



Griffin-Spalding County Airport Authority

" Your Aviation Gateway "

1035 South Hill Street  
Griffin, GA 30224

[www.cityofgriffin.com](http://www.cityofgriffin.com)

Telephone (770) 227-2928  
Fax (770) 229-2346

## NOTICE OF REQUEST FOR STATEMENT OF QUALIFICATIONS

### AIRPORT CONSULTING ENGINEERING SERVICES

The Griffin-Spalding County Airport Authority, Georgia is seeking a qualified aviation consulting firm to provide professional planning, engineering, architectural, and construction administration services in connection with the Airport Capital Improvement Plan at the current & future Griffin-Spalding County Airport.

It is the intent of the Griffin-Spalding County 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 Griffin-Spalding 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 150/5100-14E and applicable Georgia statues 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.

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.

The Griffin-Spalding County Airport Authority reserves the right to reject any and all submittals in response to this Request for any reason. The Griffin-Spalding County 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. Assist with DBE Program Overall Goal Updates / Program Administration.
- c. Prepare/Update Exhibit "A" Property Line Map, Airport Layout Plan, and other airport planning studies.
- d. Perform Design, Bidding and Negotiation, Construction Administration, and Resident Inspection Services, for Airport Capital Improvement Projects such as:
  - Construct / Rehabilitate Airport Runways, Taxiways and Aprons.
  - Construct / Rehabilitate Airport Entrance Roads & Parking Areas.
  - Construct / Rehabilitate Airport Buildings (Terminal, Hangars, ATCT, ARFF, Maintenance, etc.) Including Associated Utilities.
  - Instrument Landing Systems & Other Airfield NAVAIDS.

- e. Prepare Environmental Assessments and Environmental Permitting as necessary.
- f. Perform Land Acquisition and Relocation Services, Including Easements, Demolition & Obstruction Removal.
- g. Utility Coordination & Relocation.
- h. Airport Business Planning and Management Support Services.
- i. Such other airport-related work as the Griffin-Spalding County 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 of regional significance similar in nature to the current & future Griffin-Spalding County Airport.
5. Proximity to the Griffin-Spalding 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 four (4) current airport clients of the primary firm located within Georgia.
7. Regulatory Familiarity: Demonstrate familiarity with the Federal Aviation Administration (FAA) Atlanta District Office 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. Geographical Location
5. References
6. Performance on Past Similar Projects
7. Familiarity with the FAA, GDOT Aviation Programs
8. Workload
9. Responsiveness to the RFQ

All interested parties should submit eight (8) copies of the Statement of Qualifications, which shall contain no more than twenty (20) 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:

MR. ROBERT MOHL, AIRPORT DIRECTOR  
GRIFFIN-SPALDING COUNTY AIRPORT  
1035 SOUTH HILL STREET  
GRIFFIN, GEORGIA 31533

Deadline for submittal is 3 p.m., 27 July, 2015. The Statement of Qualifications should be delivered in a sealed envelope or box clearly marked, "Airport Consulting Engineering Services." The Griffin-Spalding County 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 Mr. Robert Mohl at [RMOHL@cityofgriffin.com](mailto:RMOHL@cityofgriffin.com). The deadline for questions shall be 3 p.m. on 13 July, 2015. **Responding firms shall have no contact related to this project with the members of the Griffin-Spalding County Airport Authority, elected or appointed officials of the City of Griffin or Spalding County or employees of the Griffin-Spalding County Airport 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 Griffin-Spalding County Airport Authority to select a consultant as a result of this effort.