

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 **Middle Georgia Regional Airport**.
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.