

October 2023

**Request for Qualifications for On-Call Professional Consulting Services to
Design and Engineer Various Projects
at the Savannah/Hilton Head International Airport**

Dear Proposer,

The Savannah Airport Commission (SAC) is issuing a Request for Qualifications (RFQ) to interested Engineering Consulting firms to submit their experience and qualifications data in the form of a Statement of Qualifications (SOQ) as described within, for the engineering and design of various construction projects for a five (5) year period from 2024 through 2028 in accordance with *FAA Advisory Circular No. 150/5100-14E, Change 1, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*. Engineering services will consist of, but are not limited to, architectural, structural, environmental, master planning, design, and limited construction oversight services. Planned projects are shown on the Airport's current FAA Airport Capital Improvement Plan (ACIP) FY2024-2028 (attached). A primary consultant as well as a secondary back-up consultant will be selected.

The complete Request for Qualifications (RFQ) which includes detailed instructions for preparation and submission of proposals can be found on the Savannah Airport Commission's Website at <https://savannahairport.com/business/airport-business/notice-to-bidders/> under the Notice to Bidders Tab. Please contact Crystal Mercado, Engineering Coordinator, via email at cmercado@flsav.com to be added to the recipients of record. Consultants must be on the official list to receive any addendums.

Sealed proposals will be received until **2:00pm on Tuesday, October 3, 2023**, at the offices of the Savannah Airport Commission, C/O Engineering Department, 400 Airways Avenue, Savannah, GA 31408.

The Savannah Airport Commission, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that, in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded equal 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. The Savannah Airport Commission promotes equal opportunities for all vendors in City purchases.



Savannah Airport Commission

Request For Qualifications
For On-Call Professional Consulting
Services

October 2023

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I. INTRODUCTION

The Savannah Airport Commission (SAC), owner of Savannah Hilton Head International Airport, invites interested firms to submit Statements of Qualifications (SOQ) to provide Design, Engineering and Planning services for a variety of various construction and planning projects for a five (5) year period from 2024 through 2028 in accordance with *FAA Advisory Circular No. 150/5100-14E, Change 1, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*.

II. SCOPE OF SERVICES SUMMARY

SAC is seeking SOQs from qualified airport engineering consultants to provide a variety of airport engineering, architectural design and limited construction management services for both AIP and non-federally funded projects. All federally funded work will be required to meet Federal Aviation Administration (FAA) guidelines.

Engineering services will consist of, but are not limited to, architectural, structural, civil, environmental, master planning, and limited construction oversight. Planned projects are shown on the Airport's current FAA Airport Capital Improvement Plan (ACIP) FY2024-2028 attached in the appendix.

A primary consultant as well as a secondary back-up consultant will be selected.

III. USE OF SUBCONSULTANTS

SAC expects that consultants responding to this RFQ may assemble a team of subconsultants that provide an adequate range of resources to undertake the variety of assignments described in the ACIP, or they may supply those services solely in-house. The resources and capabilities of each member of the subconsultant team must be described in the SOQ. The proposed team of subconsultants will be reviewed by SAC during the selection process.

Once a consultant team has been selected to begin contract negotiations, prime consultants will be required to obtain written approval from SAC for any changes to the subconsultant team before negotiations can be completed. SAC reserves the right to reject any proposed subconsultant and to request that the selected prime consultant review other candidate firms for a particular area of responsibility.

IV. SELECTION PROCESS

The procedure to be used in this selection process is described in the following steps:

Step 1: Review SOQ from consultants responding to the Request for Qualifications.

Step 2: Based upon the information received in the SOQ, SAC will evaluate and rank the consultants in order of best qualified. SAC reserves the right to conduct interviews during the consultant selection process and may or may not conduct interviews with the top ranked candidates.

Step 3: SAC will enter into an agreement with the top ranked and second ranked consultant.

V. SUBMITTAL REQUIREMENTS

A. Format and Content

To be considered for evaluation, the length of submittals **shall not exceed 25 pages** of data developed for responding to this RFQ (one-sided, double-spaced, and type no smaller than a 12-font size). This page limitation does not include index sheets, general promotion data, a brief transmittal letter, executive summary or required attachments such as Disadvantaged Business Enterprise (DBE) certification forms. General promotional data and DBE certification forms can be provided in the appendix. Only pertinent information should be in the appendix, adding résumés of the entire firm is highly discouraged.

The cover letter is intended to introduce the respondent and to state their commitment to enter into a binding agreement to provide services if selected. The cover letter can be two (2) pages and single spaced and does not count against the page count. The Statement of Qualifications shall be prefaced by an Executive Summary of two pages or less, which gives in brief concise terms a summation of the submittal. This does not count against the page count.

It is suggested that submittals are formatted to match the scoring sheet attached in the appendix, and the SOQ must address the following topics within the 25 pages:

1. Description of Firm: Provide a general description of the firm including such information as services offered, number of employees, office locations predominantly conducting the engineering work. Provide limits for Professional Liability Insurance (Errors and Omissions) within the appendix. **(See selection criteria 1)**
2. Organization and Management: Provide an organization diagram and narrative description of the key personnel proposed for managing the contract, specifically outlining major responsibilities and areas of expertise. The overall project manager and key staff members must be identified with brief résumés provided. Résumés of firm principals are not required unless they are proposed as active, integral members of the team. Principals should, however, be listed on the organizational diagram in relation to the study team. **(See selection criteria 2)**
3. Consulting Firm Experience: Provide experience summaries within the last 5 years which demonstrate the ability to undertake a wide variety of design, bidding and construction phase services detailed in SAC's ACIP. **(See selection criteria 3)**
4. Individual Project Experience: Provide experience summaries for past projects within the last five (5) years which demonstrate experience and ability to undertake a wide variety of design, bidding and construction phase services detailed in SAC's ACIP.

All projects listed in this section must have been completed by the firm using current employees. List the names of such key employees with each project. Do not include projects for which key project personnel are no longer employed by the firm. Do not include projects for which experience was gained by individuals during previous employment.

For each qualifying project, include the following information in tabular form: project name, location, client, total contract amount (and firm amount, if different), principal-in-charge, day-to-day technical project manager, key design staff, date completed, client reference (name, position, and phone number) and brief narrative description of the project. A tabular summary or other format may be used. **(See selection criteria 4)**

5. **Current workload:** SAC will evaluate firms on their resource's availability and workload capacity. List current workloads for the project manager and key personnel listed on the team. Also identify firms' capability to complete projects in a timely manner. **(See selection criteria 5)**

6. **Subconsultants Team Members:** The respondent shall identify any outside specialized consultants it intends to use as subconsultants for the delivery of project work, or major portion thereof (such as architectural, structural, mechanical, electrical, civil, or environmental engineering). The responding consultant shall submit information on the team members and subconsultants. List any specialized consultants and definition of the work the subconsultant will perform. Provide the subconsultant's resume and company history, address, and details of experience with similar type of project during the past five (5) years. **(See selection criteria, Item 6)**

7. **Technical Approach:** Provide a brief discussion of the tasks or steps that the firm will take to accomplish the work described in the ACIP. **(See selection criteria 7)**

8. **DBE Participation, Small and Local Business Inclusion:** SAC expects the consultant responding to provide information regarding their approach for DBE participation as well as small and local business inclusion. The respondent must identify all DBE (GDOT-UCP certified) subconsultants or team members and describe their role on the project team based on the projects listed in the ACIP. The respondent must provide a history of achieving DBE goals on other projects by identifying the applicable project(s), client name(s), date(s) of service, initial goal(s), and final DBE utilization percentage(s). The respondent must describe the firm/team's approach to increasing DBE, small, and local business participation in all phases of work. **(See selection criteria, Item 8)**

9. **Project Inspection:** SAC typically inspects its own projects, but during busy times, SAC may request that the selected consultant provide construction management and/or resident inspection services to support SAC's engineering department. Please list a résumé of a project manager and two resident inspectors that could help supplement SAC, if needed. **(See selection criteria, Item 9)**

B. Submittal Deadline

1. Five (5) hard copies and one (1) electronic copy contained on a USB Drive of the SOQ must be submitted to James Aiello, Assistant Director of Engineering at the following mailing address: Savannah Airport Commission, 400 Airways Avenue, Savannah GA, 31408.

SOQ shall be submitted in a sealed package marked "Statement of Qualifications, On-Call Professional Consulting Services to Design and Engineer Various Projects at the Savannah Hilton Head International Airport. Submittals must be received no later than **2:00 PM, EST, on Tuesday, October 3, 2023.**

Only timely submittals meeting the requirements of this Request for Qualifications will be considered. No submittal will be considered or accepted which is submitted by a consultant that is in default under the terms of any existing agreement with SAC or which has failed to perform its obligations faithfully under any previous agreement with the SAC. Submittals shall be signed by an authorized representative of the Consultant.

2. Any Questions regarding this RFQ shall be directed, in writing via email, to Crystal Mercado, Engineering Coordinator, cmercado@flySAV.com by **3:00 PM EST on Tuesday, September 19, 2023.** Responses will be in writing via addendum and will be distributed to all RFQ recipients of record. Any addendum(s) issued must be acknowledged on the associated form in the Appendix. Any addendum(s) issued will be posted on the SAC website <https://savannahairport.com/business/airport-business/notice-to-bidders/> under the Notice To Bidders – Engineering tab. Please check the website regularly for any addendums.
3. Please refrain from discussions of any matters related to this RFQ with any member of SAC's Board of Commissioners or staff, except for James Aiello, Assistant Director of Engineering; Dawoud Stevenson, Director of Program Management and IT; or Shawn Schroeder, Director of Planning and Facilities.

VI. SELECTION CRITERIA:

The selection process will follow the guidelines set forth in Federal Aviation Administration (FAA) Advisory Circular Number 150/5100-14E, Change 1, "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects". The evaluation criteria to be used in selecting and ranking consultants include the items listed below. The scoring sheet is attached in the appendix.

1. Capability of a local branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office. (5 points)

2. Key personnel's professional qualifications and experience for the proposed projects; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures. (20 points)
3. Capability to perform all or most aspects of the projects listed in the ACIP and recent experience in airport projects comparable to the proposed task. (15 points)
4. Quality of similar projects previously undertaken as identified in SAC's ACIP. (10 points)
5. Current workload and demonstrated ability to meet schedules or deadlines. (10 points)
6. Qualifications and experience of subconsultants regularly engaged by the consultant under consideration. (10 points)
7. Understanding of the potential challenges completing ACIP projects and the Sponsor's concerns. (10 points)
8. In meeting the Disadvantaged Business Enterprise (DBE) contract goal, evidence documenting that the consultant met the DBE goal, or by documenting that it made adequate good faith efforts to meet the DBE goal. (See 49 CFR, § 26.53). (10 points)
9. Ability to furnish qualified inspectors for construction inspection if applicable. (3 points)
10. Responsiveness to RFQ format and instructions. (7 points)

VII. MISCELANEOUS:

1. A cost proposal is expressly excluded from this submittal.
2. This RFQ is not to be construed as a contract or a commitment of any kind, nor does it commit SAC to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
3. SAC reserves the sole right to: (1) evaluate submittals; (2) waive any irregularities therein; (3) request supplemental or additional information as deemed necessary; (4) contact others to verify information provided in the submittal; or (5) reject any and all submittals(s), should it be deemed in the best interest of SAC.
4. No debriefings by SAC staff to unsuccessful submitters will occur until after the award of a contract to the successful consultant. Any debriefing will be at SAC's sole discretion.
5. After a consultant has been selected, SAC will require the successful firm to enter into a Professional Services Agreement.

**APPENDIX
I
PROPOSAL FORM**

SAVANNAH AIRPORT COMMISSION

PROPOSAL FORM

I have read and understand the requirements of this Request for Qualifications (RFQ) and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc.

SUBMITTED BY: _____

SIGNED: _____

NAME: _____

TITLE: _____

BUSINESS ADDRESS: _____

PHONE NO. () _____

EMAIL: _____

**APPENDIX
II
ADDENDUM
ACKNOWLEDGEMENT
FORM**



**SAVANNAH AIRPORT COMMISSION
ADDENDUM ACKNOWLEDGEMENT FORM
RFQ 5-YEAR CONSULTING SERVICES (2024-2028)**

Proposer acknowledges receipt of Addenda as listed below:

Addendum No.	Date Received

Company Name: _____

Name: _____

Signed: _____

APPENDIX

III

**AIRPORT CAPITAL
IMPROVEMENT PLAN**

	PROJECT DESCRIPTION	Funding	Year	COST
1	Rental Car Facility Improvements - Phase II	CFC	2024	\$ 3,750,000
2	MALSR-RW 1	PFC	2024	\$ 1,500,000
3	MALSR-RW 28	PFC	2024	\$ 1,500,000
4	Completion of Taxiway H	AIP	2025	\$ 15,000,000
5	Construct Air Cargo Apron - Phase II	AIP	2025	\$ 14,750,320
6	Expand Inbound Baggage Claim	PFC	2025	\$ 13,284,056
7	Reconstruct & Expand North Apron	AIP	2025	\$ 7,500,000
8	Reconstruct Taxiway F	AIP	2025	\$ 5,763,510
9	RW 10-28 Asphalt Reconstruction & Design	AIP	2025	\$ 3,750,000
10	30 Acre North Aviation Development - Ph I - Environmental	AIP	2025	\$ 1,000,000
11	Connector & Bridge to Land Acquisition	AIP	2026	\$ 24,000,000
12	Taxiway Connectors & Improvements	AIP	2026	\$ 8,000,000
13	North Apron Const Phase II / Vault Relocation	AIP	2026	\$ 7,000,000
14	30 Acre North Aviation Development - Ph II - Wetland & Flood Plain Mitigation	AIP	2026	\$ 5,677,100
15	Upgrade RW 10 ILS to CAT II	PFC	2026	\$ 2,512,818
16	Lengthen Runway 1-19	AIP	2027	\$ 6,300,000
17	ALSF II - RW 10 & Roll Out RVR	PFC	2027	\$ 3,484,146
18	Reconstruct RW 10-28	AIP	2028	\$ 50,000,000
19	Site Mitigation for Land Acquisition	AIP	2029	\$ 15,000,000
	TOTAL			\$ 189,771,950

**APPENDIX
III
SCORING SHEET
EXAMPLE**

