb County on an assignment-by-assignment basis during the term of the Master Agreement. The selection of the consultant is being done in accordance with FAA Advisory Circular 150/5100-14D and applicable Georgia statutes and laws. Responding firms must possess a current prequalification by the Georgia Department of Transportation in Area Classes No. 1.08 Airport Master Planning and No. 2.09 Aviation.

The consultant and any sub-consultants proposed shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged. Proposed DBE firms are to be certified by the Georgia Uniform Certification Program. The consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of all Federally-assisted contracts. Failure by the consultant to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy as Macon-Bibb County deems appropriate.

Macon-Bibb County reserves the right to reject any and all submittals in response to this Request for any reason. Macon-Bibb County is not liable for any costs incurred by the Consultant in the preparation or presentation of a response to this request.

Invitation

Notice is hereby given that Macon-Bibb County will receive responses from Airport Consulting Firms to the Request for Qualifications (**original plus 5 copies**) in the Procurement Department, 700 Poplar Street, 3rd Floor, Macon, Georgia 31201, until 12:00 o'clock NOON at the time legally prevailing in Macon, Georgia on **Thursday, February 16, 2017** for Airport Consulting Services for Middle Georgia Regional Airport and Macon Downtown Airports for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on **Thursday, February 16, 2017** at **2:00 P.M.** in the Macon-Bibb County Conference Room, located on the 3rd Floor of the Government Center at 700 Poplar Street, Macon Georgia 31201.

Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occurs in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

Insurance Requirements

Disposition of Insurance Documents. One original certificate of insurance with all endorsements attached must be deposited with Owner for each insurance policy required.

Termination of Obligation to Insure. Unless otherwise expressly provided to the contrary, the obligation to insure as provided herein shall not terminate until the Design Professional/Architect has executed the Certificate of Material Completion.

Failure of Insurers. The Contractor is responsible for any delay resulting from the failure of his insurance carriers to furnish proof of proper coverage in the prescribed form.

Additional Insured. Contractor shall add Owner and Architect as an additional insured under the commercial general and automobile policies.

Solicitation Documents

Announcement of this Request for Qualifications may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing, on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp, and other pertinent websites.

Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Macon, Georgia 31201
Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred-twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted in response to the RFQ shall become the property of Macon-Bibb County.

Submission Requirements

Required information is to be presented in a manner that clearly illustrates the following:

1. Cover Letter: The proposal shall contain a cover letter on corporate letterhead signed by an authorized representative of the company. The firm's name, address, telephone and facsimile numbers, and signature shall be clear and legible.
2. Team Description / Background: A general description of the submitting firm, including firm size, and general information regarding any sub-consultant firms.
3. Organizational Chart: Include clear illustration as to the Project Manager and key personnel representing the primary firm.
4. Resumes: Include for key personnel. Indicate each individual's qualifications and experience.
5. Relevant Experience: Qualifications and experience of the primary firm in the past five (5) years at general aviation and/ or commercial service airports of regional significance similar in nature to the Macon Bibb County Airports.

6. Proximity to the Middle Georgia Regional Airport: Geographical location of the office that will be primarily responsible for assigned projects and where the work will be accomplished, as well as the location of any supporting offices that will likely be involved in this contract.
7. References: Contact name, agency name, and telephone number of at least four (4) current airport clients of the primary firm which are similar in nature to the Macon Bibb County airports.
8. Regulatory Familiarity: Demonstrate familiarity with a Federal Aviation Administration (FAA) Airports District Office and Department of Transportation (GDOT) State Aviation Program Office.
9. Workload: Provide a brief summary of the primary firm's current workload and ability to meet schedules and deadlines.

Scope of Service

The scope of work to be included in the multi-year contract may include, but is not limited to, the following:

- a. Prepare Project Funding Applications, Capital Improvements Program (CIP) Documents and all other required submissions and documents with regard to state and federal (AIP) Airport Improvement Programs.
- b. Assist with all Airport Planning Efforts, to include the development of opportunities for aviation and non-aviation properties, with a focus on the financial diversification and stability of airport revenue streams and airport operations.
- c. Perform Design, Bidding and Negotiation, Construction Administration, and Resident Engineer Inspection Services.
- d. Assist with DBE Program Overall Goal Updates / Program Administration.
- e. Prepare/Update Exhibit "A" Airport Property Map, Airport Layout Plan, and Environmental Assessments as necessary.
- f. Plan, Design, Construct, and Manage Airport Runway Extension Project.
- g. Construct/Rehabilitate Airfield Pavement and lighting.
- h. Install/Upgrade Airport Fencing and Security Systems.
- i. Prepare and Manage Airport Land Acquisition Processes
- j. Such other airport-related work as Macon-Bibb County may deem necessary.

Evaluation Criteria

The following criteria summarized from FAA AC 150/5100-14E, Section 2-8, shall be used to select the consultant and therefore should be included in a Statement of Qualification:

1. Capability to perform all or most aspects of the projects listed in the Scope of Service.
2. Recent experience in airport projects comparable to the proposed tasks.
3. Key personnel's professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies and procedures.
4. Magnitude of projects previously undertaken
5. Capability to complete projects without having major cost escalations or overruns.
6. Qualifications and experience of sub-consultants regularly engaged by the consultant under consideration.
7. Availability of key personnel for meetings, inquiry response and turnaround time, and past project management.
8. Ability to furnish qualified inspectors for construction inspection.
9. Understanding of the potential challenges and the sponsor's special concerns with regard to future projects, including, but not limited to, securing necessary funding.

10. Capability to incorporate and blend aesthetic and architectural concepts with the project design while accomplishing the basic requirements that transportation facilities be functional, safe, and efficient
11. In meeting the Disadvantaged Business Enterprise (DBE) contract goal, evidence documenting the consultant met the DBE goal, or by documenting that it made adequate good faith efforts to meet the DBE goal
12. Capability to conduct a Value Engineering (VE) study for projects that are particularly complex or have unique features.

All interested parties should submit five (5) copies of the Statement of Qualifications, which shall contain no more than thirty (30) pages, excluding tabs and a cover letter not exceeding two (2) pages. Submittals shall be printed single-sided on 8.5" x 11" paper.

This is a Request for Qualifications only. Price proposals are not required at this time.

Selection Process

Qualifications will be reviewed and evaluated by a Selection Committee based on the criteria listed herein. At the discretion of the Selection Committee, consultants may or may not be invited to participate in an interview. It is the intent of the Macon-Bibb County, Georgia to select a consultant as a result of this effort.