

REQUEST FOR QUALIFICATIONS (RFQ)

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

Race Management Services

I. INTRODUCTION AND SCOPE OF SERVICES

The Metropolitan Knoxville Airport Authority (MKAA) is requesting Statements of Qualifications and Experience from interested firms to provide race management services for a potential runway run at McGhee Tyson Airport (TYS) in 2021. The race would potentially include a 10k, 5k, and 1-mile fun run and would be held on airport property in a ‘secure’ airside area. Experience hosting a race in an airport environment or in a secure area is preferred but not required.

The selected firm must have experience with the following services:

- Pre-registration management
- Bib coordination
- Course measurement
- Volunteer management
- Finish line management
- Timing services
- Results production
- COVID-19 safety protocols
- Virtual run management

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 firms will be selected based on the following three (3) criteria:

1. (60%) Capability to conduct the services listed above (pre-registration management, bib coordination, course measurement, volunteer management, finish line management, timing services, results production, COVID-19 safety protocols, virtual run management) for a race with up to or more than 1,000 attendees. Discuss actual recent and relevant races 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, experience and availability, their reputation and professional integrity and competence. 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 MKAA.
3. (10%) 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.

III. STATEMENT OF QUALIFICATIONS CONTENT

The Statements of Qualifications shall be submitted as no more than fifteen (15) 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 fifteen (15) page limit does not include Appendix A. All submittals shall be PDF and be submitted to caitlin.darras@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

January 4	RFQ advertised
January 18	Final date for questions or clarifications submission
January 25	Qualification Statements due
Week of February 1	Selection committee meeting

VI. 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.

VII. SUBMITTAL

One (1) electronic copy of the Statement of Qualifications should be submitted to caitlin.darras@tys.org by January 25, 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 Ms. Caitlin Darras, Senior Public Relations Specialist, Attn: Race Management Services RFQ Question, MKAA, McGhee Tyson Airport, Post Office Box 15600, Knoxville, TN 37901 or via e-mail to caitlin.darras@tys.org with the subject line "Race Management Services RFQ Question" by January 18 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. Basic governmental provisions shall apply to any contract that results 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.