REQUEST FOR STATEMENTS OF QUALIFICATIONS
AND EXPRESSIONS OF INTEREST
by the
JACKSON MUNICIPAL AIRPORT AUTHORITY
for
ARCHITECTURAL/ENGINEERING AND RELATED SERVICES – FIFTH FLOOR ASSESSMENT AND RENOVATION AT THE JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT

(JMAA PROJECT NO. 003-15)

The Jackson Municipal Airport Authority ("JMAA") requests Statements of Qualifications and Expressions of Interest (each response, a "Statement of Qualifications") to provide architectural/engineering and related services ("Services") to JMAA in connection with the assessment and renovation of the Fifth Floor Office spaces of the Main Terminal Building at Jackson-Medgar Wiley Evers International Airport ("JAN"), including design and construction engineering services for any necessary or appropriate renovations.

JMAA will receive the Statements of Qualifications to perform the Services at the offices of JMAA at Suite 300, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport, 100 International Drive, Jackson, Mississippi 39208 until 5:00 p.m. on May 27, 2015 (the "Deadline").

Each Statement of Qualifications must be placed inside a sealed envelope or package marked with the wording: "Statement of Qualifications for Engineering Services – Fifth Floor Assessment and Renovation." The outside of the envelope or package must also state the name(s) of the Respondent(s). Statements of Qualifications received by JMAA after the Deadline will not be considered for any reason whatsoever.

Information for Respondents relating to this Request for Statements of Qualifications and Expressions of Interest ("RFQ") is on file and open for public inspection at the offices of JMAA. The Information for Respondents includes a copy of the RFQ, General Information for Respondents, General Requirements for Statements of Qualifications, Information Required from Respondents and Criteria for Selection. A copy of the Information for Respondents may be obtained from JMAA as follows:

Attention: Jackson Municipal Airport Authority
Suite 300, Main Terminal Building
Jackson-Medgar Wiley Evers International Airport
100 International Drive
Jackson, Mississippi 39208
Attention: Woodrow Wilson, Senior Director of Capital Programming
Telephone: (601) 664-3536
Email: wwilson@jmaa.com

or from JMAA's website at www.jmaa.com/RFP-RFB.htm.

JMAA will hold a pre-submittal conference relating to the Services and the requirements of the RFQ at 1:00 p.m. on May 12, 2015 in the Community Room at JAN. Attendance at the pre-submittal conference is mandatory for all Respondents.

The contract to perform the Services will be awarded to the Respondent determined by JMAA to be best qualified to perform the Services. Prior to making the award, JMAA may request certain Respondents to make presentations to JMAA's Selection Committee.

JMAA reserves the right to reject any and all Statements of Qualifications for any reason at any time prior to execution of a contract with the Respondent selected by JMAA to perform the Services and to waive any and all informalities and irregularities in the selection process.

 JACKSON MUNICIPAL AIRPORT AUTHORITY

Date: April 21, 2015 /s/ Carl D. Newman
 Carl D. Newman, Chief Executive Officer

Publication:

 April 29, 2015 (*The Clarion-Ledger*)

 May 6, 2015

 April 29, 2015 (*Rankin County News*)

 May 6, 2015

 April 30, 2015 (*The Jackson Advocate)*

 May 7, 2015

 April 30, 2015 (*Mississippi Link)*

 May 7, 2015

#  - GENERAL INFORMATION FOR RESPONDENTS

## Issuer: Jackson Municipal Airport Authority. This Request for Statements of Qualifications and Expressions of Interest ("RFQ") is issued by the Jackson Municipal Airport Authority "JMAA"), a municipal airport authority organized and existing under the Mississippi Airport Authorities Law, Section 61-3-1 et seq., Mississippi Code of 1972, as amended.

## JMAA's Project Manager. Woody Wilson, Senior Director of Capital Programming, is the Project Manager for JMAA in connection with this RFQ. All questions regarding this RFQ must be directed to the Project Manager. The Project Manager may be contacted as follows:

 Jackson Municipal Airport Authority
Main Terminal Building
Jackson-Medgar Wiley Evers International Airport
100 International Drive, Suite 300
Jackson, Mississippi 39208
Attention: Woodrow Wilson, Jr., Senior Director of Capital Programming
Telephone: (601) 664-3536
Email: wwilson@jmaa.com

All contact by Respondents with JMAA must be through the Project Manager or in response to requests for additional information from the Project Manager. Any unsolicited contact by a Respondent regarding this RFQ or the project to which this RFQ relates with any member of the Board of Commissioners or the staff of JMAA, other than the Project Manager listed above in this Section 1.2, shall be grounds for disqualification.

## Purpose of RFQ; Scope of Work.

### JMAA desires to select a consultant (the "Consultant") to provide architectural/engineering and related services (the "Services") to JMAA in connection with an assessment of the existing conditions of certain office spaces on the fifth (5th) floor of the Main Terminal Building of the Jackson-Medgar Wiley Evers International Airport (“JAN”); to prepare plans for remediation and designs for reconstruction/renovation of that space; and to provide construction administration, project management, inspection services and oversight over remediation and reconstruction/renovation for any necessary or appropriate improvements (the "Project").

### The probable area of impact is approximately 6,994 sq. feet of office space, across thirty-nine (39) rooms.

### The selected professional will be responsible for providing:

#### A remediation plan to address contaminated materials in the impacted areas, including proper removal, handling and disposal plans;

#### Design drawings for necessary demolition of existing interior materials; and replacement, as needed, of mechanical, electrical, plumbing and heating, ventilation and air conditioning (HVAC) equipment.

#### Conceptual, preliminary, and final designs, and detailed cost estimates.

#### Develop plans and specifications and appropriate bid documents for solicitation of competitive bids for any appropriate remediation, demolition, construction, repair or other improvements.

#### Provide construction engineering and inspection services during any remediation, demolition or construction, including review of the work of the contractor(s), review and approval of applications for payment by the contractor(s), and generally acting as JMAA's representative during the performance of the work and the warranty period.

(vi) Follow the US Environmental Protection Agency guidelines to include guidelines identified in “Mold Remediation in Schools and Commercial building”. The website for this document is

 <http://www.epa.gov/mold/mold_remediation.html>.

#### A building inspection report will be provided to the selected respondent.

## Joint Submissions. Statements of Qualifications submitted in response to this RFQ may be submitted by (i) a single consultant, (ii) a joint venture (in which case all joint venture members shall be responsible to JMAA for proper performance of the Services), or (iii) a consultant with subconsultants, so long as all information required by this RFQ is provided. Any Respondent proposing to use one or more subconsultants must perform 50% of the Services (by value) with its own employees. All communication will be between the Consultant and JMAA. JMAA will not communicate directly with or have any contractual relationship with any subconsultant.

## Selection Process. After evaluation in accordance with the criteria set forth in “PART 4: CRITERIA FOR SELECTION,” JMAA will select not more than three (3) Respondents to submit a proposal (which proposal, at JMAA's discretion, may be made as part of an oral presentation or in writing). After consideration of the proposals, JMAA will enter into negotiations with the Respondent ranked first on the list. If such negotiations fail to produce an Agreement (as such term is hereinafter defined) in form and content satisfactory to JMAA within a reasonable period of time, then JMAA may reject the first-ranked Respondent and proceed to negotiate with the next Respondent on the list until a Respondent has agreed to and has entered into an Agreement in form and content satisfactory to JMAA.

#  - GENERAL REQUIREMENTS FOR STATEMENTS OF QUALIFICATIONS.

## Deadline. Statements of Qualifications must be received at the office of JMAA no later than 5:00 p.m. on May 27, 2015, (the "Deadline"). JMAA will deem Statements of Qualifications received after the Deadline non-responsive and will reject all late-received Statements of Qualifications without review. The opening of any Statement of Qualifications does not constitute acceptance of such statement as responsive to the RFQ.

## Pre-Submittal Conference. JMAA will hold a pre-submittal conference relating to the Services and the requirements of the RFQ at 1:00 p.m. on May 12, 2015, in the Community Room at JAN. Attendance at the pre-submittal conference is mandatory for all Respondents. The Services include work in or around secure areas of JAN where access is limited. JMAA will conduct a tour of these areas as part of the pre-submittal conference. JMAA will not arrange access to these areas for Respondents other than as part of the pre-submittal conference.

## Copies to be Provided. Each Respondent must submit one (1) copy of its entire Statement of Qualifications (including all attachments and exhibits) in digital format. The digital copy of the Statement of Qualifications shall be submitted on CD-ROM or DVD in Adobe \*.pdf (searchable) format. In addition, each Respondent must submit five (5) paper copies of its Statement of Qualifications. All five (5) paper copies and the digital copy of the Proposal must be enclosed in a sealed envelope or package, the outside of which must be marked with the name of the Respondent(s) and with the wording: "Statement of Qualifications for Engineering Services – Assessment and Renovation of the Fifth Floor Office Spaces at JAN".

## Formatting and Page Limits. No Statement of Qualifications may exceed thirty (30) pages, exclusive of appendices. The Respondent's letter of transmittal, table of contents, summaries and introductions shall be included in the 30-page limit. Pages must be 8.5" x 11" with all four margins being at least one inch. No more than five (5) pages may be 11" x 17"; however, each 11” x 17” page shall count as two (2) pages against the 30-page maximum. All text information in the main part of the Statement of Qualifications must be in an easily-read font (preferably size 12 point or larger). Samples of prior work by the Respondent and references may be included as appendices, without counting against the 30-page limitation. Statements of Qualifications should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFQ and perform the Services.

## Statement Must Be Signed. Each Respondent must sign its Statement of Qualifications. If the Statement of Qualifications is submitted by an individual, the Statement of Qualifications must indicate the name and post office address of the individual. If the Statement of Qualifications is submitted by a partnership, limited liability company or other business entity (excluding a corporation), the Statement of Qualifications must indicate the name and post office address of each member of the partnership, limited liability company or business entity. If the Statement of Qualifications is submitted by a corporation, the Statement of Qualifications must indicate the name and business address of the principal officer of the corporation and the corporation's state of incorporation.

### Statements of Qualifications must respond to all requirements of the RFQ and be sufficient for JMAA to evaluate the qualifications and experience of the Respondent. At a minimum, the information specified in “PART 3: INFORMATION REQUIRED FROM RESPONDENTS” must be presented in the Statement of Qualification in the order requested and as appears therein. The information provided in the Statement of Qualifications must be complete and accurate, and the Statement of Qualifications must be sworn to (before a notary public) by an officer, partner or member of the Respondent authorized to bind the Respondent.

### Each Respondent must acknowledge receipt of any Addendum to this RFQ or the Information for Respondents by including with its Statement of Qualifications a properly executed Acknowledgment of Receipt of Addendum in the form which accompanies such Addendum, if any.

## Interpretation of Information for Respondents. Each Respondent should examine the Information for Respondents carefully. All requests to JMAA for interpretation, clarification or correction of any ambiguity, inconsistency or error must be in writing delivered to the Project Manager. Such requests may be submitted by email, facsimile or other means. Only interpretations, clarifications or corrections by Addendum issued by the Project Manager shall be binding on JMAA and the Respondents.

## Addenda. If it becomes necessary to revise any aspect of the RFQ or this Information for Respondents or to provide additional information to Respondents, the Project Manager will issue one or more Addenda by posting on JMAA's website. JMAA will also endeavor to deliver a copy of each Addendum to all persons on record with JMAA as having received a copy of the Information for Respondents via facsimile or email. No Addendum will be issued later than five (5) calendar days prior to the Deadline, except an Addendum withdrawing this RFQ or an Addendum postponing the Deadline (which Addendum may be issued at any time up to the Deadline). Each Respondent is solely responsible for ensuring that it has received and understand all Addenda issued by JMAA.

## Questions and Requests for Additional Information. Any questions regarding this RFQ or the Services must be submitted in writing to JMAA's Project Manager. Submissions by email are acceptable. JMAA will not provide individual responses to any Respondent. JMAA will respond to all questions by Addendum. The last time and date for submission of any questions to JMAA will be 3:00 p.m. on May 15, 2015. Each question must specifically reference this RFQ.

## Representations of Respondent. Each Respondent, by submitting a Statement of Qualifications, represents that it (i) has read and understands the Information for Respondents, (ii) is familiar with the conditions under and the purposes for which the Services will be performed, (iii) has all professional qualifications, licenses, certifications and registrations necessary to perform the Services, and (iv) is knowledgeable of and, if selected by JMAA, will fully comply with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the Services or Respondent's performance of the Services.

## Professional Qualifications. All Services must be performed by or under the supervision of a registered Professional Engineer listed with the Mississippi Board of Registration for Professional Engineers and Land Surveyors.

## Investigations. JMAA reserves the right to make any and all investigations it deems necessary to establish the competency of any Respondent to perform the Services. If, upon investigation JMAA determines in its sole discretion that a Respondent lacks satisfactory evidence of competency, JMAA reserves the right to reject the Statement of Qualifications of such Respondent.

## Rejection of Statements of Qualifications. JMAA reserves the right, in its sole discretion, to reject any and all Statements of Qualifications and to waive any technicality, informality or irregularity in any Statement of Qualifications for any reason at any time prior to entering into a contract for performance of the Services. Without limiting the foregoing, JMAA specifically reserves the right to reject a Statement of Qualifications if the Respondent fails to furnish the data required by this Information for Respondents or if the Statement of Qualifications is in any way incomplete or irregular.

## Agreement Subject to Granting Agency Requirements. All or a part of the costs of the Services will be paid or reimbursed by the Federal Aviation Administration (“FAA”). In addition to any other requirements of law, the contract pursuant to which the Consultant will perform the Services (the "Agreement") will be subject to any applicable requirements of FAA.

## Agreement. The selected Respondent will be required to enter into JMAA's standard form of consultant agreement. The Agreement will contain, among other things, an agreement to perform the Services in accordance with the standards of the industry, provisions required by applicable law and such other terms and conditions as JMAA deems appropriate.

## Type of Agreement. Selection of the Respondent will be based on qualifications and experience. Respondents should not submit any cost or fee information or performance schedule with their Statements of Qualifications. JMAA will negotiate with the selected Respondent concerning fees, costs and a schedule for the Services. The fee arrangement may be either (i) a firm fixed price, plus or inclusive of out-of-pocket expenses, (ii) a cost plus fixed fee basis, subject to a predetermined maximum for each task; or (iii) on an hourly basis at approved rates, subject to a predetermined maximum.

## Costs Incurred by the Respondent Prior to Execution of an Agreement and Notice to Proceed. JMAA shall not be liable for any costs incurred by any Respondent in preparation of its Statement of Qualifications. Further, JMAA shall not be liable for any costs incurred by the selected Respondent prior to the effective date of JMAA's Notice to Proceed.

## Disclosure of Response Contents. All materials submitted in response to this RFQ will be the property of JMAA and may be held by JMAA or returned to each respective Respondent at JMAA's sole discretion. In preparing its Statement of Qualifications, each Respondent should be aware that some or all of its Statement of Qualifications may be subject to public inspection and/or reproduction under the Mississippi Public Records Law, Section 25-61-1 et seq., Mississippi Code of 1972, as amended.

## Nondiscrimination. By submitting a Statement of Qualifications in response to this RFQ, each Respondent agrees that it understands that JMAA is an equal opportunity employer. It is the policy of JMAA to comply with all applicable portions of 49 CFR Part 21 (Title VI of the Civil Rights Act of 1964) which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, or disability. The Agreement will require that the Consultant (and all subcontractors) represent and warrant to JMAA that it (and they) will comply with all applicable provisions of 49 CFR Part 21 and all other laws, rules and regulations prohibiting discrimination.

In the event the Consultant performs work for JMAA that involves the selection of a site or location of a covered facility, the Consultant shall use criteria or methods of selection which consider the impact and benefits of the facility on persons without discrimination because of their race, color, religion, sex or national origin. The criteria and methods shall include proactive measures for obtaining citizen participation from persons of all races, colors, religions, genders and national origins.

## Notification of Selected Respondent(s). Respondent(s) selected for negotiation, if any, will be notified of their status by the Project Manager. Respondents who are not selected for negotiation will be notified in writing at the same time.

## DBE Participation. It is the policy of JMAA that Disadvantaged Business Enterprises ("DBEs") (as such term is defined in 49 CFR Part 26) shall have the maximum opportunity to participate in performance of the Services. The goal established by JMAA for DBE participation in the Services is 30%. Each Respondent must make good faith efforts (as such term is used in 49 CFR Part 26) to ensure that DBE participation is equal to or exceeds JMAA's goal for such participation and shall take all necessary and reasonable steps to ensure that DBEs have the maximum opportunity to compete for and perform a portion of the Services. No Respondent shall discriminate on the basis of, among other things, race, color, creed, age, physical disability, national origin or sex. The participation goal may be obtained by, without limitation, use of a partnership with, joint venture with, subcontracting to, procuring materials from or buying or renting equipment for the Services from DBEs. Each respondent must describe its proposed DBE participation in its Statement of Qualifications and must certify as to its compliance with DBE participation goals or requirements in other contracts and projects during the preceding five-year period. JMAA reserves the right, in its sole discretion, to verify each Respondent's compliance with DBE participation goals and requirements on other contracts. JMAA further reserves the right to reject any Respondent that does not use good faith efforts to meet JMAA's DBE participation goals. JMAA further reserves the right to waive or modify requirements set forth herein with respect to DBE goals and to reject Respondents which are otherwise qualified and acceptable to JMAA, but fail to certify as to their efforts to meet JMAA’s DBE goals.

Should the Consultant (i) fail to carry out the requirements set forth in the DBE Program or 49 CFR Part 26 or (ii) fail to meet JMAA's goal of 30% participation by DBEs in the Services or fail to use good faith efforts (as such term is defined in 49 CFR Part 26) to meet JMAA's goal for participation in the Services by DBEs, such failure shall be grounds for rejection of the Respondent or, if the Agreement has been executed, a material breach of the Consultant's obligations under the Agreement.

## Conflicts of Interest and Gratuities. JMAA's current Policy on Conflicts of Interest and Gratuities is available on JMAA's website at www.jmaa.com/DocDownloads.htm. Each Respondent must complete, execute and submit the Certification attached to the Policy with its Statement of Qualifications. Failure to execute and submit the Certification attached to the Policy on Conflicts of Interest and Gratuities will be grounds for rejection of the Respondent's Statement of Qualifications without further review or consideration by JMAA.

#  - INFORMATION REQUIRED FROM RESPONDENTS

## Required Information. To be selected, a Statement of Qualifications must demonstrate that the Respondent is highly qualified by expertise and experience to perform the Services. A Statement of Qualifications should emphasize the Respondent's qualifications and experience regarding all aspects of the Services. Experience with design, construction and maintenance of airport runways is required.

At a minimum, all of the following information MUST be furnished by each Respondent as part of its Statement of Qualifications. The information provided must be complete and accurate. Any omission, inaccuracy, or misstatement may be cause for rejection of the Proposal.

### Identification of Respondent.

#### Full, correct, legal name and type of business entity of Respondent, and, if applicable, the Respondent's state of incorporation or formation. (NOTE: the Respondent awarded the Services, if a corporation, limited partnership or limited liability company, will be required to be authorized by the Mississippi Secretary of State to do business in the State of Mississippi and be in good standing at all times while performing the Services.)

#### Physical and mailing addresses of Respondent.

#### Name of Respondent's representative for purposes of notice or other communications regarding the Statement of Qualifications.

#### If the address of Respondent or name of Respondent's representative for purposes of notice or other communications regarding negotiation of an Agreement will be different from the above, such other address or name must also be provided.

#### Telephone and facsimile numbers for Respondent's Representative regarding the Statement of Qualifications, and, if different, for Respondent’s Representative regarding negotiation of any Agreement.

#### Name, titles and business address of each director, senior officer and any shareholder, partner or member having, owning or controlling ten percent (10%) or more equity interest in Respondent.

### Organizational Summary. An organizational summary of the Respondent to include the following:

#### A description of the Respondent's organization, including addresses of all central and branch or satellite offices; the number of employees; and all major divisions and areas of expertise;

#### A description of the key personnel the Respondent would use to perform the Services, including education, professional qualifications, length of service, special expertise, and experience; and

#### A description of the offices, facilities and equipment, including computer software and computer-based programs, the Respondent would use to perform the Services.

### Experience.

#### Each Respondent must complete and submit Part I and Part II of GSA Standard Form 330 (Architect-Engineer Qualifications) and must have each proposed team member or subconsultant complete and submit Part II of GSA Standard Form 330 as part of its Statement of Qualifications. A copy of GSA Standard Form 330 is available for download from the General Services Administration's website at www.gsa.gov under "Forms" or from JMAA's website at www.jmaa.com/DocDownloads.htm.

#### Each Respondent may include as appendices to its Statement of Qualifications sample work product from not more than three (3) similar projects.

### Terminated Contracts. A statement, if applicable, setting forth the following: for all contracts for services similar to the Services of Respondent or any subsidiary, parent or affiliate of Respondent that have been terminated either voluntarily or involuntarily prior to the expiration of their terms during the past five (5) years, the name, location and address of the other party(ies) to said contracts, if any, and the date(s) of termination; the name and address of the surety(ies) and date of any forfeited or canceled sureties or bonds within the past five (5) years; a detailed description of any judgments and any pending or threatened lawsuits related in any way to Respondent or any wholly-owned subsidiary, parent or affiliate of Respondent for work or services similar to the Services during the past five (5) years; and a description, name of case, cause number, date of filing and address of court for any petition in bankruptcy filed by or against Respondent or any wholly-owned subsidiary, parent or affiliate of Respondent during the past five (5) years.

### Staffing. A statement and evidence that the Respondent's organization is sufficiently staffed to accomplish the Services.

### Expertise and Special Knowledge. In the event certain features of the Services are of such complexity and nature as to require specialized or expert assistance, a statement as to whether the Respondent's organization or team is sufficiently staffed with such specialists to provide such features, or if it will be necessary to associate with others, and if an association should be necessary, the nature of such association.

### Professional Qualifications. Evidence that all Services will be performed by or under the supervision of a registered Professional Engineer listed with the Mississippi Board of Registration for Professional Engineers and Land Surveyors.

### DBE Participation. Each Respondent must complete and submit JMAA's form of DBE Utilization Plan as part of its Statement of Qualifications. JMAA's DBE Utilization Plan form is available for download from JMAA's website at www.jmaa.com/DocDownloads.htm. In addition, each Respondent must (i) certify that it has met or provide evidence of its good faith efforts to meet all minority-owned, woman- owned and disadvantaged business enterprise goals or requirements in other projects during the preceding five-year period and (ii) provide a narrative of specific efforts made or to be made by Respondent to involve DBEs in the performance of the Services. JMAA reserves the right to verify each Respondents compliance with this requirement.

### Other Information. Any other information the Respondent wishes to submit to JMAA for consideration in evaluating the Respondent's Statement of Qualifications.

#  CRITERIA FOR SELECTION

## Criteria. JMAA will use a qualifications-based selection procedure for selection of the Consultant. Under no circumstances are Statements of Qualifications to include fee or cost estimates for any or all of the Services. All Statements of Qualifications received on or before the Deadline will be reviewed and evaluated by JMAA. JMAA will rank Respondents in priority order for negotiation of an Agreement based on JMAA's determination in its sole discretion as to the Respondent best qualified to perform the Services.

Responses shall be evaluated according to the criteria listed below. The criteria are listed in order of importance, from highest to lowest.

###### The Respondent's capability to perform all or most aspects of the Project and recent experience in projects comparable to the Project. – 15 points

###### The professional qualifications and experience of the Respondent's key personnel, as well as the availability of the Respondent's key personnel for the Project; the reputation and professional integrity and competence of the Respondent's key personnel; the Respondent's knowledge of applicable Federal Aviation Administration regulations, policies and procedures. – 15 points

###### The quality of projects previously undertaken by the Respondent. - 15 points

###### The Respondent's demonstrated understanding of the Project's potential problems and JMAA's special concerns. – 10 points

###### The Respondent's proposed DBE participation in the performance of the Services or evidence that the Respondent has made good faith efforts to meet JMAA's DBE goals. – 10 points

###### The qualifications and experience of any outside consultants regularly engaged by the Respondent. – 10 points

###### The geographic location of the Respondent and the Respondent's means of assuring timely responses if the Respondent is not located in the Jackson, Mississippi area. – 5 points

###### 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. – 5 points

###### The Respondent's current workload and demonstrated ability to meet schedules or deadlines. – 5 points