



# JACKSON COUNTY PURCHASING DEPARTMENT

TO: Aviation Consultants

DATE: July 3, 2018

SUBJECT: Request for Qualifications for the Jackson County Airport Authority

**The Jackson County Airport Authority is requesting Statement of Qualifications from interested and qualified Aviation Consultants for engineering, planning, and marketing services for the Jackson County Airport, Jefferson, Georgia.**

Attached hereto are the general conditions, project overview, and submittal format.

The written requirements contained in this Request for Qualifications (RFQ) shall not be changed or superseded except by written addendum from Jackson County Purchasing Department. Failure to comply with the written requirements for this RFQ may result in disqualification of the submittal by Jackson County.

Submittals are to be sealed, marked with the offeror's name and address and labeled:  
**"RFQ 180008, "Airport Engineering Services"** and delivered to:

Jackson County Purchasing Department  
67 Athens Street  
Jefferson, GA 30549

no later than **Friday, August 31, 2018 at 4:00 P.M., local time pertaining**

A qualified interpreter for the hearing impaired is available upon request at least 10 (ten) days in advance of the proposal receipt date. Please call (706) 367-6312 for more information for the hearing impaired. This service is in compliance with the Americans With Disabilities Act (ADA).

Jackson County reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts based on the highest and best interest of Jackson County.

**Inquiries regarding this Request for Qualifications (RFQ) should be made to Tom Strong, Airport Manager (706) 367-1493, fax (706) 367-2750 or email: [tstrong@jacksoncountygov.com](mailto:tstrong@jacksoncountygov.com).**

# JACKSON COUNTY AIRPORT AUTHORITY

## REQUEST FOR QUALIFICATIONS PROFESSIONAL AIRPORT ENGINEERING AND PLANNING SERVICES FOR JACKSON COUNTY, GEORGIA

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

**FRIDAY, AUGUST 31, 2018 AT 4:00 P.M., local time pertaining**

JACKSON COUNTY PURCHASING DEPARTMENT  
67 ATHENS STREET  
JEFFERSON, GA 30549

**RFQ 180008**

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THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFQ ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR.

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ISSUE DATE: July 3, 2018

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**JACKSON COUNTY AIRPORT AUTHORITY, GEORGIA  
REQUEST FOR QUALIFICATIONS  
FOR  
AIRPORT CONSULTANT**

**SECTION I - REQUEST FOR QUALIFICATION OVERVIEW**

A. INTRODUCTION

The Jackson County Airport Authority is seeking a qualified aviation consultant to provide professional engineering, architectural, construction, and planning services in connection with the Airport Capital Improvement Plan at the Jackson County Airport in Jefferson, Georgia.

PURPOSE

It is the intent of the Airport Authority to enter into a multi-year Master Agreement with a consultant for the upcoming **five (5) year** period. The selected consultant will negotiate and enter into individual sub-agreements for services, based on the scope of work, with the Jackson County Airport Authority 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 150/5100-140 and applicable Georgia statutes and laws. Responding firms must possess a current pre-qualification by the Georgia Department of Transportation in Area Classes No. 1.08 Airport Master Planning and No. 2.09 Aviation; and must be able to provide plans stamped by a licensed Professional Engineer in the State of Georgia.

B. INFORMATION TO OFFERORS

1. RFQ TIMETABLE

The anticipated schedule for the RFQ is as follows:

RFQ Available	July 3, 2018
Submittal deadline	<b>Friday, August 31, 2018 4:00 p.m., local time pertaining</b>

2. SUBMISSION:

One (1) original and three (3) copies of the complete signed submittal must be received by **FRIDAY, AUGUST 31, 2018, by 4:00 P.M., local time pertaining**. Submittals must be presented in a sealed envelope stating on the outside, the offeror's name, address, telephone number, the number RFQ 180008 and title (Airport Engineering Services) to:

**Jackson County Purchasing Department  
67 Athens Street  
Jefferson, GA 30549**

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:30 a.m. and 4:30 p.m. ET, Monday through Friday, excluding holidays observed by the Jackson County Government.

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

The Submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the offeror.

3. CONTACT PERSON:

Offerors are encouraged to contact Tom Strong, (706) 367-1493, fax (706) 367- 2750 or email [tstrong@jacksoncountygov.com](mailto:tstrong@jacksoncountygov.com) to clarify any part of this RFQ. Any unauthorized contact shall not be used as a basis for responding to this RFQ and also may result in the disqualification of the offeror's submittal.

4. ADDITIONAL INFORMATION/ADDENDA

Jackson County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Offerors should not rely on any representations, statements or explanations other than those made in this RFQ or in any addendum to this RFQ. Where there appears to be a conflict between the RFQ and any addenda issued, the last addendum issued will prevail.

**Offerors must acknowledge any issued addenda by including the Addenda Acknowledgement with the submittal. Submittals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the Owner's requirements**

5. LATE SUBMITTAL, LATE MODIFICATIONS AND LATE WITHDRAWALS

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. Jackson County Government assumes no responsibility for the premature opening of a submittal not properly addressed and identified, and/or delivered to the proper designation.

6. REJECTION OF SUBMITTALS

Jackson County Government and Jackson County Airport Authority may reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure.

***Submittals received after said time or at any place other than the time and place as stated in the notice will not be considered.***

7. MINIMUM RFQ ACCEPTANCE PERIOD  
Submittals shall be valid and may not be withdrawn for a period of 90 days from the date specified for receipt of submittals.
  
8. NON-COLLUSION AFFIDAVIT  
By submitting a Statement of Qualifications, the vendor represents and warrants that such submittal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the offeror has not directly or indirectly induced or solicited any other offeror to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the offeror has not in any manner sought by collusion to secure to that offeror any advantage over any other offeror.  
  
By this submittal, the vendor represents and warrants that no official or employee of Jackson County Government has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise therefrom.
  
9. COST INCURRED BY OFFERORS  
All expenses involved with the preparation and submission of the RFQ to the Jackson County Airport Authority, or any work performed in connection therewith is the responsibility of the offeror(s).
  
10. AMERICANS WITH DISABILITIES ACT (ADA)  
A qualified interpreter for the hearing impaired is available upon request at least 10 (ten) days in advance of the proposal due date. This service is in compliance with the Americans With Disabilities Act (ADA). Please call (706) 367-6312 for more information for the hearing impaired.
  
11. RFQ OPENING  
A list of names of firms providing Proposals may be obtained from the contact person after the Proposal due date and time stated herein.
  
12. EQUAL OPPORTUNITY  
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 carryout 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 the Airport Authority deems appropriate.
  
13. TAXES  
Selected vendor will be provided with Jackson County's Sales and Use Tax Certificate of Exemption number upon request.

14. VENDOR INFORMATION

All submissions shall include a completed vendor master form and current W-9. Vendors whose place of business is other than the State of Georgia may be required to provide the Purchasing Manager with copies of your state's regulations and/or laws concerning the application of certain vendor preference requirements to vendors whose place of business is in the applicable state. Failure to provide this information will result in the disqualification of the vendor from submitting a proposal.

15. INSURANCE

Selected vendor will be required to provide proof of liability and workman's compensation insurance before work can begin on this contract. Workman's Compensation Insurance should be as required by the State of Georgia. General Liability should cover \$1,000,000 per incident. Proof of insurance will be required for each consecutive year the contract is in force.

16. TERMINATION

Federal, State, and other Local government agencies may terminate this Agreement in the event funds are not appropriated for it in future periods; provided, however, that funds are also not appropriated for equipment or services that replace those contracted for under this Agreement. Customer shall be obligated for any future annual period if Company is not notified in writing at least thirty (30) days prior to the beginning for the annual period for which non-appropriation is being claimed.

Both Parties to this agreement may terminate the agreement without cause and without prejudice by providing the other Party a written notice of termination 60 days in advance of the termination date. All satisfactory work completed by the vendor prior to the termination will be an obligation that must be honored by the Airport Authority.

17. ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

A. The form must be signed by an authorized officer of the contractor or their authorized agent.

B. The form must be notarized.

C. The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said

subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.

## **SECTION II – SCOPE OF WORK**

- A. Examples of projects that the selected firm may be required to accomplish include the construction or rehabilitation of airfield drainage systems, the construction or rehabilitation of airfield pavement, lighting, and NAVAIDs/ILS improvements, the construction or rehabilitation of airport buildings, the construction or rehabilitation of airport roadways and parking lots, the installation or upgrade of airport fencing and security systems, and land acquisitions. Additionally, the aviation engineering firm shall be qualified and capable to provide the following services:
1. Airport planning, market evaluation and airport operations costing.
  2. Assist in preparation of funding grant applications for the Federal Aviation Administration, and develop justification to document the need for Federal and State funds. Demonstrated assistance in project funding is required.
  3. Prepare Project Funding Applications and Capital Improvements Program (CIP) Documents.
  4. Perform Design, Bidding and Negotiation, Construction Administration, and Resident Inspection Services.
  5. Assist with DBE Program Overall Goal Updates / Program Administration.
  6. Prepare and Update Property Line Map, Airport Layout Plan, and Environmental Assessments as necessary.
  7. Such other airport-related work as the Airport Authority may deem necessary.

## **SECTION III - PROPOSAL FORMAT**

To facilitate review of your proposal document by the Jackson County Airport Authority, it is requested that your proposal conform to the following format. All interested parties should submit on original and three (3) 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.

1. **Cover Letter:** List project title (Airport Engineering Services), the name of your firm, and the name, address, and telephone number of a contact person for questions concerning the proposal submitted.
2. **Experience of the Firm:** Provide a narrative of your firm's prior experience and qualifications in airport engineering and construction work for similar projects. Provide a list of similar airport projects involving Federal and State funding completed within the



last five (5) years. Also, please reference the experience of firm personnel in working with FAA regulations and procedures. Review experiences in a consulting capacity where your responsibilities were similar to those defined under the Requirement/Scope listed above should be specifically referenced.

3. **Project Team:** Provide a list of key individuals who will be assigned to work with the Jackson County Airport Authority to help develop the airport according to the approved Capital Improvement Plan. Provide a brief resume for each person listing specific similar project experience.
4. **References:** Provide the name, address and telephone number of at least four (4) references familiar with the quality of work done by your firm on similar projects. Please ensure points of contact at each reference are current so that verification can be accomplished with little difficulty.
5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm for this project. Items to consider include:
  - a. **Organizational Chart:** Include clear illustration as to the Project Manager and key personnel representing the primary firm.
  - b. **Proximity to the Jackson County Airport:** Geographical location of the office that will be primarily responsible for assigned projects and where the work will be accomplished.
  - c. **Regulatory Familiarity:** Demonstrate familiarity with the Federal Aviation Administration (FAA) and Georgia Department of Transportation (GDOT) Aviation Programs.
  - d. **Workload:** Provide a brief summary of the primary firm's current workload and ability to meet schedules and deadlines.
  - e. **Section V, Section VI, and Section VII Forms must be returned with the submission.**

#### **SECTION IV - CRITERIA FOR REVIEW OF PROPOSALS**

Criteria to be used in screening and ranking of the proposals and selection of the successful firm are as follows:

1. **Qualifications of the Firm, Including Firm Personnel:** Preference shall be given to those firms and personnel with experience and training in airport planning, market analysis, airport operation costing, design, and construction administration for similar projects.
2. **Overall Qualifications of the Project Manager and Project Team:** Identify the Project Manager and those personnel that will be assigned to the project(s). Preference shall be

given to project teams with specific experience in similar projects, and any familiarity with the area and proposed projects.

3. **Experience in Working with GDOT Regulations and Procedures:** Preference shall be given to project team personnel (especially the project manager) with a demonstrated working relationship with the GDOT, and possess a thorough understanding of GDOT rules and regulations regarding design and development of airports.
4. **Ability to meet DBE Goals:** The consultant shall have a demonstrated ability to meet the required DBE goals for professional services. Provide information/qualifications on proposed DBE firm(s) to be used.
5. **Response Capability/Project Understanding:** Preference shall be afforded to those firms which in the opinion of Jackson County will be able to adequately respond to requests for consultation meetings or project administration requirements and firms that have a detailed understanding of the project requirements.
6. **Relevant Project Experience**
7. **Proximity to the Airport**
8. **References**
9. **Performance on Past Similar Projects**
10. **Resource Availability**

## **CONTRACT**

The successful proposer will be required to execute a contract. A detailed scope of work, as negotiated and agreed to by the parties, shall be included as an attachment to the contract. The contract shall be subject to approval of Jackson County, GDOT Aviations Programs, and the FAA.

## SECTION V - BIDDER'S QUALIFICATIONS

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### STATEMENT OF BIDDER'S QUALIFICATIONS (To be subscribed and sworn to before a Notary)

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The Firm may submit additional information. Attach all additional sheets to this Request for Proposal.

Legal Name of Firm: \_\_\_\_\_

Permanent Main Office Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

When organized \_\_\_\_\_

If a Corporation, where incorporated? \_\_\_\_\_

Number of years engaged in the contracting business under your present firm or trade name?

\_\_\_\_\_

The foregoing statement of qualifications is submitted under oath.

Under oath, I certify that I am a principal or other representative of the firm of \_\_\_\_\_ and that I am authorized by it to execute the foregoing offer on its behalf. I am a principal person of the foregoing with management responsibility for the foregoing subject matter and as such I am personally knowledgeable of all its pertinent matters. The foregoing statements of acts in the foregoing proposal are true.

I Certify that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, labor, supplies or equipment and is in all respects fair and without collusion or fraud. We understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. We agree to abide by all conditions of this proposal.

The full names and addresses of persons and firms interested in the foregoing proposal as principals are as follows:

NAME	TITLE	ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Respectfully Submitted

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Business Telephone Number ( \_\_\_\_\_ ) \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_ Title

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being duly sworn exposes and says that he

or she is \_\_\_\_\_ of \_\_\_\_\_ and that the answers to the foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn to

before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_, 20\_\_\_\_.

**SECTION VI**

**ADDENDA ACKNOWLEDGEMENT**

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The Offeror has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_

Addendum No \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

\_\_\_\_\_  
Authorized Representative (Date)  
(Signature)

*Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.*

*Illegal Immigration Reform and Enforcement Act of 2011*  
CONTRACTOR AFFIDAVIT UNDER O.C.G.A. §13-10-91(b)(1)

The Jackson County Board of Commissioners and Contractor agree that compliance with the Illegal Immigration Reform and Enforcement Act of 2011 are conditions of this Agreement for the physical performance of services.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of the Jackson County Board of Commissioners has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present and affidavit to the contractor with the information required by O.C.G.A. §13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
E-Verify Employment Eligibility Verification User Identification Number

\_\_\_\_\_  
Date of Authorization to Use Federal Work Authorization Program

\_\_\_\_\_  
NAME OF CONTRACTOR

\_\_\_\_\_  
Name of Project

Jackson County Board of Commissioners

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ (City), \_\_\_\_\_ (State).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_