



REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES MASTER AGREEMENT FOR AIRPORT PLANNING AND DESIGN SMITH REYNOLDS AIRPORT, WINSTON-SALEM, NORTH CAROLINA



Proposals shall be complete and comply with the requirements listed herein.

Submit Proposals electronically by **4:00 pm, October 29, 2021** to the attention of Mark R. Davidson, A.A.E. at mark.davidson@smithreynolds.org Responses received after this date and time will be deemed nonresponsive and will not be considered.

Questions are to be directed to Darren Redfield at darrenmr@cityofws.org by the End of Question deadline of 4:00 pm, October 19, 2021.

Summary: Forsyth County proposes to engage the services of qualified engineering firms to provide planning, design, construction, and consulting services for various airport related projects at the Smith Reynolds Airport. The resulting contract will be a 5-year master agreement where fees will be negotiated on an individual project basis once the project scope is confirmed. The County reserves the right to contract with up to two firms under a master agreement.

This document is the full Request for Qualifications.

NOTICE TO PROPOSERS

The following references serve as the procedures, requirements and guidance for staff under this RFQ and any resulting contracts: FAA AC 150/5100-14E, FAA Order 5100.38D, 48 CFR Part 31, Title 2 CFR Part 200, North Carolina Program Guidance Handbook, and NCGS 143-64-31 "Mini-Brooks Act".

This Request for Qualifications (RFQ) will in no manner be construed as a commitment on the part of the County to award a contract. The County reserves the right to reject any or all applications; to waive minor irregularities in the RFQ process or in the applications; to re-advertise this RFQ; to postpone or cancel this process; select and procure parts of services; and to change or modify the RFQ schedule at any time.

It is the policy of the County of Forsyth that an employee, officer, or agent of the County may not participate in any manner in the bidding, awarding, or administering of contracts or agreements in which they, or a member of their immediate family, their business partner, or any organization in which they serve as an officer, director, trustee, or employee, have a financial interest.

Successful Proposers must comply with all provisions of the Americans with Disabilities Act (ADA) and all rules and regulations promulgated thereunder. By submitting a proposal, the successful Proposers agrees to indemnify the County from and against all claims, suits, damages, costs, losses, and expenses in any manner arising out of, or connected with, the failure of the Company, its subcontractors, agents, successors, assigns, officers, or employees to comply with the provisions of the ADA or the rules and regulations promulgated thereunder.

All proposals must be firm and not subject to increase, unless specified within the provisions of this Request for Qualifications (RFQ) and mutually agreed upon by the County and the Proposer. No special inducements will be considered that are not a part of the original proposal document.

County Rights and Options

The County, at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify this RFQ at any time
- To cancel this RFQ with or without the substitution of another RFQ
- To take any action affecting this RFQ, this RFQ process, or the services subject to this RFQ that would be in the best interests of the County
- To issue additional requests for information or clarification from proposers or to allow corrections of errors or omissions
- To require one or more Service Providers to supplement, clarify or provide additional information in order for the County to evaluate the Responses submitted
- To negotiate an agreement with one or more Service Providers based on the information provided in response to this RFQ.
- This RFQ does not obligate Forsyth County to contract for services specified herein.

Public Records

Any material submitted in response to this RFQ will become a "public record" once the Proposer's document(s) is opened and the Proposer is determined to be a participant in the solicitation process and shall be subject to public disclosure consistent with Chapter 132, North Carolina Statutes. Proposers must claim any applicable exemptions to disclosure provided by law in their response to this RFQ. Proposers must identify materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The County reserves the right to make all final determination(s) of the applicability of North Carolina General Statutes § 132-1.2, Confidential Information.

Trade Secrets/Confidentiality

Proposers must claim any material that qualifies as "trade secret" information under N.C.G.S. 66-152(3) in their response to this RFQ and must state the reasons why such exclusion from public disclosure is necessary and legal.

To properly designate material as trade secret under these circumstances, each Proposer must take the following precautions: (a) any trade secrets submitted by a Proposer should be submitted in a separate, sealed envelope marked "Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating this Proposal," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

Do not attempt to designate your entire proposal as a trade secret, and do not attempt to designate pricing information as a trade secret. Doing so may result in your proposal being disqualified.

In submitting a proposal, each Proposer agrees that the County may reveal any trade secret materials contained in such response to all County staff and City/County officials involved in the selection.

Familiarity with Laws and Ordinances

The submission of a proposal on the equipment requested herein shall be considered as a representation that the Proposer is familiar with all federal, state, and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such services, or equipment used in the provision of such services, or which in any way affects the conduct of the provision of such services; and no plea of misunderstanding will be considered on account of ignorance thereof. If the Proposer discovers any provisions in the RFQ documents that are contrary to or inconsistent with any law, ordinance, or regulation, it shall be reported to the County in writing without delay.

E-Verify Compliance

Per N.C.G.S. 143-133.3, provider shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Provider utilizes a subcontractor, the Provider shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

Iran Divestment Act

Provider hereby certifies that it is not on the North Carolina State Treasurer's list of persons engaging in business activities in Iran, prepared pursuant to NCGS 147-86.58, nor will Provider utilize on this agreement any subcontractor on such list.

Divestment from Companies that Boycott Israel

Contractor hereby certifies that it is not on the North Carolina State Treasurer's list of companies engaged in a boycott of Israel in violation of NCGS 147-86.80 et. seq. and that it will not utilize on this agreement any subcontractor on said list.

RFQ INFORMATION AND REQUIREMENTS

1. Location of Project:

Smith Reynolds Airport
3801 N. Liberty Street
Winston-Salem, NC 27105

2. Description of Project:

Forsyth County plans to contract for engineering services with one or more firms for a period of five years from the time of the contract signing and retains the right to add to or delete from the projects listed in the Scope of Services. Fees will be negotiated with the selected engineering firm(s) for each individual project.

3. Scope of services:

Forsyth County proposes to engage the services of qualified engineering firms to provide planning, design, construction, and consulting services for various airport related projects at the Smith Reynolds Airport. These projects may include, but are not limited to, runway strengthening/overlay, environmental studies, master planning, ALP update, airfield lighting, signage, NAVAIDS, taxiways, taxilanes and apron extensions/rehabilitations, safety area improvements, obstruction removal, land acquisition, automobile parking lot improvements, airfield drainage, Engineering Material Arresting System (EMAS) rehabilitation/replacement, industrial development, hangar construction, support building construction, terminal improvements, noise barrier, perimeter fencing, security improvements, fuel farms, utility infrastructure development and upgrades, landside access improvements, and other similar airport related projects.

4. Selection Criteria:

Interested firms should submit their letter of interest addressing the following criteria:

- A. Familiarity with the airport by firm’s project manager.
- B. Capability to perform all aspects of the project, including planning, design, and construction phase services.
- C. Experience level of the firm’s project manager and aviation staff.
- D. Working relationship with the North Carolina Department of Transportation - Division of Aviation and the Federal Aviation Administration.
- E. Current workload and capacity to meet schedules.
- F. Ability to meet DBE Goals for professional services. Provide information/qualifications on proposed DBE firms(s) to be used, including where and when the DBE firms have worked with your firm on past airport projects.
- G. Evidence of meeting the Forsyth County’s minimum insurance limits:
 - \$5M Professional Liability
 - \$1M Commercial General Liability
 - \$1M Business Automobile Liability
 - Workers Compensation: NC statutory limits and not less than \$100,000 each accident.

5. Selection Process:

The submittal shall be Selection will be made from the information submitted unless an interview is requested by the selection committee.

One or more firms will be selected by a committee in fair and uniform manner based in part on appropriate qualifications, experience for this type of work, and current workload. The selection committee is comprised of Airport staff, Airport Board, and Forsyth County Construction Management staff. Upon receipt of the proposals from respondents, the committee members will review the proposals in detail, select the best qualified firm(s), and make a written recommendation to the County Manager for approval. With the County Manager agreement, the Airport Director will request approval from the Forsyth County Board of Commissioners for award of a contract(s). Following approval from the Board, the contract terms and conditions will be negotiated with the selected firm(s). In the event contract negotiations prove unsuccessful with the selected firm, the committee will select the next most qualified firm with which to begin negotiations.

6. Schedule:

The key activities and milestone dates for the selection process are listed below:

<u>Activity</u>	<u>Milestone Date</u>
RFQ published	09/27/21
Deadline for respondent questions	10/19/21
Addendum to respond to questions	10/22/21
Proposal submission deadline	10/29/21
Selection Committee meeting to review	11/11/21
Board of Commissioners briefing	12/04/21
Board of Commissioners award meeting	12/16/21
Firm(s) selection notification	12/17/21
Contracts finalized and begin work	05/01/22

7. RFQ Responses should include the following:

- Letter of interest
- Firm history
- Current project list of proposed Project Manager/team. Include current stage of the project and projected completion date.
- List previous projects of similar scope to a maximum of ten projects.
- Resumes for staff who would be assigned to the project.
- List of proposed sub-consultants.

8. RFQ Submission Format and:

Limit proposals to a maximum of twenty (20) total 8.5" x 11" pages (single side). Proposals shall be submitted electronically in PDF format by the deadline and to the person noted on page 1. All responses must be signed by an official agent or representative of the company submitting the response. Responses received after this date and time will be deemed non-responsive and will not be considered.

9. General Comments:

- Any cost incurred by respondents in preparing or submitting a response for the project shall be the respondents' sole responsibility.
- All responses, inquires or correspondence relating to this RFQ will become the property of Forsyth County when received.
- Respondents are to refrain from contact with the selection committee members. Any questions regarding the RFQ should be submitted by email and directed to Darren Redfield at darrenmr@cityofws.org. If a question of general concern is asked by any firm with regards to this RFQ, a copy of the written response will be issued by addendum. The deadline for inquires is noted on page 1.
- Forsyth County has the sole discretion and reserves the right to reject any and all responses received with respect to this RFQ and to cancel the process at any time prior to entering into a formal agreement. The County reserves the right to request additional information or clarification of the information provided in the response without changing the terms of the RFQ.

10. Confidentiality of Documents:

In general, documents that are submitted as part of the response to this RFQ will become public records, and will be subject to public disclosure. North Carolina General Statutes Section 132- 1.2 and 66-152 provide a method for protecting some documents from public disclosure. See page 2 for detailed information.