

REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL ON-CALL AIRPORT PLANNING CONSULTANT SERVICES
FOR JACKSON COUNTY AIRPORT, JEFFERSON, GEORGIA

The Jackson County Airport Authority is seeking a qualified aviation consulting firm to provide professional on-call planning services at the Jackson County Airport in Jefferson, Georgia.

It is the intent of the Jackson County Airport Authority to enter into a Master Agreement with a consultant for the upcoming 52 Month period. The selected consultant will negotiate and enter into individual work authorizations/task orders 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 services are limited to projects that the Jackson County Airport Authority expects to initiate within 52 months of the effective date of the Master Agreement. A list of the anticipated projects for this period is attached. It is noted that some services may not be required. The Jackson 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 prequalification by the Georgia Department of Transportation in Area Classes 1.08 Airport Master Planning, 2.09 Airport Design, and 8.02 Airport Construction Administration and Observation (determined by project list).

The consultant and any subconsultants proposed shall not discriminate based on 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 goal for FY25 is 20.7%. 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 the Jackson County Airport Authority deems appropriate.

The Jackson County Airport Authority reserves the right to reject any submissions to this RFQ, request clarification, or waive informalities/technicalities if they are deemed in the best interest of the Jackson County Airport Authority. The Jackson County Airport Authority is not liable for any costs incurred by the consultant in the preparation or presentation of a response to this

request. The consulting firm W.K. Dickson is currently developing the latest Airport Layout Plan.

Scope of Services-Planning/Environmental

The scope of work to be included in the Master Agreement may include, but is not limited to, the following:

- a. Airport system/master planning
- b. Airport noise compatibility planning
- c. Environmental assessments
- d. Airport data collection/facility inventories
- e. Aviation forecasts and demand/capacity analyses
- f. Facility requirements determination
- g. Airfield modeling for capacity and delay
- h. Airport layout and terminal area plan development
- i. Compatible land-use planning in the vicinity of airports
- j. Airport site selection studies
- k. 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 Jackson County Airport Authority's request and justification to forego a separate procurement action.

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 Jackson County Airport.

5. 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, 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 brief summary of the primary firm's current workload and ability to meet schedules and deadlines.

Evaluation Criteria

The following criteria shall be used to select the consultant:

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 and delays.
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. Ability to furnish qualified inspectors for construction inspection.
8. Understanding of the projects' potential challenges and the sponsor's special concerns.
9. Degree of interest shown in undertaking the project and familiarity with and proximity to the geographic location of the airport.
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.

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.

Submittal

All interested parties should submit 6 copies of the Statement of Qualifications, which shall contain no more than 12 pages, excluding tabs and a cover letter. Statements received after this deadline will not be considered. Responses are to be addressed to:

Jackson County Government
C/O Kenneth Morris, Purchasing Manager
67 Athens Street
Jefferson, GA 30549

The deadline for submittal is September 1, 2023 at 2:00PM EST. The Statement of Qualifications should be delivered in a sealed envelope or box clearly marked, "Airport Consulting Planning Services." The Jackson County Airport Authority shall assume no responsibility for responses that are received after the deadline or submittals that are not properly addressed or identified.

All questions regarding this RFQ should be made prior to the submittal and addressed to the RFQ point of contact:

Tom Strong - Airport Manager
500 Sky Harbor Dr., Jefferson GA 30549
706-367-1493
tstrong@jacksoncountygov.com

The deadline for questions is August 30, 2023 at 5:00PM EST. Responses to questions will be provided by 4:00PM EST on August 31, 2023.

Responding firms shall have no contact related to this solicitation with Jackson County Airport Authority elected or appointed officials, members of the Jackson County Airport Authority Selection Committee, or Airport employees during this Statement of Qualifications process. Any such contact will subject the firm to immediate disqualification for consideration for this

project. Contact may only be made to the designated point of contact for this RFQ listed above. Consultants can also request an airport site visit prior to the submitting.

This is a Request for Qualifications only. In accordance with FAA selection procedures, all selections should be qualification based. No overhead rate, fees, or any cost information should be identified as part of this submission.