

RESPONSE COVER SHEET

**TRI-STATE AIRPORT
AUTHORITY**

**REQUEST FOR QUALIFICATIONS AND
EXPERIENCE**

Architectural, Engineering and Planning Services

The undersigned, having carefully read and considered the Request for Qualifications and Experience for the above referenced project, does hereby offer to perform such services on behalf of the Tri-State Airport Authority in the manner described and subject to the terms and conditions set forth in the attached Request for Qualifications and Experience. **Do not include estimated fees in the proposal.** Services will be performed at the rates negotiated for each project with the highest ranked firm.

In submitting this proposal, it is understood that the Tri-State Airport Authority reserves the right to reject any and all proposals, and to waive any informalities in proposals as submitted. Consultant acknowledges that their firm is qualified in this area of work and has experienced personnel able to provide the required services. The Authority may request information substantiating the indicated requirements. Failure to provide this information may result in a vendor's proposal being declared non-responsive.

The undersigned further states that this proposal is made in good faith and is not founded on, or in consequence of, any collusion, agreement or understanding between themselves or any other interested party.

CONSULTANT (if individual) _____

PARTNER (if a partnership) _____

BY (title) _____

ADDRESS (office & PO Box) _____

PHONE _____ FAX _____

E-Mail _____

FEDERAL TAX I.D. (or Social Security # if individual) _____

Tri-State Airport Authority Architectural, Engineering and Planning Services

The Tri-State Airport Authority ("Authority") is soliciting competitive proposals from qualified engineering consultants to provide architectural, engineering (A/E), environmental and planning services and related incidental and special services at the Tri-State Airport in accordance with all the terms and conditions contained in the Scope of Work herein. The Authority, at its sole discretion, may select one or more firms. Sealed proposals will be received up to the hour of 3:00:00 PM (EST) on Friday, November 15, 2019, at the Airport Administration Office, 1449 Airport Road, Huntington, WV 25704.

I. BACKGROUND / OBJECTIVE

The contract for said services shall be for a three-year period with two (2), one-year options.

This contract is for basic A/E and Planning Services as defined in the most recent version of Chapter 1, Types of Consultant Services, of the FAA Advisory Circular entitled "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects" (AC 150/1500-14). The Authority reserves the right to inquire into the proposer's ability to provide Incidental and Special Services, as defined in the above mentioned Chapter 1 and Appendix A of the same Advisory Circular, and to amend the Schedule of Projects and contract scope of work, in the Authority's sole discretion, to include any or all of these above described Incidental or Special Services.

The Schedule of Projects, depending on Federal funding, may include:

- Access Road Improvements – Design and Construction
- Sealcoat Runway 12/30
- Apron Flood Lighting Improvements Design and Construction
- Equipment Acquisition
- RWY/TWY Pavement Improvements Design and Construction
- Security Enhancements
- Drainage Improvements / Slide Repairs
- Terminal Improvements Design and Construction
- Perimeter Fencing Improvements

Additionally, the successful engineering firm shall prepare and maintain an electronic database (compatible with AutoCAD) that accurately represents all existing and future civil infrastructure for all projects completed under this contract.

II. QUALIFICATIONS

Proposals will be considered only from consultants who have experienced personnel able to provide the required services. The Authority may request information substantiating the above requirements. Firms are required to submit the following information. The responses shall be evaluated and ranked in accordance with established criteria. Selection procedures shall be in accordance with the most recent version of FAA Advisory Circular 150/5100-14. Using company letterhead, please attach your responses to these items to the Response Cover Sheet. Failure of firms to respond to any of the following submittal requirements may be grounds for considering a proposal non-responsive.

1. Firm's name, address, phone and contact person. Basic firm information, including the year the prime consultant firm was formed.
2. Statement of Qualifications must be **Ten (10)** pages or less, exclusive of cover page and certificates of insurance, to include:
 - a. **Project Team and Experience:** Identify the prime consultant and, if sub-consultants or sub-contractors are to be utilized by the Consultant, the Consultant shall also submit a list of such firms along with the qualifications and experience of each sub-consultant or sub-contractor.
 - b. Describe similar and recent projects for which the prime consultant is responsible. Submit references (name and current telephone number) of a client contact for each of the projects.
 - c. Describe background and capabilities in dealing with the various local, state, and federal agencies that may be involved in the project.
 - d. Describe experience with Disadvantaged Business Enterprise (DBE) goal setting and capability to meet those goals.
3. Submit current insurance certificates for professional liability and indicate the limits.
4. All prospective firms must submit **five (5)** copies of their proposal, one of which must be an unbound, untabbed original.

III. **CONTRACT LIMITATIONS**

This contract is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and the provisions of the Department of Transportation Regulation 49 CFR Part 26 (Disadvantaged Business Enterprise participation).

All proposers are advised that the work will be accomplished over the course of several grant projects.

All proposers are advised that some of the services may not be required and that the sponsor reserves the right to initiate additional procurement action for any of the services included in the initial procurement.

The negotiations of the fee services shall occur at the time those services are needed. A third party cost estimate shall be performed for each of these negotiations. If a price cannot be agreed upon between the sponsor and the selected firm, negotiations are terminated and a new procurement action may be initiated.

IV. **WRITTEN AGREEMENT**

The selected consultant(s) shall be required to enter into a written agreement with the Authority, approved as to form, by the Authority's Attorney.

Signature on the Response Cover Sheet shall serve as an acknowledgment that the proposer is willing and able to enter into an agreement with the Tri-State Airport Authority if their proposal is accepted.

V. **EVALUATION CRITERIA AND CONTRACT AWARD**

The Authority shall evaluate and select a consultant or consultants based on the completed proposal responses, and in compliance with the most recent version of FAA Advisory Circular 150/5100-14, "Architectural, Engineering and Planning Consultant Services for Airport Grant Projects". A Selection Committee shall be formed and the Authority shall be the sole judge in determining how the evaluation process shall be conducted and what Consultant(s) shall be considered for award as deemed to be in the best interest of the Authority.

The Authority may conduct such investigations, as the Authority considers necessary to assist in the evaluation of any proposal to establish the responsibility, qualifications and experience of any potential Consultant to perform the services specified under this Request for Qualifications and Experience.

The Selection Committee, in evaluating the proposals, shall use the following criteria:

Point System: 100 Points Maximum possible.

1. Qualifications of Consultant:
 - a. Recent experience and background of firm with comparable aviation projects, including background of firm with long-term "on-call" consultant agreements, experience with DBE's, and capability to furnish qualified inspectors for inspections. (0-25 points)
 - b. Successful experience and demonstrated capability of key management individuals to perform the services, including the ability to furnish qualified inspectors. (0-25 points)
 - c. Current workload of key individuals and the degree of interest shown in the projects. (0-20 points)
2. Reference Contact and Experience:
 - a. Demonstrated ability to meet schedules and deadlines. (0-15 points)
 - b. Capability to complete projects without having major cost escalations or overruns. (0-15 points)

The Selection Committee may select the Consultant(s) from the submitted documents or may produce a short list of firms that will be invited for an interview. Based on the qualifications and/or interview, the Selection Committee shall select a top-ranked Consultant(s) and initiate negotiations for an agreement to provide said services. **Therefore, Consultant shall not include estimated fees with this Request for Qualifications and Experience.** An independent cost estimate for each service to be performed with a FAA grant may be initiated by the Authority to establish a fair and equitable fee. The Airport Director shall issue a "Notice to Proceed" authorizing the Consultant to begin work.

VI. OMISSIONS

Should the Authority omit anything from this Request for Qualifications which is necessary for a clear understanding of the work, or should it appear that various instructions are in conflict, then the submitter shall secure written instructions from the Authority at least seventy-two (72) hours prior to the time and date of the opening of proposals as stated above.

VII. EQUAL OPPORTUNITY

This contract is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and the provisions of the Department of Transportation Regulation 49 CFR Part 26 (Disadvantaged Business Enterprise participation).

The Tri-State Airport Authority is an Equal Opportunity Employer. Proposers will commit to and meet the nondiscrimination and equal employment requirements of Section 1-8-3, P.M.C. Minority and Woman Owned Businesses are encouraged to submit proposals.

VIII. COST OF DEVELOPING PROPOSALS

All costs related to the preparation of the proposals and any related activities are the sole responsibility of the proposer. The Authority assumes no liability for any costs incurred by proposers throughout the RFQ process.

IX. OWNERSHIP OF STATEMENTS

All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of the Authority and will not be returned to the proposer.

X. REJECTION OF STATEMENTS

No proposals shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the Authority, upon debt or contract or that is a defaulter, as surety or otherwise, upon any obligation to the Authority, or that may be deemed irresponsible or unreliable by the Authority. Prospective firms may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFQ.

XI. DEBARMENT

By submitting this proposal, the prospective consultant certifies that neither the company nor its principals are presently debarred, suspended, in the process of debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

XII. ADDITIONAL INFORMATION

For additional information concerning the services, procedures and regulations specified in this Request for Qualifications, interested parties may contact Brent Brown, Airport Director (304) 453-6165, via fax at (304) 453-6183, or e-mail at bbrown@tristateairport.com.

It is understood that any/all changes or revisions to this Request for Qualifications and Experience will be through written addendum issued via E-mail or facsimile to the Airport Director.