REQUEST FOR QUALIFICATIONS

Sealed Envelope shall be marked with the following information:
RFQ # 17-13
Airport Consulting Engineering Services
Opening: 3:00 PM, October 4, 2016

SCHEDULE OF EVENTS FOR
17-13
Airport Consulting Engineering Services

Pre-Bid Conference
Deadline for requests for clarifications and questions. Any possible exceptions to the specifications and/or terms and conditions should be addressed at this phase. These requests will be answered in an addendum and must be emailed to: henrycountyrfp@co.henry.ga.us
*Deadline for first addendum, if required, posted on the Henry County website: www.co.henry.ga.us/Purchasing/Bids.shtml
Sealed qualifications will be accepted until the opening date and time. Any late submittals received will not be considered. Submittals are to be delivered to Henry County Purchasing Department, 140 Henry Parkway, McDonough, GA 30253.

3:00 PM
September 20, 2016

3:00 PM
September 27, 2016

3:00 PM
October 4, 2016

THIS FORM MUST BE SIGNED AND SUBMITTED TO BE CONSIDERED FOR AWARD

COMPANY NAME:

MAILING ADDRESS:

CITY:

STATE: ZIP:

EMAIL:

PRINTED NAME:

DATE:

PHONE:

FAX:

SSN OR FEDERAL TAX ID:

TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE:

*The posting of additional addenda may be required and it is the responsibility of the Proposer to ensure that they review the County’s website for any additional addenda, and that they submit acknowledgement of all applicable addenda (on the included form) with their solicitation. Proposers should not expect to be individually notified by Henry County.
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SECTION I - GENERAL OVERVIEW

A. PURPOSE
The Henry County Board of Commissioners is seeking a qualified aviation consulting firm to provide professional planning, engineering, architectural, and construction administration services in connection with the Airport Capital Improvement Plan at the Henry County Airport in Hampton, Georgia. The work for these services may be accomplished through the course of multiple grants. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully.

B. GENERAL INSTRUCTIONS, TERMS, AND CONDITIONS

I. Qualifications Submission
   a. These instructions will bind firms to terms and conditions herein set forth, except as specifically stated otherwise in special contract terms with any individual qualifications. These instructions are to be considered an integral part of the submittals.
   b. The Submittal Checklist must be reviewed and the Proposer is to comply with the order of the submittal of documents. This document along with the cover page (page 1) is to be included with the qualification documents.
   c. One (1) unbound clearly marked “Original,” six (6) bound complete copies and one (1) electronic copy in CD or DVD format (as Adobe PDF files or as Microsoft Word or Excel formats) of the qualifications documents are to be submitted. All submittals must be manually signed and filled out legibly (typewritten or printed in ink) with all changes or corrections initialed by the person signing the submittal.
   d. The documents must be submitted in a sealed envelope/parcel and mailed or delivered on or before the date and time stated in this document to:

   Henry County Purchasing Department
   140 Henry Parkway
   McDonough, Georgia 30253
   RFQ # 17-13
   Airport Consulting Engineering Services
   Opening: 3:00 PM, October 4, 2016

   This same information is also to be included on the front of the sealed envelope/parcel along with the proposer’s name.

   e. Qualification documents may be submitted by mail, common carrier or delivered in person. Fax or electronic submittals are not acceptable. It shall be the duty of each proposer to ensure that their qualification documents are delivered within the time and at the place prescribed in this document. Qualifications received prior to the time fixed in this document will be securely kept unopened. A date/time stamp will be affixed to the envelope/package immediately upon its arrival to the Purchasing Department. Any submittals received at the office designated in this document after the exact time and date specified, will not be considered. If a late submittal is received via carrier, it will be marked “late” and will not be opened. If a late submittal is hand delivered, it will be returned unopened to the presenter.

   f. At the date and time specified for the opening of the qualifications, the submittals shall be publicly opened and the list of respondents will be read aloud.

   g. If descriptive literature is attached to the qualifications, your firm’s name must be on all sheets submitted.

   h. All qualifications submitted shall be deemed to have been made with full knowledge of all terms, conditions, and requirements contained in this request. The failure or omission of any firm to
examine any form, instrument or document shall in no way relieve any firm from obligations in respect to the submittal or the compliance of the terms, conditions and requirements of the submittals.

i. Individual consultants shall provide their Social Security number and proprietorships, partnerships and corporations shall provide their Federal Employer Identification number on page one of this document and a completed W9 form is to be submitted with the qualification documents.

j. The authorized representative whose signature will appear on the documents submitted certifies that the firm has carefully examined the instructions of this request for qualifications and the terms and specifications applicable to and made a part of this submittal.

k. Any documentation submitted with or in support of a firm’s qualifications shall become subject to public inspection under the Georgia Open Records Act. Labeling such information “Confidential”, “Proprietary”, or in any other manner shall not protect this material from public inspection upon request. All records become subject to public inspection only after award of the contract or purchase order.

l. Negligence on the part of the proposer in preparing the qualification documents confers no right for withdrawal or modification in any way after the deadline for the qualifications opening.

m. The proposer has up to forty-eight (48) hours to notify the Purchasing Department of an obvious clerical error made in calculation of qualifications in order to withdraw a qualifications after qualifications opening. Withdrawal of qualification documents for this reason must be done in writing within the forty-eight hour period.

2. Pre-Proposal Conference
   The Pre-Proposal Conference or any other information session (if indicated in the schedule of events) will be held at the offices referred to in the “Schedule of Events” of this RFQ. Unless indicated otherwise, attendance is not mandatory; although suppliers are strongly encouraged to attend. However, in the event the conference has been identified as mandatory, then a representative of the supplier must attend the conference in its entirety to be considered eligible for contract award.

3. Clarification and Communication to County Concerning Request for Qualifications
   a. From time to time, the Purchasing Department may have to release written changes to a solicitation. These formal written changes are called addendum or if multiple, Addenda. It is the responsibility of the Proposer to ensure that they have all applicable addenda prior to the qualifications submission. Therefore, we encourage all Proposers to frequently review the County’s web site: www.co.henry.ga.us/Purchasing/Bids.shtml. All addenda forms must be signed and submitted with the qualifications. Failure to respond and acknowledge any addenda or requests for clarification, even after the qualifications opening, shall result in a non-responsive qualifications.

   b. The successful firm’s qualifications and all addenda will become a part of the agreement resulting from this document.

   c. Proposers seeking an award of a Henry County contract shall not initiate or continue any verbal or written communication regarding a solicitation with any County officer, elected official, employee or other County representative without permission of the Purchasing Department between the date of the issuance of the solicitation and the date of the final contract award by the Board of Commissioners. Violations will be reviewed by the Purchasing Director. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business shall be disqualified from consideration for award. EXCEPTION to the above would be emailing request for clarification and/or questions to the Purchasing Department – henrycountyrfp@co.henry.ga.us. (These requests will be answered in an addendum. Please see schedule of events.)
4. Qualifications and Contract Documents
   a. Documents executed by an attorney or agent on behalf of the firm shall be accompanied by an authenticated copy of the Power of Attorney or other evidence of authority to act on behalf of the proposer.
      Corporation: If the Proposer is a corporation, the qualifications must be submitted in the name of the corporation, not simply the corporation’s trade name. In addition, the documents shall be signed by an officer of the corporation.
      Partnership: If the Proposer is a partnership, all partners must sign the bid. If all the partners do not sign the bid, then the names of all those except limited partners must be furnished on the bid and evidence of the authority of the signer(s) to execute the bid on behalf of the partnership.
      Limited Liability Company (LLC): If the Proposer is a limited liability company, the authorized agent having authority to bind the limited liability company must sign the bid documents.
      Sole Proprietorship or Individual: If the Proposer is a sole proprietor or individual, a signature is required on all bid documents by that individual.
   b. The contract documents consist of this Agreement, Specifications and Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement. These form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated Agreement between the parties hereto and supersedes prior negotiations, representation or agreements, either written or oral.
   c. Contract Term – The time period of the agreement, if any is formed from this bid, will be determined after the review and evaluation of the Time Line Schedules submitted by the successful Consultant.

5. Alterations of Solicitation and Associated Documents
   Alterations of County documents are strictly prohibited and will result in automatic disqualification of the proposer’s solicitation response.

6. Cost Incurred by Vendors
   All expenses involved with the preparation and submission of the RFQ to the Henry County Board of Commissioners, or any work performed in connection therewith is the responsibility of the vendor(s).

7. Design, Standards and Practices
   Design, strength, quality of materials and workmanship must conform to the industry acceptable standards of engineering practices and/or professional services.

8. Non-collusion
   By submitting a qualifications in response to this solicitation, the proposer represents that in the preparation and submission of this qualifications, said Proposer did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 – 68.6 through 59.68.8). Collusion and fraud in qualifications preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

9. Nondiscrimination
   Notwithstanding any other provision of this Agreement, during the performance of this Agreement Contractor, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, as a covenant running with the land, that:
   a. No person on the grounds of race, color, religion, sex or national origin shall be excluded from
participation in, denied the benefits of, or otherwise be subjected to discrimination; 
b. In the production of the vehicle(s), and the furnishing of services therein or thereon, no person on 
the grounds of race, color, religion, sex or national origin shall be excluded from participation in, 
or denied the benefits of, such activities, or otherwise be subjected to discrimination.

10. **Drug Free Workplace Certification**
By signing the Supply Service Contract form, the Contractor certifies that the provisions of Code 
Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the “Drug-free 
Workplace Act”, have been complied with in full. The undersigned further certifies that:
a. A drug-free workplace will be provided for the Contractor’s employees during performance of 
the contract; and
b. Each Contractor who hires a subcontractor to work in a drug-free work place shall secure from 
that subcontractor the following written certification: 
“As part of the subcontracting agreement with (Contractor’s name), (Subcontractor’s name) 
certifies to the Contractor that a drug-free workplace will be provided for the subcontractor’s 
employees during the performance of this Contract pursuant to Paragraph (7) of Sub-section (b) of 
Code Section 50-24-3”.
c. The Contractor further certifies that he will not engage in the unlawful manufacture, sale, 
distribution, dispensation, possession, or use of a controlled substance or marijuana during the 
performance of the Contract.
d. Contractor may be suspended, terminated, or debarred if it is determined that:
   (1) The Contractor has made false certification hereinabove; or 
   (2) The Contractor has violated such certification by failure to carry out the requirements of 
       the Official Code of Georgia Section 50-24-3.

11. **Georgia Security and Immigration Compliance Act**
Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Contractor 
understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia 
Department of Labor Rule 300-10-02 are conditions of this qualifications and contract document. The 
Contractor further agrees that such compliance shall be attested by the Contractor and any of his 
Subcontractors by execution of the appropriate Affidavit and Agreement which will be included and 
become a part of the Agreement between Henry County and the successful Contractor.

12. **Systematic Alien Verification for Entitlements (SAVE) Program**
Since a contract has been deemed a “public benefit,” the contractor or other party to the contract must be 
rung through the federal Systematic Alien Verification for Entitlements (SAVE) Program. This program 
requires that local government verify the legal status of non-U.S. citizens who apply for certain benefits. 
The contractor must execute a SAVE affidavit attesting that either he or she is a U.S. citizen or legally 
qualified to receive the benefit. If the contractor is not a U.S. citizen, then the local government has to 
rung that contractor through the SAVE system. Only non-U.S. citizens can be processed through the SAVE 
program.

13. **Discounts**
Cash discounts for early payment (i.e. 2%-10) or Net 30 terms should be shown separately, even if terms 
are Net.

14. **County’s Tax Exemption**
Henry County is exempt from Federal Excise Tax or Georgia Sales Tax with regard to goods and 
services purchased directly by Henry County. Exemption certificates furnished upon request.

15. **Award of Contract**
a. Henry County desires to complete the award process in a timely manner. Henry County reserves
the right to reject or accept any or all qualifications, whole or any parts hereof, by item or group of items, by section or geographic area, or make multiple awards and be the final approval of qualifications(s) selection which would be the most advantageous to the County with price and other factors considered. Henry County may elect to waive any technicalities. The qualifications will be awarded to the lowest responsive, responsible or highest scored proposer(s), if awarded. The qualifications specifications and results will be available on the County’s web site: www.co.henry.ga.us/Purchasing/Bids.shtml.

b. Henry County reserves the right to reject any qualifications if the evidence submitted by or investigation of, the proposer fails to satisfy the County that the proposer is properly qualified to carry out the obligations of the Contract. If the successful proposer defaults on their qualifications, an award may be made to the next low responsive and responsible proposer.

Responsibility - The determination of the proposer’s responsibility will be made by the County based on whether the proposer meets the following minimum standard requirements:

- Maintains a physical location presence and permanent place of business.
- Has the appropriate and adequate technical experience required.
- Has adequate personnel and equipment to perform the work expeditiously
- Able to comply with the required or proposed delivery and installation schedule.
- Has a satisfactory record of performance.
- The ability of proposer to provide future maintenance and service for the use of the contract under consideration.
- Has adequate financial means to meet obligations incidental to the work.
- Such other factors as appear to be pertinent to either the qualifications or the contract.

Responsiveness - The determination of the proposer’s responsiveness will be made by the County based on a consideration of whether the proposer has submitted complete qualifications documents meeting qualifications requirements without irregularities, excisions, special conditions, or alternatives qualifications for any item unless specifically requested in the qualifications solicitation.

c. Henry County is subject to making records available for disclosure after the Board of Commissioners approval of the recommendation. The award shall be made by the Board of Commissioners of Henry County unless the lowest, qualified bid is less than the Board of Commissioners’ approval limit. No claim shall be made by the selected Consultant for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of the qualifications. The total of the awarded contract shall not exceed the available funds allocated for the qualifications project.

16. Indemnification

a. The vendor that is selected as the contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless Henry County and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that Henry County and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the contractor or its employees, servants, agents or subcontractors that may arise out of the agreement.

b. The contractor’s indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the contractor.

17. Controlling Law, Venue

Any dispute arising as a result of this qualifications and/or an Agreement which was created from the terms, conditions and specifications of this document or their interpretation, litigation shall only be entered
into and shall be performed in Henry County, Georgia. This Agreement shall be governed by the applicable laws of the County of Henry and the State of Georgia. Any dispute arising out of the agreement, this qualifications solicitation, its interpretations, or its performance shall be litigated only in the County of Henry Judicial Courts.

18. **Contractor as Independent Contractor**
In conducting its business hereunder, Contractor acts as an independent contractor and not as an employee or agent of County. The selection, retention, assignment, direction and payment of Contractor’s employees shall be the sole responsibility of Contractor.

19. **Assignment**
The Agreement, in whole or any part hereof, created by the award to the successful contractor shall not be sold, not be assigned or transferred by Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Contractor, or with a business entity which is merged or consolidated with Contractor or which purchases a majority or controlling interest in the ownership or assets of Contractor without the prior written consent of Henry County.
A. DESCRIPTION
The Henry County Board of Commissioners is seeking a qualified aviation consulting firm to provide professional planning, engineering, architectural, and construction administration services in connection with the Airport Capital Improvement Plan at the Henry County Airport in Hampton, Georgia.

It is the intent of the Henry County Board of Commissioners to enter into a multi-year Master Agreement with a consultant for the upcoming five (5) year period. The selected consultant will negotiate and enter into individual sub-agreements for services, based on the scope of work, with the County on an assignment-by-assignment basis during the term of the Master Agreement. The selection of the consultant is being done in accordance with FAA Advisory Circular 150/5100-14D and applicable Georgia statues and laws. Responding firms must possess a current pre-qualification by the Georgia Department of Transportation in Area Classes No. 1.08 Airport Master Planning and No. 2.09 Aviation.

The consultant and any sub-consultants proposed shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged. Proposed DBE firms are to be certified by the Georgia Uniform Certification Program. The consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of all Federally-assisted contracts. Failure by the consultant to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy as the Henry County Board of Commissioners deems appropriate.

The Henry County Board of Commissioners reserves the right to reject any and all submittals in response to this Request for any reason. The County is not liable for any costs incurred by the Consultant in the preparation or presentation of a response to this request.

B. SCOPE OF SERVICES
The scope of work to be included in the multi-year contract may include, but is not limited to, the following:
   a. Prepare Project Funding Applications and Capital Improvements Program (CIP) Documents.
   c. Assist with DBE Program Overall Goal Updates / Program Administration.
   d. Prepare/Update Exhibit “A” Property Line Map, Airport Layout Plan, and Environmental Assessments as necessary.
   e. Construct/Rehabilitate Airfield Drainage Systems.
   f. Construct/Rehabilitate Airfield Pavement, Lighting, and NAVAIDs/ILS Improvements.
   g. Construct/Rehabilitate Airport Buildings (Terminal / Hangars / Maintenance).
   h. Construct/Rehabilitate Airport Roadways and Parking Lots.
   i. Install/Upgrade Airport Fencing and Security Systems.
   j. Land Acquisition
   k. Such other airport-related work as the Henry County Board of Commissioners may deem necessary.

C. CONTRACT TERMS
The contract term shall be five (5) years from the date of execution.

D. INSURANCE REQUIREMENTS
General insurance requirements shall be applicable to the Contractor and any authorized subcontractor. Insurance requirements shall be based on conditions in place as of the date of the Contract's execution.
Insurance companies must be licensed by the Georgia Department of Insurance and the Georgia Secretary of State to do business in the State of Georgia. The County reserves the right to require adjustments in the level of coverage or waive any or all requirements based on information pertinent to this Contract.

The following requirements shall also be applicable to the Contractor:

a. Evidence of insurance must be provided to the Purchasing Department, 140 Henry Parkway, McDonough, Ga. 30253, within five days of execution of this contract and prior to commencing operations under this Contract;

   The certificate holder is to be issued to:
   Henry County Board of Commissioners
   Henry County, Georgia
   but delivered to:
   Henry County Purchasing Department
   140 Henry Parkway
   McDonough, Georgia 30253

   The Bid Package number and project name should be referenced in the description of operations. The certificates may be faxed to the Purchasing Department at 770-288-6027.

b. Any change in coverage or insurance carrier must be reported to the County’s Purchasing Office in writing within five business days of the change.

c. Failure of any Contractor to procure and maintain the required insurance shall not relieve the Contractor of any liability under the Contract, nor shall these requirements be construed to conflict with the obligation of the Contractor concerning indemnification;

d. Any and all insurance required by this Contract shall be maintained during the entire term of this Contract;

e. The County shall, without exception, be given no less than thirty (30) days notice prior to cancellation for any and all reasons other than non-payment of premium; and

f. The County shall, without exception, be given immediate notification in the event of cancellation for reasons of non-payment of premium.

g. The Contractor shall procure and maintain insurance coverage in the following particulars:

Workers Compensation Insurance
In the amounts of the statutory limits established by the General Assembly of the State of Georgia (A self-insurer must submit a certificate from the Georgia Board of Workers compensation stating that the Contractor qualifies to pay its own workers compensation claims.) In addition, the Contractor shall require that all subcontractors occupying the premises or performing the work under the contract to obtain an insurance certificate showing proof of Worker Compensation Coverage with the following minimum coverage:

- Georgia Statutory including Employers Liability
  - Bodily injury by Accident – each employee $100,000
  - Bodily injury by Disease - each Employee $100,000
  - Bodily injury by Disease – policy limit $500,000

Commercial General Liability
- Each Occurrence Limit $1,000,000
- Personal and Advertising Injury Limit $1,000,000
- General Aggregate Limit $2,000,000
- Products/Completed Operations Aggregate Limit $2,000,000

Automobile Liability
- Combined Single Limit $1,000,000

Professional Liability Limit
- $1,000,000
INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS
The Statements of Qualifications must be submitted in accordance with the “General Instructions, Terms, and Conditions” and must be responsive to all requested information. All information should be submitted in one (1) unbound clearly marked “Original,” six (6) bound complete copies and one (1) electronic copy in CD or DVD format (as Adobe PDF files or as Microsoft Word or Excel formats) of the qualifications documents are to be submitted. All submittals must be on standard (8 ½” x 11”) paper and manually signed and filled out legibly (typewritten or printed in ink) with all changes or corrections initialed by the person signing the submittal. The pages must be numbered and submitted as outlined in this section. A table of contents, followed by dividers separating each of the following sections is to be included:

Section 1: Team Description / Background
A general description of the submitting firm and general information regarding any sub-consultant firms.

Section 2: Organizational Chart
Include clear illustration as to the Project Manager and key personnel representing the primary firm.

Section 3: Resumes
Include for key personnel. Indicate each individual’s qualifications and experience.

Section 4: Relevant Experience
Qualifications and experience of the primary firm in the past five (5) years at general aviation airports similar in nature to the [Airport Name].

Section 5: Proximity to the Henry County Airport
Geographical location of the office that will be primarily responsible for assigned projects and where the work will be accomplished, as well as the location of any supporting offices that will likely be involved in this contract.

Section 6: References
Contact name, agency name, and telephone number of at least four (4) current airport clients of the primary firm located within Georgia or adjacent states.

Section 7: Regulatory Familiarity
Demonstrate familiarity with the Federal Aviation Administration (FAA) Atlanta District Office and Georgia Department of Transportation (GDOT) Aviation Programs.

Section 8: Workload
Provide a brief summary of the primary firm’s current workload and ability to meet schedules and deadlines.

Section 9: Documents and forms required by the County
Please provide all other documents and forms not included in the above sections.
Henry County’s selection of a firm shall be based upon the demonstrated competence and qualifications of the firms to provide the type of service required. Each proposal will be evaluated and scored through a process by the County’s staff.

The Proposer’s submittal must fully address the requirements listed in this solicitation and the Firm’s degree of experience, knowledge, and ability to provide experienced and qualified support staff. The proposal is not to have any exclusions, conditions or provisions applied to the aforementioned request. It is the County’s intention to select a firm which is the most qualified to meet the County’s needs. The award shall be based on but not limited to the following factors:

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<thead>
<tr>
<th>RFQ EVALUATION CRITERIA</th>
<th>Scoring Value Maximum Points</th>
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<tbody>
<tr>
<td>Firm Qualifications and Experience</td>
<td>20</td>
</tr>
<tr>
<td>Key Personnel Qualifications and Experience</td>
<td>20</td>
</tr>
<tr>
<td>Relevant Project Experience – with References</td>
<td>30</td>
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<tr>
<td>Geographical Location</td>
<td>5</td>
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<tr>
<td>Familiarity with the FAA, GDOT Aviation Programs</td>
<td>10</td>
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<tr>
<td>Workload &amp; Performance on Past Similar Projects</td>
<td>15</td>
</tr>
<tr>
<td><strong>MAXIMUM SCORING POINTS TOTAL</strong></td>
<td><strong>100</strong></td>
</tr>
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The Scoring Formula for the above Scoring Value Maximum Points is as follows:

<table>
<thead>
<tr>
<th>Score</th>
<th>Formula</th>
</tr>
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<tbody>
<tr>
<td>Excellent</td>
<td>.75 - 1.00</td>
</tr>
<tr>
<td>Good</td>
<td>.50 - .74</td>
</tr>
<tr>
<td>Fair</td>
<td>.25 - .49</td>
</tr>
<tr>
<td>Poor</td>
<td>0 - .24</td>
</tr>
</tbody>
</table>

Multiply scoring formula by possible scoring value maximum point allotment. Example: If you score a firm .6 (Good) on Firm Qualifications and Experience and multiply .60 x 20 (maximum scoring points), this would equal to 12 points.

Best and Final Offer Process represents an optional step in the selection process and may be used when:

a. No single response addresses all the specifications.
b. The cost submitted by all proposers is too high.
c. The scores of two (2) or more proposers are very close after the evaluation process.
d. All proposers submitted responses that are deficient in one or more area.

Henry County reserves the right to remove the high score and the low score for each offer if deemed necessary.

<table>
<thead>
<tr>
<th>RFP EVALUATION CRITERIA FOR SHORT-LISTED FIRMS</th>
<th>Scoring Value Maximum Points</th>
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<tr>
<td>Response to Scope of Work Contained in RFP</td>
<td>25</td>
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<tr>
<td>Oral Presentation</td>
<td>15</td>
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</tbody>
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SELECTION METHOD

1. Selection of Shortlist
   Based on the Statements of Qualifications submitted in response to this RFQ, the Evaluation Committee will identify the most qualified firms based upon individual rankings.

2. Finalist Notification
   Firms selected as finalists will receive notification from Henry County. Criteria for the remainder of the selection process will be communicated in the Finalist Notification.

3. Interview
   Each finalist firm shall be notified of the place, date and time for an interview session. Interview instructions and requirements of the finalists will be provided. All members of the Evaluation Committee will be present during the interviews. **Firms shall not address any questions prior to the interview to anyone other than the Purchasing Department, at the email address provided in this solicitation.**

4. Final Selection
   Upon completion of the selection process by the Evaluation Committee, the firms will be ranked in descending order of recommendation using the sum of individual rankings from the Evaluation Committee members. The committee will select the most qualified firm to provide the most favorable combinations of experience, qualifications, management, and proven ability to produce deliverables “on time and within budget”.

CERTIFICATION FORM

I, ____________________________, being duly sworn, state that I am __________________________ (title) of __________________________ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the Request for Qualifications is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposed has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the proposer is not now under any notice of intent to default on any such contract.

I acknowledge, agree and authorize and certify that the proposer acknowledges, agrees and authorizes, that Henry County may, by means that it deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the County may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing Henry County to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, Henry County. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C §§1001 or 1341.

________________________________________  __________________________
Printed Name                                           Signature

Sworn and subscribed before me

This _______ day of ____________, 20__.

________________________________________
NOTARY PUBLIC

My Commission Expires: ______________________

________________________________________  ______________________
NOTARY SEAL

RFQ # 17-13, Airport Consulting Engineering Services   Page 14 of 18
STATE OF GEORGIA
COUNTY OF HENRY

BEFORE ME, the undersigned authority a Notary Public in and for the State of ____________, on this day personally appeared _________________ who, after having first been duly sworn, upon oath did depose and say; that the forgoing bid submitted by _________________ hereafter called “Bidder” is duly authorized agent of said company and that the person signing said bid has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this Agreement, 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 person engaged in this type of business prior to the official opening of this bid.

The undersigned certifies that the bid prices contained in this bid have been carefully checked and are submitted as correct and final and if bid is accepted, agrees to furnish the articles and/or services listed and offered in this document at the prices and terms stated, subject to the conditions and specifications of this Request for Bid.

Bidder Information:

(Company) ___________________________________________  (Signature) ______________________________

(Address) ___________________________________________ (Printed Name) ______________________________

(City, State, Zip) ______________________________________ (Title) ______________________________

SWORN TO AND SUBSCRIBED BEFORE ME THIS _______ day of __________________ 20__

_________________________________________________________________________________________

Notary Public in and for the State of ____________________________

(Seal)

(Failure to sign this section shall disqualify your response)
NON-CONFLICT OF INTEREST

By submitting an offer in response to this solicitation, the Firm represents that in the preparation and submission of this qualifications, said Firm did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 – 68.6 through 59.68.8). Collusion and fraud in qualifications preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

____________________________________________. (Officer of Firm) certifies that to the best of our knowledge, no circumstances exist which shall cause a conflict of interest in performing services for Henry County, and that no company or person other than bona fide employees working solely for our firm has been employed or retained to solicit or secure an agreement resulting from this request for qualifications.

Signature: __________________________________________

Print Name: __________________________________________

Title: __________________________________________

Firm Address: __________________________________________
CHECKLIST FOR RFQ DOCUMENTS
Failure to include all required documents will result in submittals being removed for consideration for award.

DOCUMENTATION DESCRIPTION
Please check

Any Required Documents cited in RFQ Specifications
Forms:
Solicitation Form (Page 1 of this Document)  □
Addendum Cover Sheet(s) (If applicable.)  □
Certification Form  □
Bid Authorization Affidavit  □
Non-Conflict of Interest  □
RFQ Documents Submittal Checklist/Addenda Acknowledgement (this page)  □

ADDENDA ACKNOWLEDGEMENT
Failure to acknowledge any addenda will result in a non-responsive bid.
The vendor has examined and carefully studied the Request for Qualifications and the following
Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _______________________________ Dated
Addendum No. Dated
Addendum No. Dated
Addendum No. Dated

This affirms that all documents are included with the proposer’s RFQ package.

__________________________________________  ________________
Company’s Name  Date

__________________________________________  ____________________
Authorized Representative’s Name  Authorized Representative’s Signature
(Print or Type)
PLEASE ATTACH LABEL TO OUTSIDE OF RFQ PACKAGE

This label **MUST** be affixed to the outside of the envelope or package, even if it is a "No RFQ" response. Failure to attach the label may result in your bid being opened in error or not routed to the proper location for consideration. No RFQ will be accepted after the date and time specified.

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REQUEST FOR QUALIFICATIONS ENCLOSED

RFQ # 17-13
Airport Consulting Engineering Services
Opening: 3:00 PM, October 4, 2016

______________________________
Vendor Name

______________________________
Address

______________________________
City, State, Zip Code

______________________________
DELIVER TO: Henry County Purchasing Department
140 Henry Parkway
McDonough, GA 30253