

## **INFORMATION PACKAGE**

**for responding to the**

**Request for *Statements of Qualifications* to provide**

**Professional Consulting Services**

Open End Environmental Consulting Contract  
Memphis International Airport (MSCAA)

**MSCAA PROJECT No. 21-1452-00**



**Responses due 2:00 PM local time on Thursday, January 13, 2022**

**INSTRUCTIONS FOR SUBMITTALS**  
**to provide professional consulting services**  
**Open End Environmental Consulting Services**

**MSCAA PROJECT No. 21-1452-00**

**WHEN:** Statements must be received by 2:00 PM local time on Thursday, January 13, 2022

**WHERE:** **VIA HAND DELIVERY or VIA OVERNIGHT COURIER**

MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY  
Procurement Department  
4150 Louis Carruthers Drive  
Memphis, TN 38118

ATTN: MSCAA Project No. 21-1452-00

**HOW:** Response must be sealed, delivered via in person, or overnight carrier and marked on the outside of the envelope, as follows:

**STATEMENT OF QUALIFICATIONS for:**  
**Open End Environmental Consulting Services**  
**Project No. 21-1452-00**

**FORM:** One (1) original hard copy and one (1) electronic copy, using the enclosed forms or electronic equivalent, only. Response must be complete and include the information requested in these instructions. No facsimile transmissions of responses will be accepted. Due to delivery issues at this time, please do not submit via USPS.

**UPDATES:** Respondents are hereby notified that all updates, addenda and additional information, if any, shall be posted to the MSCAA website and Respondents are responsible for checking the MSCAA website up to the deadline for submission of this RFQ.

**SUPPLEMENTAL INFORMATION:** The Authority reserves the right to request any supplementary information it deems necessary to evaluate the Respondent's experience, qualifications, clarify or substantiate any information contained in the Respondent's submittal.

**LEGAL NOTICE**  
**Request for Statement of Qualifications**  
**MSCAA Project Number 21-1452-00**  
**Open End Environmental Consulting Services**

Statements of Qualifications for Open End Environmental Contract will be received by the Memphis-Shelby County Airport Authority (Authority), Procurement Department, 4150 Louis Carruthers Drive, Memphis, TN 38118, until **2:00 PM local time on Thursday, January 13, 2022**. The Information Package, including a description of the scope of services, the selection criteria, the required response format, and additional instructions may be obtained on the Authority's website at [www.flymemphis.com](http://www.flymemphis.com) on or after December 2, 2021.

All Respondents are responsible for checking the Authority's website up to the submission deadline for any updates, addenda or additional information. The successful Respondent must be a MSCAA certified Small Business Enterprise (SBE), in accordance with MSCAA Small Business Participation Program (SBPP) guidance. Since the Disadvantage Business Enterprise program is a part of the SBE program, a certified-DBE is also invited to participate, as well. (Respondent may subcontract with non-SBE/DBE firms; however, SBE must self-perform 30% of total contracted work.) Additionally, Respondent must sign a contract with the Authority that includes Federal Aviation Administration provisions, if applicable, regarding Buy American Preference, Foreign Trade Restriction, Davis-Bacon, Affirmative Action, Debarment and Suspension, and Drug-Free Workplace, all of which are incorporated herein by reference.

The Authority reserves the right to reject any or all responses to this request in whole or in part; to waive any informalities, technicalities, or omissions related to this request; and to reject responses on any other basis authorized by the Authority's purchasing policies. This project will use various funding sources including, but not limited to, grant contracts with the State of Tennessee and/or the Federal Aviation Administration.

The Authority is an equal opportunity employer and prohibits discrimination based on the grounds of age, race, sex, color, national origin, disability, marital status, military service, or sexual orientation in its hiring and employment practices and in the admission to, access to, or operation of its programs, services, and activities.

By order of:  
Scott A. Brockman, A.A.E.  
President and CEO  
Memphis-Shelby County Airport Authority

## GENERAL INFORMATION

MSCAA intends to select one qualified consultant, or proposed team of consultants, to provide the services described herein. The descriptions given are intended to convey an overall scope of services so that each respondent might address its experiences and present its expertise in dealing with the items mentioned. Responding firms should pay close attention to the “Submittal Requirements”, and any other information that has been provided. The responding firm’s ability to follow these instructions and to present its SOQ in a clear and concise manner will be considered during the initial screening and evaluation. The original and one (1) electronic copy of the completed, signed *Statement of Qualifications* should be submitted by 2:00 PM local time on Thursday, January 13, 2022.

## SCOPE OF SERVICES

The project consists of Open-Ended Environmental Consulting Services. Consultant and sub-consultants are highly encouraged to have a local presence and be available for emergency environmental assistance (within 24hr) with a variety of environmental compliance task related to water (Storm water, wastewater, and groundwater permitting), waste (hazardous, non-hazardous, and universal), underground storage tanks, aboveground storage tanks, asbestos, mold survey, air permitting, Phase I and Phase II ESA, ARAP permitting, wetland/ecology services, environmental planning, remediation, and sustainability. Prime and Subs must be able to perform multiple environmental tasks across several environmental media. It is important to note that we wish to engage a firm with experience in environmental matters specifically affecting airports. Projects will be issued as individual task orders based upon negotiated contract billing rates. The project will be a three-year base contract with two one-year Owner-option renewal periods.

## SELECTION PROCEDURES

*Statements of Qualifications* will be solicited from all firms or proposed teams that wish to be considered for the services outlined in this Scope of Services. One consultant or team will be selected by MSCAA based on a review of submitted statements. Statements submitted by the deadline established in these instructions will be reviewed and evaluated by MSCAA in accordance with the listed criteria. MSCAA will make the selections based on material submitted and optional telephone and/or in-person interviews. When citing recent project experience, respondents must provide current names and telephone numbers of knowledgeable project-owner representatives as references.

Following the evaluation of submittals by the selection committee, the firms will be ranked for the project. Upon approval, the staff will attempt to negotiate a fee and scope for the required services with the top ranked firm. If a mutually satisfactory fee is negotiated, it will be submitted to MSCAA’s Capital Program Executive Staff or its Board of Commissioners for approval. If these efforts are unsuccessful with the initial firm, negotiations shall cease with that firm and begin with the next ranked firm, and so on, until a satisfactory agreement has been reached and approved.

## SUBMITTAL REQUIREMENTS

To expedite the evaluation of Submittals, each Submitting Firm must organize its Submittal into the following sections. Submittals which do not follow the specified format as outlined in the evaluation criteria section may be deemed unresponsive and disqualified from the process. In addition, failure on the part of a Submitting Firm to provide the required documentation may be cause for rejection of the Submittal. In the event of any conflict between any of the Submittal documents, resolution thereof shall be at MSCAA's sole discretion.

### A. General Submittal Instructions

1. Submit the one (1) original hard copy and one (1) electronic copy of the Submittal and the required attachments in 8-1/2 x 11 inch 3-ring binders with all pages numbered sequentially.
2. The submittal and attachments cannot exceed thirty (30) single-spaced pages and must be typewritten.
3. Use at least a 10-point font and 1/2 inch margins on all Submittal documents.
4. Electronic copy shall be PDF format and provided on USB Flash Drive.

### B. Required Submittal Components

1. Cover Letter (maximum 2 pages), to provide an introductory statement and summary of the Submittal. It must include contact information for any questions regarding the Submittal. The Cover Letter will not count toward the page limit.
2. Complete the Standard Form 330, "Architect-Engineer Qualifications," Part I with Attachments E and F (one (1) original hard copy and one (1) electronic copy) in the specified format and include the following information. The thirty (30) page limit applies to the entire Form 330 Part I, including Sections E and F for the prime consultant. Resumes and Example Projects (Sections E and F) for sub-consultants may be included, at the option of the prime consultant, if space permits. Standard Form 330, Part II, should also be included for the prime consultant and for any sub-consultants following Resumes and Example Projects but Part II forms will not count toward the thirty (30) page limit.
  - a) Submitting Firms must be able to show at least five (5) years of verifiable and continuous environmental consulting services; experience with airport and local regulatory agencies is preferred. Specify the types of services provided by the Submitting Firm for each project and for personnel assigned to it.
  - b) Provide a summary of the Submitting Firm's knowledge and experience with FAA and airport-specific environmental operations, rules and regulations.
  - c) Summarize the Submitting Firms' experience working in partnership and/or subcontracting with consulting team and related entities. Include information regarding individual team member responsibilities on projects. (Subcontractors may be non-SBE/DBE firms; however, the prime SBE/DBE must self-perform a minimum of 30% of total contracted work.)
  - d) Identify the Submitting Firm's projects currently in progress and explain how the Submitting Firm and program team plan to overcome any schedule conflicts that may inhibit the team's ability to perform the services desired.
  - e) Summarize the qualifications and experience of the key staff that will be assigned to the project team and their role. Identify who will make up the full time, management and support staff.
  - f) Provide a proposed organization chart that lists key staff plus any sub-consultant staff, lines of supervision and communication and the role of each proposed sub-consultant in the program. Clearly indicate any firms which are certified SBE's/DBE's.
  - g) Provide a brief summary of the proposed sub-consultants including staff names, expertise, experience, roles, and estimated percentage of time to be dedicated to the program.

**EVALUATION CRITERIA FOR CONSULTANT SELECTION**

MSCAA will review all Submittals for completeness and adherence to the requirements of this SOQ. Submittals that do not follow the specified format may be deemed unresponsive and disqualified from the process. MSCAA has established the following specific criteria to evaluate Submittals. The evaluation factors are listed in order of importance. Each criteria category will be given a score based on a compilation of the factors, but the factors are not individually weighted.

- 1. EXPERIENCE AND QUALIFICATIONS OF KEY STAFF/EMPLOYEES (0-35 points)
  - a. The specific, recent experience of the project director, the project manager, and other key team personnel for the particular project. Be specific about prior environmental engineering/consulting experience, specifically including airport and West Tennessee experience as well as responsibilities assumed by each of the team personnel.
  - b. Recognition of key personnel of successful completion of major project design and coordination, and confidence in duplicating the success.
  - c. Listing of successful projects of similar size and scope.
  
- 2. EXPERIENCE AND QUALIFICATIONS OF SUBMITTING FIRM (0-30 points)
  - a. Respondent team’s specialized experience and technical competence in environmental engineering experience, specifically including airport and West Tennessee experience, and meeting project schedules.
  - b. Respondent staffing levels and respective firm size as relevant to primary designer’s tasks / lead responsibilities for the overall program.
  - c. Clarity of the organizational chart and assignment of responsibilities.
  
- 3. PROPOSED SUB-CONSULTANT QUALIFICATIONS AND STAFF (0-30 points)
  - a. Experience and qualifications of proposed sub-consultants in their respective areas of expertise and relative value added to design team.
  - b. Prior years and type of project experience with the Respondent and other sub-consulting firms.
  - c. Clarity and quality of the sub-consultant organizational chart and responsibilities.
  - d. Staffing level and firm size as relevant to the assigned responsibilities
  
- 4. BUSINESS AND FINANCIAL REFERENCES (0-5 points)
  - a. Type and level of references provided by Respondent.
  - b. Quality of feedback from references for Respondent on experience and performance.

**PROJECT SCHEDULE**

**Receive Statements:** ..... **2:00 PM local time on Thursday, January 13, 2022**  
**Selection Interviews (if required)** ..... **January 2022**  
**Final Selection:** ..... **February 2022**  
**Award of Contract:**..... **February 2022**  
**Notice to Proceed (NTP)** ..... **February 2022**

### **SUBMITTALS REQUIRED DURING INTERVIEW**

A copy of Respondent's Financial Statements for the most recent three (3) years will be required during the interview process. The Authority prefers Audited Financial Statements, but will accept Reviewed Financial Statements performed by an independent Certified Public Accountant. However, if neither of these is currently available, please submit the Respondent's Federal Tax Returns, and all supporting schedules, for the most recent three (3) years.

### **SMALL BUSINESS ENTERPRISE PROGRAM**

For purposes of this small business element, the Authority will require the following verification and/or certification:

Tennessee Unified Certification Program (TNUCP) DBE Certification – DBE Certification by a certifying member of the TNUCP which stipulates that a firm has been determined to meet all the requirements in accordance with 49 CFR Part 26. All certification determinations are evidenced by a letter of DBE certification issued by a certifying member of the TNUCP. It should be noted that the Memphis Shelby County Airport Authority is a certifying member having the ability to process all applications for certification in accordance with TNUCP requirements. The Authority applies the standards and procedures for DBE certification applicants contained in Subparts D, and E, of 49 CFR (26.61 – 26.91). MSCAA retains complete signature authority for all applications. Additionally, all applications and files maintained with the Authority are audited for accuracy as required.

A non-DBE certified potential small business concern must complete a simplified application and provide the following information prior to a solicitation or a bid submittal, as evidence of the small business status:

Evidence of SBA 8(a) or SBD Certification (as described in 13 CFR Parts 121 and 124), if applicable.

A completed SBC Application, application can be obtained from the Authority's website [www.memvendor.com](http://www.memvendor.com)

A copy of the business tax returns for the most recent three year period indicating the gross receipts; and

A statement from a Certified Public Accountant indicating the firms average gross receipts for the past three years.

Use of Personal Net Worth: The Authority, in addition to the standards for small business concerns described above, plans to utilize the current Personal Net Worth standards of the DBE program (26.67), presently at \$1.32 million dollars.

## **INFORMATION ON ALL FIRMS CONSIDERED FOR PROFESSIONAL SERVICES**

In order to expand the Authority's database of firms providing professional services, the Respondent must submit a completed form, "Information on All Firms Considered for Professional Services" found in this packet. Respondent should list information for every firm that may be considered for Respondent's team on this project, even if Respondent ultimately decides not to include the firm as part of Respondent's final program team.

## **CONTACT OF AIRPORT STAFF AND BOARD OF COMMISSIONERS**

All firms are hereby placed on notice that neither the MSCAA Board of Commissioners, nor its employees or agents shall be lobbied either individually or collectively regarding this RFQ. Respondents, consultants and their agents are hereby advised that they are not to contact members of the MSCAA Board of Commissioners or staff members for such purposes as holding meetings of introduction, dinners, submission of information that is not part of the RFQ response, etc. if they intend to submit, or have made a submittal for consideration. Employees, agents and representatives from firms submitting qualifications for this project shall not undertake any activities or actions to promote or advertise their submittal to the Board of Commissioners or airport staff members.

***ANY FIRM CONTACTING INDIVIDUALS MENTIONED HEREIN SHALL BE IN VIOLATION OF THIS WARNING AND MAY BE DISQUALIFIED FROM FURTHER CONSIDERATION.***

### **PROJECT DESCRIPTION**

**Open End Environmental Contract  
Memphis International Airport  
MSCAA Project No. 21-1452-00**

Memphis International Airport, "America's Aerotropolis", is a powerful driver of economic activity in the Memphis region. The Airport is operated by the Memphis-Shelby County Airport Authority and is the headquarters for the FedEx air cargo operation; an important destination for multiple airlines; and home of a state-of-the art Air National Guard facility. The Airport also houses numerous ancillary support facilities; two fixed base operations adjacent to the Airport; and two general aviation facilities at off-site locations.

The primary objective of the Open End Environmental Contract is to engage a professional consulting team that is capable of supporting the capital improvement goals of the Memphis-Shelby County Airport Authority.



**Identification of Contract Goal and Requirements**

For this contract, there aren't contract goals assigned. In order to be responsive, a Respondent must meet the criteria for being a Small Business Enterprise (SBE) according to the MSCAA Small Business Participation Program

**SANCTIONS FOR NON-COMPLIANCE**

In case of the Respondent's non-compliance with SBPP requirements as applicable, including, but not limited to, documentation, cooperation, and truthfulness, MSCAA shall impose such contract sanctions as it may determine to be appropriate. This may include but is not limited to:

- a) Withholding of payments to the Respondent under the Contract until the Respondent complies; and/or
- b) Cancellation, termination, or suspension of the Contract, in whole or in part; and/or

**PROMPT PAYMENT/RETAINAGE**

The Respondent agrees to pay each subcontractor under this prime contract for invoices submitted or normal progress payments for work completed satisfactorily or supplies provided satisfactorily pursuant to its contract and no later than fifteen (15) days from the receipt of each payment it receives from the MSCAA.

There is no retainage or other sums allowed to be withheld from progress payments or any other payments and any exceptions to this prompt pay/retainage provision must be requested in writing by Respondent (Contractor) and approved in writing by an MSCAA Vice-President or higher prior to the delay or withholding of any payments under this provision.

Respondent (Contractor) will include the following paragraphs in all contracts and/or agreements related to the work [under this Contract] with subcontractors or suppliers and will require all its subcontractors and suppliers to include this paragraph in any contracts and/or agreements related to the work [under this Contract] with any other third parties and any other lower tier subcontractors or suppliers:

“It is understood and agreed by all involved parties that payment for work completed satisfactorily or supplies provided satisfactorily will be made to the appropriate party no later than fifteen (15) days from receipt of payment for that work or those supplies.

There is no retainage or other sums allowed to be withheld from progress payments or any other payments and any exceptions to this prompt pay/retainage provision must be requested in writing to MSCAA and approved in writing by an MSCAA Vice-President or higher prior to the delay or withholding of any payments under this provision.”

