

# NOTICE OF REQUEST OF QUALIFICATIONS FOR PROFESSIONAL SERVICES AS GENERAL ENGINEERING CONSULTANT TO THE TUPELO AIRPORT AUTHORITY

**PURPOSE:** The Tupelo Airport Authority (TAA) is soliciting statements of qualifications for professional services to provide multi-disciplinary engineering services for Tupelo Regional Airport (Airport) for a contract period of five (5) years. Qualified firms must be able to offer or partner with firms that offer civil, mechanical, structural, electrical, geotechnical, and other related engineering specialties. Responses shall be prepared and submitted in accordance with the requirements described in this Request for Qualifications (RFQ).

**DESCRIPTION:** The required services include, but are not limited to, engineering services for planning, preliminary design, design, bidding, and construction phases, including incidental special services, for airfield, Terminal and landside related projects funded under the Federal Aviation Administration (FAA) Airport Improvement Program (AIP), Mississippi Department of Transportation (MDOT), other grants or loans, and may include projects funded by the Airport.

The specific work required in connection with proposed projects at the Airport; including, without limitation, airport planning, preliminary and final design (including design testing and surveying), engineer's report, preparation contract documents, construction testing, construction administration; to include, preparing grant application, required project progress reports, compiling all project close-out documents, project inspection, and related professional services to accomplish the construction, reconstruction, expansion and renovation projects at the Airport, including but not limited to the following:

Milling and Overlay of Parallel Taxiway and Connectors

Refurbishment of the Airfield Electrical Lighting and Airfield Signage

Updating of Airport Capital Improvement Plan and Airport Layout Plan

Design and Construction of Single Hangar, T-Hangar and/or FBO facility

Design and Construction of Parallel Taxi-lane connecting existing Aprons

Design and installation of PAPIs or other navigational aids

Other unforeseen or unplanned projects involving but not limited to; runway, apron, taxiways improvements or rehabilitation, Terminal, ARFF or Administration Building improvements, property acquisition, earthwork/grading/utilities, Environmental Assessment, benefit cost analysis, safety management systems, geographic information systems, and other airport improvements required by TAA.

The above stated projects anticipated during the five (5) year contract may be accomplished in phases as funded by multi-year grants. And, not all of the services may be required and TAA reserves the right to initiate additional procurement action for any of the services listed above.

**SELECTION CRITERIA:**

The following criteria, See Attachment 1, Selection Criteria, will be use to evaluate the individual Requests for Qualifications (RFQ) and based on the RFQ's score will be ranked in order of highest to lowest.

**SUBMISSION REQUIREMENTS:** All submissions must be signed by an officer of the firm or by a designated agent empowered to bind the firm in a contract. The Airport may request additional written information to assist in the evaluation of responses.

**Closing date and Mailing Address**

Responses to this RFQ must be received by the Airport as follows:

Due Date: June 30, 2016  
Time: Prior to 4:30 p.m.  
Deliver to: Executive Director, 2704 West Jackson St., Tupelo, MS 38801

**Preparing the Proposal**

Submit the Proposal in a three ring binder. Each page shall be numbered. The maximum number pages allowed for the Proposal shall be thirty (30) including all content and dividers.

**Submitting the Proposal:**

Respondent shall submit SEVEN (7) copies of the Proposal, along with one (1) digital copy in pdf format, in a sealed carton, clearly marked on the front: "Statement of Qualifications for Engineering Services Agreement". Proposals submitted prior to the above time and date may be modified provided such modifications are sealed and received by the Administration Office prior to the time and date set for submission of proposals. Any Proposal or modification received after this time shall not be considered.

**CONTENTS OF SUBMISSION:** The following topics shall be addressed:

**Name of RFQ**

The name of this RFQ is "Statement of Qualifications for Engineering Services Agreement"

## **Statement of Interest**

Provide a statement of interest for providing engineering services including a description of the Company's unique qualifications as they pertain to Airport projects. Include a statement on the availability and commitment of the Company and its principal(s) and assigned professionals to undertake Airport improvement projects.

## **Business Organization**

Provide the following information:

- Legal name and address of the Company
- Address of branch office that will be providing services, if applicable
- Number of years in business
- Type of Organization (Individual, Partnership, Corporation, Joint Venture, etc.)
- Number of employees by skill group

A statement shall be included from the firm that to the best of its knowledge, there are no circumstances that shall cause a conflict of interest in performing services for the Airport.

## **Corporate Qualifications & Expertise**

Provide resumes giving the qualifications, expertise and experience of the professional members of the firm, as well as any anticipated sub-consultant personnel, that will be involved in Airport projects. Include:

- Name, specialty and job title
- Years of relevant experience with the firm (and previous employers)
- Academic degree(s), year received and discipline
- Professional registrations
- Office location where employed
- A synopsis of experience, training or other qualities that reflect the individual's related experience and expected contributions

## **Experience**

Describe firm's experience and any sub-consultants, and resident inspectors regularly engaged by the firm with similar types of work, particularly with projects at commercial service airports operating under FAR Part 139. Include project description, scope of services performed, location and reference (contact person).

## **Quality of Projects**

Provide a list of similar projects previously undertaken and the capacity to complete projects, detailing estimated project time and costs versus actual project completion time and costs and explanation(s) of changer orders if resulted in more than a three (3) percent change from original contracts; both, Engineering and Construction.

## **Capabilities and Resources**

List projects currently under contract or anticipated in the next five years that involve equipment and key personnel that would also handle the Airport's contract. Provide estimated times of completion for those contracts. Address availability and responsiveness of staff and firm's ability to work collaboratively with sub-consultants and team members.

Describe and give examples of similar projects where the firm used Value Engineering (VE) in managing the project.

Detail the firm's ability to meet and/or document "Good Faith Effort" in meeting DBE goals in similar projects.

## **References**

Provide information on other organizations for which your firm has provided comparable engineering services.

**CONTACT INFORMATION:** Questions concerning this RFQ or responses thereto should be directed to:

Tupelo Airport Authority  
Attn: Executive Director  
2704 West Jackson St.  
Tupelo, MS 38801  
c.nash@flytupelo.com

Written answers to all written inquiries will be sent to all known recipients of this RFQ and posted on the Airport's website at [www.flytupelo.com](http://www.flytupelo.com) -> News -> Notices/RFP/RFQ. In no case will verbal communications override written responses or requirements of this RFQ.

Questions about this RFQ must be received by the Airport as follows:

Due Date: June 30, 2016  
Time: Prior to 4:30 p.m.  
Deliver to: Executive Director, 2704 West Jackson St., Tupelo, MS 38801  
Email: c.nash@flytupelo.com  
Fax: 662-841-6571

Contact with Airport Authority Members or employees other than the contact person listed above is prohibited and may result in Respondent being deemed unqualified. The target date for presenting the ranking of the firms is July 12<sup>th</sup> and the anticipated date of Selection is August 9, 2016, unless additional interviews and/or presentations are desired.

## **GENERAL TERMS & CONDITIONS**

### **DBE**

Disadvantaged Business Enterprises (DBEs) are encouraged to respond to this solicitation. DBE participation for each professional service project is encouraged by the Authority and a

DBE goal will be established for each project funded by the FAA. The Airport's 2016 DBE goal for programs utilizing FAA funds is 10.49 percent.

### **Costs**

The Airport will not pay for or reimburse for any information requested in this RFQ, any costs incurred in responding to it or in participating in the interview process.

### **Evaluation**

Submissions will be evaluated to identify the firm(s) best qualified to meet the Authority's needs. The firm(s) deemed best qualified may be invited for additional presentations and interviews. The Authority reserves the right to request interviews of any, all or none of the respondents. A qualifications-based selection process conforming to FAA Advisory Circular 150/5100-14D will be utilized. Selection criteria will include: recent experience with airport projects at commercial service airports operating under FAR Part 139; ability to provide or partner with firms that can provide multi-disciplinary engineering services; demonstrated ability to meet schedules within budget; quality of previous airport projects undertaken; interest shown, and key personnel qualifications.

### **Award of Contract**

The Authority reserves the right to reject any or all responses, to waive any informalities or irregularities therein, to award or refrain from awarding a contract and to re-advertise for statements of qualifications. Award of contract, if any, will be to the respondent deemed best qualified by the Authority to perform the services outlined in this RFQ. No contractual obligation or liability on the part of the Authority shall exist unless and until a contract is executed.

