

**ADDENDUM NO. 01  
TO REQUEST FOR QUALIFICATIONS  
HKS PAVEMENT MANAGEMENT PLAN  
DATED MAY 1, 2019**

This Addendum No. 1 ("Addendum") to the Request for Qualifications ("RFQ") for the HKS Pavement Management Plan, Project No. 006-19 issued by the Jackson Municipal Airport Authority ("JMAA") as of this, the 20<sup>th</sup> day of March 2019.

1. Defined Terms. Capitalized terms used but not defined in the Addendum have the respective meanings given in the RFQ.
2. Minutes of Pre-Submission Conference. The minutes to the Pre-Submission Conference held on Wednesday, May 15, 2019 are incorporated as Attachment 1 of this Addendum No. 1 and include the Sign-In Roster.
3. Questions and Answers. To provide an accurate answer to each of the questions that were presented during the Pre-Submission Conference, it was determined that the answers will be provided in the form of Addendum No. 2 .
4. Deadline for Questions. The deadline to submit questions is 2:00 pm CT on Friday, May 24, 2019. Each question must be submitted in writing to Ms. Robin Byrd, JMAA Procurement Manager, via email at [procurementqa@jmaa.com](mailto:procurementqa@jmaa.com) and specifically identify this RFQ Project Name and Number in the subject.
5. Clarification of the DBE Goal. The DBE goal for this project is 12 %.
6. Acknowledgement of Addendum. Per the General Requirements of the RFQ, Respondents must acknowledge receipt of this and any other Addendum issued in support of this RFQ utilizing the Acknowledgment of Receipt of Addendum form provided in this Addendum as Attachment 2. Submit completed Acknowledgement of Receipt of Addendum forms, for each Addendum issued with the Qualifications.

**JACKSON MUNICIPAL AIRPORT AUTHORITY**

Date: May 20, 2019

*Robin R. Byrd*

Robin R. Byrd  
Manager, Procurement

## Attachment 1

**PRE-SUBMISSION CONFERENCE  
REQUEST FOR PROPOSALS  
HKS PAVEMENT MANAGEMENT PLAN  
JMAA PROJECT NO. 006-19  
MAY 15, 2019**

### MEETING MINUTES

The Jackson Municipal Airport Authority (“JMAA”) held a Pre-Submission Conference on May 15, 2019 at 10:30 a.m. CT. A Sign-In Roster was provided for attendees. The Sign-In Roster will serve as the official record of attendance for the Pre-Submission Conference (Reference Attachment 1.2).

1. Welcome/Introduction: Mrs. Bonnie Spears, JMAA Procurement Specialist, thanked the attendees for attending and as part of the Networking and Business Connections, each attendee was asked to introduce themselves, by stating their name, company, and to identify their intention on submitting as a prime contractor or sub-contractor.
2. Procurement. Mrs. Bonnie Spears, JMAA Procurement Specialist conducted a review of the procurement process governing this project. The following highlights were discussed:

JMAA will receive Statement of Qualifications (SOQ) to perform these Services at **3:00 p.m. Central Standard Time on Wednesday, June 19, 2019** in the Administrative Offices.

- Must be submitted by deadline
- Official Time of record is based on the time stamp located at the front desk in the administrative office.
- Please deliver in enough time or ensure that you’ve mailed in enough time
- No submissions will be considered after the deadline

#### **Interpretation of Bid Documents, Questions and Requests for Additional Information.**

- Respondents responsibility to examine the RFQ document carefully
- If you notice any needs for interpretation or correction of any ambiguity, inconsistency, or errors or Questions. All request must be submitted in writing and delivered to me Robin Byrd, Procurement.
- The Deadline for submitting is Friday, 05/24/19 at 2pm Central time
- Do not wait until the deadline to submit your questions.
- Must be submitted via email to [procurementqa@jmaa.com](mailto:procurementqa@jmaa.com).
- Do Not contact any other staff member at JMAA as it relates to this project.
- I am the Procurement Lead for this project
- All responses will be submitted via an addendum – No individual Responses
- Only those interpretations, clarifications, or corrections issued in addendum shall be binding on JMAA and the Respondent.

#### **Addenda.**

- Again, all revisions or additional information will be released in the form of an addenda
- All addenda's will be posted on JMAA's website (<http://jmaa.com/RFQrfb-center/>).
  - One or more addenda's may be issued
- JMAA will endeavor to deliver a copy to all persons on record / however it is the responsibility of the respondent to obtain a copy.
- No addendum will be issued later than 5 business days prior to deadline, except to withdraw or postpone the deadline. Which can be issued all the up to the deadline
- Respondent is responsible for receiving, understanding and acknowledging any Addenda issued by JMAA.
- Acknowledgement form will be provided with the Addenda.
- Please return the Acknowledgement form signed with your proposal submitted (DO NOT EMAIL).
- Minutes from today's meeting, sign in sheet, and power point if available will be provided in the first addendum – which should be released early next week.

### **Representations of Respondent.**

- Each Respondent, by responding with a SOQ, represents that:
  - (a) that you read and understands the RFQ;
  - (b) is familiar with the conditions under and the purpose for which the Services will be performed;

### **Conflicts of Interest and Gratuities.**

- **Each Respondent must complete, execute and submit a Jackson Municipal Airport Authority Certification Regarding Gratuities with its Proposal.**
- Failure to execute and submit the Certification attached as **Exhibit 2** to this RFP will be grounds for rejection of the Respondent's Proposal without review or consideration by JMAA.
- This form is very important to JMAA as it is the Respondent confirming they have not offered any gift or form of compensation to any JMAA employee or its Board of Commissioners.

**Statement Must Be Signed. Each Respondent must manually sign and have notarized at least one copy of its Statement of Qualifications by submitting an Identification of Respondent form attached as Exhibit 1.**

### **Submission.**

- Respondent must complete the Statement of Qualification form (**Exhibit 1**)
- submit one (1) originals along with five (5) hard copies and one (1) digital copy of the submittal packet to JMAA as part of its submission.
- All blank spaces in the Identification of Respondent form must be completed.

### **DBE Participation. --- 12% goal**

- Each Respondent must complete, **sign** and submit a DBE Utilization Plan in the format provided in **Exhibit 4** as part of its RFQ.
- Each Respondent must complete and submit a DBE Commitment and Confirmation form for each DBE Sub-Consultant proposed as provided in **Exhibit 5** as part of its Statement of Qualifications. The form must be **signed** by the Respondent **and each** DBE Sub-Consultant proposed for utilization as part of the Services.
- In addition, each Respondent must complete, **sign** and submit a DBE Project Participation Statement certifying that it has met all DBE goals or requirements in other projects during the preceding five-year period in the format provided in **Exhibit 6**.

### **Evaluation Criteria**

- Based on the criteria identified in the RFQ Section 4 – Experience, Qualifications, DBE, Capacity, Organization of Submission. Points are shown in Table 1

### **Submission to be Enclosed in Envelope.**

- submission, together with all required information must be submitted by the deadline (see RFP Checklist),
- Must be enclosed in a sealed envelope or container labeled with it's **Company Name** and "**HKS Pavement Management Plan, Project No. 006-19**" on the outside of the envelope.
- Submission will be considered invalid if not received at the designated location prior to the submittal Deadline.

### **Withdrawal of Submission.**

- You may withdraw your submission prior to the deadline by communicating your request in writing.( JMAA will return the submission unopened.
- No Respondent will be allow to modify, withdraw or cancel it submission or any part thereof for 90 days after the submittal deadline. ( Unless notified via an Addendum)

### **Rejection of Submissions.**

- JMAA reserves the right, in its sole discretion, to reject any or all Submissions received for any reason at any time prior to execution of the Agreement by the Respondent selected by JMAA to perform the Services.
- Without limiting the foregoing, **JMAA specifically reserves the right to reject a Submission if the Respondent**
  - **fails to submit the information or documentation required by the Proposal Documents,**
  - **fails to submit the Sub-Contractor List or DBE Commitment and Confirmation Form,**
  - **or the Submission is in any way incomplete or irregular.**

- The checklist provided on the last page of the RFP is to help each Respondent accurately and completely submit documents required for a proper and complete Submission for the Work.
- JMAA does not guarantee that complying with this checklist will result in the submission of a proper and acceptable submittal packet.
- Respondent shall, at all times, refer to the Instruction for Respondents for guidance on which documents to submit.
- While JMAA strives to include all required documentation in the checklist, it is the Respondents responsibility to thoroughly review the proposal document for all required documentation.

**JMAA Intent to Respond Form (Exhibit 10) –**

- JMAA would like to encourage you to complete and submit this form which identifies your intent for this project.
- Return to us by Tuesday, June 4, 2019
- You are not excluded from participating if you don't complete it, but we strongly encourage you to do so as it will help JMAA improve our processes.

**Protests –**

- JMAA has identified the process that you must follow if you so choose to file a formal protest. It is posted on our website.

<http://www.jmaa.com/wp-content/uploads/2013/01/JMAABIDPROTESTPROCEDURES.pdf>

**Registered Vendor –**

- JMAA highly encourages each and every one of you to take the time and register your company into our REGISTERED VENDOR SYSTEM. You can access the system from our website (<https://jmaa.dbesystem.com/>) and click on JMAA Vendor Registry. The benefit for registering is that JMAA will be able to solicit you for services for projects that are not published.
- You must be registered as a vendor to receive a contract or a purchase order from JMAA.
- Note- this is a different registration from being registered as a vendor.

**Registered Vendor –**

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- You must be registered as a vendor to receive a contract or a purchase order from JMAA.
- Note- this is a different registration from being registered as a vendor.

3. Disadvantaged Business Enterprise (“DBE”) Participation: Mr. Deuntagus Herndon, Procurement Specialist, spoke about JMAA’s goal for DBE participation on this project. Details were discussed regarding the Contract Goal; DBE Eligibility; Good Faith Efforts; DBE Counting Rules; Submission Requirements; and Affirmative Action/Equal Employment Opportunity.

- DBE Goal is 12%;
- Eligible Firms are (MDOT and/or JMAA) certified
- DBEs must perform a “commercially useful function” in providing the Services
  - A DBE performs a commercially useful function when it is responsible for execution of the work of the contract and carrying out its responsibilities by actually performing, managing, and supervising the work involved.
- Submission Requirements Related to DBE participation are Exhibits 4-6. All must be properly executed and turned in as part of the submittal package.
  - DBE Utilization Plan
  - DBE Commitment and Confirmation Form
  - DBE Project Participation Report
- Evaluation Criteria #3, Quantity, Quality – a total of 20 points are available

**Each of your team members must register as vendors. Go to <http://jmaa.dbesystem.com/>**

4. Project Overview: Mr. Tony Esposito , provided a brief overview of the project to include the General Description of The Scope of Work, Provided in the RFQ.



JACKSON MUNICIPAL AIRPORT AUTHORITY

Your Connection to the World

**PRE-SUBMISSION CONFERENCE**  
**HKS Pavement Management Plan**  
**JMAA PROJECT NUMBER 006-19**  
**May 15, 2019**  
**10:30 AM CENTRAL TIME**  
**SIGN IN SHEET**

Printed Name	Signature	Company Name	Email Address	Phone Number	Prime, Sub, or JV	MS Certified DBE
SUSANA COOK		GARVER	SMCOOK@GarverUSA.com	901-277-2841	✓	
KEVIN MORGAN		WAGGONER	KEVIN.MORGAN@WAGGONERCON.COM	601-914-6382	✓	
Joyce Tillman		JMAA	jtillman@jmaa.com	601-360-8662	—	—
Drew Ridinger		JMAA	dridinger@jmaa.com	601-862-0098		
Tony Esposito		KIMLEY-HORN	tony.esposito@kimley-horn.com	630-915-3837	—	—
Will Perceost		Allen ES	wperceost@allenes.com	662-719-3765	✓	
Bonnie Spears		JMAA	bspears@jmaa.com	601-360-8623		



**Attachment 2**

**Acknowledgment of Receipt of Addendum  
Addendum #1  
Issue Date: May 20, 2019**

**REQUEST FOR QUALIFICATION  
HKS PAVEMENT MANAGEMENT PLAN  
BY THE  
JACKSON MUNICIPAL AIRPORT AUTHORITY  
DATED MAY 1, 2019  
JMAA PROJECT NO. 006-19**

By signing this document, I \_\_\_\_\_, acknowledge the receipt of the above mentioned addendum and that it shall be included with the Statement of Qualifications submitted for consideration for the above mentioned Bid.

Name of Firm \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date