

REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL AIRPORT SERVICES

CROSSVILLE MEMORIAL AIRPORT

CROSSVILLE, TENNESSEE

A. SCOPE OF ENGINEERING SERVICES REQUIRED

But not limited to:

1. General Supervision including Design, Environmental Review and Analysis, Planning and Programming, Construction Administration, Land Surveying, Construction Layout, Architectural Design, Noise Studies, Preparation of DBE Plans, Resident Representation, and Quality Assurance Testing of the project components.
2. The terms of the Agreement may extend for a period of up to five (5) years from the date that the initial contract is signed and include multiple projects. Subject to receipt of Federal and/or State matching funds for these projects, but it shall be known that not all projects may receive funding.

B. AIRPORT IMPROVEMENT PROJECT DESCRIPTION

List of Projects but not limited to:

1. Fuel System Upgrades
2. Corporate and T-Hangar Design and Construction
3. Apron Design and Construction
4. Terminal Construction (Renovations)
5. Pilot Controlled Lighting System
6. Security Fencing and Gates
7. Obstruction Clearing
8. Lighting and NAVAIDS
9. Runway Incursion System
10. Grading and Drainage
11. ALP Preparation
12. Environmental Assessments
13. Land Acquisition
14. Airfield Paving Maintenance
15. Security Lighting and Cameras
16. Terminal Area Planning and Design
17. Construction Management and Observation

C. DELIVERY OF STATEMENT OF QUALIFICATIONS (SOQ)

When: SOQ must be submitted by 2 p.m., local time,
Tuesday, February 19, 2019

Where: SOQ must be mailed.
Proposals will be received at City Hall, 392 N. Main St.,
Crossville, Tennessee 38555.

How: SOQ must be sealed and marked "Consulting Engineering Services Statement of Qualifications, Crossville Memorial Airport," on the outside of the envelope. **A SOQ sent by fax, e-mail or other electronic means will not be accepted.** Five (5) copies of the SOQ must be submitted and each must be 25 pages or less.

D. CONSULTANT SELECTION PROCEDURE

The City of Crossville will select a consulting engineering firm for this project based on competitive negotiations. Proposals submitted by the deadline established herein evaluated by the City in accordance with the following factors; each of which will carry a designated percentage weight:

1. Qualification and competence of the firm. 10%
2. Firm's experience in the type of service sought. 30%
3. Capability of the firm to perform the service desired within an acceptable time frame. 30%
4. Availability of a qualified resident representative or engineer. 10%
5. Firm's proximity to the Crossville Memorial Airport. 15%
6. Evaluation of the firm's EEO Policy and past performance meeting professional services DBE goals. 5%

Following the submittal, the City will rank each factor on a scale of 1-5 (5-most qualified; 1-least qualified) point system. Rankings for each of the evaluation factors will be totaled and an overall most qualified firm, second most qualified, etc., will be identified (See sample "Consultant Selection Evaluation Sheet" attached).

The top three (3) firms may be invited to make an in-person oral presentation or be available for telephone interviews to the selection committee.

The firm selected as the overall most qualified will be expected to negotiate the fees for services with the City and enter into a formal contract with the City of Crossville. If reasonable negotiations fail with the most qualified firm, then the City will negotiate with the second most qualified firm. If agreement cannot be reached

with the second firm, the same procedure will be followed with the third, etc., until a satisfactory agreement has been reached. Once negotiations have been terminated with any firm, that firm will not be contacted further relative to this project.

The City of Crossville reserves the right to waive any informality in the submitted Proposals, reject any Proposals, or re-advertise for additional Proposals.

All respondents are responsible for costs associated with the preparation of materials in response to this RFQ. The City of Crossville assumes no responsibility for such costs.

Per 2 CFR 200.319, all procurement transactions must be conducted in a manner providing full and open competition.

E. DBE PROGRAM

It is the policy of the City of Crossville that Disadvantaged Business Enterprises (DBEs) shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds. All contractors providing professional services to the City of Crossville shall take all necessary and reasonable steps in accordance with 49 CFR, Part 23, to ensure that DBEs have the maximum opportunity to compete for and perform contracts without discrimination on the basis of race, creed, color, national origin, handicap or sex.

F. CIVIL RIGHTS REQUIREMENTS

The City of Crossville, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 41 U.S. C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, creed, color, sex, national origin, or handicap in consideration for an award.

G. ADDITIONAL INFORMATION

For additional information, please contact Tim Begley, Engineering, 392 N. Main St., Crossville TN 38555, (931) 456-6172 or tim.begley@crossvilletn.gov