



# TANEY COUNTY MISSOURI

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

➤ *REQUEST FOR QUALIFICATIONS (RFQ)*

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RFQ # 201806-411

Commodity title: QUALIFIED PROFESSIONAL AIRPORT ENGINEERING CONSULTING SERVICES – Taney County Airport.

Request Deadline: July 10, 2018 at 5:00 PM - CDT  
Opening Date and Time: July 11, 2018 at 9:30 AM - CDT

Location/address: Taney County Commission Hearing Room  
132 David St.  
Forsyth, MO 65653

Directions: The Commission Hearing Room is on the main level of the the administration building (old courthouse in Forsyth).

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. Please type or print the information below. Bidder is REQUIRED to complete, sign and return this form with their submittal as well as all pages initialed. \* 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](http://www.taneycounty.org).

_____ Company Name		_____ Authorized Person (Print)	
_____ Address		_____ Signature	
_____ City/County/State/Zip		_____ Title	
_____ Telephone #	_____ Fax #	_____ Date	_____ 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 qualified consultants for airfield development projects at the M. Graham Clark Downtown Airport. Projects may be subject to future receipt of funding administered by the Missouri Department of Transportation (MoDOT) through the State Aviation Trust Fund. These projects may include the following:

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 \$900,000.

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 may not be limited to:

- Recent experience in airport projects
- Capability to perform all aspects of project
- Ability to meet schedules within budget
- Knowledge of FAA/MoDOT design and construction standards
- Knowledge of FAA/MoDOT regulations, policies and procedures
- Quality of previous airport projects undertaken
- Personnel experience and qualifications
- Familiarity with, and proximity to the project
- An implemented Affirmative Action Program

Fees will be negotiated for projects as federal funds become available. Consultants shall not include fee or cost information when responding to this solicitation. After selection, the successful firm will be required to submit a copy of their current overhead rate audit certification or MoDOT pre-approval.

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.

Questions regarding the contents of this Request for Qualifications should be emailed to the Taney County Airport Manager, as listed below, prior to Monday July 2, 2018 at 2:00 PM – CDT. Formal answers, if deemed necessary, will be sent out via addendum within one business day of the above date and time. Said addendum, when necessary, will also be posted on the Taney County website at; [www.taneycounty.org](http://www.taneycounty.org).

Mike Mulnik, Manager  
M. Graham Clark Downtown Airport  
417-332-1848  
MikeM2@co.taney.mo.us

**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 July 11, 2018 within the Taney County Commission Hearing Room.

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.

STANDARD TERMS AND CONDITIONS

- 1) Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
- 2) The County Commission reserves the right to cancel all or any part of orders if work is not started as guaranteed. In case of delay, the Contractor must notify the Airport Manager.
- 3) 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.
- 4) No response to this RFQ transmitted by fax machine or e-mail will be accepted.
- 5) The County of Taney, Missouri expressly denies responsibility for, or ownership of any item, or services, purchased until same is delivered to the County and is accepted by the County.
- 6) 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.)
- 7) 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.
- 8) 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 this request. Bidders must include a direct email address, not website, in order to receive updates or final results quickly. Obviously sealed Bids cannot be emailed so they must either be delivered by hand, courier, 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.

Response Completion Tips:

1. Read ALL bid documents immediately upon receipt.
2. Use ink to fill in all blanks clearly.
3. Submit 3 full copies with your original response.
4. Turn your bid in as soon as possible.
5. The deadline dates and times are strictly adhered to.
6. The County cannot accept any late bids.
7. In the event of only one response the County may reject this entire RFQ process and re-let it hoping for more participation.
8. Attend pre-bid conferences, if any. (Most are Mandatory.)
9. Pay close attention to the terms *must*, *shall*, *should* or *may*.
10. An updated W-9 form completed with your company information and signature is mandatory.
11. Remember to sign the Bid Proposal sheet as this is mandatory.

*Thank you for your interest in Taney County Missouri.*

*Ron Erickson*  
*Director of Purchasing*  
*Taney County Missouri*  
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