

# **REQUEST FOR QUALIFICATIONS**

## **FORT SMITH REGIONAL AIRPORT PROFESSIONAL ENGINEERING SERVICES**

The Fort Smith Airport Commission is soliciting qualification and experience information to be used in selecting a firm to provide professional engineering services for the following project(s):

### Federally Funded

- Aircraft taxiway lighting system replacement
- Airfield electrical system upgrades
- Aircraft taxiway rehabilitation
- Runway rehabilitation/reconstruction
- Aircraft apron rehabilitation
- Other Projects and services as may be assigned

### Locally Funded

- Site planning, platting, and related issues
- Other miscellaneous civil projects as assigned

Consultant services will include all phases of design and construction, including coordination of construction related environmental issues. The Fort Smith Airport Commission reserves the right, and may so choose for the smaller 'locally funded' projects, to engage other engineering firms for any elements of the overall project at the Commission's sole discretion.

Consultants or consultant teams wishing to be considered for this assignment should submit a statement of qualifications with the following information (Please note whether your firm would be interested in either Federally or Locally funded or both):

1. Legal name, address, telephone, and email addresses of all consultants on the proposed team.
2. State(s) in which the consultant(s) is(are) incorporated.
3. Recent experience in projects of comparable size and nature, including:
  - a. specific consultant responsibility in the project;
  - b. time schedule for completion;
  - c. client name(s), reference name(s), and phone numbers for each;
  - d. key personnel involved in the project.
4. Capability to perform all or most aspects of project.
5. Reputation for personal and professional competence and integrity.
6. Verifiable ability to meet schedules within budget and on time.
7. Understanding of the airport system and proposed project.
8. Experience and qualifications of principals and staff to be assigned to the project.
9. Availability for the proposed project.
10. Capability to furnish qualified inspectors for construction observation/inspection.
11. Other information establishing the capability of the firm(s) to successfully complete the project.

Four (4) copies of your statement of qualifications must be submitted on or before February 22, 2019 to:

Attn: Michael Griffin, A.A.E, Airport Director  
Fort Smith Regional Airport  
6700 McKennon Blvd., Ste. 200  
Fort Smith, AR 72903

#### CONSULTANT SELECTION

Within approximately two weeks following the submittal deadline, 3 – 5 firms will be selected for interviews. Interviews will be conducted by a panel of members of the Airport management team, members of the Fort Smith Airport Commission and other advisors in order to clarify information and expand on the material presented in the qualifications statement. Additional information may be requested of those consultants selected for interviewing at the time of notification.

On the basis of the written materials submitted, as expanded upon during the interviews, and the interview, the panel will evaluate all qualifications received as guided by the following criteria:

1. **Experience with Similar Assignments.** Previous experience of the firm and key project team members with similar assignments.
2. **Project Team.** Professional strength and breadth of experience of the project team, both individually and collectively.
3. **Strength and Clarity of Approach.** Understanding of the problem, ability to provide suggestions to enhance the preliminary project outline, ability to organize and complete the work in a timely manner, and capacity to develop creative solutions.
4. **Overall Proposal Presentation.** Overall quality of the package, including clarity of written text, completeness and depth of supporting materials, general organization and graphic presentation quality, and oral presentation and communication skills demonstrated during the interview.
5. **Responsiveness and Familiarity with the Airport.**

At the conclusion of the interview process, the panel will recommend a rank ordering of firms. The Commission will approve a rank ordering and authorize the Airport Director to negotiate a contract for professional services with the top ranked consultant, modifying and refining the scope of work consistent with planning and funding. If an agreement cannot be reached with the top-ranked firm, the Director may initiate negotiations with the second-ranked firm, and so on, until a contract is awarded.

It is the policy of the Department of Transportation that disadvantaged business enterprises (DBEs) as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds. Consequently, the DBE requirements of 49 CFR Part 23 apply to the services solicited under this RFQ.

Questions concerning the projects may be directed to Michael Griffin, A.A.E, Airport Director at 479.452.7000 ext. 50