

# NOTICE OF REQUEST FOR STATEMENT OF QUALIFICATIONS AIRPORT CONSULTING ENGINEERING SERVICES

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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.

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.

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 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 Airport Authority deems appropriate.

The Jackson County Airport Authority reserves the right to reject any and all submittals in response to this Request for any reason. The Airport Authority is not liable for any costs incurred by the Consultant in the preparation or presentation of a response to this request.

## **Scope of Services**

The scope of work to be included in the multi-year contract may include, but is not limited to, the following:

- a. Prepare Project Funding Applications and Capital Improvements Program (CIP) Documents.
- b. Perform Design, Bidding and Negotiation, Construction Administration, and Resident Inspection Services.
- c. Assist with DBE Program Overall Goal Updates / Program Administration.
- d. Prepare / Update Exhibit "A" Property Line Map, Airport Layout Plan, and Environmental Assessments as necessary.
- e. Construct/Rehabilitate Airfield Drainage Systems.
- f. Construct/Rehabilitate Airfield Pavement, Lighting, and NAVAIDs/ILS Improvements.
- g. Construct/Rehabilitate Airport Buildings (Terminal/Hangars / Maintenance).
- h. Construct/Rehabilitate Airport Roadways and Parking Lots.
- i. Install/Upgrade Airport Fencing and Security Systems.
- j. Land Acquisition
- k. Such other airport-related work as the Airport Authority may deem necessary.

## **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 any sub-consultant firms.
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 in the past five (5) years at general aviation airports similar in nature to the Jackson County Airport and other airports in Georgia.
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.
6. **References:** Contact name, agency name, and telephone number of four (4) current airport clients of the primary firm.
7. **Regulatory Familiarity:** Demonstrate familiarity with the Federal Aviation Administration (FAA) and Georgia Department of Transportation (GDOT) 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 criteria to be used in the selection of the consultant are as follows:

1. Firm Qualifications and Experience
2. Key Personnel Qualifications and Experience
3. Relevant Project Experience
4. Proximity to the Airport
5. References
6. Performance on Past Similar Projects
7. Familiarity with the FAA, GDOT Aviation Programs
8. Resource Availability
9. Responsiveness to this Request For Qualifications (RFQ)

All interested parties should submit four (4) 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.

**Responses are to be addressed to:**

Myrna Yarbrough  
Purchasing Manager  
Jackson County Purchasing Office  
67 Athens St.  
Jefferson, GA 30549

Deadline for submittal is 4:00 p.m., August 31, 2018. The Statement of Qualifications should be delivered in a sealed envelope or box clearly marked, "Airport Consulting Engineering Services." The Airport Authority shall assume no responsibility for responses that are received after the prescribed time, or that are not properly addressed or identified.

Please submit any questions regarding this RFQ via e-mail to Myrna Yarbrough at myarbrough@jacksoncountygov.com. The deadline for questions shall be 5:00 p.m. on August 31, 2018. ***Responding firms shall have no contact related to this project with Jackson County elected or appointed officials, members of the Jackson County Airport Authority, or Jackson County airport employees during this Statement of Qualifications process.*** Any such contact will subject the firm to immediate disqualification for consideration for this project.

***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. It is the intent of the Jackson County Airport Authority to select a consultant as a result of this effort.