



JEFFERSON COUNTY PURCHASING DIVISION

Deborah L. Clark, County Purchasing Agent

1149 Pearl Street, Beaumont, TX 77701 409-835-8593 Fax 409-835-8456

Request for Qualifications November 2, 2009

Dear Vendors:

You are invited to submit a statement of qualifications in accordance with the attached document, RFQ 09-159/KJS, Professional Engineering Services for the Southeast Texas Regional Airport. Jefferson County is requesting statements of qualifications from qualified firms. Services shall include but not be limited to: airside and landside planning, land surveys; preparation of plans; specifications and bid documents; testing; construction contract administration; construction observation; airside and landside planning; and other services that may be required for the Southeast Texas Regional Airport.

All interested individuals and firms shall obtain a "Request for Qualifications" packet from the Jefferson County Purchasing web site at www.co.jefferson.tx.us.

All responses shall be submitted with an original and five (5) hard copies, to the Jefferson County Purchasing Agent, 1149 Pearl Street, 1st Floor, Beaumont, Texas 77701, no later than 11:00 a.m., November 30, 2009, 2009. Responses will be publicly opened and the names of responding firms will be read aloud in the Jefferson County Commissioners' Courtroom at the time and date below.

There will be a non-mandatory pre-proposal meeting on November 16, 2009, at 10:00am, at the Southeast Texas Regional Airport Administration office, located at 4875 Parker Drive, Beaumont, Texas 77705.

All responses shall be submitted to the Jefferson County Purchasing Agent in a sealed envelope marked:

Request NAME:	Professional Engineering Services for the Southeast Texas Regional Airport
Request NO:	RFQ 09-159/KJS
DUE DATE/TIME:	11:00 AM, November 30, 2009
MAIL OR DELIVER TO:	Jefferson County Purchasing Department 1149 Pearl Street, 1st Floor Beaumont, Texas 77701

Any questions relating to these requirements should be directed to Karen J. Smith, MBA Contract Specialist/Senior Buyer, at 409-835-8593.

Sincerely,

Deborah L. Clark
County Purchasing Agent

Publish: Beaumont Enterprise – November 4 and 11, 2009
Port Arthur News – November 4 and 11, 2009

RFQ 09-159/KJS

Professional Engineering Services for the Southeast Texas Regional Airport

ENGINEERING SERVICES SCOPE OF WORK

I. INTRODUCTION

Jefferson County is soliciting statements of qualifications and experience from Consultants to provide planning and engineering services for airport development, and to provide special services beyond the scope of basic design services that may be required for improvements at the Southeast Texas Regional Airport.

The Airport proposes to accomplish a number of projects as described in Section VI, SCHEDULE OF PROJECTS. The projects are expected to take place over a five-year period. The County reserves the right to re-advertise for those services not under contract. Contracts will be negotiated and approved for various phases and segments of work as federal and other funds are available.

II. MINIMUM QUALIFICATIONS

Consultants must be knowledgeable of Federal Aviation Administration policies and procedures and be able to demonstrate experience in the various types of consultant services discussed in FAA Advisory Circular 150/5100-14D. To be eligible to submit a response for the work, consultants must meet the following minimum requirements:

- A. Must have applicable licenses and permits required by the Federal Government, the State of Texas, and Jefferson County.
- B. Must have, within the last five years, provided similar services under applicable FAA guidelines and requirements and involving FAA funding.
- C. Must have adequate numbers of qualified personnel readily available to accomplish the work.

III. GENERAL SCOPE OF SERVICES

The general scope of work shall consist of the various types of consultant services discussed in FAA Advisory Circular 150/5100-14D. The general scope of projects may include but not be limited to the following:

A. Instrument Approach Analysis and Support

1. Determine viability of a CAT I ILS approach for Runway 16 (based on known data).
2. Analyze feasibility of relocating the ILS from Runway 12-30 to Runway 16-34.
3. Conduct an airport obstruction survey to support the development a CAT I ILS approach for Runway 16.
4. Coordinate with air carriers, airport users and FAA.

B. Airport Geometric Analysis Study

1. Analyze existing airport layout.
2. Develop alternative airport layouts to improve operational safety through elimination of intersecting runways, providing for parallel taxiways, and possible transition of the primary runway from Runway 12-30 to Runway 16-34.
3. Coordinate with air carriers, airport users and FAA.
4. Develop a detailed phasing plan to support the preferred alternative.
5. Develop a detailed financial plan to support the preferred alternative.

C. Electronic Airport Layout Plan (eALP)

1. Obtain recent surveys and/or survey the airport
2. Collect imagery.
3. Upload data into the FAA's web-based FIS (AGIS) database.

D. Engineering and other services for Airport Development.

1. Capital Improvement
2. Airfield Pavement (maintenance, rehabilitation and design)
3. Drainage
4. Airfield Electrical
5. Navigational Aids
6. Buildings and Facilities
7. Landside improvements
8. Operational Use Studies
9. Environmental Assessments

IV. SUBMITTAL FORMAT

Submittals shall be limited to 30 single sided pages excluding covers and tabs. 11"x17" sheets shall count as two pages. **Consultants shall submit five (5) copies of the response providing the following information:**

- A. Present capability to achieve proposed work. Information should reflect knowledge of FAA regulations, policies and procedures.
- B. Experience in performing similar projects under FAA guidelines involving federal funding.
- C. Project team and key personnel, including resumes.
- D. List of references on similar projects currently in process or which have been accomplished over the past five years.

E. Statement regarding an Affirmative Action Program and proposed DBE participation.

V. SUBMITTAL EVALUATION

Each Consultant meeting the Minimum Qualifications will be evaluated, using the following criteria:

- A. Capability to perform all aspects of planning and engineering with knowledge of FAA regulations, policies, and procedures.
- B. Comparable current and completed projects, within the past five years, accomplished by current staff and key personnel to be assigned to projects.
- C. Professional background of key personnel and experience in airport planning and engineering.
- D. Ability to meet schedules and deadlines, and reputation for timeliness, quality of performance and work product.
- E. Technical approach to design and construction management of airport projects.
- F. References.

MAXIMUM POINTS	EVAULATION CRITERIA
15	1. Capability to perform all aspects of planning and engineering with knowledge of FAA regulations, policies, and procedures.
20	2. Comparable current and completed projects, within the past five years, accomplished by current staff and key personnel to be assigned to projects
20	3. Professional background of key personnel and experience in airport planning and engineering.
15	4. Ability to meet schedules and deadlines, and reputation for timeliness, quality of performance and work product.
20	5. Technical approach to design and construction management of airport projects.
10	6. References.

20 points maximum for interview, if needed.

VI. SCHEDULE OF PROJECTS

The projects anticipated over the next five years may include but are not limited to the following:

- A. Desktop Feasibility Study – CAT I ILS viability to Runway 16-34
- B. Airport Geometric Analysis Study with Airport Reconfiguration Alternatives
- C. Runway Improvements (pavement rehabilitation, lighting, marking and construction)
- D. Taxiway Improvements (pavement rehabilitation, lighting, marking and construction)
- E. ILS and MALSR Relocation
- F. Runway Safety Area Analysis and Improvements
- G. Apron Improvements (pavement rehabilitation, lighting, marking and construction)
- H. Airfield Pavement Removal
- I. Grading and Drainage Improvements
- J. Airfield Electrical Improvements
- K. Environmental Assessments
- L. Electronic Airport Layout Plan (and update)

VII. INAPPROPRIATE CONTACTS

Prime consultant and sub-consultant firms and their agents are prohibited from discussing this Request for Qualifications with any Airport or County personnel or selection committee members. When inappropriate contact with Airport or County employees or selection committee members is made by a prime consultant or a sub-consultant or an agent of the prime consultant or sub-consultant, the prime consultant's submittal will be returned and the prime consultant submittal will not be considered by the selection committee.

VENDOR REFERENCES

Please list at least three (3) companies or governmental agencies (preferably a municipality) where the same or similar products and/or services as contained in this specification package were recently provided.

THIS FORM MUST BE RETURNED WITH YOUR BID.

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

SIGNATURE PAGE

As permitted under Article 4413 (32c) V.A.C.S., other governmental entities may wish to participate under the same terms and conditions contained in this contract (i.e., piggyback). In the event any other entity participates, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. Jefferson County shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by another entity. Each entity reserves the right to determine their participation in this contract.

Would bidder be willing to allow other governmental entities to piggyback off this contract, if awarded, under the same terms and conditions? **Yes p No p**

This bid shall remain in effect for ninety (90) days from bid opening and shall be exclusive of federal excise and state and local sales tax (exempt).

The undersigned agrees, if this bid is accepted, to furnish any and all items upon which prices are offered, at the price and upon the terms and conditions contained in the Invitation for Bid, Conditions of Bidding, Terms of Contract, and Specifications and all other items made a part of the accepted contract.

The undersigned affirms that they are duly authorized to execute the contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other bidder or to any other person(s) engaged in this type of business prior to the official opening of this bid. And further, that neither the bidder nor their employees nor agents have been for the past six (6) months directly nor indirectly concerned in any pool or agreement or combination to control the price of goods or services on, nor to influence any person to bid or not to bid thereon.

Firm (Entity Name)	Signature
Street & Mailing Address	Print Name
City, State & Zip	Date Signed
Telephone Number	Fax Number
E-mail Address	