**NOTICE OF REQUEST FOR STATEMENT OF QUALIFICATIONS**

**AIRPORT CONSULTING SERVICES**

The County of Wayne, 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 Wayne County Airport in Georgia.

It is the intent of Wayne County 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 Wayne County 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 150/5100-14D 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 subconsultants 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 Wayne County deems appropriate.

Wayne County reserves the right to reject any and all submittals in response to this Request for any reason. Wayne County 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:

Prepare Project Funding Applications and Capital Improvements Program (CIP) Documents.

1. Perform Design, Bidding and Negotiation, Construction Administration, and Resident Inspection Services.
2. Assist with DBE Program Overall Goal Updates / Program Administration.
3. Prepare/Update Exhibit “A” Property Line Map, Airport Layout Plan, and Environmental Assessments as necessary.
4. Construct/Rehabilitate Airfield Drainage Systems.
5. Construct/Rehabilitate Airfield Pavement, Lighting, and NAVAIDs/ILS Improvements.
6. Construct/Rehabilitate Airport Buildings (Terminal / Hangars / Maintenance).
7. Construct/Rehabilitate Airport Roadways and Parking Lots.
8. Install/Upgrade Airport Fencing and Security Systems.
9. Land Acquisition
10. Such other airport-related work as Wayne County 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 (i.e. GASP Level 3 or larger) similar in nature to the Wayne County Airport.
5. Proximity to the Wayne 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.
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 met schedules and deadlines.

**Evaluation Criteria**

The following criteria summarized from FAA AC 150/5100-14E, Section 2-8, shall be used to select the consultant and therefore should be included in a Statement of Qualification:

1. Capability to perform all or most aspects of the project and recent experience in airports 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 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.
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. I 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.

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:

Wayne County Commission

Attention: Amanda hannah

341 E. Walnut street

Jesup, Georgia 31546

Deadline for submittal is 4:00 p.m., August 20, 2020. The Statement of Qualifications should be delivered in a sealed envelope or box clearly marked, “Airport Consulting Engineering Services.” Wayne County 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 Mitch Sutton at [mitchsutton@sutiar.com](mailto:mitchsutton@sutiar.com). The deadline for questions shall be 4:00 p.m. on August 17, 2020. **Responding firms shall have no contact related to this project with Wayne County elected or appointed officials, or County 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 Wayne County, Georgia to select a consultant as a result of this effort.