

**ONEIDA COUNTY DEPARTMENT OF AVIATION  
REQUEST FOR QUALIFICATIONS (RFQ)  
PROFESSIONAL CONSULTING SERVICES**

Notice is hereby given that the Oneida County Department of Aviation requests Statements of Qualifications from qualified firms to provide airport system and planning services, and architectural / engineering services for the design and construction administration / inspection of airport improvement projects at the Griffiss International Airport, Rome, NY. Qualified firms must have recent experience (i.e. within the last five (5) years) in airport work similar to that proposed and demonstrate a working knowledge of Federal Aviation Administration (FAA) and New York State Department of Transportation (NYSDOT) regulations, requirements and procedures. Professional services shall include, but not be limited to, civil engineering design, airfield design, energy and environmental design; utilities and infrastructure design; surveying; evaluation and documentation of existing conditions; verification of as-built conditions including field verification of all existing above and underground utilities; cost estimating and scheduling; technical studies; permitting; construction administration and resident engineering; and all other related services including coordination with the County, its other Consultants, the City and all federal, state and local agencies having interests in the projects. The successful proponent shall also be responsible for on-call professional services, FAA and NYSDOT grant coordination, environmental studies, compliance reviews, and other tasks as assigned. The proposed agreement for professional services is expected to commence on or about October 1, 2009, for a term of five (5) years.

The Griffiss International Airport and latest Airport Layout Plan / ACIP are available for inspection by appointment. Inquiries and/or requests for additional information should be directed to Vernon Gray, Commissioner of Aviation, or William Applebee, Airport Engineer, 315-736-4171.

Proposals to provide the services described herein shall include a letter of transmittal requesting that the firm be certified as qualified to provide the required professional services, organizational profile and qualifications, scope of services proposed, SF 330: Architect-Engineer Qualifications, and related data. Responses are limited to 25 pages, exclusive of covers, table of contents, dividers, and any required forms.

Interested firms shall submit an original proposal and eleven (11) copies thereof in a sealed envelope bearing the name and address of the proposer and the words "QUALIFICATIONS FOR PROFESSIONAL GENERAL CONSULTING SERVICES FOR THE GRIFFISS INTERNATIONAL AIRPORT" by 4 p.m. local time on July 15, 2009, at the Griffiss International Airport, Attn: Commissioner of Aviation, 592 Hangar Road, Suite 200, Rome, NY 13441. Proposals received after the time and date specified will be returned unopened.

The selection process will conform to the guidelines set forth in FAA Advisory Circular 150/5100-14D and the County of Oneida Procurement Policy for the acquisition of professional services. A Professional Services Evaluation Committee (PSEC) shall review all submittals, evaluate statements of qualifications and performance data, and conduct discussions with not less than three (3) firms regarding their qualifications, approach, and ability to provide the required professional services. Evaluation and selection of the consultant shall include, but not be limited to: (1) Demonstrated experience and qualifications of the firm in providing airport consulting services; (2) Professional qualifications and experience of principals and key personnel who will perform the services and their recent experience in projects of a similar nature; (3) References from at least three airport sponsors on recently completed airport projects; (4) Experience and qualifications in managing and administering FAA and NYSDOT airport improvement program grants; (5) Qualifications and experience of outside consultants regularly engaged by the firm; (6) Ability to provide qualified inspectors for construction inspection; and (7) Disadvantage Business Enterprise goals.

Oneida County accepts no responsibility for any expense related to preparation or delivery of proposals, reserves the right to reject any or all proposals, to waive technical errors and informalities, and to accept the proposal, which, in its judgment, best serves the public interest. Oneida County is an equal opportunity employer.