



Jekyll Island Authority
100 James Road Jekyll Island, GA 31527
(912) 635-4418
www.jekyllisland.com

RFQ #344
NOTICE OF REQUEST FOR STATEMENT OF QUALIFICATIONS
AIRPORT CONSULTING SERVICES-Airport Planning

The Jekyll Island Authority is seeking a qualified aviation consulting firm to provide professional planning services in connection with the Airport Capital Improvement Plan at the Jekyll Island Airport in Jekyll Island, Georgia.

It is the intent of the Jekyll Island Authority to enter into a multi-year Master Agreement with a consultant for the upcoming five (5) year period. The selected consultant will negotiate and enter into individual sub-agreements for services, based on the scope of work, with the Jekyll Island Authority on an assignment-by-assignment basis during the term of the Master Agreement. The selection of the consultant is being done in accordance with FAA Advisory Circular 150/5100-14E and applicable Georgia statutes and laws. Responding firms must possess a current pre-qualification by the Georgia Department of Transportation in Area Class 1.08 Airport Master Planning.

The consultant and any subconsultants proposed shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged. Proposed DBE firms are to be certified by the Georgia Uniform Certification Program. The consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of all Federally assisted contracts. Failure by the consultant to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy as the Jekyll Island Authority deems appropriate.

The Jekyll Island Authority reserves the right to reject any and all submittals in response to this Request for any reason. The Jekyll Island Authority is not liable for any costs incurred by the Consultant in the preparation or presentation of a response to this request.

Scope of Services

The scope of work to be included in the multi-year contract may include, but is not limited to, the following projects which the Sponsor reasonably expects to initiate within the next five years:

- a. Prepare Project Funding Applications and Capital Improvements Program (CIP) Documents.
- b. Assist with DBE Program Overall Goal Updates / Program Administration.
- c. Prepare/Update Exhibit "A" Property Line Map, Airport Layout Plan, Airport Master Plan, and Environmental Assessments, as necessary.
- d. Such other airport-related work as the Jekyll Island Authority may deem necessary.

Submission Requirements

Required information is to be presented in a manner that clearly illustrates the following:

1. Team Description / Background: A general description of the submitting firm, including firm size, and general information regarding any sub-consultant firms.
2. Organizational Chart: Include clear illustration as to the Project Manager and key personnel representing the primary firm.
3. Resumes: Include for key personnel. Indicate each individual's qualifications and experience.
4. Relevant Experience: Qualifications and experience of the primary firm in the past five (5) years at general aviation airports similar in nature to the Jekyll Island Airport and other airports in coastal Georgia.
5. Proximity to the Jekyll Island Airport: Geographical location of the office that will be primarily responsible for assigned projects and where the work will be accomplished, as well as the location of any supporting offices that will likely be involved in this contract.
6. References: Contact name, agency name, and telephone number of at least four (4) current airport clients of the primary firm located within Georgia.
7. Regulatory Familiarity: Demonstrate familiarity with the Federal Aviation Administration (FAA) Atlanta District Office and Georgia Department of Transportation (GDOT) Aviation Programs.
8. Workload: Provide a brief summary of the primary firm's current workload and ability to meet schedules and deadlines.

Evaluation Criteria

The following criteria shall be used to select the consultant and therefore should be included in a Statement of Qualification:

1. Capability to perform all or most aspects of the project and recent experience in airport projects comparable to the proposed tasks.
2. Key personnel's professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures.
3. Capability to meet schedules or deadlines.
4. Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns.
5. Qualifications and experience of sub-consultants regularly engaged by the consultant under consideration.
6. Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office.
7. Ability to furnish qualified inspectors for construction inspection.
8. Understanding of the projects' potential challenges and the sponsor's special concerns.
9. Degree of interest shown in undertaking the project and familiarity with and proximity to the geographic location of the airport.
10. Capability to incorporate and blend aesthetic and architectural concepts with the project design while accomplishing the basic requirements that transportation facilities be functional, safe, and efficient.
11. In meeting the Disadvantaged Business Enterprise (DBE) contract goal, evidence documenting the consultant met the DBE goal, or by documenting that it made adequate good faith efforts to meet the DBE goal.
12. Capability to conduct a Value Engineering (VE) study for projects that are particularly complex or have unique features.

All interested parties should submit four (4) copies of the Statement of Qualifications, which shall contain no more than thirty (30) pages, excluding tabs, and a cover letter not exceeding two (2) pages. Submittals shall be printed single-sided on 8.5" x 11" paper.

Responses are to be addressed to:

Jekyll Island Authority
ATTN: Courtney O'Neal, Operations Manager
100 James Road
Jekyll Island, GA 31527

Deadline for submittal is 2:00 PM, August 26, 2026. The Statement of Qualifications should be delivered in a sealed envelope or box clearly marked, "Airport Consulting Services- Planning." the Jekyll Island Authority shall assume no responsibility for responses that are received after the prescribed time, or that are not properly addressed or identified.

Responding firms shall have no contact related to this project with the Jekyll Island Authority or appointed officials during this Statement of Qualifications process. Any such contact will subject the firm to immediate disqualification for consideration for this project.

This is a Request for Qualifications only. Price proposals are not required at this time.

Selection Process

Qualifications will be reviewed and evaluated based on the criteria listed herein. It is the intent of The Jekyll Island Authority to select a consultant as a result of this effort.

The Jekyll Island Authority is an equal opportunity owner/employer and will not discriminate against any vendor because of race, creed, color, religion, sex, national origin, or ADA disability status.

