



REQUEST FOR QUALIFICATIONS AND  
PROPOSALS TO PROVIDE  
AIRPORT ENGINEERING SERVICES

DUE: Thursday, June 8, 2017, 3:00 P.M.

Submit Proposals to: Middlesex County Administrator's Office  
P. O. Box 428  
Woodward Building  
877 General Puller Highway  
Saluda, Virginia 23149

The Middlesex County Board of Supervisors and Middlesex County Airport Committee are accepting sealed proposals of qualifications from airport engineering firms to provide services on a contract basis for a period of one (1) year with options to renew for up to four (4) additional one-year periods. Services will be for improvements at Hummel Field, a local service airport, off Route 3, Topping, Virginia. Proposals will be received until, but no later than, Thursday, June 8, 2017, 3:00 P.M.

### SCOPE OF SERVICES

The County and Committee has one project that is currently a priority - Design of a FAA L-881 LED PAPI system to replace the current Approach Path Alignment Panels that are on the field. Other projects for the Airport may include: Airport Layout Plan update, hangar space, and others required by the County and Committee. A detailed scope of services will be developed after selection of the firm. Initial proposed requirements are as follows, but will be finalized with the approved firm.

1. Design, estimating, bidding, construction, administration and inspection of projects as requested by the Board of Supervisors.
2. Preparation of grant applications to the VDOA as necessary. The consultant would also be expected to provide follow-up and coordination services with these agencies.
3. Attend meetings with County Officials, VDOA and area citizens upon request of the County.

The scope of the activities identified above is subject to further discussion and clarification at the time of contract negotiation.

### REQUESTED PROPOSAL FORMAT

To facilitate review of your proposal document by the County staff, it is requested that your proposal conform to the following format:

1. Cover Sheet - list project title (Airport Engineering Services), the name of your firm, the location of the project office, and the name, address and telephone number of a contact person for questions concerning the proposal submitted.
2. Experience of the Firm - provide a narrative of your firm's prior experience and qualifications in airport engineering and construction work for similar projects. Provide a list of all airport projects involving Federal and State funding within the last three (3) years. Also, please reference the experience of firm personnel in working with FAA and VDOA regulations and procedures. Previous experiences in a consulting capacity where your responsibilities were similar to those defined under the Scope of Services should be specifically referenced.
3. Resumes and Project Management Structure - include the resumes of those staff members to be assigned to the work. A diagram or narrative of which staff members would be assigned to each of the activities indicated in the Scope of Services is requested.

4. References - provide the names, address and telephone number of at least three (3) references familiar with the quality of work done by your firm on similar projects.
5. If awarded contract, estimated time to produce bid documents for the PAPI project.
6. Other Supporting Data - include any other information you feel to be relevant to the selection of your firm for this project.

#### CRITERIA FOR REVIEW OF PROPOSALS

Criteria to be used in screening and ranking of the proposals and selection of a minimum of two (2) firms for further discussion are as follows:

1. Qualifications of the Firm, Including Firm Personnel - greater preference shall be given those firms with experience and training in construction estimating, specification development, bidding and construction administration for similar projects. Of equal importance will be the qualifications of firm personnel with respect to airport design and maintenance.
2. Overall Qualifications of the Project Manager and Project Team.
3. Experience in Working with FAA and VDOA regulations and procedures.
4. Response Capability - greater preference shall be afforded those firms which in the opinion of the evaluation team will be able to offer a quick response time to a project of this type. Also, rapid response from proposers to requests for meetings, consultation or project administration requirements will be given greater preference.
5. Non-Binding Estimate of Professional Fees - for those firms involved in the discussion phase of the selection process, the County reserves the right to request non-binding estimates of professional fees and to use such estimates in the ranking of firms in accordance with the Virginia Public Procurement Act.

Once each member of the committee has independently read and rated each proposal, based on the criteria listed above, a preliminary evaluation rating will be developed which indicates the group's collective ranking of the highest rated proposals in a descending order. At this point, the committee may conduct interviews with the top ranked firms. During the interview process, non-binding price proposals and costing data can be discussed. Once these interviews and discussions are completed, including the non-binding estimates of cost, the committee will finalize the rankings, including consideration of costs of services. Final negotiations for a binding estimate of cost will begin with the top ranked firm. If a contract acceptable to the County cannot be negotiated at a price considered fair and reasonable, negotiations shall be terminated with the top ranked firm and negotiations will then proceed with the next highest ranked firm until an agreement is reached. The Selection Committee will conduct all subsequent negotiations and will make a recommendation to the Middlesex County Board of Supervisors for selection of a firm. *(amended 5-11-17)*

## CONTRACT

The successful proposer will be required to execute a contract. A detailed scope of work, as negotiated and agreed to by the parties, shall be included as an attachment to the contract. The contract shall be subject to the approval of the County Attorney.

## SUBMISSION OF PROPOSALS AND CONTACT PERSON

Proposals must be submitted no later than Thursday, June 8, 2017, 3:00 P.M. to:

Middlesex County Administrator's Office  
P. O. Box 428  
Woodward Building  
877 General Puller Highway  
Saluda, Virginia 23149

Seven (7) copies of your qualifications document are required. The County will not assume responsibility for reproduction where an insufficient number of copies have been supplied. In any such case, the County will notify the proposer of the deficiency within twenty-four (24) hours. Failure to comply with the request shall constitute grounds for rejection of the proposal.

Any questions concerning this project should be directed in writing to:

Mrs. Betty Muncy  
Administrative Secretary  
[bmuncy@co.middlesex.va.us](mailto:bmuncy@co.middlesex.va.us)

## REJECTION AND AWARD OF PROPOSALS

The County of Middlesex reserves the right to accept or reject any or all proposals, to waive informalities, and to reissue any requests for proposals. The County also reserves the right to award the contract as it deems will best serve its interest, including awards to multiple contractors.