**DATE: September 24, 2020**

**SCOPE OF CONTRACT**

The Hancock County Port and Harbor Commission (HCPHC/Sponsor) is requesting submittal of qualification statements from engineering firms interested in performing Architectural/Engineering Services for the North Apron Expansion Project per FAA Advisory Circular 150/5100-14E (or current version) for the Stennis International Airport & Airpark (KHSA). This project is expected to be funded by the Federal Aviation Administration via Supplemental Appropriations in the amount of $\_3,106,613.00\_\_\_.

**SCOPE OF SERVICES**

Services may include the following:

1. Preliminary Phase:
	* Coordinating with the Sponsor on project scope requirements, finances, schedules, operational safety and phasing considerations, site access and other pertinent matters.
	* As applicable, coordinating project with local FAA personnel and other interested stakeholders to identify potential impacts to their operations.
	* Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and architectural and engineering studies required for design considerations.
	* Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.
	* Preparing project design criteria and other bridging documents commonly used for alternative project delivery methods such as design-build contracting.
2. Design Phase:
	* Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
	* Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; and performing architectural, engineering, and special environmental studies.
	* Preparing necessary engineering reports and recommendations.
	* Preparing detailed plans, specifications, cost estimates, and design/construction schedules.
	* Preparing Construction Safety and Phasing Plan (CSPP).
	* Printing and providing necessary copies of engineering drawings and contract specifications.
3. Bidding and Negotiation Phase:
	* Activities are sometimes considered part of the construction phase.
	* They involve assisting the Sponsor in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on the award of contracts, preparing contract documents, and holding a pre-bid conference, including a site visit
4. Construction Phase:

This phase may include all basic services rendered after the award of a construction contract, including, but not limited to, the following activities:

* Providing consultation and advice to the Sponsor during all phases of construction.
* Representing the Sponsor at preconstruction conferences.
* Inspecting work in progress periodically and providing appropriate reports to the Sponsor.
* Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concept/drawings.
* Reviewing, analyzing, and accepting laboratory and mill test reports of materials and equipment.
* Assisting in the negotiation of change orders and supplemental agreements.
* Observing or reviewing performance tests required by specifications.
* Determining amounts owed to contractors and assisting Sponsors in the preparation of payment requests for amounts reimbursable from grant projects.
* Making final inspections and submitting punch-lists and a report of the completed project to the Sponsor.
* Reviewing operations and maintenance manuals.
1. Project Closeout Phase:

This phase includes all basic services rendered after the completion of a construction contract, including, but not limited to, the following activities:

* Making final inspections and submitting punch-lists and a report of the completed project to the Sponsor.
* Providing record drawings.
* Preparing summary of material testing report
* Preparing summary of project change orders
* Preparing grant amendment request and associated justification, if applicable.
* Preparing final project reports including financial summary.
* Obtaining release of liens from all contractors.
1. Special Services as defined by Section 1.5 per FAA Advisory Circular 150/5100-14E (or current version).

**GENERAL**

Architectural/Engineering firms interested in performing these services shall furnish statement of qualifications (5 hard copies and 1 digital copy on USB drive) on a Standard Form 330 (SF 330). Interested firms may obtain SF 330 from the Sponsor. The criteria and weighting factors to be used by the sponsor in evaluating responses will be as follows:

Resumes of key personnel for this contract (weight value of 5)

Experience and expertise regarding similar projects (weight value of 5)

Previous record with Stennis International Airport and/or the Hancock County Port and Harbor Commission and its ability to successfully complete projects (weight value of 5)

Capacity for timely completion of projects (weight value of 4)

Key personnel's participation in past projects (weight value of 4) Firm size as related to project magnitude (weight value of 3) Location of Firm to Sponsor (weight value of 5)

Scoring of the selection criteria shall be on a numerical scale of 1 to 5, with 5 being the highest possible score and 1 being the lowest possible score. The score for each criterion will be multiplied by its weight factor, which indicates the importance of each criterion as it relates to this contract.

For selection criteria without an assigned weight value, the score shall be "pass/fail", with a "fail rating possibly resulting in the disqualification of the applicant prior to the rating process.

# Following the evaluation of the Statement of Qualifications received by the Sponsor's selection committee, the top three (3) applicants will be placed on a short list. It shall be the option of the Sponsor, if the sponsor or selection committee feels further evaluation of the qualified short list applicants is necessary in order to determine the top-ranked firm (or firm's), to issue a Request for Proposals (RFP) to all short listed applicants. The RFP issued to all short-listed applicants shall contain instructions on the format (such as written proposal, interview, presentation, etc.) to be used in submitting proposals and information on how the proposals will be evaluated.

Following the final evaluation of qualified applicants, the Sponsor will place the applicants in a final ranking based on qualifications. The Sponsor will then enter fee negotiations with the top­ ranked firm (or firms if appropriate) for the subject contract, with the unsuccessful firm(s) being notified accordingly. Should these negotiations be unsuccessful, the Sponsor shall enter negotiations with the next-highest ranked firm, (or firm's) and so on. The Sponsor reserves the right to all applicants and re-advertise for the contract.

Following the successful negotiation of fees with the Sponsor, the successful firm (or firms) will enter a contract with the Sponsor.

The State of Qualification form, SF 330, shall be mailed or delivered to **14054 Fred & Al Key Road, Kiln, MS 39556.** Statement of Qualifications will be accepted until **October 29, 2020 at 3PM.**

**Questions regarding this contract should be addressed to James Buras, P.E. at (228) 493-5200 or via email at** **jburas@hcphc.ms****. Firms wishing to apply must submit a fully completed SF 330. Failure to provide all information requested may result in the submission being considered non-responsive and the firm will not be given a total score in the valuation process.**

**Hancock County Port and Harbor Commission**

**14054 Fred & Al Key Road**

**Kiln, MS 39556**