



Request for Qualifications for Airport Engineering, Consulting, Planning and Design Services for the Montgomery County Airport (REVISED)

Proposals Due: May 31, 2022

County of Montgomery
102 East Spring Street
PO Drawer 425
Troy, NC 27571

I. Project

Montgomery County is seeking qualifications proposals from interested and qualified aviation consultants for professional on-call airport Engineering, Consulting, Planning and Design Services for Airport Development Projects at the Montgomery County Airport for a term of 5 years.

II. Scope of Services Required

Professional consulting services may include preliminary engineering, design, architectural, planning, construction inspection/management and closeout, bidding/negotiation and other related types of services as may be required in the Airport Layout Plan (ALP) or County Capital Improvement Plan (CIP). Special services, such as geotechnical investigations, materials testing, surveying, environmental services, etc. may also be needed and may be accomplished by the consultant or by its subconsultant. Among the projects that the County is considering during the next five (5) years at the Montgomery County Airport are:

East Side Hangar Development
Land Acquisition
Clearing
Runway Shift
Parallel Taxiway
Fencing

The consultant will be expected to provide miscellaneous services relating to the airport on an as-needed and as-requested basis. Services may include field assistance, general consulting and assistance with grant applications, research, contract document preparation, or other professional services.

III. Firm Qualifications

The selected firm's assigned project staff must be experienced in all phases of planning, design, construction and regulatory compliance requirements of similar public facilities, have extensive knowledge of the regulations governing the design and construction in the State of North Carolina, and have a proven capability to effectively and efficiently produce a successful project consistent with, and meeting the needs of, the goals outlined by Montgomery County.

IV. Proposal Format (REVISED)

Proposals should be organized to include the following elements:

A. Professional Qualifications - 25 points

1. Include Letter of Interest. State the full name and address of your Firm and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. Include information showing it is licensed to operate in the State of North Carolina.

2. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all subcontractors. Qualifications and capabilities of any and all subcontractors must also be included.
3. Explain and support the firm's knowledge of FAA/NCDOT Division of Aviation regulations, policies and procedures.
4. Include list of positions.
5. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

B. Projects Listing - 25 points

The written proposal must include a list of current consulting arrangements including a brief description. The proposal listing must also include descriptions of past consulting projects of similar size and scope, including size, cost, staff, completion period, etc. List of projects in which the Firm assisted with compliance with Federal Projects.

C. Proposed Work Plan – 30 Points

Provide a detailed and comprehensive description of how the Firm intends to provide the services requested in this RFQ. This discussion shall include, but not be limited to: how the project(s) will be managed and scheduled, how and when data will be delivered to the County, communication and coordination, the working relationship between the Firm and County staff, and the Firm's general philosophy in regards to providing the requested services. Responses will be evaluated on the clarity, thoroughness, and content of their responses to the above items.

D. Legal Status of Consultant – 10 Points

Must include all litigation or other legal action taken against the Firm or that the Firm was involved in within the last five years and indicate disposition of each case.

E. References – 10 Points

A complete list of client references, minimum of three (3), must be provided for similar arrangements or projects recently completed. It shall include the firm/agency name, address, email, telephone number, project title and information, and contact person.

V. Proposal Evaluation and Selection Process

1. Montgomery County intends to select the most qualified firm(s) on the basis of best overall qualifications package that, in its sole opinion, is most advantageous to the County.
2. A proposal with all the requested information does not guarantee the proposing Firm to be a candidate for additional consideration. The County may contact references to verify material submitted by the Firm.
3. The ranking of proposals and recommendation of any Firm is the sole responsibility of the County.
4. The County, at its sole discretion, may choose to schedule interviews with any, all, or none of the selected Firms. If interviews are to be held, selected Firm(s) will be given the opportunity to

bring in their interview team to discuss their qualifications, past experience and proposed work plan in more detail. The Firm's interview team must include the Firm's project team members expected to complete a majority of work on the project, but no more than six members. The interview shall consist of a presentation of up to thirty minutes (length will be provided by the Committee) by the Firm, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and answers. Audiovisual aids may be used during the oral interviews.

5. Manager/Board Approval and Contract Negotiation/Execution: A recommendation of the highest rated Firm will be presented to the County's Manager or Board for approval and authorization to begin negotiations for an agreeable contract and fees. If after discussion and negotiation, a mutually agreeable agreement and fee is not successful, negotiations will be terminated and the County may enter into negotiations with the second highest rated firm, and so on.
6. All Firms who submit SOQs will be notified of the selection results.

VI. Project Timeline (REVISED)

The proposed key activities and milestone dates for the project include:

- Original RFQ Announced and Distributed 4/4/2022
- Deadline for Respondent Questions 5/20/2022
- Proposal Submission Deadline 5/31/2022
- Firm interviews and site visits, if needed TBD –
- Necessary Selected Firm Notification and Contract Negotiation TBD – 2022
- Award of Contract June 21, 2022 or thereafter

VII. Submission of Proposal Packages

Electronic copies are preferred and should be forwarded by email to:

manager@montgomerycountync.com. Please note there is a 25MB file limit.

US Mail copies:

County of Montgomery
Attn: County Manager
PO Box 425
Troy, NC 27371

UPS or FedEx:

County of Montgomery
Attn: County Manager
102 E. Spring St.
Troy, NC 27371

To be considered, submissions must be received at the following address no later than 5:00 PM Friday, May 31, 2022:

VIII. General Conditions of the Request for Qualifications

- A. Any and all cost incurred by respondents in preparing or submitting a statement of qualifications for the project shall be the respondents' sole responsibility.
- B. All submissions, responses, inquiries, or correspondence relating to this RFQ will become the property of Montgomery County when received.
- C. Montgomery County reserves the right to: accept or reject any and all submissions received in response to this Request for Qualifications; cancel the RFQ process at any time; request additional information or clarification of information provided in a response without changing

the terms of the Request for Qualifications; elect not to proceed with any of the respondents; modify the scope of the work; re-solicit RFQs; or choose not to award for any reason.

IX. Confidentiality of Documents

North Carolina General Statute Chapter 132, Public Records, governs the accessibility of records compiled by NC Governmental Entities. In general, all documents submitted in response to this Request for Qualifications are subject to public disclosure unless specifically exempted by North Carolina General Statute §132-1.2 and §66-152 which provide definitions and protection of certain documents and information from public disclosure that constitute a “trade secret,” provided it meets the specific conditions as outlined in §132-1.2(1)a-d.

Montgomery County will attempt to withhold from public disclosure, or redact documents or information, designated “confidential trade secret” that clearly meet the conditions of NC G.S. §132-1.2(1)a-d to the extent that it is entitled or required to do so by applicable law. Regardless, Montgomery County shall not be held responsible for any information that is released nor shall Montgomery County be held responsible for nor pay any penalty or expense in relation to information so released.

Any submission marked “confidential” or “trade secret” in its entirety may be rejected at the sole discretion of Montgomery County.

X. Contact Information

Any questions concerning this RFQ should be directed to:

Frankie Maness, County Manager

910-576-4221 x1302

frankie.maness@montgomerycountync.com

Addendum #1

April 26, 2022

- VI. Project Timeline: Various revisions to RFQ schedule to include a revised submission deadline of 5/31/2022.
- IV. Proposal Format, A, 4.: removed requirement for standard hourly rates
- IV. Proposal Format, F.: removed “Attachment” requirement and standard contract requirement.