

REQUEST FOR QUALIFICATIONS STATEMENT FOR
PROFESSIONAL AIRPORT ENGINEERING AND PLANNING SERVICES
FOR THE SHELBY-CLEVELAND COUNTY REGIONAL AIRPORT
IN SHELBY, NORTH CAROLINA

May 10, 2019

The City of Shelby is requesting Statements of Qualification from interested and qualified Aviation Consultants for engineering and planning services for the next five (5) years for the Shelby-Cleveland County Regional Airport.

PURPOSE

The purpose of this Request for Qualifications is to obtain expert professional, technical, and advisory services for developing the Shelby-Cleveland County Regional Airport during this period.

REQUIREMENTS/AGREEMENTS

The successful proposer will be required to enter into an agreement with the City of Shelby which will be reviewed by the North Carolina Division of Aviation and 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

Four (4) copies of your proposal must be received no later than **5:00 p.m. EST on May 30, 2019**. The proposals must be addressed to:

City of Shelby
Attn: Ben Yarboro, Director of Engineering Services
824 W. Grover St.
Shelby, NC 28150

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 office to perform work

2. Performance on Previous Projects
 - a. On-time/in-budget performance on projects
 - b. At least three (3) references with telephone number

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 of each sub-consultant. DBE sub-consultants are encouraged.
4. Present work load
 - a. Key staff assignments through project period
 - b. Present project commitments compared to present staffing assignments
5. EEO policy of the firm
6. Supplemental information which you feel is important for us to consider your firm.

Proposals shall be limited to a maximum of twenty (20) pages, not including a cover page or cover letter.

DO NOT INCLUDE A PRICED PROPOSAL

INQUIRIES

Questions that arise shall be submitted in writing to Mr. Ben Yarboro at the address previously listed. Questions and answers may be provided to others receiving this request.

INCURRING COSTS

The City of Shelby is not liable for any cost incurred by the Consultant in the preparation or presentation of a response to this request.

RIGHT OF AWARD OR REJECT

It is understood that all submittals will become part of the public's file on this matter, without obligation to the City. The City of Shelby reserves the right to accept and/or reject any and all submittals.

SELECTION AND EVALUATION

The City of Shelby (selection committee) will evaluate the submittals received. The Selection Committee 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.

Among the projects that might be considered during the next five (5) years are:

1. Update Airport Layout Plan
2. Land Acquisition
3. Taxiway Overlay, Widening, and Direct Access Taxiways
4. Perimeter Fence
5. Apron, Taxilane, T-Hangar, & Hangar Buildings
6. Runway Extension, Runway Overlay, and NAVAIDs
7. Airport Entrance Road and CAP Building Relocation

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 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. (30%)
2. Having an adequate past record of performance on similar airport projects, verifiable through references. (30%)
3. Having familiarity with the City of Shelby and the surrounding area. (10%)
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 the Shelby-Cleveland County Regional Airport. (5%)
7. The results of interviews, IF interviews are to be held. (5%)

SELECTION

The final 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 based on a negotiated Scope of Services and final cost. Should the negotiations be unsuccessful with the number one ranked firm, negotiations will cease with that firm, and negotiations will begin with the number two ranked firm. This process will continue until a satisfactory contract is completed.

CONTRACT REQUIREMENTS

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

Disadvantage Business Enterprise (DBE) will be established for selected subcontracted tasks. The City of Shelby will 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 negotiated.

The DBE firms must be able to be certified by the City, or other recognized agency, to the satisfaction of the Federal Aviation Administration and the North Carolina Division of Aviation.

ATTACHMENT "A"

SCOPE OF ENGINEER'S SERVICES

1. Preliminary Phase: Conduct all necessary planning, environmental, and engineering surveys and studies, prepare designs, sketches, estimates and documents, and provide preliminary consultation services to the City of Shelby in support of pre-applications and applications for federal and state funds. Projects may include (but are not limited to): an airport master plan update and report, environmental assessment (as may be needed), runway construction/rehabilitation, apron, taxiway, land acquisition, marking, lighting, navigational aids, terminal area, access, and other associated projects
2. Design Phase: Prepare total project design and engineer's report for submittal to the FAA or the North Carolina 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 specification and contract documents for taking laboratory testing proposals.
3. Construction and Bidding Phase: Administer the letting of all contracts relative to the projects; conduct bid opening, review and tabulate bids received; advise and assist the City of Shelby 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; conduct final inspection of work for substantial compliance with contract documents, plans and specifications; and approve, in writing, final payment to the contractors; provide final closeout documentation required by the FAA or the North Carolina Division of Aviation.
4. Record Drawings: Upon completion of all construction and work involved, furnish the City one set of reproducible record drawings and an updated ALP depicting the work as completed.
5. Resident Observation: Furnish and maintain at the job site a competent Resident Observer 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 payment to contractors, and provide liaison between the Engineer and the City.
6. Funding Applications: Assist in preparation of funding grant applications for the North Carolina Division of Aviation and/or the Federal Aviation Administration; develop justification to document the need for federal and state funds; assist in preparation of grant forms for periodic and final reimbursements.