

**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL AVIATION ENGINEERING AND PLANNING CONSULTANT
SERVICES**

Section I

Invitation

The Chattanooga Metropolitan Airport Authority (CMAA), herein collectively referred to as “CMAA” invites proposals from qualified Firms for the services of:

“Professional Aviation Engineering/Planning Consultant Services”

Please read this entire RFQ package, and include all requested information and forms in your proposal. Proposals shall be signed by an authorized agent of the company submitting a proposal in order to be considered responsive.

Tentative RFQ Schedule (Subject to change at CMAA's discretion)

- | | |
|-------------------------------------------|------------------------|
| 1. Issue RFQ | April 1, 2024 |
| 2. Written Questions from Contractors due | May 3, 2024 |
| 3. Responses from CMAA Due | May 10, 2024 |
| 4. RFQ Response Due | May 24, 2024 |
| 5. RFQ Evaluations/Interview Completed | May 27 – June 14, 2024 |
| 6. Contractor Award | June 17, 2024 |

Contractor Shall be prepared to deliver services by September 1, 2024.

Section II

A. Examination of Proposal Documents

1. By submitting a proposal, Contractors represent that they have thoroughly examined and become familiar with the work required under this RFQ and that they are capable of performing quality work to achieve CMAA's objectives.
2. CMAA reserves the right to remove from its mailing list for future RFQs, for an undetermined period of time, the name of any Contractor for failure to accept a contract, failure to respond to three (3) consecutive RFQs and/or unsatisfactory performance. Please note that submitting a "No Offer" letter is considered a response.

B. Addenda

Substantive CMAA changes to the requirements will be made by written addendum to this RFQ. Any written addenda issued pertaining to this RFQ shall be incorporated into the terms and conditions of any resulting Agreement. CMAA shall not be bound to any modifications to or deviations from the requirements set forth in this RFQ as the result of oral instruction.

C. Clarifications

1. Examination of Documents

Should a Contractor require clarifications to this RFQ, the Contractor shall notify CMAA in writing in accordance with Section C.2 below. Should it be found that the point in question is not clearly and fully set forth in the RFQ, CMAA may issue a written addendum clarifying the matter.

2. Submitting Requests

- a. With the exception of oral questions asked at any pre-proposal meetings, all Contractor questions, clarifications or comments shall be submitted in writing and shall be received by CMAA no later than May 3, 2024, and be sent as follows:

Sent via E-mail to: aivey@chattairport.com

- b. All correspondence shall be clearly marked in the subject heading with "RFQ Professional Aviation Engineering/Planning Consultant Services - Questions".
- c. Inquiries received after May 3, 2024 may not be accepted.

3. CMAA Responses

CMAA's responses to substantive questions will be posted on the airport website by Addendum by May 10, 2024.

D. Submission of Proposals

1. Date and Time

All proposals shall be submitted to Chattanooga Metropolitan Airport Authority, Attention: Anne Marie Ivey, Contracts Administrator, no later than **2:00 PM, May 24, 2024**. Proposals received after that date and time may be rejected by CMAA as non-responsive and remain unopened.

2. Address

Proposals shall be addressed as follows:

Sent via E-mail to: avey@chattairport.com

Proposals will be sent by email to CMAA Finance Department, at the address above. It is Contractor's responsibility to ensure that Proposals are received by the CMAA by the deadline.

3. Identification of Proposals

Contractor shall submit a proposal package consisting of:

- a) **Signed original SOQs**

The proposal package shall be emailed as shown above, bearing the Contractor's name and typed in the subject line as follows: **"Professional Aviation Engineering/Planning Consultant Services"**

4. Acceptance of Proposals

- a. CMAA reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals.
- b. CMAA reserves the right to withdraw this RFQ at any time without prior notice and CMAA makes no representations that any contract will be awarded to any Contractor responding to this RFQ.
- c. CMAA reserves the right to postpone the proposal opening for its own convenience.
- d. CMAA reserves the right to select more than one prime consultant for engineering and planning services.

E. Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the Contractor in:

- 1. preparing its proposal in response to this RFQ;
- 2. submitting the proposal to CMAA;
- 3. negotiating with CMAA any matter related to the proposal; or
- 4. any other expenses incurred by the Contractor prior to date of award, if any, of the Agreement.

CMAA shall not, in any event, be liable for any pre-contractual expenses incurred by Contractor in the preparation of its proposal. Contractor shall not include any such expenses as part of its proposal.

F. Contract Award

Issuance of this RFQ and receipt of proposals does not commit CMAA to award an Agreement. CMAA reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in response to this RFQ, to negotiate with other than the selected Contractor(s) should negotiations with the selected Contractor(s) be terminated, to negotiate with more than one Contractor

simultaneously, or to cancel all or part of this RFQ.

G. Public Record

All submitted Proposal documents are subject to Tenn. Code Ann. § 10-7-506, commonly known as the Public Records Act. Information contained in the Proposals may be made public after the review process has been completed in recommendation for award by the CMAA.

H. Documents

All submitted documents become the property of the CMAA.

I. Confidentiality

Selection Announcements, contract awards and all data provided by the CMAA become public documents.

J. Cancellation

The CMAA will retain the right to cancel any contract(s) resulting from this RFQ without penalty with 90 calendar days written notice if Contractor fails to fulfill the requirements set forth in this RFQ, or in the Contractor's Proposal.

K. Security Access and Background

The selected Contractor's employee(s) assigned to perform on-site work of any kind shall, at Contractor's sole cost and expense, obtain driver training and security badges by attending the CMAA Airport Driver's Training Course, approximately 1-to-2-hour class to obtain the required training. Class times are estimates and may be longer depending on class size. Badges for each employee are not provided to the Contractor and must be paid for by contractors. Subsequent badge replacements are also the responsibility of the Contractor, the cost for which will be increased at CMAA's discretion.

Upon award of Contract to the selected Contractor, all employees assigned to perform on-site work under this Contract may be required to disclose information about any criminal conviction history and be required to undergo background checks performed through the CMAA, at the Contractor's sole cost and expense, at a time and place, and in a manner, to be determined by the CMAA.

Section III

Scope of Work

Pursuant to FAA AC 150\5100-14, Current Edition, and The Brooks Act of 1972, the Chattanooga Metropolitan Airport Authority (CMAA) is seeking a qualified consultant for several airport development projects. The consultant could perform design, bid, negotiation, and award of all projects as well as construction administration, and special services for, but not limited to, the following projects as part of the Airport's Capital Improvement Program and other projects:

1. Ramps and Aprons

These projects could include rehabilitation of ramps in the commercial, cargo, and general aviation areas. Additionally, this might include design, completion and construction of several new general aviation ramps/aprons.

2. Hangar Development

These projects could include the construction of new general aviation hangars to include corporate, box, cargo, and T-hangars.

3. Parking Projects

These projects could include demolition, design, construction, or expansion of the current ground parking lot, additional ground parking lot, parking garage, or a consolidated rental car facility.

4. Maintenance Complex

This project could include the design and construction of a new Snow Removal Equipment storage and general maintenance facility.

5. Runways and Taxiways

These projects could include the design and rehabilitation phasing and oversight of existing runways and taxiways in the airport movement area.

All work will be accomplished over the course of several grant projects spanning a five-year period. CMAA could award more than one prime contracts for consultant services. The contract(s) duration will be three years with an option for two one-year extensions. Some services may not be required and CMAA reserves the right to initiate additional procurement action for any of the services included in the initial procurement. This contract will include projects that utilize FAA funding, and therefore will require a Disadvantaged Business Enterprise goal which is currently set at 9%.

Firms are advised that it's the intent of CMAA to submit requests for federal and state funding grants for all eligible work associated with the planning, design, construction, environmental assessments, development and construction of the airport improvement programs where applicable. Contractors must certify compliance with all applicable federal and state requirements to which CMAA is obligated as a result of receiving federal and state funding assistance.

Section IV

Proposal Format

To facilitate review, submissions should conform to the following format:

- Proposals shall be typed and submitted on 8-1/2" x 11" size paper.
- They must be submitted via email. **Any other means of submittal is highly discouraged.** Information should be presented in the order in which it is requested.
- The entire Statement of Qualifications shall not exceed fifteen (15) pages; excluding the front and back covers, the cover letter, and table of contents.

Each SOQ shall consist of the following elements in the prescribed order:

Cover Letter/General Firm Information

The Cover Letter shall not exceed two (2) pages and shall include the following:

- Name and brief description of the firm;
- The name, work address, email address, and telephone number of the primary point of contact;
- Home office location and the location of other offices that will be performing the majority of the work;
- Number of relevant employees in the offices that will be performing the majority of the work;
- Summary of major points contained in the SOQ; and
- An acknowledgement of receipt of amendments to the RFQ (if any)
- The cover letter shall be signed by an officer or principal of the Proposers Firm

Project Team

Proposers shall provide a written description of the proposed project team. The description shall include a profile of the team and a listing of the total number of personnel by discipline. Proposers may also include an organizational chart.

Each Proposer shall identify a Project Manager to serve as the primary point of contact for the Airport for the duration of this agreement. The Project Manager shall have recent, relevant experience. In addition, Proposers shall identify the individuals who would serve as the key team members of the Proposer's organization, describe their experience and qualifications, and indicate their roles and responsibilities. It should be noted that it is the Airport's expectation that all key personnel listed as part of this requirement will actually be assigned to projects within the contract. For each key team member, include a resume detailing education, experience, work history, and appropriate background information as "Attachment 1" of the Appendix.

List subcontractors that may be used during the duration of the agreement. Include all Disadvantaged Business Enterprises (DBEs), certified within the State of Tennessee, who will participate in the performance of the work. Include type of DBE, certifying agency, and elements of work to be performed.

Provide any other information that the Proposer deems relevant. In particular, describe any particular aspect of the organization which, by way of background, experience, unique qualifications, or other bases, sets its team apart from the competition.

References

Provide at least three (3) references for projects similar to those identified in the Scope of Projects. Include the name of the client, full address, dates of service, contact name, title and contact telephone number for reference checks. Also provide a description of the work performed for each reference. For each reference, identify which of the key members identified above (to be assigned to this contract) were involved and the extent of their involvement. In addition to the references required above, the Proposer is advised that the Airport may request information from Proposer's clients and any other available sources while investigating Proposer's experience and qualifications. Submittal of an SOQ constitutes consent to such requests.

Project Understanding

Each Proposer shall briefly describe its understanding of the scope of services required for this contract. In particular, each response shall address the Proposer's understanding of the unique environment at the Airport, including local conditions and challenges, and the Proposer's understanding of and experience with applicable state and local codes and requirements that may pertain to work conducted under the scope of services

Appendix

Attachment 1: Attach detailed resumes for all key team members identified in the Project Team.

Attachment 2: Identify any potential conflicts of interest with Chattanooga Metropolitan Airport Authority, or any other relevant parties.

Attachment 3: Identify any legal actions against the Proposer or any key team members that are pending or have been settled or finalized in the last two years.

Section V

Criteria for Evaluation of Statement of Qualifications

The following criteria will be used in screening, ranking and selection of the successful firm:

- 25%** Experience and qualifications of the project team in providing these services on similar projects.
- 25%** Understanding of projects by the team, including a discussion of the team's project approach.
- 25%** Past performance references. Provide client names, addresses and contact information for at least three (3) contracts completed within the last three (3) years, and all contracts currently in progress, which are similar in scope to this requirement.
- 25%** Identify the location and role of the principal and local office; identify each staff member's home office and percentage of the work to be performed at the local office.

Selection of the Consultant

It is the intent of CMAA to appoint a committee to review the Statements of Qualifications submitted and rank the qualified firms.

CMAA may choose to interview a shortlist of consultants before making the selection. The shortlisted consultants shall be notified at least 7 days prior to the interview date.

All unsuccessful firms will be notified via email no later than 7 days after selection of the Consultant and may contact CMAA for debriefing.

CMAA reserves the right to reject any and all submissions to this RFQ, request clarification, or waive informalities/technicalities, if it is deemed in the best interest of CMAA. CMAA assumes no responsibility for costs incurred in responding to this RFQ.

In accordance with FAA selection procedures, all selections should be qualification based. No overhead rate, fees, or any cost information should be identified as part of this submission.

Contract

The top ranked firm will be invited to negotiate a contract with CMAA. A detailed scope of work will be developed and agreed to by the selected consultant and CMAA. This detailed scope of work and associated fee will be incorporated as part of the contract.

The consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is required.

Additional Information/Provisions

Contact with Airport Employees

All firms interested in this project (including the firm's employees, representatives, agents, lobbyists,

attorneys, and subcontractors) shall refrain from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the Selection Committee, Authority Board, and Airport staff. This is intended to create a level playing field for all potential firms and protect the integrity of the selection process. **All contact on this selection process should be addressed to the CMAA Finance Department as identified in Section II C.**

Title VI Solicitation Notice

The Chattanooga Metropolitan Airport Authority, in accordance with Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color or national origin under any program or activity receiving Federal financial assistance. Title 49 of the USC section 47123, "Nondiscrimination," further prohibits airports who receive airport improvement program funding from engaging in discrimination based on race, creed, color, national origin, or sex in activities carried out with money received under a grant of this subchapter.