



***Request for Sealed Qualification Statements for
Professional Consultant Services for
Master Plan Update
At the East Texas Regional Airport***

RFQ# 2017-711

Gregg County, Texas

DUE DATE: Wednesday, April 12, 2017 by 2:00pm

*Gregg County Purchasing Office
101 East Methvin Street, Suite 205
Longview, Texas 75601*

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GREGG COUNTY, TEXAS
REQUEST FOR STATEMENT OF QUALIFICATIONS

Gregg County is seeking to establish a contract with a qualified professional consultant for a federally funded Airport Improvement Program, Master Plan Update

The County may select one or more firms for work under this Request for Qualifications (RFQ) process. If determined to be in the best interest of the County, the County may award work to firm(s) for undefined projects that were not awarded a contract under this RFQ. Award of a contract or subsequent assignment as part of the awarded contract, will not disqualify a firm from responding to any future project for which a project-specific RFQ may be issued

SEALED QUALIFICATION STATEMENTS must be addressed to the Purchasing Agent for Gregg County, Texas and must be received in the Purchasing Department at, 101 East Methvin, Suite 205, Longview, Texas 75601 not later than **2:00 p.m. Wednesday, April 12, 2017** for the following:

Professional Consultant Services
Airport Master Plan Update
For the East Texas Regional Airport
RFQ # 2017-711

Solicitation documents are now posted on Gregg County Website www.co.gregg.tx.us on the Purchasing Department webpage. Only paper responses are allowed for this RFQ; facsimiles will not be accepted. Paper documents may be obtained from the office of the Purchasing Agent at 101 East Methvin, Suite 205, and Longview, Texas 75601.

All documents relating to this Request for Qualification including but not limited to, the bid document, questions and their responses, addenda and special notices will be posted under on Gregg County Purchasing Department website and available for download by bidders and other interested parties. It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents prior to the Bid due date.

INSTRUCTIONS

- ❖ ***Submission of Sealed Qualification Statements: Two (2) complete sealed sets*** of original statement documents with original signatures and one flash drive (jump, thumb) with a copy of statement shall be sealed and **marked** RFQ# 2017-711 Professional Consultant Services and mailed/hand delivered to the address below by the closing date specified. **A facsimile transmission is not an acceptable response to this RFO Process.**

Gregg County Purchasing
Kelli Davis, CPPB, Purchasing Agent
101 East Methvin, St. 205
Longview, Texas 75601

- ❖ Questions concerning this Qualification Statement process shall be directed to Gregg County Purchasing Director by email to purchasing@co.gregg.tx.us; Kelli Davis. Failure to comply with this guideline could result in disqualification.
- ❖ **All statement returns must be sealed** when returned to Gregg County.
- ❖ STATEMENTS WILL BE received and publicly acknowledged at Gregg County Purchasing Department located at the address listed above on Wednesday, April 12, 2017 at 2:00PM. Vendors, their representatives and interested persons may be present; only the names of the statement returns will be read aloud – all statement information will remain confidential until a contract is awarded; if any.
- ❖ It is the bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and their answers, addenda and special notices. Failure to provide original signatures on these forms could render statement non-responsive.
- ❖ Any statements received after the date and/or hour set for bid opening will not be accepted. Bidder will be notified and will advise Gregg County Purchasing as to the disposition by either pick up, return at bidder's expense, or destroyed with written authorization of the bidder. If statements are sent by mail to the Purchasing Department, the bidder shall be responsible for actual delivery of the statement to the Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Gregg County beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be disposed of as authorized.

Scope of Services

Gregg County, Texas through the East Texas Regional Airport (hereinafter referred to as “the Airport”), will accept sealed qualification statements from qualified consultants (hereinafter referred to as “consultant”) to provide professional services for an Airport Master Plan Update as required by the Airport in accordance with the United States Department of Transportation Federal Aviation Administration Advisory Circular 150/5070-6B, Airport Master Plans. The East Texas Regional Airport is conducting a competitive selection process to obtain these services.

Gregg County is seeking a contract with a qualified professional consultant for a federally funded Airport Improvement Program, Master Plan Update.

The consultant contract will encompass all airport master plan update related planning services for the County/Airport and will include but is not limited to the following:

- Design study to establish the framework and detailed work program.
- Airport data collection and facility inventories.
- Aeronautical activity forecasts and demand/capacity analyses.
- Facility requirements determination.
- Airfield modeling for capacity and delay.
- Airport layout and terminal area plan development.
- Airport noise studies under 14 CFR Parts 150 and 161.
- Compatible land-use planning in the vicinity of airport.
- Airport development schedules and professional cost estimates
- Airport financial planning and benefit cost analysis
- Participation in public information and community involvement programs and/or public hearings relating to airport development and planning projects.
- Environmental Assessments (EA), Environmental Impact Statements (EIS), and other studies in accordance with FAA Orders 5050.4 and 1050.1
- Preparation of or updating of the airport layout plan to include an electronic version
- Airspace analysis.

- GIS data collection, entry, and analysis and other electronic graphical/mapping efforts per Advisory Circular 150/5300/16A, 150/5300/17C, and 150/5300/18B.
- Airport Recycling, Reuse, and Waste Reduction plan.

Consultant firm or individual shall have experience in the following areas:

- Experience with Federal Aviation Administration (FAA) assisted and federally funded planning projects
- Familiarity with projects located in the geographic area of the State of Texas
- Available to commence services immediately upon contract award

Critical success of programs/projects will be the selected consultant's ability to foster and facilitate team building/partnering concepts between owner representation, outside agencies, design teams, contractors, and the public which will encourage an open exchange of information and ideas throughout the contract. Consultant will be selected in accordance with the FAA Advisory Circular 150/5100-14E. To ensure objective contractor performance and eliminate unfair competitive advantage, 2 CFR part §200.319 requires entities that develop or draft specifications, requirements, statements of work, invitations for bids, or requests for proposals must be excluded from competing for such procurements (2.3.2 of AC 150/5100-14E). The selected firm may be excluded from competing for the design work on projects referenced in the master plan.

This project will be partially funded by a Federal Aviation Administration Airport Improvement Program grant and is contingent upon receipt of Federal Grant funds.

The County views its relationship with consultants as a partnership where they assist the County as needed in planning, design, and public improvements. The consultants will provide technical expertise, services, and resources as needed including but not limited to the following:

- Attend regular, special and emergency meetings at Gregg County, when required or requested.
- Attend all other meetings and bid related conferences that Gregg County deems necessary, and as required.
- Prepare and/or review and evaluate reports and documents as requested by Gregg County, or any regulatory agency, as required.
- Review of all correspondence referred by Gregg County, and prepare correspondence on behalf of Gregg County, as required.

Statement Submission Requirements/Selection Criteria

Qualified professional firms or individuals interested in responding to this RFQ should include the following information along with your qualification statement. The submission must be in the following format, which complies with Texas Government Code 2254. The solicitation responses shall be sent to the County in a separate, sealed submission. Gregg County shall open all technical proposals and evaluate each respondent in accordance to the below criteria:

The Consultant must exhibit that it meets the criteria included in each of the following and present it in the order shown. The firm will be evaluated based upon these criteria:

1. **Consultants Capability**
The Consultant's capability to perform all of the work and recent experience in airport master planning comparable to the proposed scope of work.
2. **Key Personnel**
The Consultant's key personnel professional qualifications and experience and availability for the proposed airport master plan; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures.
3. **Quality of Similar Projects**
The Consultant's capability to meet schedules and deadlines; quality of each airport master plan previously undertaken and their capability to complete same without having major cost escalations or overruns. Provide at least three references from airports for which the Consultant has performed master planning services.
4. **Sub-consultants Quality and Experience**
The qualifications and experience of sub-consultants regularly engaged by the Consultant under consideration, for airport master planning services.
5. **Location**
The capability of a Consultant's branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office.
6. **Understanding the Scope of Work**
The Consultant's understanding of the Airport master plan update's potential challenges.
7. **Interest**
Degree of interest shown by the Consultant in the undertaking of the airport master plan, and their familiarity with and proximity to the geographic location of East Texas Regional Airport.

8. **Disadvantaged Business Enterprise (DBE)**

The Consultant's understanding of the DBE Program and the capability of meeting the Airport's 11.4% project goal.

Required Forms

CERTIFICATION OF ELIGIBILITY

By submitting a bid or statement in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is ***not*** on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the debarred/suspended list between the time of bid/statement submission and time of award, the bidder/proposer will notify Gregg County Purchasing Agent. Failure to do so may result in terminating this contract for default.

Signature: _____ **Date:** _____

Printed Name: _____

STATEMENT SIGNATURE FORM

The undersigned agrees this bid becomes the property of Gregg County after the official opening.

The undersigned affirms he/she has familiarized himself with the local conditions under which the work is to be performed; satisfied himself/herself of the conditions of services, delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a bid.

The undersigned affirms that they are duly authorized to execute a binding contract, that this statement has not been prepared in collusion with any other Bidder, nor any employee of Gregg County, and that the contents of this bid have not been communicated to any other bidder or to any employee of Gregg County prior to the official opening of this bid.

Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

Disadvantaged Business Enterprise Goal

Vendor understands the Disadvantaged Business Enterprise Goal and that Gregg County is wholly committed to developing, establishing, maintaining, and enhancing minority business involvement in the total procurement process. The DBE Goal for professional services for this project is 11.4%.

The undersigned affirms that they have read and do understand the bid packet, scope of work and any attachments. ***Failure to sign and return this form could result in the rejection of the entire bid.***

Signature _____X

Company Name		
Address		
County/State/Zip Code		
Phone:	Office:	Fax:
	Cell:	Email:
Print Name		
Job Title		

To: Vendors of Gregg County, Texas
From: Kelli L. Davis, CPPB, Purchasing Agent
Re: ***Conflict of Interest Form (CIQ)***

Vendor;

Attached, please find link below to a Conflict of Interest Questionnaire. Please complete this form if you have a conflict of interest with any Gregg County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. If you have any questions regarding compliance with Chapter 176 of the Texas Local Government Code, please consult your legal representative. Compliance is the responsibility of each individual, business, agent or representative who is subject to the law's filing requirements.

<http://www.ethics.state.tx.us/forms/CIQ.pdf>

Original completed forms should be filed with the County Clerk's Office and a copy sent to the Gregg County Purchasing Department either through bid return, fax, or email. Please see contact information below.

Gregg County Clerk
Gregg County Courthouse
101 East Methvin, St. 200
Longview, Texas 75601
Ph; 903-236-8430

Gregg County Purchasing Department
Email: purchasing@co.gregg.tx.us
Ph: 903-237-2684
Fx: 903-237-2682

Applicable Law

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Gregg County (County Clerk) no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Texas Local Government Code.

Only Awarded Respondents will be expected to complete the following.

Certificate of Interested Parties (Form 1295)

In 2015, the Texas Legislature adopted House Bill 1295, which added Section 2252.908 of the Government Code. The law states that a government entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the government entity. The disclosure of interested parties will be submitted online via Form 1295 and must be submitted to the governmental entity **prior to any signed contract and/or vote by the governing authority.**

The Filing Process:

1. Prior to award by Commissioners Court, your firm will be required to log in to the Texas Ethics Commission, https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and fill out the Electronic Filing Application.
2. Once submitted, the system will generate an electronic Form 1295 displaying a "Certificate Number." Your firm must print, sign and notarize Form 1295.
3. **Within ten (10) business days** from notification of pending award by the Gregg County Purchasing Agent, the completed Form 1295 **must** be submitted to Gregg County.
4. Your firm will need to repeat this process and obtain a separate Form 1295 each time you enter into a new contract, renew a contract or make modification and/or amendments to a Gregg County contract.

Instructions and information are available at <https://www/ethics.state.tx.us/tec/1295-Info.htm> or you may call the Texas Ethics Commission at (512) 463-5800.



Gregg County Purchasing Department
Kelli L. Davis, CPPB Purchasing Agent
101 E. Methvin St., Suite 205, Longview, Texas 75601
Phone (903) 237-2684 Fax (903) 237-2682 purchasing@co.gregg.tx.us

March 06, 2017

To: Longview News-Journal
From: Kelli L. Davis, CPPB
Subject: Advertisement RFQ# 2017-711 Professional Consultant Services for East Texas Regional Airport

Please run the following ad on Tuesday, March 14, 2017 and Sunday, March 19, 2017 in the Longview-News Journal.

PUBLIC NOTICE

Gregg County Invitation to bid, 2017-711

FAA AIP NO. 3-48-0137-44-2017

for

**East Texas Regional Airport
2017 Master Plan Update**

Sealed Statements of Qualifications addressed to Kelli Davis, Gregg County Purchasing Agent, 101 E Methvin St., Ste. 205, Longview, TX 75601 will be received on or before 2:00pm, Wednesday, April 12th 2017 for providing professional consultant services for an Airport Master Plan Update as required by the Airport in accordance with the United States Department of Transportation Federal Aviation Administration Advisory Circular 150/5070-6B, Airport Master Plans. The East Texas Regional Airport will be conducting a competitive selection process to obtain these services as required in the United States Department of Transportation Federal Aviation Administration Advisory Circular 150/5100-14E. RFQ packets will be available on Tuesday, March 14, 2017 by visiting the website at www.co.gregg.tx.us on the Purchasing Department web page, or request by e-mail at purchasing@co.gregg.tx.us or by calling (903) 237-2684. Vendors

can register as a Gregg County Vendor by visiting www.co.gregg.tx.us purchasing department and follow the registration instructions.

Gregg County is wholly committed to developing, establishing, maintaining, and enhancing minority business involvement in the total procurement process.

EEO/M/F/V/H/D

The Honorable Bill Stoudt, County Judge
Gregg County, Texas