

October 13, 2011

PUBLIC NOTICE

**REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS
(RFQ)
AIRPORT LAYOUT PLAN
WAYCROSS – WARE COUNTY AIRPORT
WARE COUNTY, GEORGIA**

**Final date for proposals to be accepted
Tuesday, November 1, 2011**

The Ware County Board of Commissioners is seeking to retain qualified aviation consultant for planning, design, and construction of improvement to the Waycross – Ware County Airport. All work will be required to comply with Federal Aviation Administration (FAA) requirements and regulations along with Georgia Department of Transportation, Aeronautics Division standards.

**Request for Qualifications must be received at the following address no later than 3:00 PM, EST,
Tuesday November 1, 2011:**

**Paul Smith, County Manager
Waycross – Ware County Airport RFQ
800 Church Street
Waycross, GA 31501**

Six (6) bound copies of the Statement of Qualifications shall be submitted. Submittals must be in the actual possession at the location indicated above on or prior to the exact time and date indicated above. The prevailing clock shall be the Ware County Board of Commissioners official time clock. Statements of Qualifications submitted after time and date specified herein will not be accepted. Statements of Qualifications that do not follow the format or answer the required questions will be rejected. The Ware County Board of Commissioners reserves the right to accept or reject any or all Statements of Qualifications. The Ware County Board of Commissioners is an equal opportunity employer.

No explanations, answers to technical questions, representations, or comments will be made by County Personnel concerning this request. Any questions regarding this request for qualifications and scope of services can be directed to Paul Smith, County Manager (912)287-4300.

WAYCROSS – WARE COUNTY AIRPORT

The Waycross – Ware County Airport is owned by the City of Waycross and Ware County and operated by Ware County.

The Waycross – Ware County Airport is located on Keen Drive north of the City of Waycross and adjacent to the Waycross – Ware County Industrial Park.

CONSULTANT SERVICES

The basic airport planning services required to complete the Airport Master Plan and the provision of design and construction inspection services necessary to accomplish proposed improvements to the airport through the next five-year period. Such improvements will include but not limited to:

- Design study to establish a detail work program
- Airport data collection and facility inventories
- Aeronautical activity forecasts and demand/capacity analysis
- Facility requirements determination
- Alternative Options for Airside and Landside
- Development Airport layout Plan drawing set
- Compatible land use planning in the vicinity of the airport
- Environmental Analysis/Evaluation
- Airport development schedules and cost estimates
- Airport financial planning]
- Participation in public information and community involvement programs and/or public hearings relating to airport development and planning projects

STATEMENT OF QUALIFICATIONS SUBMITTAL REQUIREMENTS

All copies of the Statement of Qualifications will be retained by the Ware County Board of Commissioners and will not be returned. The Statement of Qualifications shall be single sided and should be broken down into the following sections with tabs:

1. Front Cover
2. Cover Letter
3. Background and Information on Firm:
 - a. Capability to perform all or most aspects of the project
 - b. Recent experience in airport projects comparable to the proposed projects
 - c. Reputation for personal and professional integrity and competence
 - d. Professional background and caliber of key personnel to be assigned to this project
 - e. Capability to meet schedules or deadlines
 - f. Capability to complete projects without having major cost escalations or overruns
 - g. Quality of projects previously undertaken
 - h. Familiarity with problems normally associated with the geographic location of the project
 - i. Capability of a branch office to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office
 - j. Current work load
 - k. Degree of interest shown in undertaking the project
 - l. Firm's location in relation to the airport
 - m. Availability of a qualified resident inspector to perform resident inspection of the project development, if required
4. Qualifications and information on Key Personnel

- a. Explain who will be the one direct main contact for the Airport Manager to interface with. Explain what other airports and what other projects this person is/was responsible for. Please provide 3-5 professional references for this individual. Include a resume for this individual.
- b. Provide information on other key personnel that will be involved with this contract. Explain how they will be involved with this contract. Explain how they will be involved in projects, their backgrounds, their experience and whom they report to.
- c. Provide information on who would provide presentations to the public and conduct public meetings. Detail public speaking background and experience with airport projects and give the dates and details of the past 3-5 public presentations/public meetings.
5. Detail; your firm's and key personnel experiences and relationships with the Federal Aviation Administration in Washington, FAA Southeastern Region, and the Georgia Department of Transportation Aeronautics Division.
6. Discuss your approach to completing projects. Discuss your ability to meet schedules and to complete projects within budget.
 - a. Provide a detailed sample Scope of Work for Master Plan Update/Part 150 Noise Study. **DO NOT INCLUDE ANY COST OR PRICES FOR SERVICES.** This sample Scope of Work should be from project start to finish and include all the steps necessary to complete the project along with all deliverables to the Airport. Include a project schedule for this sample Scope of Work.
7. Detail and provide evidence that the firm(s) has established and implemented an Affirmative Action Program, and the Engineer has experience in DBE requirements associated with Federal Grants.
8. Proof of insurance in the amount of \$1,000,000.00 general liability insurance.

STATEMENT OF QUALIFICATIONS SELECTION PROCESS

The Ware County Board of Commissioners will follow FAA AC 150/5100-14C, Chapter 2 Section 2-8 entitled "Selection Procedures" letter "k" for the selection of consultants. The Statement of Qualifications submitted will be reviewed and ranked by the Selection Committee using the outlined selection criteria.

The firm considered by the Selection Committee to be the most highly qualified will be selected for the project, upon which discussions will be initiated with that firm to finalize the scope of services and negotiate a Consultant Agreement. If agreement cannot be reached with selected firm then negotiations with that firm will be terminated and discussions initiated with the second ranked firm with this process followed until a Consultant Agreement is reached.

The Request for Qualifications does not commit the Selection Committee to award a contract. The Ware County Board of Commissioners reserves the right to accept or reject any or all statements received. The Ware County Board of Commissioners reserves the right to interview the most highly qualified firm(s). All costs incurred by proposers in preparing Statements of Qualifications are the proposer's responsibility and in no way are the responsibility of the Ware County Board of Commissioners.

The evaluation criteria to be considered for ranking statements of qualifications are:

1. Recent experience in airport master planning projects
2. Experience of key personnel and availability for this project
3. Knowledge of FAA regulations, policies and procedures
4. Reputation for personal and professional integrity and competence
5. Current workload and ability to perform in a timely manner

The selection will be based solely on information provided in Statements of Qualifications formally submitted to the Selection Committee and from an interview if the Selection Committee chooses to conduct interviews.