

REQUEST FOR QUALIFICATIONS (RFQ)

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Engineering Professional Services

I. INTRODUCTION AND SCOPE OF SERVICES

The Metropolitan Knoxville Airport Authority (MCAA) is requesting Statements of Qualifications and Experience from interested consulting firms to provide engineering professional services for projects occurring over the next five years at both McGhee Tyson (TYS) and Downtown Island (DKX) Airports. The award of agreement will be for three (3) years with two (2) possible one (1) year extensions. Each project will be executed by individual Work Authorization from the MCAA Staff or Board of Commissioners with negotiated fees for each Work Authorization. The MCAA advises that some of the services may not be required and that the MCAA reserves the right to initiate additional procurement action for any of the services included in the initial procurement.

The airport environment is comprised generally of airside and landside functions. The selected firm will have experience working in the airport environment on landside area projects. The scope of services may include landside related design including roadways, parking, utilities, and construction related services. A copy of the airport's current capital improvement program can be requested from Bryan White, Vice President of Engineering and Planning at bryan.white@tys.org or downloaded from

<https://flyknoxville.com/business-at-tys/>

II. EVALUATION CRITERIA

This qualification based selection process is in accordance with the FAA AC 150/5100-14E and the Tennessee Code Annotated Section 12-4-106. The consulting firms will be selected based on the following six (6) criteria:

1. (30%) Capability to perform tasks based on recent and relevant airport environment project experiences. Discuss actual participation and responsibilities on projects, including budgets, schedules and scope. Do not include projects for which key project personnel are no longer employed by the firm.
2. (30%) Presented in the form of an organizational chart identify key personnel's professional qualifications and experience and availability; their reputation and professional integrity and competence; and their knowledge of FAA and TDOT regulations, policies, and procedures. The key personnel identified in this RFQ will be expected to remain assigned for the term of the agreement unless a substitution is agreed to by the MCAA.
3. (20%) Capability to meet schedules or deadlines. Provide staffing capabilities for dedication to these projects. Ability to readily be on-site at the Airport within a short period of time to meet with staff without unreasonable cost impacts. Also, please comment on your ability to locate personnel on-site at the Airport for interim and lengthier periods, should work requirements dictate such.
4. (10%) Ability to furnish qualified inspectors for construction inspection if applicable.

5. (10%) Provide evidence that the consultant has made good faith efforts in meeting Disadvantaged Business Enterprise (DBE) goals (49 CFR, § 26.53). Must demonstrate historical record of meeting DBE goal on past projects and include a written statement that your firm will meet DBE Program as described in Item VI.

III. STATEMENT OF QUALIFICATIONS CONTENT

The Statements of Qualifications shall be submitted as no more than twenty-five (25) double-sided 8.5" x 11.0" pages. Resumes shall be included in Appendix A. The Statement of Qualification should contain only information relative to the Evaluation Criteria outlined in Item II and must be kept in the same order given in Item II. The maximum allowable twenty-five (25) page limit does not include Appendix A. All submittals shall be PDF and be submitted to bids@tys.org by the deadline.

IV. SELECTION PROCESS

Selection will be made based upon review and ranking of the Statements of Qualifications by the MKAA selection committee. If necessary, interviews will be conducted based on the selection committee's rankings. These interviews will be conducted virtually and hosted by MKAA via the web-based Zoom application. Each interview session will consist of a presentation by the consultant not to exceed twenty (20) minutes followed by a thirty (30) minute question and answer session.

V. SCHEDULE FOR SELECTION

September 27	RFQ advertised
October 9	Final date for questions or clarifications submission
October 23	Qualification Statements due
Week of October 26	Selection committee meeting

VI. DBE PROGRAM

Firms shall comply with the MKAA approved DBE Program (available at www.flyknoxville.com) to ensure that disadvantaged business enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts and shall not be discriminated against on the basis of race, color, national origin, disability or sex in the award and performance of DOT assisted contracts, or other contracts defined by the Owner.

VII. TITLE VI SOLICITATION NOTICE:

The Metropolitan Knoxville Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

VIII. SUBMITTAL

One (1) electronic copy of the Statement of Qualifications should be submitted to bids@tys.org by October 23, 2020 prior to 4:00 PM (EST). All submittals received after this time will be returned unopened and will not be considered. Any questions pertaining to this RFQ must be submitted in writing to Mr. Bryan White, PE, Vice President of Engineering and Planning, Attn: Engineering

Professional Services RFQ Question, MKAA, McGhee Tyson Airport, Post Office Box 15600, Knoxville, TN 37901 or via e-mail to bryan.white@tys.org with the subject line "Engineering Professional Services RFQ Question" by October 9 prior to 4:30 PM (EST). Questions by phone will not be accepted. Fees or other cost proposal information are expressly excluded from this RFQ.

VIII. NO-CONTACT POLICY

The Chairman of the Board of Commissioners of the MKAA has imposed a no-contact policy on the selection process. The no-contact policy is intended to prohibit any potential proposer from engaging in any direct or indirect lobbying of any Board Member, Airport Authority staff member, other persons or organization that may be involved in this RFQ process. The no-contact policy is effective between the date this RFQ is issued and the date of the approval of the Agreement for Professional Services by the Board of Commissioners. Questions submitted in writing to the Airport Authority for clarifications of the information contained in this RFQ are not prohibited by this policy.