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July 8, 2010

**NOTICE OF PROPOSAL
(REQUEST FOR QUALIFICATIONS)
RP022-10**

The Gwinnett County Board of Commissioners is soliciting statements of qualifications from firms for a **Public Private Partnership (PPP) for the operation, development and maintenance of the Gwinnett County Airport - Briscoe Field** for the Gwinnett County Department of Transportation.

Statements of Qualifications must be returned in a sealed container marked on the outside with the Request for Qualifications number and Company Name. Qualification submittals will be received until 2:50pm local time on **August 16, 2010** at the Gwinnett County Purchasing Office, 75 Langley Drive, Lawrenceville, Georgia 30046. Any proposal received after this date and time will not be accepted. Qualification submittals will be publicly opened and only names of submitting firms will be read at 3:00 P.M. A list of firms submitting will be available the following business day on our website www.gwinnettcounty.com.

Request for Qualification (RFQ) documents are available, at no charge, at www.gwinnettcounty.com.

A pre-proposal (RFQ) conference is scheduled for **10:00 a.m. on July 26, 2010** at the Gwinnett County Conference Center, 75 Langley Drive, 2nd Floor, Conference Room C. All interested parties are urged to attend.

Questions regarding this RFQ should be directed to Shelley McWhorter, Purchasing Associate III at Shelley.mcwhorter@gwinnettcounty.com or by calling 770.822.8734, no later than 4:00 pm on July 27, 2010. Qualifications are legal and binding upon the bidder when submitted. One (1) single-sided unbound original eight (8) copies and one (1) CD/DVD should be submitted.

Gwinnett County does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Gwinnett County Government should be directed to Michael Plonowski, Gwinnett County Justice and Administration Center, 770.822.8015.

The written qualification documents supersede any verbal or written prior communications between the parties.

Selection criteria are outlined in the RFQ documents. Gwinnett County reserves the right to reject any or all submittals, to waive technicalities and to make an award deemed in its best interest.

All companies submitting will be notified in writing of award.

We look forward to your response and appreciate your interest in Gwinnett County.

Shelley McWhorter, CPPB
Purchasing Associate III



I. OVERVIEW

Gwinnett County (County) is soliciting statement of qualifications from qualified airport management and development companies (Firms) interested in entering into a Public Private Partnership (PPP) with the County under a long-term lease or sale and corresponding agreement to operate, maintain, develop and commercially exploit the Gwinnett County Airport – Briscoe Field (Airport) located in Lawrenceville, GA. This could include the development and commercialization to include commercial air passenger services. At the conclusion of this process, potential outcomes for this PPP initiative may be one of the following: operation, maintenance, development and commercial exploitation of the Airport as a General Aviation Airport or the operation, maintenance, development and commercial exploitation of the Airport with the addition of air carrier service.

Firms can submit their qualification individually or as team established for this purpose. The preferred Firm will be selected following a two-step process:

1. Request for Qualifications (RFQ) wherein the selection of qualified proposers are sought and a short list of qualified proposers is generated following a transparent and clearly delineated qualifications process of relevant and very specific qualifications to the objectives of the County.
2. Request for Proposals wherein proposals only from qualified proposers on the short list are sought (or allowed).

This two-step process will be conducted in accordance with all applicable Federal, State and County laws and regulations.

The County has received approval of the Preliminary Application under the FAA's Airport Privatization Pilot Program. Respondents to this RFQ are encouraged to consult the Preliminary Application. The application may be viewed and downloaded from either of the following sites:

<http://www.gwinnettcountry.com/static/departments/transportation/pdf/GwinnettCountyAirportBriscoeField.pdf>

<http://www.regulations.gov/search/Regs/home.html#docketDetail?R=FAA-2010-0473>

The County desires to continue having the Airport operated as a public aviation facility in accordance with all applicable laws and regulations and in compliance with all existing and future agreements between the County and the FAA, specifically including, but not limited to, FAA grant agreements and relevant and applicable sponsor grant assurances. Any agreement shall be subject to the approval of the County's Board of Commissioners and, if applicable, to the extent required by law, the FAA and any other state or federal agency with jurisdiction over the agreement.

The resulting public-private partnership will be structured to achieve the following goals and objectives of the County:

1. Improved Financial Performance: Ensure that the Airport is a self-financing enterprise and the income received from the Airport is sufficient to cover: 1. At a minimum, the continued operation of the Airport as a General Aviation Airport; 2. All necessary expansion plans; 3. Required and desired operational and safety upgrades; 4. Capital improvements; and ongoing maintenance needs to ensure the airport is operated at its highest and best use consistent with the County and community interests.
2. Enhance Regional Economic Activity: Further develop the Airport in concert with County's economic initiatives to support the overall business and industrial activity of the region, providing an increasing economic stimulus to the County and the surrounding community.
3. Best Use of Airport Assets: Tactfully operate all Airport assets in compliance with safety and security practices to obtain the maximum financial return of Airport infrastructure.
4. Potentially establish Gwinnett County Airport-Briscoe Field as a secondary commercial airport in the Metropolitan Atlanta Region: Capitalize on economic development population growth to develop the Airport as the secondary commercial airport in the region.

5. Potentially increase Travel Options and Competition: Develop a marketing plan to attract air carriers to provide improved connectivity, competitive fares, and satisfy the needs of the local business community.

II. STATUTORY REQUIREMENTS

The County has reviewed the statutory requirements and two notices issued by the FAA, 62 F.R. 19638 (issued April 22, 1997) and 62 F.R. 48693 (issued September 16, 1997) with regard to the FAA's privatization pilot program, and is prepared to meet those requirements. In addition to the goals noted above, the following statutory objectives of 49 U.S.C. § 47134 must be satisfied should the County participate in the pilot program. The County will ensure that these conditions are satisfied by the new airport operator (Operator).

1. The Airport will continue to be available for public use on reasonable terms and conditions without unjust discrimination.
2. The operation of the Airport will not be interrupted in the event that the Operator becomes insolvent or seeks or becomes subject to any State or Federal bankruptcy, reorganization, insolvency, liquidation, or dissolution proceeding or any petition or similar law seeking the dissolution or reorganization of the Operator or the appointment of a receiver, trustee, custodian, or liquidator for the Operator or a substantial part of lessee's property, assets, or business.
3. The private operator/developer will "maintain, improve and modernize" airport facilities through capital investments, and submit a plan to the designated County office for these actions.
4. Every fee of the airport imposed on general aviation will not increase faster than the rate of inflation unless a higher amount is approved by the County. Should the airport service air carriers, fees increments in excess of the rate of inflation will require the approval of:
 - a. At least 65 percent of the air carriers serving the airport; and
 - b. Air carriers whose aircraft landing at the airport during the preceding calendar year had a total landed weight during the preceding calendar year of at least 65 percent of the total landed weight of all aircraft landing at the airport during such year.
5. Safety and security at the Airport will be maintained at the highest possible levels.
6. Adverse effects of noise from airport operations will be mitigated to the same extent as at the public airport.
7. Adverse effects of the environment from airport operations will be mitigated to the same extent as at the public airport.
8. Any collective bargaining agreement that covers airport employees and is in effect on the date of the sale or lease of the airport will not be abrogated by the sale or lease.
9. No adverse impacts to existing tenants.
10. Prospective owners/lessees should note Georgia State Law concerning foreign ownership of airports (official Code of Georgia, 6-3-20.1).

In addition to these requirements, in order for the County to participate in the FAA privatization pilot program, the FAA Administrator must find that the transfer of the Airport to the successful Firm will not result in unfair and deceptive trade practices or unfair methods of competition, and that the interests of general aviation users are not adversely affected. However, failure by the Administrator to make such a finding will not necessarily affect the County's consummation of the public private partnership aside from participation in the pilot program. Firms responding to this RFQ must acknowledge in their letter of interest compliance with the same.

III. PUBLIC INVOLVEMENT

Both the County and its prospective partners acknowledge that significant changes at Briscoe Field will be of great interest to multiple and likely competing interests. Accordingly, the County seeks to obtain from each prospective Firm its qualifications and its approach for ensuring the public's input, including

input from potentially affected minority and low-income populations, in the development and operations at the Airport. Public involvement should be clearly defined and organized as well as significant.

IV. THE COMPETITION PROCESS

The County has determined that the opportunity to manage, maintain and develop the Airport will be tendered to a single firm or consortium of firms by means of a future privatization agreement with related operating and development agreements, as appropriate. The County intends to establish a relationship with a single firm or consortium of firms that will manage and develop the Airport for the mutual benefit of both parties.

At this time, the County intends to adhere to the following schedule for the submittal and evaluation process:

1. Pre-Proposal Conference (RFQ): An information meeting for potential Firms will be held at the Gwinnett County Conference Center, 75 Langley Drive, 2nd Floor, Conference Room C on July 26, 2010 beginning at 10:00 a.m. The meeting will include County officials, an overview of the competition process and expectations for Submittals.
2. Request for Qualifications (RFQ): The County will review the submitted statements of qualifications to determine whether there are qualified and interested Firms to develop a short list of potential firms for the technical and financial proposal phase.
3. Pre-Proposal Conference (RFP): An information meeting for qualified Firms will be held. The meeting will include County officials.
4. Request for Proposals (RFP): The County will seek and review detailed financial and technical proposals from the short list of pre-qualified Firms on the potential privatization of the Airport. The County reserves the right to reject or accept any or all proposals and to waive technicalities, informalities and minor irregularities in the proposals received.
5. RFP Selection and Negotiation: After review, the County will determine the proposal that best satisfies the County's objectives for the competition (Note: A firm's qualifications will also be part of the final review process). The County may decide to interview one or more of the short listed Firms to seek clarifications of their proposal(s) and/or visit and inspect any facilities currently operated by the Firm (s) at its discretion prior notification in writing. Upon final selection, the County will negotiate the agreement for the potential privatization of the Airport.

V. SCOPE OF SERVICES

A. Minimum Airport Management and Operations Responsibilities

The selected Firm will be required to provide an airport manager and appropriate staff to provide airport services on a seven-day-a-week, 24-hours-per-day basis. The Firm will be required to retain current County Airport personnel at their salary or wage rate, and in a similar capacity as of date of financial close. The Firm's airport manager and staff will have, at a minimum, full responsibility for all of the operation and maintenance of the Airport including, but not limited to, the following list of services:

1. Coordinate and maintain airport security.
2. Maintain safety of runways and taxiways and provide Airport Rescue and Fire Fighting (ARFF) services as a commercial airport.
3. Coordinate with the County and FAA regarding grant and operational matters.
4. Supervise and perform all services such as maintenance and maintenance of adequate records.
5. Coordinate any construction, maintenance, or other activities at the Airport to minimize interference with Airport operations.
6. Enforce Airport regulations and other applicable statues or rules.
7. Properly manage the relations with the community and the Gwinnett County Department of Transportation.

8. Act on behalf of the County in coordinating with surrounding counties, the City of Atlanta, other municipalities, and various Federal and State agencies on matters relating to aid programs and operations.
9. Provide general care of the Airport to assure cleanliness, good appearance, and efficient, safe operation.
10. Develop revised Airport rules and regulations within the first 90 days, for review and acceptance by the County, and, if applicable, the FAA.
11. Develop emergency plans including coordination of off-airport resources.
12. Provide contractual service(s) with third parties as necessary.
13. Furnish, operate and maintain all mechanical, plumbing, electrical and communications systems as may be required to operate the Airport.
14. Arrange and pay for all water, sewer, electricity, gas, telephone and other utilities as may be necessary to operate the Airport.
15. Maintain separate financial accounting records to properly record and categorize revenues by function on a basis prescribed the County, safeguarding the assets being managed. The operator/developer will be expected to provide the County at least quarterly and year-to-date statements of operating reports, and to permit inspection and/or audit of financial and operating records according to terms to be specified in the public-private partnership agreement.
16. Complete and update an airport layout plan as applicable to commercial air service and annually submit to the County a 5-year capital improvement program ("CIP") addressing the operational needs of the Airport.
17. Assure that aviation fuel, aircraft maintenance and other aircraft services reasonably required to meet the needs of the users of the Airport are provided on the Airport.
18. Obtain and maintain fire, casualty and flood insurance for the Airport and its facilities and, in addition, a general liability insurance policy including aircraft liability and airport operator legal liability, automobile liability and workers' compensation coverage.
19. Operate concessions and any other consumer service activity related to airport activity or customers that have not been leased to a third party.
20. Properly manage any environmental and noise issues arising from the contractor's operation of the Airport.
21. Develop and market the Airport.
22. Coordinate with the County on the County's operations and maintenance of any on-Airport facilities remaining under the County's responsibility.

B. Additional Services and Considerations Under a Lease

The list above constitutes most of the operations and maintenance activities of the Airport. The County reserves the right to modify the list as part of the final public-private partnership agreement.

C. Rights of the County and FAA

1. The County, by its officers, employees, or agents may retain the right to enter upon the Airport premises for the purpose of inspection of the premises.
2. The County may reserve the right to take proper action to protect the aerial approaches of the Airport against obstruction.
3. The County may reserve the authority to insure that the Airport will be operated and maintained in accordance with pertinent Federal statutes, rules, regulations and covenants contained in the Assurances.
4. To the extent that the law or grant assurances may require, the approval of formal lease of the FAA may be necessary for any construction on those portions of the Premises designated on the ALP as being for aviation purposes.
5. It is understood that the County may utilize a mechanism, such as a County committee, commission or authority to monitor the Airport and its operations.

VI. INSTRUCTIONS / SUBMITTAL FORMAT AND CONTENTS

The County invites the submittal of Statements of Qualifications (Submittals) from Firms or consortium of Firms that are capable of performing the scope of services specified above. The County will review responses to this request and other considerations that the County may deem to be relevant to this assignment. On the basis of the evaluation of Submittals received in accordance to Item 7 of these RFQ, the County intends, but shall not be obligated, to qualify one or more Firms for further consideration and the solicitation of technical and financial proposals. The County reserves the right to reject or accept any or all proposals and to waive technicalities, informalities and minor irregularities in the proposals received. Furthermore, the County reserves the right to seek the approval of any designated Firm from appropriate federal and state agencies.

In order for a Submittal to be considered by the County, the following items must be addressed in the order specified below:

A. Description of the Firm

1. Name and role of each corporate entity included in the Submittal.
2. The form of each corporate entity included in the Submittal (Corporation, Partnership, etc.).
3. Primary location, address, email, telephone and fax numbers of each corporate entity included in the Submittal.
4. An organization chart showing the priority and role of each company and lines of authority and approval.
5. Name and address of any affiliated parent and/or subsidiary.
6. The name, title, address, telephone number, fax number, and e-mail address of the Primary Contact for the Firm, plus the same data for an Alternative Contact should the Primary Contact be unavailable. All information and notices will be sent to the Primary Contact.

B. Adding or Deleting Members of the Firm Team

The County considers the firm or firms named in a Submittal to constitute the Firm for this phase of the competition (i.e., evaluation for purposes of developing a short list of firms that will be invited to submit detailed technical and financial proposals). The Firm is free to add subordinate firms (consortium partner or subcontractor form) after the Firm is short-listed and prior to submitting a detailed technical and financial proposal. The County must be notified in writing of any such addition. If the Firm deletes a firm from its team (either consortium partner or subcontractor) after including it in its Submittal, it must *immediately* notify the County in writing. If the County, in its sole discretion, determines that such deletion has materially diminished the qualifications of the Firm, then the County may disqualify the Firm from further participation in the competition.

C. Experience

Firms are required to demonstrate that they possess technical capability to successfully complete the PPP transaction and operate and develop the airport to its highest and best use.

The Firm must show effective and substantive (relative to key objectives) experience of the firm in the provision of similar services under consideration.

1. Performance on current and recent airport and/or public-use infrastructure facility management and development projects relevant to the future operation, management and development of the Airport. This should also include the following: a complete description of airport management and operations experience, and a description of the facilities and airports being managed by the Firm, both domestically and internationally. If the Firm is a newly formed entity, a description of the relevant experience of the constituent members and the planned management structure to integrate operational functions could be submitted (this planned structure may be amended by the short-listed Firms in conformance with their technical proposals).
2. Performance on current and recent commercial and industrial development projects relevant to the development of the Airport.
3. Experience and other relevant data must be provided using the table found in the Attachment A of this Qualification Document.

4. Knowledge of FAA, Federal and State rules and regulations regarding airport operations.

D. Financial Capabilities

1. Demonstrate financial backing commensurate with a project of this size and complexity as potentially envisioned by the responder.
2. Ability to improve Airport infrastructure.
3. Audited financial statements for the last 5 years.
4. Letter detailing financing capacity.
5. Credit ratings.

E. Public Involvement

Provide previous experience in dealing with public information dissemination, hearings and strategies.

F. References

Five client references from listings including current name, position, organization, address, telephone number and email address. Accuracy of the current phone number and contact person is important. If the contact person or phone number is not correct, or if the reference is incomplete, the scoring of that particular reference may negatively affect the possible points awarded to the firm under this section of the scoring criteria.

G. Principals

Include the name, title and responsibility of the top five individuals from the company or consortium assigned to work with the County, professional qualifications of each person, current title and reporting relationship.

H. Project Organization Chart

The Submittal should include an organization chart illustrating the proposed organization and areas of responsibility by Firm and person in charge. At a minimum, identify the Principal-in-Charge, Project Manager, Business/Financial Manager, and any other key personnel, as appropriate. The chart should be concise with name and function of proposed key staff. Professional qualifications of the identified key staff should be included.

I. Subcontractors

If the Firm plans to provide services utilizing other firms (subcontractor or firms without ownership in the consortium or joint venture), provide general information about each such firm that is required of your firm by this solicitation and detail how it will be integrated into the overall organization. Include the names, titles, responsibilities and qualifications of only the most important individual(s) from each subcontractor.

J. Legal Background

Each company named in the Submittal should disclose:

1. A list of outstanding litigation or major unresolved client disputes arising from the provision of the type of services requested by the County, including a brief description of the issue.
2. A list of any civil or criminal penalties imposed on the firm, consortium or its officers in the past 10 years by a government entity that are related to the provision of the type of services requested by the County, including a brief description of the issue.

K. Required Statements

1. Letter of Interest stating the Firm's interest in providing the Scope of Services that demonstrates an understanding of the project and the scope of work, and suggested structure of the organization and management methods that will be used. The project approach may be structured in any way deemed to be responsive to the needs of the County as generally described herein. Firms should explain any proposed coordination between the prime and proposed subconsultants as well as explain coordination with the Airport's operational needs, and provide any other information that may assist the County in

- making a selection. This letter must be signed by a senior executive of the responding firm or consortia empowered by the firm or consortia members to respond to this Request on their behalf. *Limit to 5 pages single sided.*
2. Letter acknowledging compliance with U.S Code Title 49 § 47134: Pilot Program on Private Ownership of Airports Statutory Objectives as well as a statement of agreement to comply with the following:
 - a. The airport will continue to be available for public use on reasonable terms and conditions and without unjust discrimination.
 - b. The operation of the airport will not be interrupted and assured to operate in same manner in the event that the Operator becomes insolvent or seeks or becomes subject to any State or Federal bankruptcy, reorganization, insolvency, liquidation, or dissolution proceeding or any petition or similar law seeking the dissolution or reorganization of the Operator or the appointment of a receiver, trustee, custodian, or liquidator for the Operator or a substantial part to the lessee's property, assets, or business.
 - c. The lessee will maintain, improve, and modernize the facilities of the airport through capital investments and will submit to the Secretary of Transportation or their designee a plan for carrying out such maintenance, improvements, and modernization.
 - d. Every fee of the airport imposed on general aviation will not increase faster than the rate of inflation unless a higher amount is approved by the County. Should the airport service air carriers, fee increments in excess of the rate of inflation will require the approval of:
 - 1) At least 65 percent of the air carriers serving the airport; and
 - 2) Air carriers whose aircraft landing at the airport during the preceding calendar year had a total landed weight during the preceding calendar year of at least 65 percent of the total landed weight of all aircraft landing at the airport during such year.
 - e. Safety and security at the airport will be maintained at the highest possible levels.
 - f. The adverse effects of noise from operations at the airport will be mitigated to the same extent as at a public airport.
 - g. Any adverse effects on the environment from airport operations will be mitigated to the same extent as at a public airport.
 - h. Any collective bargaining agreement that covers employees of the airport and is in effect on the date of the sale or lease of the airport will not be abrogated by the sale or lease.
 3. Statement summarizing the evidence that the Firm has the necessary capability to start performing airport management functions as soon as March 2011. Actual transition date will be mutually agreed to by all parties. *Limit to 1 page single sided.*
 4. Statement that the Firm will comply with all applicable federal, state and local statutes, rules and regulations concerning operation of airports, non-collusion in submission of this Submittal, non-discrimination and affirmative action in employment and public work, and non-discrimination in the conduct of the Firm's business.
 5. Statement of financial capability, including certified financial statements for the past three fiscal years and (if appropriate) Form 10K, submitted to the U.S. Securities and Exchange Commission, if any, for the past three years. If no 10K annual reports were filed, then include balance sheets and income statements prepared in accordance with Generally Accepted Accounting Principles, with all footnotes applicable to the financial statements signed by the Firms Chief Executive Officer (CEO) and Chief Financial Officer (CFO).
 6. Statement acknowledging that the County reserves the right to accept, reject, or negotiate modifications to any Submittal, proposal or draft agreement submitted as part of this competition that the County deems is in its best interests.
 7. Statement that no broker fee, finder's fee or contingent fee will be paid by the Firm as a result of its success in this competition.

L. Required Signatures

1. If the Firm is a corporation, the Submittal must be signed by an officer of the corporation, indicating the signer's official capacity and stating that the signer is authorized to sign and submit on behalf of the corporation.
2. If the Firm is a partnership or proprietorship, the Submittal must be signed by a general partner or other duly authorized person. The title and official capacity of the person signing

- the Submittal must be stated, including a statement that the signer is authorized to sign and submit the Submittal on behalf of the partnership or other entity.
3. If the Firm is a consortium or joint venture, the Submittal must be signed by an officer of the lead company(ies) with signed letters from authorized officials of the other participants confirming their participation.
 4. Optional Attachment. Firms can include corporate brochures and other marketing materials (including CD-ROMs), client testimonials, etc. as a separate Attachment to their Submittals. Such an Attachment must be labeled "Optional Attachment". Firms should be aware that the County will review and consider any such optional material at its sole discretion, and that it may investigate any claims or information included in these materials.

M. Format

All materials other than graphics, brochures, plans and the Optional Attachment must be submitted in an 8.5 inch by 11.0 inch format with a general text font of no less than 10 point size and page margins of at least one inch all around.

N. Additional Information (Short-listed Firms Only)

In addition to the qualification elements listed above, *short-listed Firms only* will be asked for the following qualifications-related information (in addition to other items) in conjunction with their technical and financial proposals (this information DOES NOT need to be provided as part of this Submittal):

1. Timing/detail of application for Part 139 certificate, if applicable.
2. Plan for compliance with 49 CFR 1540 and 49 CFR 1542, if applicable.
3. A description of the Firm's capability of complying with the public sponsor's existing grant assurances, including the assurance of compatible land use around the airport, the protection of navigation aides, approach lights, runway safety areas, and runway protection zones, and the continuation and extension of navigation easements.
4. Affiliations with organizations and persons engaged in aeronautical business activity at the airport (other than airport management).
5. A description of all charges of unfair or deceptive practices or unfair methods of competition brought against the Firm, the Firm's key personnel and in the case of a Firm that is a joint venture, partnership or other consortium, the separate members of the entity for the past 10 years. The description should include the disposition or current status of each such proceeding.

Firms should note that all qualifications information, including information provided in this Submittal, any subsequent clarifications and investigations, and any additional qualifications or information solicited and/or submitted along with the technical and financial proposals, will be considered as part of the County's final evaluation and award process.

VII. SUBMITTAL EVALUATION PROCESS

A. Conditions

The County will consider Submittals that include the elements cited above. Submissions received in a format other than the requirements outlined above may be rejected by the County in its sole and absolute discretion. The County also retains the right to cancel this RFQ and reject any or all Submittals.

The law of the State of Georgia shall govern the Agreement. Any disputes relating to this RFQ or related or subsequent agreement must be resolved accordingly. Exclusive venue for any lawsuits or disputes arising out of this RFQ or an agreement negotiated pursuant thereto shall be in a competent court consistent with all applicable laws.

B. Considerations for Evaluation

Submittals will be evaluated first according to their completeness and adherence to the requirements of this Request. Firms are asked to include only those qualifications relevant to

the provision of the services being considered by the County. The County reserves the right to request clarifications and additional information from individual Firms as part of the evaluation process. Other Firms will not be notified of any such requests.

Following the completeness check, submittals will be evaluated according to the following considerations along with requirements in Section VI.C-F.:

Experience

1. Demonstrated technical and human resources capability to successfully and safely manage, operate and develop a general aviation airport such as Gwinnett County Airport – Briscoe Field.
2. Record of performance improvement (operations, maintenance, facilities, costs, revenues, labor relations, marketing, administration, and/or economic development, etc.) at facilities, services and projects managed by the Firm.
3. Record of successful client relations and client satisfaction at facilities, services and projects managed by the Firm.
4. Record of successful tenant and customer management at facilities, services and projects managed by the Firm.
5. Record of successful and positive employee and labor relations for facilities, services and projects managed by the Firm.
6. Record of successful relations, reputation and regulatory compliance with regional and/or national officials of the Federal Aviation Administration and appropriate state governing bodies.

Financial Capability

7. Financial capacity for successfully managing, operating and developing the Airport without material risk to the County.
8. Record of meeting contractual commitments at facilities, services and projects managed by the Firm.

Public Input

9. Record of successful and positive community and city government relations for facilities and projects managed by the Firm.

C. Evaluation Criteria

The following is a list of the criteria that will be used in the evaluation of the RFQs and their relative weights shown as maximum point values. Note Section VI.C-F for criteria details.

Experience:	40 points
Financial Capabilities:	35 points
Public Involvement:	15 points
References:	10 points

D. Information and Clarifications of This Request

1. One single-sided (1) unbound original (designated as the original), eight (8) bound copies and one (1) CD/DVD of the Firm’s Qualification documents should be submitted. All copies of the qualification documents must be identical. The full cost of qualification document preparation is to be borne by the submitting firm. Qualifications documents must be signed in ink by a company official that has authorization to commit company resources.
2. Each Qualification Document must include a fully executed “Certification of Non-Collusion in Proposal Preparation” (ATTACHMENT B) and a fully executed “Non-Conflict of Interest Certification” (ATTACHMENT C). Failure to include these certifications could result in deeming the proposal non-responsive.

3. Sole responsibility rests with the Firm to see that their submittals are received on time at the above stated location.
4. Qualifications Documents sent by telegraphic and/or electronic devices are not acceptable and will be rejected upon receipt. Firms are expected to allow adequate time for delivery of their Qualifications Documents either by hand delivery, postal service or other means.
5. All questions concerning this RFP should be directed ***IN WRITING*** to Shelley McWhorter, Purchasing Associate, Gwinnett County Purchasing Division, 75 Langley Drive, Lawrenceville, Georgia 30046. Phone: 770.822.8734 Fax: 770.822.8735 or shelley.mcwhorter@gwinnettcountry.com. Where appropriate, GCDOT responses to formal questions will also be in writing and will be distributed to all firms on our record as having received a copy of this RFP. In each case, GCDOT will determine whether a response is appropriate or necessary.
6. Individuals, firms and business seeking an award of a Gwinnett County contract may not initiate or continue any verbal or written communications, regarding a solicitation with any County officer, elected official, employee or other County representative without permission of the Purchasing Associate named in the solicitation between the date of the issuance of the solicitation and the date of the final contract award by the Board of Commissioners. Violations will be reviewed by the Purchasing Director. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business may be disqualified from consideration for award.
7. Qualifications Documents submitted are not publicly available until after award by the Gwinnett County Board of Commissioners. All Qualifications Documents and supporting materials as well as correspondence relating to this RFP become property of Gwinnett County when received. Any proprietary information contained in the Qualifications Documents should be so indicated. However, a general indication that the entire contents or a major portion of the Qualifications Document is proprietary will not be honored.
8. All applicable State of Georgia and Federal Laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the selected Partner and project throughout and incorporated here by reference. The Contract with the selected Firm, and all questions concerning the execution, validity or invalidity, capacity of the parties, and the performance of the Contract, shall be interpreted in all respects in accordance with the Charter and Code of Gwinnett County and the laws of the State of Georgia.
9. The County may make such investigations as it deems necessary to determine the ability of the Firm to perform requested services, and the Firm shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any submittals if the evidence submitted by, or investigation of, such Firm fails to satisfy the County that such Firm is properly qualified to carry out the obligations of the contract.
10. The County reserves the right to reject or accept any or all submittals and to waive technicalities, informalities and minor irregularities in the submittals received.
11. If the RFQ and RFP process ultimately results in an award from the County, all respondents should be aware that the County reserves the right to make an award as deemed in its best interest, which may include awarding a proposal to a single proposer or multiple proposers; or to award the whole proposal, only part of the proposal, or none of the proposal to single or multiple proposers, based on its sole discretion of its best interest.

VIII. NEXT STEPS

Should the process move forward to the Request for Proposal (RFP) step, the County will seek detailed proposals only from the Qualified Firms selected from this RFQ.

As part of the RFP process, Qualified Firms will submit technical and financial proposals to include, in addition to the previously listed qualification elements, the following information in conjunction with their submittal:

1. Timing/detail of application for Part 139 certificate, if applicable;
2. Plan for compliance with 49 CFR 1540 and 49 CFR 1542, if applicable;
3. A description of the Firm's capability of complying with the public sponsor's existing grant assurances, including the assurance of compatible land use around the airport, the protection of navigation aides, approach lights, runway safety areas, and runway protection zones, and the continuation and extension of navigation easements
4. Affiliations with organizations and persons engaged in aeronautical business activity at the airport (other than airport management)
5. A description of all charges of unfair or deceptive practices or unfair methods of competition brought against the Firm, the Firm's key personnel and in the case of a Firm that is a joint venture, partnership or other consortium, the separate members of the entity for the past 10 years. The description should include the disposition or current status of each such proceeding.

Firms should note that all qualifications information, including information provided in this submittal, any subsequent clarifications and investigations, and any additional qualifications or information solicited and/or submitted along with the technical and financial proposals, will be considered as part of the County's final evaluation and award process.

The County recognizes and appreciates the considerable effort firms will undertake in developing this Submittal, and is committed to the conduct of an exceptionally fair, methodical and efficient process. The County welcomes Submittals and looks forward to the successful conclusion of this promising competition.

**Attachment A
Table of Relevant Experience**

Name of Airport	Average Total Annual Passengers Last 5 Years	Average Annual Total Air Cargo Volume (metric tons)	Year Operation Started	References or Point of Contact, Name, Title, E-mail Address & Phone Number(s)	Description of the Services Being Provided	Percent of Participation in Company Operating the Airport

ATTACHMENT B
CERTIFICATION OF NON-COLLUSION

FAILURE TO RETURN THIS PAGE AS PART OF YOUR PROPOSAL
MAY RESULT IN REJECTION OF PROPOSAL

Certification of non-collusion in Proposal Preparation _____
Signature

In compliance with the attached specifications, the undersigned offers and agrees, if this proposal is accepted by the Board of Commissioners within six (6) months of the date of proposal opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item.

Company Name _____

Address _____

Authorized Representative _____

Print Authorized Representative Name _____

Telephone Number _____ Facsimile _____

Email Address _____

Remittance Address if Different _____

ATTACHMENT C
NON-CONFLICT OF INTEREST CERTIFICATION

I, _____, AS THE LEGAL REPRESENTATIVE OF _____, DO CERTIFY THAT WE WILL NOT PERFORM ANY TYPE OF CONSTRUCTION ENGINEERING AND INSPECTION, LAND ACQUISITION, OR ENVIRONMENTAL INVESTIGATION AND PERMITTING SERVICES FOR PROPERTY OWNERS ADJACENT OR CONTIGUOUS TO ANY PROJECT ASSIGNED BY GWINNETT COUNTY, DURING THE ACTIVE LIFE OF SUCH PROJECT, WITHOUT PRIOR APPROVAL BY THE GWINNETT COUNTY TRANSPORTATION DIRECTOR, FURTHER, I ADDITIONALLY CERTIFY THAT IF WE ALREADY HAVE A CONSTRUCTION E & I, LAND ACQUISTION OR ENVIRONMENTAL INVESTIGATION AND PERMITTING SERVICES AGREEMENT(S) WITH PROPERTY OWNER(S) ADJACENT OR CONTIGUOUS TO A PROJECT ASSIGNED BY GWINNETT COUNTY, WE WILL NOTIFY GWINNETT COUNTY AND WILL EITHER REJECT THE COUNTY ASSIGNMENT, OR CANCEL THE AGREEMENT WITH THE PROPERTY OWNER, IF SO DIRECTED BY THE GWINNETT COUNTY TRANSPORTATION DIRECTOR. IN NO CASE WILL OUR KNOWLEDGE OF THE ON-GOING GWINNETT COUNTY TRANSPORTATION IMPROVEMENT PROGRAM BE USED FOR FINANCIAL GAIN, DURING THE ACTIVE LIFE OF SUCH PROGRAM.

NAME _____

TITLE _____

DATE _____

WITNESS:

NAME _____

TITLE _____

DATE _____