



Request for Proposals

Consulting Services for Hawkinsville-Pulaski County Airport

Released: December 20, 2022
Responses Due: January 20, 2023

City of Hawkinsville

56 BROAD STREET | HAWKINSVILLE, GA 31036

Section 1: Summary

The City of Hawkinsville is soliciting the services of qualified consulting firms for services at the Hawkinsville-Pulaski County Airport. The scope of these services is included in Section 4 of this RFP and generally includes design, construction administration, and inspection.

The City of Hawkinsville reserves the right to reject any and all proposals received.

Submission Content

Interested firms must respond to the Request for Proposals (RFP) in writing as well as provide a thumb drive with the proposal in a searchable PDF file. Firms should provide five (5) copies of the written proposal. Submissions must include all of the following:

1. A cover letter, the signed Bidder Qualification Form in Appendix A, and the signed Information Release Form in Appendix B
2. A response to the request for qualifications in Section 2, including a list of completed similar projects, evidence of proper licensure, evidence of pertinent knowledge, proof of budget and timeline compliance, organizational history, resumes of all key personnel, and a list of references
3. A project narrative and scope of work, including describing in detail the respondent's technical approach to completing each of the tasks enumerated in Section 4
4. A detailed timeline for the completion of project activities
5. An estimated cost and schedule of fees

Invitation to Submit Proposals

Sealed proposals shall be received by the City of Hawkinsville by hand delivery and/or certified mail no later than 5:00 p.m. EST, Friday, January 20, 2023. All questions should be directed in writing to Sara Myers at sara@hawkinsvillega.net before 5:00 p.m. EST, Friday, January 6, 2023. Answers to all questions will be posted on the City of Hawkinsville website as received no later than 5:00 p.m. EST, Friday, January 13, 2023.

Proposals should be submitted to: Sara Myers
City Manager
City of Hawkinsville
56 Broad Street
Hawkinsville, GA 31036

Proposals submitted after the specified due date and time shall not be considered. The City of Hawkinsville reserves the right to reject any or all submittals. The city is not liable for any costs incurred in the preparation of a response to this request for proposals. The City of Hawkinsville is an equal opportunity employer.

Section 2: Qualifications

Firms should submit documentation of qualifications for performing the work identified in the Scope of Services, and identify a project manager and members of the project team. In addition, firms submitting proposals should be certain to provide the following information in their proposals:

1. List of completed similar projects (including project name, location, nature of work, date completed, project costs, owner's name and owner's representative's name, address, phone number, and other contact information).
2. Evidence of required licenses, permits, and professional qualifications, as applicable. Indicate any liability coverage your firm has and the amount of coverage.
3. Evidence of knowledge of national, state, regional, and local policies, regulations, trends, and issues relevant to the completion of this work.
4. Demonstrated proof of the respondent's ability to comply with project budgets and timelines.
5. Organizational history, including years in business and resumes of all partners, associates, or consultants employed in your firm who will be working on this project.
6. Listing of trade or other references relevant to the project.

Award of a contract shall be made to the firm whose proposal is determined to be the most advantageous for the City of Hawkinsville and its member governments, taking into account all of the factors set forth in the Evaluation Criteria in Section 5. No other factors or criteria shall be used in the evaluation. A selection committee may conduct interviews with potential consultants; however, interviews are not required for a selection to be made. While cost is a factor in any bid award, it is not the only factor and may not be the determining factor.

Section 3: Background

The Hawkinsville-Pulaski County Airport (51A) is a publicly owned, general aviation airport located in Pulaski County, Georgia. The airport is approximately 1.5 miles due east of downtown Hawkinsville. The facility has been in operation since 1963. The airport contains one asphalt runway (10/28), which is approximately 3,000 feet long and 60 feet wide. Usage of the airport is approximately 80 percent local general aviation and approximately 20 percent transient general aviation.

The Hawkinsville-Pulaski County Airport is not entitled to federal funding but does receive an allocation of state funds. As such, the City of Hawkinsville has developed a five-year Capital Improvement Plan (CIP) for the airport in partnership with the Georgia Department of Transportation. This document is attached for reference as Exhibit 1 to this RFP. Expected projects include the removal of obstructions surrounding the airport, rehabilitation of airfield lighting, and design of a runway extension project.

Per FAA Advisory Circular (AC) 150/5100-14E, consultant selection is required at least every five years. As such, this RFP process has been initiated.

Section 4: Scope of Services

General Requirements:

The consultant shall communicate regularly and effectively with the City of Hawkinsville and shall complete tasks in a timely and professional manner. The selected consultant shall become familiar with the Hawkinsville-Pulaski County Airport CIP and shall not duplicate this work, but rather provide additional services related to design, construction administration, and inspection of capital improvements.

Implementation of 2022-2026 CIP Projects:

Per FAA Advisory Circular (AC) 150/5100-14E, the City of Hawkinsville as the project sponsor cannot combine planning and design projects into one solicitation. As such, this solicitation is for consulting services to design and implement construction projects as outlined in the CIP. Specifically, this shall include:

1. Design of Airfield Lighting Rehabilitation Project
2. Construction oversight of the Airfield Lighting Rehabilitation Project
3. Construction oversight of the Obstruction Removal Project
4. Design of Runway Extension Project

Other Design and Construction Management Services:

Beyond the scope of the 2022-2026 CIP, the City of Hawkinsville may request additional assistance in the design, construction administration, and inspection of projects designated to occur at the Pulaski County Airport. This element of the project scope will include other projects not explicitly enumerated within the CIP during the five-year period of this procurement.

Section 5: Evaluation Criteria

Proposals will be evaluated by the City of Hawkinsville based on the following criteria:

1. Qualifications, ability, and documented previous quality experience with airport capital improvement design and construction management work (40 percent)
2. Proposer's experience on similar projects, with demonstrated and documented ability to comply with the schedule and budget of a given contract (30 percent)
3. Technical approach and strategy for implementation of the scope of services (20 percent)
4. Schedule for project completion (5 percent)
5. Proposed cost and schedule of fees for the work (5 percent)

Section 6: Administrative Requirements

This project will be designed in accordance with the provisions of the Federal Aviation Administration (FAA) Advisory Circular 150/5300-13B. All construction details will conform to FAA Specifications, AC150/5370-10H Standards for Specifying Construction of Airports, and AC150/5370-2G Operation Safety on Airports during Construction, along with the GDOT Specifications, "GDOT Standard Specifications – 2021 Edition" as necessary. The Consultant must be pre-qualified under GDOT Area Class 2.09 Airport Design and 8.02 Airport Construction Administration and Observation.

Appendix A – Bidder Qualification Form

Legal Contractual Name of Organization: _____

Corporate Mailing Address: _____

City, State, and Zip Code: _____

Contact Person for Proposal: _____

Title: _____ Email Address: _____

Phone: _____ Fax: _____

Federal Tax Identification Number: _____

Description of Organization Structure: _____

Names & Titles of Board Members/Directors

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Appendix B – Information Release Form

I, _____, on behalf of _____ do hereby
(Principal of Firm) *(Name of Firm)*

authorize the City of Hawkinsville to obtain from past clients named herein of the firm:

(List former clients)

any records or information pertaining to the past airport master plans, strategic plans, or market studies, that have been performed by the firm. This information is for the sole purpose of evaluating the qualifications of the firm to perform consulting services for the Hawkinsville-Pulaski County Airport.

I understand that my authorization will remain effective from the date of my signature until January 20, 2024, and that the information obtained will be handled confidentially and in compliance with all applicable laws. I understand that I may revoke this authorization at any time by written and dated communication. I have read and understand the nature of this release.

Signature of Principal of Firm

Date

Witness

Date

Exhibit 1

AIRPORT NAME: HAWKINSVILLE-PULASKI COUNTY AIRPORT
ASSOCIATED CITY: HAWKINSVILLE, GEORGIA

11/13/2020

FIVE YEAR CIP 2022-2026

FY	PROGRAM DESCRIPTION	TOTAL COST	FEDERAL COST	STATE COST	LOCAL COST
2022	1. Easement Acquisition for Obstruction Removal	\$ 50,000	\$ -	\$ -	\$ 50,000
	2. Design Airfield Lighting Rehabilitation	\$ 30,000	\$ -	\$ 22,500	\$ 7,500
	Subtotal	\$ 80,000	\$ -	\$ 22,500	\$ 57,500
2023	1. Construct Airfield Lighting Rehabilitation	\$ 150,000	\$ -	\$ 112,500	\$ 37,500
	Subtotal	\$ 150,000	\$ -	\$ 112,500	\$ 37,500
2024	1. Environmental Assessment for Runway Extension	\$ 90,000	\$ -	\$ 67,500	\$ 22,500
	2. Obstruction Removal	\$ 50,000	\$ -	\$ 37,500	\$ 12,500
	Subtotal	\$ 140,000	\$ -	\$ 105,000	\$ 35,000
2025	1. Right of Way Acquisition	\$ 50,000	\$ -	\$ 37,500	\$ 12,500
	Subtotal	\$ 50,000	\$ -	\$ 37,500	\$ 12,500
2026	1. Design of Runway Extension	\$ 50,000	\$ -	\$ 37,500	\$ 12,500
	Subtotal	\$ 50,000	\$ -	\$ 37,500	\$ 12,500
	TOTALS	\$ 470,000	\$ -	\$ 315,000	\$ 155,000

Approved: _____
 Sara Myers, City Manager
 City of Hawkinsville

Prepared by: Robert and Company

To be received by November 30, 2020 at:
 Georgia Department of Transportation-Aviation Programs
 600 West Peachtree Street, N.W., 9th Floor
 Atlanta, GA 30308
 404.631.1323