



CLAY COUNTY
PURCHASING DEPARTMENT
REQUEST FOR QUALIFICATION (RFQ)

RFQ NO:	22-23	PURCHASING SPECIALIST:	PATRICK WEST
TITLE:	AIRPORT PLANNING and ENVIRONMENTAL CONSULTANTS	EMAIL:	PWEST@CLAYCOUNTYMO.GOV
ISSUE DATE:	4/4/2023	PHONE NO:	816-407-3630

QUALIFICATION RESPONSES MUST BE RECEIVED NO LATER THAN:

5/18/2023 AT 2:00 PM CENTRAL TIME.

QUALIFICATION RESPONSES WILL BE OPENED AND READ ALOUD AT 3:00 PM CENTRAL TIME

SUBMITTAL INSTRUCTIONS: In an effort to support the County's initiative for conservation, it is preferred that the Request for Qualification (RFQ) be submitted via www.PublicPurchase.com. Sealed RFQs may be delivered to the Clay County Purchasing Department prior to the return date and time. Print the **Sealed RFQ Label** found in Attachment 1 or type **RFQ Number, RFQ Title** and **Return Due Date** on the lower left hand corner of the envelope or package. Responses may also be in PDF form on a flash drive. In order for a response to be considered complete, the Clay County document **MUST** be completed in its entirety which includes this cover page. All subsequent pages **MUST** also be initialed and the Terms and Conditions Acknowledgement form **MUST** be signed.

RETURN RFQ TO:
CLAY COUNTY
ATTN: ~ PURCHASING DEPARTMENT
16 W. FRANKLIN STREET
LIBERTY, MISSOURI 64068

AGREEMENT PERIOD: DATE OF AWARD THROUGH ONE YEAR; WITH FOUR ONE-YEAR RENEWALS
DELIVER SUPPLIES/SERVICES/INVOICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

MIDWEST NATIONAL AIR CENTER
13106 RHODUS ROAD
EXCELSIOR SPRINGS, MISSOURI 64024

By signing this RFQ cover page, the vendor shall hereby declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Contract Terms and Conditions. The vendor shall further agree that the language of this RFQ shall govern in the event of a conflict with their proposal. In addition, the vendor shall further agree that upon receipt of an authorized purchase order from Clay County or when a Vendor Agreement is fully executed by an authorized agent of Clay County, a binding agreement shall exist between the vendor and Clay County.

SIGNATURE REQUIRED

Company Name		Authorized Representative (Print)		Title
Street Address		Authorized Signature		
City/State/Zip	County	Date	Company Tax ID No.	
Telephone No.	Facsimile No.	E-Mail		
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt				
Vendor Tax Filing Type with IRS (Check One)				

1. INTRODUCTION AND GENERAL INFORMATION

This section of the RFQ includes a brief introduction and background information about the intended acquisition for which the requirements herein are written. The contents of this section are intended for informational purposes and do not require a response.

1.1 Purpose:

1.1.1 This document constitutes a request for qualifications from prospective vendors for Airport Planning and Environmental Consultants for Clay County in accordance with the requirements and provisions stated herein. While this solicitation constitutes a need, Clay County reserves the right to reject any and all bids or proposals received, without clarification.

1.1.2 RFQ Document Contents:

- Introduction and General Information
- Scope of Services
- Meeting Information Page
- Sealed Response Label –Attachment 1

1.2 Questions:

1.2.1 Questions and Issues relating to the RFQ must be submitted via the www.PublicPurchase.com website or e-mailed to Purchasing@ClayCountyMo.gov

1.2.2 **All questions and issues should be submitted no later than Monday, May 8, 2023** not received prior to the aforementioned date, the Clay County Purchasing Department may not be able to fully research and consider the respective questions or issues.

1.3 Background Information:

1.3.1 Although an attempt has been made to provide accurate and up-to-date information. Clay County does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Qualification.

1.4 Estimated Quantities:

1.4.1 Clay County shall not guarantee any minimum or maximum amount of the vendor's services that may be required under the Agreement.

- a. The vendor shall provide products/services on an as needed, basis.
- b. The County shall not guarantee any usage of the agreement whatsoever.

1.5 Award Determination

1.5.1 Any award of Agreement must be approved by the County Commissioners and shall be made by notification from the Purchasing Department to the successful bidder.

- a. Clay County shall have the right to make awards by items, or as an all or none basis.
- b. Clay County may make awards to multiple vendors.
- c. The grouping of items and/or multiple vendor awards shall be determined by Clay County based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of Clay County.

1.5.2 Clay County reserves the right to reject any and all bids received without clarification.

Vendor's Initials: _____

2. SCOPE OF SERVICES

This section of the RFQ includes requirements as well as desirable attributes and provisions relating specifically to the scope of work requirements of Clay County. The contents of this section include mandatory requirements required of the successful vendor.

2.1 Specific Requirements:

The Clay County, Missouri ("Sponsor"), is hereby soliciting statements of qualifications and experience from qualified consultants for planning/environmental projects at Midwest National Air Center. Projects may be subject to future receipt of Federal funding under the Federal Aviation Administration (FAA) Airport Improvement Program, as administered by the Missouri Department of Transportation (MoDOT) through the State Block Grant Program (SBGP). These projects may include the following:

1. Creek Stabilization – Estimated costs \$150,000.00
2. Terminal Project ATP BIL: Estimated costs \$150,000.00

The required services include, but are not limited to, Section 106 historical and archaeological survey, wetland delineation, preparing 4f determination, etc., depending on the services anticipated for the listed projects. The consultant should provide the name(s) of preferred firm(s) for any work which is likely to be sub-consulted. Sub-consultant changes can occur with Sponsor approval. At the Sponsor's discretion, this selection can be retained for projects initiated within five years or until all projects are complete. Projects other than those listed above will require a new solicitation except as allowed in FAA Advisory Circular 150/5100-14 paragraph 2.7.2 (4). Disclosure: Under a previous agreement, Burns & McDonnell assisted the Sponsor with preparation of their CIP.

A qualification based selection process conforming to FAA Advisory Circular 150/5100-14 will be utilized to select the most qualified firm. Selection criteria will include:

- Recent experience in airport projects
- Capability to perform all aspects of project
- Ability to meet schedules within budget
- 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.** Prospective consultants are advised that applied overhead rates must be in accordance with the cost principles established within Federal Regulation 48 CFR Part 31, Contract Cost Principles and Procedures. After selection, the successful firm will be required to submit a copy of their current overhead rate audit certification or MoDOT pre-qualification.

The agreement(s) between the Sponsor and the selected consultant will be subject to all applicable Federal Rules and Regulations as identified in AC 150/5100-14E. The most current version of the Federal Contract Provisions for A/E agreements will be included in each agreement.

Vendor's Initials: _____

In an effort to support the County's initiative for conservation, it is preferred that proposals be submitted via www.PublicPurchase.com. Sealed RFQs may be delivered to the Clay County Purchasing Office prior to the return date and time. Airport Engineering Consultants should provide their statement of qualifications and experience along with references to the following address, no later than **2:00 p.m. May 18, 2023**, clearly marked "Midwest National Air Center-Airport Engineering Consultants". 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 this solicitation can be submitted to the www.PublicPurchase.com website, e-mailed to Purchasing@ClayCountyMo.gov or directed to Leslie DeGroot, Clay County Purchasing Manager, at (816) 407-3630 prior to Question Deadline: **Friday May 5, 2023**.

2.2 Request for Statement of Qualifications Format:

- 2.2.1 **Statement of Qualifications:** Include a detailed description or narrative that directly responds to the Qualification Considerations section listed below. A separate tab or section should be used for each consideration.

QUALIFICATION CONSIDERATIONS:

1. **RFQ 22-23 Airport Planning and Environmental Consultants** document, completed and initialed in its entirety.
2. **Executive Summary:** Include as part of the executive summary the name, address and telephone number of the individual submitting the Statement of Qualifications as well as a list of other individuals who will assist or participate in providing the Airport Planning and Environmental Consultants for the project. Additionally, include an email address which will be used for all communication related to shortlist, interviews, and selection.
3. **Experience with Projects of Similar Scale and Scope:** Provide information on your firm's relevant experience, including experience with other similar projects. Include information such as project description, project size, construction budget and actual construction cost, date of completion, and key personnel from your firm who performed services on the project. If your firm has worked previously with Clay County, please list the recent projects.
4. **Key Personnel:** Provide information of the qualifications of key personnel, including but not limited to, a list of proposed key project personnel and titles with a resume of each person and a description of their work on similar projects. Demonstrate good faith efforts to achieve compliance with federal, state and local affirmative action requirements.
5. **Project Team:** Provide information on your proposed project team that describes the experience, availability, and roles of the key personnel of any sub-consultants, including relevant project experience for such sub-consultants. Please provide background information for all sub-consultants and their anticipated role in the project. Resumes of sub-consultants key employees, who will be proposed for and available for use on this project, should be submitted with your statement.
6. **Current and Projected Work Load/Capability:** Provide information regarding the availability of your firm and the proposed project team to begin work and to staff the project. Describe your firm's current and projected work load.
7. **Client References:** Include the name, address and phone number of client references, including a specific contact person for at least five previous clients for whom you have provided Airport Planning and Environmental Consultations.

Vendor's Initials: _____

8. **Management System:** Provide a description of your firm's management systems which have been employed for the purposes of Airport Planning and Environmental Consultants.
9. **Financial Strength:** Provide information on the limits of your firm's insurance, including professional liability insurance, commercial general liability insurance, and automobile liability insurance. You must procure and maintain professional liability insurance in an amount not less than \$1,000,000 for protection from claims arising out of performance of professional construction management services caused by an error or omission.
10. **Licensure:** Provide proof of licensure, if applicable. All firms should be licensed in the State of Missouri.
11. **Attachments:** Include other materials as an attachment or appendices.

ADDITIONAL REQUIREMENTS

The successful responder will be required to comply and to cause its consultants, if any, to comply with all federal statutes, regulations, and directive against discrimination against any person in connection with the agreement, on account of race, color or national origin, and that such discrimination extends to procurement to materials and lease of equipment for use in connection with the agreement.

INTERVIEW

Clay County may conduct such investigations and interviews as deemed necessary to assist in the evaluation of any firm and to establish the responsibility, qualifications, and financial stability of each firm submitting a response. Each firm submitting a response agrees to participate in the evaluation process, including meeting with Clay County, if requested.

STATEMENT OF QUALIFICATIONS DUE DATE

No later than **2:00pm, Central Time, Thursday, May 18, 2023.**

If submitting hard copies in lieu of .pdf format;

One (1) copy of Statement of Qualifications should be submitted to:

Via mail:

Clay County Purchasing Department
16 W. Franklin Street
Liberty, Missouri 64068
Telephone: 816-407-3630

Via electronic delivery:

www.PublicPurchase.com website

Via hand-delivery, deliver to:

Clay County Purchasing Department
16 W. Franklin Street
Liberty, Missouri 64068
Telephone: 816-407-3630

All Statement of Qualifications must be sealed at the time of delivery.

SELECTION AND NEGOTIATION OF AGREEMENT

Based on Clay County's evaluation of each response, the County intends to negotiate an agreement for Airport Planning and Environmental Consultants with the firm that the County determines to be in the best interest of the County. If Clay County is unable to negotiate an agreement with such firm, then the County may undertake negotiations with another of the qualified firms. The County may negotiate an agreement with any of the Airport Planning and Environmental Consultant Services selected for the project at a price determined by the County to be fair and reasonable.

COUNTY'S RIGHT TO REJECT

Clay County reserves the right to reject any or all statements, to waive irregularities, and to select the firm best qualified and capable of performing the desired services in the County's judgment. All responders agree that any rejection by the County will be without liability on the part of the County or its employees for any damage or claim brought by such firm because of such rejection, nor shall any such firm seek recourse of any kind because of such rejection. Each firm is solely responsible for all costs and expenses in preparing its response, participating in the selection process, submitting any information to the County,

Vendor's Initials: _____

responding to any request for additional information, participating in interviews, or participating in negotiations. The submission of a Statement of Qualifications in response to this constitutes an agreement of the responder to these conditions.

No Statement of Qualification, selection, or negotiation will be binding on the County until a written agreement has been properly executed by the Clay County Commission through a County Resolution.

Clay County MO Purchasing Department

Telephone: 816-407-3630

Email: Purchasing@ClayCountyMo.gov

3. RFQ OPENING

- 3.1 RFQ Responses will be read out loud at 3:00 P.M. on **Thursday, May 18, 2023** in the Purchasing Department.
 - a. Location subject to change.

Vendor's Initials: _____

ATTACHMENT 1
Sealed RFQ Label

PLEASE ATTACH LABEL TO OUTSIDE OF RFQ PACKAGE

SEALED RFQ RESPONSE ENCLOSED

DELIVER TO:

**CLAY COUNTY ~ PURCHASING DEPARTMENT
16 W. FRANKLIN STREET
LIBERTY, MO 64068**

RFQ No.: 22-23 DATE: 5/18/2023

RFQs MUST BE RECEIVED 2:00 pm CENTRAL TIME

DESCRIPTION: AIRPORT PLANNING AND ENVIRONMENTAL CONSULTANTS

SPECIFY VENDOR NAME: _____

SPECIFY VENDOR'S CITY, STATE LOCATION: _____

City, State Location

Vendor's Initials: _____