

REQUEST FOR QUALIFICATIONS (RFQ)
METROPOLITAN KNOXVILLE AIRPORT AUTHORITY
Engineering Professional Services
Revised 3/23/2021

I. INTRODUCTION AND SCOPE OF SERVICES

The Metropolitan Knoxville Airport Authority (MCAA) is requesting Statements of Qualifications from interested and qualified Aviation Consultants for Professional Airport Architectural, Engineering, and Planning Consultant Services at McGhee Tyson (TYS) and Downtown Island (DKX) Airports for the next five (5) years. Professional, technical, and advisory services are needed for projects identified in the Airport's capital improvement program.

FAA Advisory Circular (AC) 150/5100-14E, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects should also be referenced. This AC provides guidance for airport sponsors in the selection and engagement of architectural, engineering, and planning consultants. It also discusses services that normally would be included in an airport grant project, types of contracts for these services, contract format and provisions, and guidelines for determining the reasonableness of consultant fees. Consultants should be familiar with Federal Aviation Administration (FAA) and TN Department of Transportation Aeronautics Division aviation funding programs and requirements.

Projects may include airside/landside design, drainage and lighting, planning and environmental services, and construction related services. A copy of the airport's current capital improvement program can be 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 firm(s) will be selected based on the following six (6) criteria:

1. (20%) Capability to perform tasks based on recent and relevant airport 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. (20%) 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 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.
4. (20%) Project experience in working with State and FAA Regulations and Procedures. Demonstrate a working relationship with the State and FAA, and possession of a thorough understanding of FAA rules and regulations regarding design and development of airports similar to the McGhee Tyson (TYS) and Downtown Island (DKX) Airports.
5. (10%) Ability to furnish qualified inspectors for construction inspection if applicable.

6. (10%) Success in including Disadvantaged Business Enterprises (DBE) in engineering services contracts and experience in managing DBE participation in construction services contracts. (See 49 CFR, § 26.53)

III. QUALIFICATIONS STATEMENT CONTENT

The Qualification Statements shall be submitted on no more than twenty-five (25) double-sided 8.5" x 11.0" paper. Resumes shall be included in Appendix A. The Qualification Statement 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.

IV. SCHEDULE FOR SELECTION AND AWARD

March 21	RFQ advertised
April 7	Final date for questions or clarifications submission
April 16	Qualification Statements due
Week of April 19	Selection committee meeting

V. SUBMITTAL

One (1) electronic copy of the Statement of Qualifications should be submitted to bids@tys.org by April 16, 2021 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, MKAA, McGhee Tyson Airport, PO Box 15600, Knoxville, TN 37901 or e-mail bryan.white@tys.org with the subject line "Engineering Professional Services RFQ Question" by April 7, 2021 prior to 4:30 PM (EST). Questions by phone will not be accepted. No overhead rate, fees, or any cost information should be identified as part of this submission.

VI. 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.

VII. DBE PROGRAM

Firms shall comply with the MKAA approved DBE Program (available at <https://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.

VIII. 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.

IX. NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION to ENSURE EQUAL EMPLOYMENT OPPORTUNITY

1. The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.

2. The goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

Timetables

Goals for minority participation for each trade: 6.6%

Goals for female participation in each trade: 6.9%

These goals are applicable to all of the Contractor's construction work (whether or not it is Federal or federally assisted) performed in the covered area. If the Contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the Contractor also is subject to the goals for both its federally involved and non-federally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a) and its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the Contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs (OFCCP) within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the subcontract is to be performed.

4. As used in this notice and in the contract resulting from this solicitation, the "covered area" is **Tennessee, Blount, Alcoa.**

X. APPLICABLE FEDERAL PROVISIONS:

TITLE 49 United States Code, CHAPTER 501 – Buy American Preferences

DOL Regulation 29 CFR Part 5 – Davis Bacon Act

DOT Regulation 49 CFR PART 29 – Government wide Debarment and Suspension and Government wide Requirements for Drug-free Workplace

DOT Regulation 49 CFR Part 26 Disadvantaged Business Enterprise Participation

DOT Regulation 49 CFR PART 30 - Denial of Public Works Contracts to Suppliers of Goods and Services of Countries that Deny Contracts to Suppliers of Goods and Services of Countries that Deny Procurement Market Access to U.S. Contractors (Foreign Trade Restriction).

Lobbying and Influencing Federal Employees - 31 USC § 1352 – Byrd Anti-Lobbying Amendment, 2 CFR part 200, Appendix II(J), 49 CFR part 20, Appendix A

Procurement of Recovered Materials – 2 CFR § 200.322, 40 CFR part 247, Solid Waste Disposal Act

Drug-Free Workplace Act of 1988 – 41 U.S.C. 702 through 706

XI. MISCELLANEOUS

To the extent permitted by applicable law, MKAA reserves the right to (i) supplement, amend or otherwise modify the terms of this RFQ, (ii) reject any and all Statements of Qualifications, (iii) waive any informality in the RFQ process or parts thereof, (iv) re-solicit Statements of Qualifications, and (v) select more than one proposer as a result of the RFQ. MKAA does not guarantee that a firm will be selected to provide services as a result of the RFQ or that an agreement will be successfully consummated with the selected proposer.