

CITY OF ENNIS

REQUEST FOR QUALIFICATIONS

The City of Ennis is soliciting qualification statements for Professional Services related to the master planning, site selection, feasibility study, environmental assessment and other related tasks associated with a Relocation Airport for the City of Ennis, Texas. By responding to this request, the Respondent agrees to perform in accordance with the terms and conditions set forth in this document in the event that the response is selected for contract award.

REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL SERVICES

**RFQ No. 072817
ISSUED
July 30, 2017**

**Submittals will be accepted by mail or hand delivery no later than
3:00 p.m. CST, Monday, August 14, 2017, to:**

Theresa Wheeler
City of Ennis, TX
PO Box 220
Ennis, TX 75120

Physical Address:
115 W. Brown St.
Ennis, TX 75119

Respondents must submit their completed and executed AVN-551 and any or all additional documents. It is requested that respondent provide one (1) original, manually signed in ink by a person of authority, and three copies.

Request for Qualifications for Professional Services

The City of Ennis (CITY) intends to engage a qualified firm for services pursuant to Chapter 2254, Subchapter A, of the Government Code. CITY will solicit and receive qualification statements for aviation projects as are generally described herein.

Scope: A Feasibility Study to consider relocating Ennis Municipal Airport; a Site Selection Study to consider multiple prospective sites for potential of relocating Ennis Municipal Airport; Environmental Assessment; Update and revise the Ennis Municipal Airport Master Plan to consider existing and future conditions, proposed facility development to meet existing and future demand, constraints to develop, anticipated capital needs, financial considerations, management structure and options, as well as an updated Airport Layout Plan. The Airport Master Plan update should be tailored to the individual needs of the airport and consider potential relocation of the Airport.

The CITY, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all respondents that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The proposed contract is subject to 49 CFR Part 26 concerning the participation of Disadvantaged Business Enterprises (DBE). The DBE goal is 0%.

AVN-551 Preparation Instructions:

Interested firms shall utilize the latest version of Form AVN-551, titled "Qualifications for Aviation Planning Services." The form may be downloaded from the TxDOT website at <http://www.txdot.gov/insidetxdot/division/aviation/projects.html>. The form may not be altered in any way.

Firms must carefully follow the instructions provided on each page of the form. Qualifications shall not exceed the number of pages in the AVN-551 template. The AVN-551 consists of eight pages of data plus one optional illustration page. A prime provider may only submit one AVN-551. If a prime provider submits more than one AVN-551, that provider will be disqualified. Responses to this solicitation WILL NOT BE ACCEPTED IN ANY OTHER FORMAT.

ATTENTION: To ensure utilization of the latest version of Form AVN-551, firms are encouraged to download Form AVN-551 from the TxDOT website as addressed above. Utilization of Form AVN-551 from a previous download may not be the exact same format. Form AVN-551 is a PDF Template.

The completed Form AVN-551 must be received by CITY no later than 3 p.m., Monday, August 14, 2017. One original Form AVN-551 must be submitted along with three copies. Electronic facsimiles or forms sent by email will not be accepted. Responses submitted via hand delivery or regular/overnight mail will be accepted.

The consultant selection committee will be composed of local government representatives selected by CITY. The final selection by the committee will generally be made following the completion of review of AVN-551s. The committee will review all AVN-551s and rate and rank each. All firms will be notified and the top rated firm will be contacted to begin fee negotiations for the design and bidding phases. The selection committee does, however, reserve the right to conduct interviews for the top rated firms if the committee deems it necessary. If interviews are conducted, selection will be made following interviews.

The City shall select the qualified firm based upon its demonstrated competence and qualifications as indicated by the published selection criteria and on its ranking evaluations. Unless the City rejects all submittals, the City will authorize negotiations with the first-ranked Respondent. If the parties cannot negotiate a successful agreement, the City will terminate negotiations with the first-ranked Respondent, and commence negotiations with the second-ranked Respondent in the same manner. If an agreement is not reached, the City will proceed with this process, in order of ranking, until an agreement is reached or all submittals are rejected. The City reserves the right to reject any and all submittals.

Questions: Contact Scott Dixon, City Manager at 972-875-1234 or citymanager@ennistx.gov

EVALUATION CRITERIA FOR AIRPORT PLANNING QUALIFICATIONS

Point Values and Selection Criteria

- 1. Capability to perform all of the services required for this project and professional qualifications of key personnel assigned to this project relevant to the work to be performed. (25 points)**

Does the consultant have the necessary resources to perform all of the services required (e.g.: planning, surveying, CAD, etc.)? Who are the professionals that will be working on this project on a daily basis and how do their qualifications and experience with general aviation airport planning projects compare with other respondents? [Sources of information: Aviation Planning Team Form, Recent Relevant Airport Experience Form, Proposed Technical Approach Form, and possibly the Optional Summary.]

- 2. Recent experience, within the last ten years, in the development of airport plans comparable to the proposed project. (25 points)**

Does the consultant have direct experience developing general aviation airport plans similar to those proposed for this location? [Sources of information: Aviation Planning Team Form, Recent Relevant Airport Experience Form, and possibly the Optional Summary.]

- 3. Ability to meet the schedules and deadlines of this project and reputation for competence, timeliness, and quality of performance and work product. (25 points)**

Does the proposed planning team have sufficient time to devote to this project in order to meet the schedule submitted in the qualifications? Is the proposed schedule realistic? Does the consultant consistently meet contractual timetables? Has the work performed for other airports been satisfactory?

[Sources of information: Aviation Planning Team Form, Recent Relevant Airport Experience Form, Project Schedule Form, possibly the Optional Summary, and reference check.]

4. Proposed Technical Approach and Schedule to Accomplish the Project. (25 points)

Does the consultant show specific understanding and familiarity with the particular requirements of this project and how to address them? Does the consultant demonstrate an understanding of the local needs, environment, and economics? Is the consultant familiar with relevant planning guidance? Is the schedule appropriate to accomplish the project?

[Sources of information: Proposed Technical Approach Form, Proposed Schedule Form, and possibly the Optional Summary.]