

City of
SHELBYVILLE
Tennessee

February 21, 2023

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL AIRPORT SERVICES**

**SHELBYVILLE MUNICIPAL AIRPORT
Shelbyville, Tennessee**

In accordance with FAA Advisory Circular 150/5100-14E and the policies and procedures of the **City of Shelbyville**, notice is hereby given that a request for Qualifications for Professional Airport services is invited from professional engineering, planning and environmental consulting firms to render complete consulting services required in connection with the development and improvement of the **City of Shelbyville Municipal Airport and Airport property**.

A. SCOPE OF ENGINEERING SERVICES REQUIRED

But not limited to:

1. General Supervision including Design, Environmental Review and Analysis, Planning and Programming, Construction Administration, Land Surveying, Construction Layout, Architectural Design, Noise Studies, Preparation of DBE Plans, Resident Representation, and Quality Assurance Testing of the project components.
2. The terms of the Agreement may extend for a period of up to five (5) years from the date that the initial contract is signed and include multiple projects. Subject to receipt of Federal and/or State matching funds for these projects, but it shall be known that all projects may not receive funding.

B. AIRPORT IMPROVEMENT PROJECT DESCRIPTION

List of Projects - but not limited to:

1. Fuel system upgrades
2. Corporate and T-hangar design and construction

3. Apron design and construction
4. Incorporation of a full parallel taxiway (taxiway construction)
5. Terminal construction (renovations)
6. Security fencing and gates
7. Grading and drainage
8. Roadway construction
9. Utility installations
10. Environmental assessment master
11. Land acquisition
12. Airfield paving maintenance
13. Security lighting and cameras

C. DELIVERY OF STATEMENT OF QUALIFICATIONS (SOQ)

When: SOQ must be submitted by 2:00 p.m. CST, Thursday, March 16, 2023.

Where: Proposals will be received at Shelbyville City Hall, 201 N. Spring Street, Shelbyville, TN 37160 until 2:00 p.m. CST, Thursday, March 16, 2023. City Hall office hours are 8:00 am to 4:00 pm CST Monday – Friday.

How: SOQ must be sealed and marked “Consulting Engineering Services Statement of Qualifications for Shelbyville Municipal Airport” on the outside of package.

SOQ sent by fax, email or other electronic means will not be accepted.

Five (5) copies of the SOQ must be submitted and each must be 25 pages or less.

D. CONSULTANT SELECTION PROCEDURE

The City of Shelbyville has appointed a five-person consulting engineer selection committee which will select a consulting engineering firm for this project based on competitive negotiations. Proposals submitted by the deadline established herein will be reviewed and evaluated by the committee in accordance with the following factors each of which will carry a designated percentage weight:

1. Qualification and competence of the firm. 20%
2. Firm’s experience in the type of service being sought. 30%
3. Capability of the firm to perform the service desired within an acceptable time frame. 20%
4. Availability of a qualified resident representative or engineer. 20%
5. Firm’s proximity to the Shelbyville Municipal Airport. 5%

6. Evaluation of the firm's EEO Policy and past performance meeting professional services DBE goals. 5%

Following the submittal, the Committee will rank each factor on a scale of 1-5 (5-most qualified; 1-least qualified) point system. Rankings for each of the evaluation factors will be totaled and an overall most qualified firm, second most qualified, etc., will be identified (See sample "Consultant Selection Evaluation Sheet" attached).

The top three (3) firms may be invited to make an in-person oral presentation or be available for telephone interviews to the selection committee.

The firm selected as the overall most qualified will be expected to negotiate the fees for services with the Selection Committee and enter into a formal contract with the City of Shelbyville. If reasonable negotiations fail with the most qualified firm, then the Selection Committee will negotiate with the second most qualified firm. If agreement cannot be reached with the second firm, the same procedure will be followed with the third, etc., until a satisfactory agreement has been reached. Once negotiations have been terminated with any firm, that firm will not be contacted again relative to this project.

The City of Shelbyville reserves the right to waive any informality in the submitted Proposals, to reject any and all Proposals or re-advertise for additional Proposals. All respondents are responsible for costs associated with the preparation of materials in response to this RFQ. The City of Shelbyville assumes no responsibility for such costs.

Per 2 CFR 200.319, all procurement transactions must be conducted in a manner providing full and open competition.

E. DBE PROGRAM

It is the intent of the City of Shelbyville that Disadvantaged Business Enterprises (DBEs) shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds. All contractors providing professional services for the City of Shelbyville shall take all necessary and reasonable steps in accordance with 49 CFR, Part 23, to insure that DBEs have the maximum opportunity to compete for and perform contracts without discrimination on the basis of race, creed, color, national origin, handicap or sex.

F. CIVIL RIGHTS REQUIREMENTS

The City of Shelbyville, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 41 U.S. C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, creed, color, sex, national origin, or handicap in consideration for an award.

G. ADDITIONAL INFORMATION

For additional information, please Lori Saddler, Purchasing Director, 201 N. Spring Street, Shelbyville, TN 37160, 931-684-2691.

The City of Shelbyville is subject to the Open Records Act, TCA 10-7-501, et. Seq. Bidders are advised that all documents submitted on behalf of this invitation to bid shall be open to the public for viewing and inspection. The City of Shelbyville will fulfill Public Records Requests in compliance with Tennessee Opens Records Act.

Lori Saddler, Purchasing Director
City of Shelbyville
201 N. Spring Street
Shelbyville, TN 37160