



TANEY COUNTY MISSOURI

Purchasing Department 132 David Street / P. O. Box 1630 Forsyth, Missouri 65653

REQUEST FOR QUALIFICATIONS No. 201207-192

Taney County will accept separate sealed responses from qualified persons or firms interested in providing written qualifications for:

AIRPORT ENGINEERING CONSULTANT

RESPONSES ***MUST BE RECEIVED BY:***
4:00 P.M. LOCAL TIME ON Wednesday August 29, 2012

PLEASE MARK YOUR ENVELOPE "SEALED BID #201207-192"
RETURN ONE (1) ORIGINAL AND THREE (3) COPIES TO:

Taney County Purchasing Department
Attn: Ron Erickson, Director of Purchasing
132 David Street / P. O. Box 1630
Forsyth, Missouri 65653

PHONE: 417-546-7281 / FAX: 417-546-3931
rone@co.taney.mo.us

The undersigned certifies that they have the authority to bind this company in an agreement to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein or to offer a "no bid." Please type or print the information below. Bidder is REQUIRED to complete, sign and return this form with their submittal of bid. * An authorized signature is **mandatory**, lack thereof will result in a determination of "Non-Responsive". Also required is a direct email address in order to receive award results. We do not use USPS for direct results notification *only* email. In addition final results will later be posted on our website at: www.taneycounty.org.

_____ Company Name	_____ Authorized Person (Print)
_____ Address	_____ Signature
_____ City/County/State/Zip	_____ Title
_____ Telephone #	_____ Date
_____ Fax #	_____ Tax ID #
_____ E-mail	_____ Entity Type (Corporation, LLC, Sole Proprietor, Partnership)

TANEY COUNTY AIRPORT ENGINEERING CONSULTANT

The county of Taney, Missouri, is hereby soliciting statements of qualifications and experience from airport consultants for projects at the M. Graham Clark Downtown Airport. These projects may include:

1. Development of an Airport Layout Plan (ALP) and Narrative or Master Plan.
2. Perform Aeronautical Surveys for instrument approach procedure development and Airports GIS requirements.
3. Assistance with required environmental actions and documentation.
4. Assistance with land acquisition for airport development, and for compliance with FAA standards and regulations.
5. Airport lighting/electrical or navigational aid improvements. Estimated cost \$125,000.
6. Airport pavement rehabilitation, maintenance, earthwork, and improvements, i.e. runway extension, crack-fill, seal-coat, overlay, grading, marking, etc. Estimated cost \$600,000.

The required services include, but are not limited to, airport planning, design, construction, A/E services for all phases, and necessary incidental services for projects expected to be funded under the Missouri State Aviation Trust Fund within five years. A qualification based selection process will be utilized as outlined in Missouri Revised Statutes, Sections 8.285-8.291. Selection criteria will include, but not limited to the following **QUALIFICATIONS**:

- Comparable recent experience
- Knowledge of FAA regulations, policies and procedures
- Capacity to perform work in the allotted time
- Capability to complete projects within budgets
- Capability to furnish qualified inspectors for construction inspection
- Familiarity with, and proximity to the project.

Fees will be negotiated for projects as grants are obtained. **Consultants shall not include fee or cost information when responding to this solicitation.** Airport consultants should submit three copies of their statement of qualifications and experience along with references to the Taney County Director of Purchasing, as listed on the front page of this RFQ, no later than the time and date – also listed on same page. The consultant should also provide an affidavit of compliance with the federal work authorization program and a copy of the firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020).

Questions regarding the contents of this Request for Qualifications should be directed to:

Mark Parent, Manager
M. Graham Clark Downtown Airport
417-332-1847
markp@co.taney.mo.us

**RFQ# 201207-192 Airport Engineering Consultant
Taney County, Missouri**

Proposals should include:

- 1) Business Information – Basic biographical information about the firm, including firm name and former firm names, address, date established, statement of business organization, names of all owners, principles, partners, and professional employees. **This section should also detail the firm's proximity to and familiarity with the project area.**
- 2) Staff Information – Resumes of each professional on the project team, including a description of experience, technical competence, and areas of expertise. The description should also include the number of ancillary staff with job descriptions or titles and relevant experience available for assignment. This section should detail the capacity and specialized experience of the firm to perform the work required within the time limits established and a discussion of how Taney County would benefit from your firm being selected to complete the work. This section should also name a designated project engineer/contact person for this project.
- 3) Registration and Licensing – Evidence of professional registration and licensing with the State of Missouri and, in the case of business entities which must be registered with the Secretary of State, current copies of registration and statements of good standing.
- 4) Work History – A listing of all government agencies for which work was performed within the preceding two years and nature of services. In the event the Consultant has not performed professional services for governmental entities, then the Consultant shall provide a listing of institutional or business clients for whom work has been performed in the preceding two years. If the references are unavailable, then the Consultant shall provide a detailed explanation of why references are not available. A separate list of references should also be included.
- 5) Insurance – Evidence of insurance coverage and amounts carried by the Consultant as required by the general qualifications for County Consultants.
- 6) Project Listing – A listing of completed and pending projects in which the Consultant was or is the primary provider of professional services or manager of the project.
- 7) Sub consultants – A listing of sub consultants retained by the Consultant to perform work not customarily performed by the Consultant. Relevant descriptions of expertise of sub consultants should be included when appropriate.
- 8) Quality Controls – A description of internal quality control and assurance procedures used to verify accuracy and reliability of work product.
- 9) Approach and Schedule – A description of the approach the firm will take to complete the work, including an estimate of the total time needed for the firm to complete the work.

SELECTION PROCEDURE

Selection of the Consultant / Firm will be based on the items listed above. All responses received to this RFQ will be opened by the Director of Purchasing, and the Taney County Airport Manager, at **9:30 AM on August 30, 2012** within the office of the Airport Manager.

After a review by the Airport Manager to insure all minimum requirements are present he will deliver all packages to the Taney County Airport Board for their formal review. The Taney County Commission will make a final selection as soon as possible after receiving a recommendation to award from the Airport Board.

See the following pages for Terms & Conditions as well as miscellaneous bidding information/suggestions. Certain stipulations, or instructions following, will/may apply appropriately as needed specifically to items or services required within this RFQ...

**RFQ# 201207-192 Airport Engineering Consultant
Taney County, Missouri**



STANDARD TERMS AND CONDITIONS

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Taney County Department identified in the Request for Bid and/or Proposal.
2. The Taney County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Taney County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and **sign the bid**.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. **Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.**
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Taney will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from **future** bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. No bid transmitted by fax machine or e-mail will be accepted.
12. The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. (Cooperative Purchase.)
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. Should an audit of Contractors invoices – during the term of the Agreement, and any renewals thereof, indicate that Taney County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30 days of being notified of the same.

MISCELLANEOUS BIDDING PROCESS INFORMATION

The Purchasing Department is responsible for the bid opening at the time and place noted in the request. If a Vendor is interested in a copy of the bid tabulation they must include a direct email address, not website, in order to receive results quickly. We will no longer use USPS for results notification. Obviously sealed Bids cannot be emailed so they must either be delivered by hand or USPS.

A formal invitation for bid is utilized when the total purchase exceeds \$4,500. The County also uses this method when the life of a term and supply contract is valued more than \$4,500. The Bid Package will contain well-defined standard technical specifications for the nature of the service or product requested. A formal closing date and time is specified. The Bidder must comply with this requirement in order to be considered for award. All Formal Invitations for Bid are handled by the Taney County Purchasing Department. Technical specifications are the responsibility of the specific requesting department.

Bid Response Tips:

1. Read ALL bid documents immediately upon receipt. Note any special dates or requirements.
2. Contact the Taney County Purchasing Department with any questions relating to the Bid 7 days prior to the bid opening. (Email works faster than calling and is more efficient)
3. Use ink to fill in all blanks clearly.
4. Remember to make the required number of copies. (When asked for.)
5. Turn your bid in as soon as possible. The deadline dates and times are strictly adhered to. The County cannot accept any late bids. In the event of only one bid response the County may reject the entire bid and re-let it hoping for more participation.
6. Attend pre-bid conferences, if any. (Most are Mandatory.)
7. Pay close attention to the terms *must*, *shall*, *should* or *may*.
8. Include an updated **W-9** form completed with your company information and signature.
9. Include, if applicable, a current level of **prevailing wage** considerations within your Bid.
10. Remember to sign the Bid Proposal sheet as this is mandatory.

Please Note...

There are several steps, requirements and legalities which must be followed when engaging in an effort to respond to any certain Bid or Proposal Request. Here I hope I have served to assist any/all participants in making sure everyone has a fair and pleasant experience with my County. Please keep in mind that it is entirely possible that this sheet, along with all of the other information as detailed within this Bid, may NOT include everything to cover every possible situation. Should that occur please let me know.

Thank you for your interest in Taney County Missouri.

Sincerely,



A handwritten signature in blue ink that reads "Ron Erickson".

RON ERICKSON
Director of Purchasing
Taney County Missouri
rone@co.taney.mo.us
www.taneycounty.org
417-294-7863 (Cell)