



MACON-BIBB COUNTY, GEORGIA

REQUEST FOR QUALIFICATIONS (RFQ)

FOR
**Professional On-Call Airport Planning and Environmental
Consulting Services**

918-00

918-17

RFQ NUMBER: 22-056-NT

ISSUED: JUNE 6, 2022

SUBMISSIONS DUE NO LATER THAN 12:00 NOON

ON THURSDAY JULY 7, 2022

Please direct questions related to this solicitation to Nan Tharpe, email preferred at ntharpe@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 Small Business Affairs at (478) 751-7170 or cstephens2@maconbibb.us

Macon-Bibb County is seeking a qualified aviation consulting firm to provide professional on-call planning and environmental assessments at Middle Georgia Regional Airport and Macon Downtown Airport.

It is the intent of Macon-Bibb County to enter a (3) year Master agreement with a consultant. The selected consultant will negotiate and enter individual work authorizations/task order 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 services are limited to projects that the Macon-Bibb County Airport Authority expects to initiate within three (3) years of the effective date of the Master Agreement. A list of the anticipated projects for the three (3) period is attached. It is noted that some services may not be required. The Macon-Bibb County Airport Authority reserves the right to initiate additional procurement actions for projects and work items included in the initial procurement.

The selection of the consultant will comply with 49 USC§ 47107(a) (17), 2 CFR §200.320, and FAA Advisory Circular 150/5100-14 Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects, and applicable Georgia statutes and laws, as amended. Responding firms/teams must possess a current pre-qualification by the Georgia Department of Transportation in Area Classes No. 1.08 Airport Master Planning.

The consultant and any sub-consultants proposed shall not discriminate based of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is required for Federally funded projects over \$250,000. The 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 RFQ for request clarification or waive informalities/technicalities if they are deemed in the best interest of the (Airport Sponsor). 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 Professional On-Call Airport Planning and Environmental Consultant Services Firms to the Request for Qualifications **(1) Flash drive (1) 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, July 7, 2022** for Professional On-Call Airport Planning and Environmental Airport Consulting Services for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on **Thursday, July 7, 2022, 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

“22-056-NT”
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. Team Description/Background: A general description of the submitting firm, including firm size, and general information regarding all sub-consultant firms on the team.
2. Organizational Chart: Include clear illustration as to the Project Manager and key personnel representing the primary firm.
3. Resumes: Include for key personnel. Indicate each individual's qualifications and experience.
4. Relevant Experience: Qualifications and experience of the primary firm and subconsultants in the past five (5) years at general aviation airports similar in nature to the Atlanta Regional Airport - Falcon Field.
5. Proximity to Macon-Bibb 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.
6. References: Contact name, agency name, and telephone number of at least three (3) current airport clients of the primary firm.
7. Regulatory Familiarity: Demonstrate familiarity with the Federal Aviation Administration (FAA) and State Aviation Programs.
8. Workload: Provide a summary of the primary firm's current workload and ability to meet schedules and deadlines.
9. Submissions shall be no more than 30 pages in length.

Scope of Services

The scope of work to be included in the Master Agreement 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 DBE Program Overall Goal Updates/Program Administration.
- c. Airport system/master planning.
- d. Airport noise compatibility planning.
- e. Environmental assessments.
- f. Airport data collection/facility inventories.
- g. Aviation forecasts and demand/capacity analyses.
- h. Facility requirements determination.
- i. Airport modeling for capacity and delay.
- j. Airport layout and terminal area plan development
- k. Compatible land-use planning in the vicinity of airports.
- l. Airport site selection studies.
- m. Airport financial planning and benefit cost analysis.

Projects are limited to those in the attached project list and may be accomplished over multiple years, task orders, and Federal and State grants. Projects or work elements not included in this list or agreement may require additional procurement actions to ensure compliance with Federal and State requirements and to ensure qualification of staffing for specialized tasks. The addition of a similar project or work element without additional procurement action requires the Georgia Department of Transportation's written approval of the Macon-Bibb County Airport Authority's request and justification to forego a separate procurement action.

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 project and recent experience in airport projects comparable to the proposed tasks.
2. 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 and State regulations, policies, and procedures.
3. Capability to meet schedules or deadlines.
4. Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns.
5. Qualifications and experience of sub-consultants regularly engaged by the consultant under consideration.
6. Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office.
7. Understanding of the projects' potential challenges and the sponsor's special concerns.
8. Degree of interest shown in undertaking the project and familiarity with and proximity to the geographic location of the airport.
9. 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.
10. 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.
11. Capability to conduct a Value Engineering (VE) study for projects that are particularly complex or have unique features.

All interested parties should submit (1) Flash drive (1) original and 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. Interviews, if conducted, may be conducted via phone, informal and/or formal in-person and a short list of consultants selected for an interview shall be notified at least seven days prior to the interview date.

All unsuccessful firms will be notified in writing no later than five days after the selection and contracting process is completed.