



REQUEST FOR QUALIFICATIONS AIRPORT CONSULTING AND ENGINEERING SERVICES

April 22, 2024

The City of Monroe is seeking a qualified aviation consulting and engineering firm to provide professional planning, administration, and engineering services for the Cy Nunnally Memorial Airport. These services are to be provided in connection with the capital improvement plan (CIP) for the Cy Nunnally Memorial Airport.

This Request for Qualifications (RFQ) will result in a multi-year agreement with a consultant for a period of five (5) years. The selected consultant will then negotiate and enter into sub-agreements for services, based on the scope of work, with the City of Monroe on a project/assignment basis during the term of the five (5) year period.

The selection process of a consultant is being done in accordance with Federal Aviation Administration (FAA) Advisory Circular 150/5100-14E, and applicable Georgia statutes and laws. Responding firms must possess a current prequalification distinction by the Georgia Department of Transportation (GDOT) in Class 1.08 Airport Master Planning and Class 2.09 Airport Engineering.

The City of Monroe reserves the right to withdraw this RFQ, or reject any and all submittals in response to this RFQ for any reason at time during the bid process due to unforeseen or any change in circumstances. This RFQ plus the resulting agreement, shall be consistent with all terms and conditions associated with contracts entered into by the City of Monroe. The City of Monroe is not liable or responsible for any cost(s) incurred during the preparation, presentation or submission as a response to this RFQ.

Scope of Services

The scope of services to be potentially included, but not limited to, in the multi-year agreement are as follows:

- Prepare project funding applications and Capital Improvement Plan (CIP) documents.
- Perform design, bidding and negotiation, construction administration and resident inspection services for any airport projects as requested by the City of Monroe.
- Prepare and update property line map, Airport Layout Plan (ALP), Disadvantaged Business Enterprise (DBE) plans, and Environmental Assessments (EA) as necessary.
- Defined projects include the following:
 - Runway lighting and signage replacement – design/construction;
 - Taxiway lighting and signage replacement – design/construction;
 - North apron reconstruction and potential expansion – design/construction;
 - T-Hangar site development and planning – design/construction;
 - Runway 3/21 approach clearing – design/acquisition/construction.
 - AWOS relocation – design/construction
- Perform other airport related functions as prescribed and directed by the City of Monroe.

Information Requirements

The required information for submission should include, but is not limited to, is as follows:

- Company Description – a general description of the submitting company to include years in business, years in aviation consulting and engineering, size, and location(s) of offices responsible for any assigned projects for the Cy Nunnally Memorial Airport.
- Organizational Chart – include a clear illustration as to the key personnel representing the company as it relates to the potential acquisition of services at the Cy Nunnally Memorial Airport.
- Key Personnel Qualifications – include the resumes and/or qualifications of key personnel and their subsequent experience with aviation projects.
- Experience – include the relevant experience of the company in the past ten (10) years at general aviation airports similar in nature to the Cy Nunnally Memorial Airport.
- References – provide the client name, contact name, contact information and the scope of work provided to the client of at least four (4) current airport clients of the submitting company located within Georgia or adjacent states.
- Regulatory Familiarity – demonstrate familiarity with the FAA Atlanta District Office and the GDOT Aviation Programs.
- Availability – provide a summary of the submitting company’s current workload and expected ability to provide both efficient services and meet scheduled deadlines at the Cy Nunnally Memorial Airport.
- Sub-Contractor Description - a general description of any sub-consultant companies the submitting company generally uses to include years in business, years in aviation related construction, size and location(s) of offices responsible for any assigned projects for the Cy Nunnally Memorial Airport.

Evaluation Criteria

The criteria used in the selection of the top three (3) companies are as follows:

- Company Qualifications and Experience
- Key Personnel Qualifications and Experience
- Relevant Project Experience
- References
- Familiarity with FAA and GDOT Aviation Programs
- Overall Responsiveness and Approach to the RFQ

Submission Instructions

The guidelines for submission of the RFQ package should be as follows:

- The RFQ package should be delivered in a completely sealed envelope or package.
- The outside of the package should be clearly marked “Airport Consulting and Engineering Services”.
- The RFQ may be submitted in person or mailed to the following address:

City of Monroe
 Attn: Chris Bailey
 215 North Broad Street, 2nd Floor
 Monroe, GA 30655

- All packages should contain three (3) copies of the submitted Statement of Qualifications, which should be printed on 8.5” x 11” single-sided paper.

All submitted RFQ’s should follow instructions and be complete in scope as requested by the City of Monroe. These RFQ’s are to be submitted in person or by mail no later than May 24, 2024 at 2:00 pm (EST). Late submissions will not be accepted, and will be returned unopened to the original sender.

Please make sure upon downloading a copy of the RFQ that you email purchase@monroega.gov with your company's name and information to be included on any additional addenda or items of information that may be distributed during the course of the RFQ. Please submit any questions regarding this RFQ via email at purchase@monroega.gov.

This is a Request for Qualifications only, pricing is not required at this time and should not be included with the RFQ submission.

Qualifications will be reviewed and evaluated by a selection committee based on the criteria listed herein. At the discretion of the selection committee, companies may or may not be invited to participate in an interview or subsequent Request for Proposal (RFP) process. We thank you in advance for your bid submission and welcome any questions you may have during the process.

Chris Bailey
Assistant City Administrator
City of Monroe
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