

**INFORMATION FOR STATEMENTS OF QUALIFICATIONS
FOR PLANNING/ENGINEERING SERVICES
RUTHERFORD COUNTY AIRPORT
DECEMBER 2016**

The Rutherford County Airport Authority is requesting Statements of Qualifications from interested and qualified Aviation Consultants for planning and engineering services required for the next five years for the Rutherford County Airport.

PURPOSE:

The purpose of this Request for Proposals is to obtain expert professional, technical, and advisory services while developing the Rutherford County Airport during this period. Consultant services will be provided with close interaction with the Rutherford County Airport Authority, County Manager and Airport Director.

REQUIREMENTS/AGREEMENTS:

The successful proposer will be required to enter into an agreement with the Rutherford County Airport Authority which will be reviewed by the North Carolina Division of Aviation and the Federal Aviation Administration. The types of services and expertise required for this solicitation are described in Attachment "A". Consultants offering expertise in the services described in Attachment "A" are encouraged to submit statements of qualifications.

PROPOSAL CONTENT AND EVALUATION:

Six (6) copies of your proposal must be received by 2:00 pm, Friday, January 13, 2017. The proposals must be complete, include information requested in these instructions, and the total pages of the submittal shall not exceed twenty (20) pages. Address to: Ms. Brooke Watson, Secretary to the Airport Authority, Rutherford County Administration Building, 289 North Main Street, Rutherfordton, NC 28139 if delivered or mailed. Electronic submittals will not be accepted.

Include in your proposal the following specific items which will assist in the evaluation of all proposals:

1. Corporate Qualifications

- a. Brief history of firm.
- b. Previous experience of similar projects.
- c. Resumes of key personnel available for this project.
- d. Location of the office to perform the work.

2. Performance on Previous Projects

- a. On-time/in-budget performance on projects.
- b. At least three (3) airport references with telephone numbers.

3. Sub-consultants (if used)

- a. Provide a listing of all sub-consultants which are proposed to be a part of the team. Include responsibilities and qualifications for each sub-consultant.

4. Present work load

- a. Key staff assignments through project period.
- b. Commitments - vs.- resources of office to do work.

5. EEO policy of the firm.

6. Supplemental information which you feel is important for us to consider your firm.

DO NOT INCLUDE A PRICED PROPOSAL.

INQUIRIES:

Questions that arise shall be directed to Ms. Brooke Watson, Secretary to the Airport Authority, at the address previously listed, or by calling (828) 287-6061 no later than Friday, January 13, 2017. Questions and answers may be provided to others receiving this request.

INCURRING COSTS:

The Rutherford County Airport Authority is not liable for any cost incurred by the Consultant in the preparation or presentation of a response to this request.

RIGHT TO AWARD OR REJECT:

It is understood that all submittals will become part of the public's file on this matter, without obligation to the Rutherford County Airport Authority. The Rutherford County Airport Authority reserves the right to reject any or all submittals.

SELECTION AND EVALUATION:

The Rutherford County Airport Authority will evaluate the submittals received, will review all requests, evaluate required criteria, select a Consultant and enter into negotiations with the number one ranked firm, or select a short list for interviews, then complete the process.

Each of the criteria listed in this outline will be evaluated on how fully each submittal meets the requirements, and each will be ranked. Particular emphasis will be placed on the Consultant's past successful completion of similar projects shown by work summaries of the firm and individuals to do the work, and by references.

STATEMENT OF INTEREST AND QUALIFICATIONS:

Each submittal from a qualified Consultant received in response to this request will be judged as a demonstration of the Consultant's capabilities and qualifications. Only those Consultants who supply complete information as required by this request will be considered for evaluation. The factors used to determine this will be:

1. An understanding of the requirements of this request demonstrated by the organization, clarity, and completeness of the submittal.
2. The past performance record and qualifications of the firm and the individuals who will do the work, verifiable through references and resumes.
3. The ability of the Consultant to provide a timely response.

EVALUATION CRITERIA:

The Contract will be awarded only to a qualified consultant. Minimum standards for qualifications are:

1. Having the necessary airport experience, organization, technical and managerial staff, and the facilities to carry out this work. (35%)
2. Having an adequate past record of performance on similar airport projects, verifiable through references. (25%)
3. Having familiarity with the airport and surrounding area. (15%)
4. Having the financial and personnel resources for the performance of the Contract, or the ability to obtain such resources. (15%)
5. Being an Equal Opportunity Employer and being otherwise qualified by law to enter into a contract such as this. (5%)
6. The Consultant's proximity to Rutherford County. (5%)

SELECTION:

The final recommendation for selection will be made following the review and ranking of the submittals and interviews, should interviews be held. After selection of a Consultant, a contract will be prepared and submitted to the Rutherford County Airport Authority for review and approval.

CONTRACT REQUIREMENTS:

The successful Consultant will be required to complete a Service Contract, which will incorporate the submittal and work schedule as a part of the Contract. In addition, it will be necessary for the successful Consultant to be covered by Worker's Compensation insurance which will extend to the work done within the State of North Carolina.

Disadvantaged Business Enterprise (DBE) goals may be established for selected subcontracted tasks. The Rutherford County Airport Authority may require a list of DBE's, their responsibilities and qualifications, and dollar value of their participation at the time specific projects are identified and the Contract is being negotiated.

The DBE firms must be able to be certified to the satisfaction of the Federal Aviation Administration and North Carolina Department of Transportation.

ATTACHMENT "A"

SCOPE OF ENGINEERS' SERVICES

1. **Preliminary Phase:** Conduct all necessary planning, environmental, and engineering surveys and studies, prepare design, sketches, estimates and documents, and provide preliminary consultation services to the Rutherford County Airport Authority in support of pre-applications and applications for federal and state funds.
2. **Design Phase:** Prepare total project design and engineer's report for submittal to the FAA and the NCDOT Division of Aviation; prepare drawings, specifications, and contract documents for the furnishing of all labor, materials, and equipment necessary for each of the projects described herein, including the preparation of such documents as may be required, obtain the approval of such agencies and legally constituted authorities having jurisdiction over the review of drawings, specifications, contract and other required documents; and prepare specifications and contract documents for taking laboratory testing proposals.
3. **Construction Phase:** Administer the letting of all contracts relative to the projects; advise and assist The Rutherford County Airport Authority in making the contract awards; make necessary visits to the job site to observe the progress and quality of the work and determine if the work is substantially in accordance with the contract documents, plans and specifications; be available to the contractors for interpretations of contract documents, plans and specifications; review shop drawings, diagrams, illustrations, catalog data, samples, test results, inspections, and other data which contractor and/or laboratory submits for compliance with their contract or change orders which do not involve substantial changes in the general scope of the project; review contractor's application for payment and determine amounts owing to contracts based upon the contract documents; prepare periodic reports required by the FAA and the NCDOT; conduct final inspection of work for substantial compliance with contract documents, plans and specifications; and approve, in writing, final payment to the contractors.
4. **Record Drawings:** Upon completion of all construction and work involved, furnish the Airport Authority one set of reproducible record drawings and an updated ALP depicting the work as completed.
5. **Resident Inspection:** Furnish and maintain at the job site a competent Resident Inspector during periods of significant construction and work being done, who shall inspect all materials and finished workmanship, keep the necessary or required daily or weekly diaries or records, review estimates for payments to contractors, and provide liaison between the Airport Director and the Authority.