

**REQUEST FOR QUALIFICATIONS  
FOR PROFESSIONAL AIRPORT SERVICES  
CITY OF LEBANON, TENNESSEE**

In accordance with FAA Advisory Circular 150/5100-14C and the policies and procedures of the City of Lebanon, Tennessee, notice is hereby given that a Request for Qualifications for Professional Airport Services is invited from professional engineer, planning and environmental consulting firms to render complete consulting services required in connection with the development and improvement of the Lebanon Municipal Airport. The type of services may include but not be limited to: General Consulting, Funding Procurement and Grant Administration, Planning and Programming, Engineering Design, Architectural Design, Resident Plans, Land Surveying, Construction Engineering Inspections, Construction and Associated Services. The professional services may be required for various specific airport improvement projects.

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|---------------------------|--------------------------------------|
| 1.) Runway Construction   | 10.) Approach Clearing               |
| 2.) Taxiway Construction  | 11.) Grading and Drainage            |
| 3.) Apron Construction    | 12.) Fueling Systems                 |
| 4.) Lighting and NAVAIDS  | 13.) Fencing and Gates               |
| 5.) AWOS and NDB          | 14.) ALP Preparation                 |
| 6.) Utility Installations | 15.) Environmental Assessment Master |
| 7.) Roadway Construction  | 16.) Land Acquisition                |
| 8.) Parking Facilities    | 17.) Airfield Pavement Maintenance   |
| 9.) Hangar Construction   | 18.) Security Lighting and Cameras   |

The detail scope of each project will be negotiated with the successful firm as the need for each project arises. The City of Lebanon plans to make application to the Federal Aviation Administration (FAA) or the State of Tennessee over the course of several years for grants for airport-related development. All of the above projects may not receive funding and the City of Lebanon reserves the right to procure the subject services from another source. If a price cannot be agreed upon between the City of Lebanon and the selected firm during negotiations of the initial contract or any subsequent contract, then the City of Lebanon reserves the right to terminate negotiations and negotiate the second-highest ranked firm or initiate a new procurement action. Contracts may not be negotiated under this advertisement beyond five (5) years of the date that the initial contract is signed.

In order to be considered, firms must be experienced in providing the type of consulting services for which the Request for Qualifications is submitted.

The schedule for the above projects is subject to availability of funding from the FAA and the State of Tennessee and is, therefore, unknown at this time.

All parties are advised that some of the projects may not be undertaken, some of the services may not be required and that City of Lebanon reserves the right to initiate additional procurement action for any projects or services included in this request.

Firms should indicate their interest in providing the requested services by submitting five (5) copies of their Qualification Statement of 25 pages or less and one (1) digital copy by 4:00 p.m. local time on Friday, January 6, 2023. Submit Qualifications to:

City of Lebanon Engineering Department  
200 North Castle Heights Ave.  
Lebanon, Tennessee 37087  
Attn: R.T. Baldwin, RLS, Special Projects Administrator  
Email: Richard.baldwin@lebanontn.org

Qualification Statement should be clearly marked "Statement of Qualifications" on the outside of the sealed envelope. Statements submitted by the established deadline will be evaluated based upon the following criteria:

- 1.) **Qualifications and competence of the firm.** Provide firm biography and history of the firm's aviation services business. (10%)
- 2.) **Firm's experience in the type of services being sought.** List recent experience in airport projects comparable to proposed projects. Firms should provide the name, address, and telephone number of the contact person for a minimum of three similar multi-year assignments. (30%)
- 3.) **Capability of the firm to perform the service desired within an acceptable time frame.** List key project personnel's professional background, experience and workload. Identify those individuals to be assigned to the project, who at the time of submission, reside at the location to perform the work. Show permanent office location of all other key personnel and show history of successful on-time and on-budget project performance. (20%)
- 4.) **Firm's familiarity with and proximity to the geographic location of the projects.** Indicate office location where work will be performed. (20%)
- 5.) **Capability to furnish qualified construction inspectors for resident inspection.** (15%)
- 6.) **Evaluation of firm's EEO Policy and past performance meeting professional services DBE goals.** (5%)+

Following submittal, the Statement of Qualifications will be reviewed and evaluated. The City of Lebanon will select the firm that it feels is most qualified to provide the required services. Subsequently, a contract will be negotiated for the first grant project anticipated.

The City of Lebanon reserves the right to waive any informality in the submitted Statement of Qualifications, to reject any and all Statements of Qualifications or re-advertise for additional Statements of Qualifications.

City of Lebanon, 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 affirmatively insure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises (DBEs) 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.

All respondents are responsible for costs associated with the preparation of materials in response to this RFQ. The City of Lebanon assumes no responsibility for such costs.

R.T. Baldwin  
Special Projects Administrator  
City of Lebanon