



**CRISP COUNTY BOARD OF COMMISSIONERS
REQUEST FOR QUALIFICATIONS (RFQ)
FOR AIRPORT CONSULTING SERVICES**

Date Issued April 11, 2022

PURPOSE OF THIS REQUEST FOR QUALIFICATIONS (RFQ)

The purpose of this RFQ is to engage a professional and qualified company that has substantial experience in airport consulting to provide professional planning, engineering, architectural, and construction administration services to the Crisp County-Cordele Airport, Cordele, Georgia, a general aviation airport (CFK) and to assist in implementing its five-year capital improvement plan (CIP attached). The selection of an airport consultant is being conducted in accordance with FAA Advisory Circular 150/5100-14E *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects* and applicable Georgia laws. Interested firms must be pre-qualified by the Georgia Department of Transportation in Area Class No.2.09 *Airport Design*.

It is the intent of the Crisp County Board of Commissioners to enter into a Master Services Agreement with an airport consultant for a five-year period beginning July 13, 2022 through June 12, 2027. The selected airport consultant will negotiate and enter into individual task orders for services based on the airport's current five-year capital improvement plan and on a project-by-project basis as needed during the five-year term.

The scope of services would generally consist of implementing the airport's five-year CIP consisting of preparing project funding applications, designing, bidding, negotiating, inspecting, and managing CIP projects and other projects such as planning studies, preliminary engineering, etc., assist with DBE program overall goal updates, interface with GDOT Aviation officials for the benefit of Crisp County, and keep the airport manager County officials abreast of current airport trends, grant opportunities, and improvement needs.

LOCATION OF CORDELE-CRISP COUNTY AIRPORT AND AIRPORT INFORMATION

Crisp County, Georgia is located in south central Georgia directly where Interstate-75 intersects with both U.S. Highway 280 and Georgia State Route 300 and is considered to be the Gateway to the Presidential Pathways Travel Region.

The Crisp County-Cordele Airport is a 635-acre general aviation airport serving business aviation and recreational flying. The county's airport is located at 1701 North 2nd Street, Cordele, Georgia and has two lighted asphalt paved runways; 10/28 is 5,001 by 150 feet and 5/23 is 5,006 x 100 feet. This facility is equipped with a terminal, sixteen (16) open T-Hangers, six (6) regular enclosed T-Hangers, three (3) enclosed corporate T-Hangers (one of which is leased/utilized as a maintenance shop). The airport offers 24/7 Jet A and Avgas automated self-service fueling, full service fueling during normal operating hours, AWOS, hangar rentals, aircraft maintenance through a private contractor, courtesy cars, and an annual glider competition event.

The airport, owned by the County Government, is managed through a fixed based operator agreement with Richter Aviation and a management agreement with Cordele Flying Service.

The airport's operating budget for FY 2021-22 is \$86,450. Capital projects will be primarily funded by the County's Special Local Option Sales Tax and FAA/GDOT Grant Awards, along with our share of the funds recently released by the federal bipartisan infrastructure bill. A copy of the current year operating and the 2017 SPLOST budgets for the airport are attached.

The current airport consultant is Robert and Company and their contract ends on July 12, 2022.

The current GDOT Aviation project manager assigned to the county's airport is Kraig Collins, 478-361-2090, KraCollins@dot.ga.gov.

According to the most recent analysis, the 2018 pavement condition index (PCI) area-weighted condition of Crisp County-Cordele Airport is 65, with conditions ranging from 16 to 89 [on a scale of 0 (failed) to 100 (excellent)]. This compares to a 2012 PCI of 79. A complete copy of the 2018 Crisp County-Cordele Airport Pavement management Plan can be found at <http://www.dot.ga.gov/InvestSmart/Aviation/GAAirportsDocuments/Cordele.pdf>.

RECENTLY COMPLETED AIRPORT PROJECTS

The airport recently completed many capital projects including an Airport Layout Plan Update, Airfield Drainage Rehabilitation, Airport Maintenance Hangar Design and the clearing and grub work for our six (6) unit T-Hangar Taxiway project.

TENTATIVE RFQ TIMELINE

- Issue RFQ – Monday, April 11, 2022
- Advertise RFQ in local newspaper – Wednesday April 13 and April 20, 2022.
- Advertise RFQ on Ga. Procurement Registry and County Website – April 13, 2022.
- Inquiry Deadline – Monday, April 25, 2022 at 4:00 p.m.
- Addendum (if Issued) – on or before Monday, May 2, 2022.
- Submission Deadline – Wednesday, June 15, 2022 at 2:00 p.m.
- Evaluation and Ranking of All Submitted RFQs – June 15-17, 2022.
- Top Ranked Companies' Presentation to the Evaluation Committee – June 21-24, 2022.
- Selection of Top Ranked Firm, Contract Negotiations & presentation of proposed contract – July 5-8, 2022.
- Top Ranked Firm and Proposed Contract Presented to the Board of Commissioners for Award – Tuesday, July 12, 2022.

The county, in its sole discretion, may delay the tentative timeline indicated above if necessary. The county will notify proposers of all schedule changes and RFQ changes through written addendums.

INQUIRES ABOUT THIS RFQ

All inquires and questions regarding this RFQ shall be in writing via email using the subject line "RFQ Airport Consulting Services" and directed to:

Sherrie Leverett, Crisp County Finance Director
sleverett@crispcounty.com

All questions and answers will be combined into a formal written addendum to the RFQ and posted on the county's website. All addendums must be acknowledged by all proposing companies. Please check the county's website often for other possible addendums. Inquiry deadline is listed above in the tentative RFQ timeline.

Under no circumstances should elected officials or county staff be contacted during the RFQ process and timeline. Violations of this provision may result in proposal rejection.

RFQ SUBMITTAL INSTRUCTIONS

RFQ responses are due no later than 2:00 p.m. on Wednesday, June 15, 2022. One paper original and four paper copies of the RFQ submittal must be enclosed in a sealed envelope clearly marked, "RFQ for Airport Consulting Services" and delivered to the Crisp County Government Center, 210 South 7th Street, Cordele, Georgia, Suite 309, Attention: Sherrie Leverett, Finance Director prior to the stated deadline date and time. A representative from Crisp County government will publicly read the names of the companies submitting RFQs at that time. Any submittals received after the deadline date and time will be returned to the proposing company unopened. Incomplete submittals may not be considered if the omissions are determined to be significant. Faxed or emailed submittals will not be accepted.

PROPOSAL FORMAT

All proposing companies shall submit one paper original and four paper copies of their qualifications that includes the following information in the order that is outlined below:

- Cover Sheet
- Table of Contents
- Description of the proposing company including location of offices, which office will be assigned this project and the number of employees in that office, areas of specialization, number of years the company has been a local government airport consultant, relevant experience of the company in providing airport consulting services at similar airports for the previous 5 years, and familiarity with FAA regulations and GDOT Aviation programs.
- Approach to this engagement including the use and furnishing of qualified inspectors for construction projects, meeting DBE contract goals, and approach to value engineering.
- Resumes of the key personnel that will be assigned to this project to include their experience with similar airports, length of service with the proposing company, and length of service in the local government airport consulting career field.
- Listing and resumes of any other consultant team members that will be assigned to this project that are not part of the proposing company.
- References from at least four other similar airport clients. Include name of airport, overall services performed, listing of key personnel that worked on each project, contact name, contact phone number, and contact email address.
- Statement of current workload and availability for this engagement.
- Statement of the proposing companies' financial strength to perform this project.
- Statement of any previous (previous three years), current, or pending litigation or arbitration the proposing company is experiencing or had experienced related to engagements similar to the one that is being proposed.
- Proof that the proposing company is authorized to do business in the state of Georgia.
- Proof of GDOT prequalification in Area Classes No. 1.08 *Airport Master Planning* and No. 2.09 *Airport Design/Engineering*.
- A completed Federal Work Authorization Program Affidavit (form included).
- Signature of an authorized company representative who has the legal ability to bind the proposing company in contractual obligations.
- Acknowledgement of all addendums. If no addendums were issued, indicate no addendums were issued.

METHODOLOGY FOR SELECTION

An evaluation committee consisting of four members of the Crisp County Government will review and evaluate all submitted proposals and rank them according to the following criteria.

- Company's and subconsultant's (if any) experience and success in performing similar projects as listed on the CIP and quality of previous projects.
- Company's approach to this engagement.
- Qualifications and experience of the key personnel that will be involved in the project and their familiarization of FAA regulations, policies, and procedures and Georgia Department of Transportation Aviation programs and policies.
- Overall response quality.
- Reference results.
- Stated availability, capability to meet schedules, and location of offices.

Once a top ranked company is selected by the evaluation committee, a Master Services Agreement will be developed and recommended to the Board of Commissioners.

INSURANCES AND OTHER FORMS REQUIRED

The successful proposing company shall submit the following insurance items within ten calendar days of written notification from the county that the proposing company has been selected:

- Documentation of workers compensation insurance of at least \$1,000,000, general liability insurance of at least \$1,000,000 for each occurrence, automobile liability insurance in the amount of at least \$1,000,000 for each occurrence, and professional liability insurance. All of these insurances shall remain in force during the contract term.
- Drug Free Work Place Form.
- IRS Form W9

GENERAL CONDITIONS

- Master Services Agreement shall be on a form to be approved by the county.
- There are no expressed or implied obligations for Crisp County to reimburse responding companies for any expenses incurred in preparing and presenting their qualifications.
- Crisp County reserves the right to request clarifications regarding information submitted as well as request additional information from one or more proposing companies.
- By submitting qualifications, the proposing company certifies that it has fully read and understands this RFQ, has reviewed all the relevant documents, and has full knowledge of the nature, scope, quantity, and quality of the requested work to be performed. Failure to do so will not relieve the successful company of their obligations to enter into a contract and completely perform the contract in strict conformity with this RFQ.
- All submitted qualifications shall constitute an irrevocable offer to Crisp County for a period of 90 calendar days from the date of submittal opening by the county.
- Ownership of all data, materials, and documentation prepared for and submitted in response to this RFQ shall belong to Crisp County and will be considered a public record and subject to public inspection in accordance with the Georgia Open Record laws unless otherwise provided by law.
- The Crisp County Board of Commissioners reserves the right to reject any or all qualifications, call for new qualifications, waive any informalities, or award a contract to the next most qualified company if the selected company does not execute a contract within ten days after notification of the award. In addition, the county reserves the right to

accept, reject, and/or negotiate any and all qualifications or parts of qualifications deemed by the Board of Commissioners to be in the best interest of the county.

- This RFP and any resulting contract shall be governed in all respects by the laws of the state of Georgia and the successful proposing company shall comply with all applicable federal, state, and local laws and regulations.
- By submitting their qualifications, all proposing companies certify that their qualifications were made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their qualifications and that they have not conferred on any Crisp County official or employee having responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present, or promised, unless consideration of substantially equal or greater value was exchanged. The proposing companies also specifically certify that by submitting their qualifications they are not in violation of O.C.G.A. 16-10-2 and 16-10-22 for acts of bribery and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.
- The successful proposer shall not assign, transfer, or subcontract any interest in this project to other companies without the prior written approval of Crisp County.
- The selected consultant and any subconsultants shall not discriminate on the basis of race, color, national origin, or sex in the performance of the contract. Disadvantage Business Enterprise (DBE) utilization is encouraged. Proposed DBE firms are to be certified by the Georgia Uniform Certification Program.
- The selected consultant shall implement applicable requirements of 49 CFR Part 26 in the award and administration of all federally assisted contracts.

ATTACHMENTS

- 1) Airport's Five-Year Capital Improvement Plan
- 2) FY 2021-22 Airport Operating Budget
- 3) 2017 SPLOST Airport Budgets
- 4) GDOT's Five-Year Pavement Maintenance Program
- 5) Federal Work Authorization Program Affidavit Form
- 6) IRS Form W9



AIRPORT CONSULTANT SELECTION CRITERIA

Qualification	Company A	Company B	Company C
Experience in Similar Work and Quality of Previous Projects (25)			
Approach to Engagement (20)			
Qualifications of Key Personnel and Their Familiarity with FAA Regulations and GDOT Aviation Programs and Policies (30)			
Overall Response Quality (5)			
Reference Results (10)			
Availability, Ability to Complete Projects, and Location of Offices (10)			
Total (100%)			

CORDELE-CRISP COUNTY AIRPORT
CORDELE, GEORGIA

11/14/2019

FIVE YEAR CIP 2021-2025

FY	PROGRAM DESCRIPTION	TOTAL COST	FEDERAL COST	STATE COST	LOCAL COST
2021	1. Reimbursement for DBE/SBE Plan Update (FY 21, 22, 23)	\$ 10,500	\$ 9,450		\$ 1,050
	2. Airfield Drainage Rehabilitation Phase II Remaining	\$ 625,000	\$ 150,000	\$ 356,250	\$ 118,750
	Subtotal	\$ 635,500	\$ 9,450	\$ 356,250	\$ 119,800
2022	1. Design Partial Security Fence, 10' high with three strands of Barbed Wire, S00LF	\$ 9,000	\$ 8,100	\$ 450	\$ 450
	2. Design New Terminal Building	\$ 55,000	\$ 49,500	\$ 2,750	\$ 2,750
	Subtotal	\$ 84,000	\$ 57,800	\$ 3,200	\$ 3,200
2023	1. Construct Airfield Drainage Rehabilitation Phase III + CA and inspection services	\$ 850,000	\$ 150,000	\$ 525,000	\$ 175,000
	2. Construct Partial Security Fence, 10' high with three strands of Barbed Wire, 800LF + CA and inspection service	\$ 25,000	\$ 22,500	\$ 1,250	\$ 1,250
	3. Design 10-Bay T-hangar	\$ 40,000	\$ 36,000	\$ 2,000	\$ 2,000
	4. Construct New Terminal Building + CA and inspection services	\$ 550,000	\$ 495,000	\$ 27,500	\$ 27,500
	Subtotal	\$ 1,465,000	\$ 703,500	\$ 555,750	\$ 205,750
2024	1. Construct 10-Bay T-hangar and demo existing stall hangar+ CA and inspection services	\$ 450,000	\$ 405,000	\$ 22,500	\$ 22,500
	2. Design 6-unit t-hangar taxilane	\$ 35,000	\$ 31,500	\$ 1,750	\$ 1,750
	3. Design Runway 10/28 Overlay	\$ 35,000	\$ 31,500	\$ 1,750	\$ 1,750
	Subtotal	\$ 520,000	\$ 468,000	\$ 26,000	\$ 26,000
2025	1. Construct 6-unit I-hangar taxilane + CA and inspection services	\$ 340,000	\$ 306,000	\$ 17,000	\$ 17,000
	2. Construct Runway Safety Area Improvements Runway 6124 Phase II + CA and inspection services	\$ 295,000	\$ 265,500	\$ 14,750	\$ 14,750
	3. Construct Runway 10/28 Overlay + CA and inspection services	\$ 1,200,000	\$ 1,080,000	\$ 60,000	\$ 60,000
	Subtotal	\$ 1,835,000	\$ 1,651,500	\$ 91,750	\$ 91,750
Grand Total		\$ 4,519,500	\$ 2,890,050	\$ 1,032,950	\$ 446,500

Approved: _____
Tom Patton, County Administrator
Crisp County Board of Commissioners

To be received by 30 November, 2019 at:
Georgia Department of Transportation-Aviation Programs
Via Aviation System Manager Electronic Submittal

Prepared by: Robert and Company

TABLE 3 5-YEAR PROGRAM UNDER AN UNLIMITED FUNDING ANALYSIS SCENARIO

Branch ¹	Section	Year	Type of Repair ²	
	10	2020	Preventive Maintenance	\$130
		2020	Surface Treatment	\$17,068
	30	2020	MajorM&R	\$29,702
A0ICO	40	2020	Preventive Maintenance	\$1,623
		2020	Surface Treatment	\$16,750
	60	2020	Preventive Maintenance	\$263
		2020	Surface Treatment	\$41,097
	70	2020	Surface Treatment	\$1,717
R1028CO	10	2020	MajorM&R	\$2,061,987
R624CO	10	2020	MajorM&R	\$1,113,975
TBCO	10	2020	Surface Treatment	\$98,072
	20	2020	MajorM&R	\$65,830
THANGCO	10	2020	Surface Treatment	\$12,429
	20	2020	Preventive Maintenance	\$1,431
		2020	Surface Treatment	\$20,927
A0ICO	20	2021	MajorM&R	\$56,104
	50	2022	Major M&R	\$97,027
TACO	10	2022	MajorM&R	\$672,931
A0ICO	10	2024	Preventive Maintenance	\$2,083
	40	2024	Preventive Maintenance	\$4,962
	60	2024	Preventive Maintenance	\$40
	70	2024	Preventive Maintenance	\$153,639
TBCO	10	2024	Preventive Maintenance	\$5,910
THANGCO	10	2024	Preventive Maintenance	\$387
TOTAL ESTIMATED COST 2020-2024				\$4,476,000

¹See FIGURE 5 for the location of the branch and section.

²Major Rehabilitation: overlay, mill and overlay, reconstruction, and so on;

Localized Maintenance: crack sealing, patching, joint resealing, and so on;

Global Maintenance: surface treatments, rejuvenators, and so on.

³Cost estimates based on broad, statewide policy and should be adjusted to reflect local costs.

Private Employer Affidavit Of Compliance Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies its compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation employs more than ten employees and has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90. Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Private Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on ____ , __, 201_ in __ (city), ____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE __ DAY OF _____, 201_.

NOTARY PUBLIC

My Commission Expires:
