

**Montgomery Airport Authority**  
**Montgomery, AL**



**NOTICE OF REQUEST FOR A STATEMENT  
OF QUALIFICATIONS  
FOR  
AIRPORT CONSULTING/ ENGINEERING  
SERVICES**

**RFP #62021-1**

Issue Date: June 22, 2021

**NOTICE OF REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR  
AIRPORT CONSULTING/ENGINEERING SERVICES  
RFP# 62021-1**

The Montgomery Airport Authority in Montgomery, Alabama is seeking a qualified aviation consulting firm to provide professional planning, engineering, architectural, and construction administration services at the Montgomery Regional Airport in Montgomery, Alabama.

It is the intent of the Montgomery Airport Authority to enter into a multi-year Master Agreement with a consultant for the upcoming five (5) year period, beginning October 1, 2021. The selected consultant will negotiate and enter into individual sub-agreements for services, based on the scope of work with the Montgomery Airport Authority on an assignment-by-assignment basis during the term of the Master Agreement. The selection of the consultant is being conducted in accordance with Federal Aviation Administration (FAA) Advisory Circular 150/5100-14E, along with other applicable federal and state statutes and laws.

The consultant and any sub-consultants proposed shall not discriminate on the basis of race, color, religion or creed, national origin or ancestry, sex, age, disability, or veteran status in the performance of this contract, Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged. The consultant shall carry out applicable requirements of 49 CFR, Part 26, in the award and administration of all federally-assisted contracts. Failure by the consultant to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy as the Montgomery Airport Authority deems appropriate.

The Montgomery Airport Authority reserves the right to reject any and all submittals in response to this request for any reason. The Montgomery Airport Authority is not liable for any costs incurred by the Consultant in the preparation or presentation of a response to this request.

### **Scope of Services:**

The scope of work to be included in the multi-year contact may include, but not limited to, the following:

- a. Prepare Project Funding Applications and Capital Improvements Program (CIP) Documents
- b. Perform, Design, Assist with Building, and Negotiations, Construction Administration and Resident Inspection Services
- c. Assist with DBE Program Overall Goal Updates/Program Administration
- d. Prepare/Update Property Line Map, Airport Layout Plan, and other planning studies
- e. Prepare/Update Environmental Assessments, Mitigation/Permitting Applications, and other environmental studies
- f. Construct/Rehabilitate Airfield Pavements (Runways/Taxiways/Aprons/Ramps)
- g. Construct/Rehabilitate Airfield Electrical Systems (Lighting/Visual NAVAIDs/ILS)
- h. Construct/Renovate Airport Buildings (Hangars/T-Hangars/Terminal Buildings)
- i. Construct/Rehabilitates Airport Roadways and Parking Lots
- j. Install/Upgrade/Maintain Airport Fencing, Gates, and Security Systems
- k. Acquire Land and/or Aviation Easements
- l. Rubber Removal and/or Remarketing of Runways of Taxiways
- m. Drainage and Infrastructure Repairs
- n. Such other airport-related work as the Montgomery Airport Authority may deem necessary

### **Submission Requirements:**

Required information is to be presented in a manner that clearly illustrates the following:

#### **DO NOT INCLUDE ANY COSTS OR FEES OF ANY KIND IN SUBMISSION**

1. Team Description/Background: A general description of the primary firm, including firm size and number of employees within the local office, as well as general information regarding any sub-consultant firms.
2. Organizational Chart: Include clear illustration as the Project Manager and key personnel representing the primary firm.
3. Resumes: Include for key personnel. Indicate each individual's qualifications and experience.
4. Relevant Experience: Qualifications and experience of the primary firm in the past three (3) years at general aviation airports similar in nature to the Montgomery Regional Airport and other airports in Alabama.
5. Proximity to the Montgomery Regional Airport: Geographical location of the office that will be primarily responsible for assigned projects and where the work will be accomplished, as well as the location of any supporting offices that will likely be involved in this contract.
6. References: Contact name, agency name, telephone number, and email address of the current airport clients of primary firm located within Alabama.

7. **Regulatory Familiarity:** Demonstrate familiarity with the Federal Aviation Administration (FAA) and Alabama Department of Transportation (ALDOT) Aviation Programs.
8. **Workload:** Provide a brief summary of the primary firm's current workload and its ability to meet schedules and deadlines.

### **Evaluation Criteria:**

The criteria to be used in the selection of the consultant are as follows:

1. Firm's Qualifications and Experience
2. Key Personnel Qualifications and Experience
3. Relevant Project Experience
4. Geographical Location
5. References
6. Familiarity with the FAA and ALDOT Aviation Programs
7. Workload and Performance on Past Similar Projects
8. Responsiveness to the RFP
9. DBE Participation

All interested parties should submit four (4) bound copies of the Statement of Qualifications and one (1) electronic copy (Thumb Drive), which shall contain no more than thirty (30) pages, excluding tabs, and a cover letter not to exceed two (2) pages. Submittals shall be printed single-sided on 8.5" x 11" paper, same format on electronic copy submitted of Thumb/Flash Drive.

#### **Responses are to be addressed to:**

Willie R., Carter, Jr., C.M., Interim Executive Airport Director  
Montgomery Regional Airport  
4445 Selma Highway  
Montgomery, AL 36108-4845

Deadline for submittal is 4:00 p.m. Central Standard Time (CST), August 3, 2021. The Statement of Qualifications should be delivered in a sealed envelope or in a box clearly marked, "**Airport Consulting/Engineering Services.**" The Montgomery Airport Authority shall assume no responsibility for responses that are received after the designated date and time, or that are not properly addressed/identified.

Please submit all questions regarding this Request for Proposal (RFP) via e-mail to the Interim Executive Airport Director at [w.carter@flymgm.com](mailto:w.carter@flymgm.com).

### **Summary of Action Item Dates:**

- Request for Proposal Issued: Tuesday, June 22, 2021
- Deadline for Proposal Submission Questions: Tuesday, July 13, 2021, 4:00 p.m. CST. Please submit all questions regarding this Request for Proposal (RFP) to the Interim Executive Airport Director at [w.carter@flymgm.com](mailto:w.carter@flymgm.com)
- Questions and Answers Posted to MGM Website: Friday, July 16, 2021, 4:00 p.m. CST
- Deadline for Proposal Submission: Tuesday, August 3, 2021, 4:00 p.m. CST
- Deadline for Written Request of Withdrawal Submission: Wednesday, August 4, 2021, 4:00 p.m. CST
- Announcement of Selected Contractor: Tuesday, August 10, 2021, 4:00 p.m. CST at the monthly Board of Directors Meeting of the Montgomery Airport Authority
- Selected Contractor Notification Date: August 11, 2021

**Responding firms shall have no contact related to this solicitation with any member of the Montgomery Airport Authority Board of Directors, or officials, or Montgomery Regional Airport Authority employee(s) during this Statement of Qualifications process.** Any such contact will subject the firm to immediate disqualification for consideration for this project.

### **Selection Process:**

Qualifications will be reviewed and evaluated by a Selection Committee, based on the evaluation criteria listed herein. At the sole discretion of the Selection Committee, consultants may or may not be invited to participate in an interview. It is the intent of the Montgomery Airport Authority to select a consultant/engineer as a result of this effort.

**Montgomery Airport Authority**  
**4445 Selma Highway**  
**Montgomery, AL 36108-4845**  
**Phone: (334) 281-5040**

**Submitting Firm Information:**

Date of Submittal: \_\_\_\_\_, 2021 Name of Submitting Firm: \_\_\_\_\_

The undersigned agrees, if this RFP is accepted within sixty (60) calendar days after date of opening, to furnish all supplies and/or services in strict accordance with the provisions of this Request for Qualifications (RFQ).

I certify that this Request for Proposal (RFP) is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a qualification statement for the same materials, supplies, or equipment and is in all respects fair and without collusion of fraud. I understand that collusive activities are a violation of State and Federal law and can result in fines, prison sentences, and Civil Damage Awards. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this document for the submitting firm/business.

Date Signed: \_\_\_\_\_, 2021

RFP Submittal to remain available for sixty (60) calendar days or \_\_\_\_\_ calendar days after date of opening. Vendor MUST initial here \_ \_ \_ \_ \_

**SUBMITTING FIRM INFORMATION: (Please Type or Print)**

NAME OF COMPANY: \_\_\_\_\_

PHYSICAL ADDRESS OF COMPANY: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

MAILING ADDRESS OF COMPANY: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE: \_\_\_\_\_ E:MAIL ADDRESS: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

MAILING ADDRESS OF WHERE TO REMIT PAYMENT(S): (if different from above)

PAYMENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

FEDERAL TAX ID NUMBER: \_\_\_\_\_

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN:

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## SUBMITTING FIRM'S DECLARATION

The submitting firm understands, agrees, and warrants:

- That the Firm has carefully read and fully understands the full scope of the specifications.
- That the firm has the capability to successfully undertake and complete the responsibilities and obligations in said requirements.
- That the submittal may be withdrawn by requesting such withdrawal in writing and received by the Montgomery Airport at any time prior to 4:00 p.m. Central Standard Time (CST) on August 4, 2021 but may not be withdrawn after such date and time.
- The Montgomery Airport Authority reserves the right to waive compliance by any applicant with any provision contained in this request whenever the Montgomery Airport Authority, in its sole discretion, believes such waiver is in the Montgomery Airport Authority's best interest.
- That by responding to this solicitation, the firm acknowledges that the Montgomery Airport Authority has the right to make any inquiry or investigation it deems appropriated to substantiate or supplement information supplied by the firm.
- That the accompanying submittal is not the result of or affected by any act of collusion with another person, or company engaged in the same line of business or commerce, or any other fraudulent act that is punishable under the State of Alabama or the United States Federal law.

SUBMITTING FIRM:

NAME OF COMPANY: \_\_\_\_\_

PHONE: (    ) \_\_\_\_\_ -- \_\_\_\_\_

NAME AND TITLE OF PERSON SUBMITTING DECLARATION: (Please Print Name/Title)

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_, 2021

## CERTIFICATE OF NON-COLLUSION

By responding to this solicitation, the supplier understands and agrees to the following:

1. That the submitted response constitutes an offer, which when accepted in writing by the Montgomery Airport Authority, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Montgomery Airport Authority; and
2. That the submitting firm has read the specifications and requirements shown or referenced in the solicitation and that the submitting firm's response is made in accordance with the provisions of such specifications and requirements except as expressly stated otherwise in the submitting firm's response; and
3. That the submitting firm guarantees and certifies that all items included in the firm's response meet or exceed any and all such stated specifications and requirements of the solicitation except as expressly stated otherwise in the firm's response; and
4. That, if awarded the contract, the firm will deliver goods and/or services that meet or exceed the specifications and requirements of the solicitation except as expressly stated otherwise in the firm's response; and
5. That the response submitted by the firm shall be valid and held open for a period of sixty (60) days (or such other time period as identified in the solicitation) from the final solicitation closing date and that the response may be held open for an additional period of time subject to the firm's consent; and
6. That the firm's response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The firm understands and agrees that collusive activities are a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

**DO NOT MODIFY IN THE RFP CERTIFICATION TERMS ANY WAY CONTAINED IN THIS DOCUMENT. THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH YOUR RESPONSE.**

(Please Print of Type)

Contractor's Full Legal Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Name and Title of Person Signing: \_\_\_\_\_

Company's Name: \_\_\_\_\_

Company's Physical Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



## **CERTIFICATE OF NON-DISCRIMINATION**

In connection with the performance of work under this contract, the firm agrees as follows:

The firm agrees not to discriminate against any employee or applicant for employment because of race, color, religion or creed, national origin or ancestry, sex, age, disability, or veteran status. The submitting firm shall take affirmative action to ensure that employees are treated without regard to their race, color, religion or creed, national origin or ancestry, sex, age, disability, or veteran status. Such action shall include, but not limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the submitting firm's non-compliance with this non-discrimination clause, the contract may be cancelled or terminated by the Montgomery Airport Authority. The firm may be declared (by the Montgomery Airport Authority) ineligible for further contracts with the Montgomery Airport Authority until satisfactory proof of intent to comply shall be made by the firm.

The firm agrees to include this non-discrimination clause in any and all sub-contracts connected with the performance of this agreement.

NAME OF FIRM: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_