

ADDENDUM NO. 01
TO REQUEST FOR STATEMENT OF QUALIFICATIONS
CENTRALIZED SECURITY CHECKPOINT PROJECT
AT THE JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT
JMAA PROJECT NO. 005-20
DATED SEPTEMBER 30, 2020

This Addendum No. 1 ("Addendum") to the Request for Statement of Qualifications ("RFQ") to provide architect and engineering design services to JMAA in connection with the Centralized Security Checkpoint Project at the Jackson-Medgar Wiley Evers International Airport, Project Number 005-20, issued by the Jackson Municipal Airport Authority ("JMAA") as of this, the 16th day of October 2020.

1. Defined Terms. Capitalized terms used but not defined in the Addendum have the respective meanings given in the RFQ.
2. Deadline for receiving Proposal. The second paragraph of the Advertisement for Request for Qualifications has been replaced with the following:

*"JMAA will receive sealed electronic or printed submissions only. All submissions of Statement of Qualifications to perform the Services will be accepted until **Thursday, November 12, 2020 at 4:00 pm (CST)** (the "Deadline"). Electronic submissions are to be submitted via email to bids@jmaa.com. JMAA will also receive electronic or printed submissions, delivered by hand delivery or mail service, by the Deadline at JMAA's administrative offices, Suite 300, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport, 100 International Drive, Jackson, Mississippi 39208."*

3. Copies to be Provided. Section 12 of the RFQ has been replaced with the following:

"Each Bidder must submit one (1) copy of its entire Bid (including all attachments and exhibits) in digital format or printed copy. Digital copies of the Bid may be submitted in Adobe.pdf (searchable) format via email to bids@jmaa.com. JMAA will also accept submissions via hand delivery (electronic submission and/or printed submission) and via mail service delivery (electronic submission and/or printed submission). Should you choose to submit your Statement of Qualifications via hand delivery or mail service delivery, you will need to use the address listed below:*

*JMAA Administrative Offices
Attention: Chad G Parker, Director of Procurement
Suite 300
Main Terminal Building
Jackson-Medgar Wiley Evers International Airport
100 International Drive
Jackson, Mississippi 39208*

All electronic submissions delivered via hand delivery or mail service delivery shall be on a

flash drive, placed in an envelope clearly marked with the Project Name, Project Number, Respondent's Company Name, and Attention: Chad G Parker, Director of Procurement."

4. Criteria for Selection. Section 51 of the RFQ has been replaced with the following:

"All submissions per Part II, GENERAL REQUIREMENTS FOR PROPOSALS, received by the Deadline will be reviewed and evaluated by JMAA."

5. Scoring Criteria. Table 1 identified in Section 51.2 of the RFQ has been replaced with the following:

Table 1

Scoring Criteria for Request for Proposals (RFQ)	Total Points Available
1. <u>Experience:</u> Direct professional project experience with projects of the same or similar type, scope and complexity	25
2. <u>Qualifications:</u> Professional licensure as required by the scope of work and the RFP	15
3. <u>Minority Participation:</u> Disadvantaged Business, Minority Owned, Woman Owned, and Small Business Enterprises	20
4. <u>Capacity:</u> Exhibited by Proposed Project Plan, Schedule, Timeline for Completion, & Key staff resumes	20
5. <u>Organization of Submission:</u> Clarity of submission & all required documents	20
TOTAL	100

6. Disadvantaged Business Enterprise, Minority Owned Business Enterprises and Woman Owned Business Enterprises Participation. Due to be a duplicate of Section 3 of the RFQ, Section 26 is removed.
7. Professional Qualifications. The language below is added to Section 18 as Section 18.3.

"All Architectural Services must be performed by or under the supervision of a registered Professional Architect licensed with the Mississippi State Board of Architecture. It is the responsibility of the Respondent to ensure that a quality SOQ is submitted in accordance with the rules and regulations set forth by the Mississippi State Board of Architecture."

8. Pre-Submission Video Conference. A Pre-Submission Video Conference was held on Tuesday, October 13 at 2:00 pm (CST). The Pre-Submission Video Conference was recorded and the link to the video is listed below for your viewing.

Pre-Submission Video Conference:

<https://vimeo.com/468986501>

9. Pre-Submission Video Conference Minutes. The minutes are included as Attachment 1 of this Addendum.

10. DBE Point of Contact. On Appendix A of the Pre-Submission Video Conference Power Point Presentation, the contact information for DBE Questions has been replaced with the following:

Bart Daughdrill
Contract Compliance Specialist
Email: bdaughdrill@jmaa.com
Phone: 601-360-8610

11. Questions and Responses.

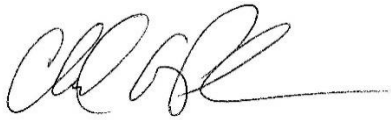
- Question 1 Please clarify scope of the project. It is my understanding that JMAA wishes to have one centralized checkpoint with access to each concourse. Is this correct?
- Response 1 It is JMAA's desire to have a Centralized Security Checkpoint location at JAN that provides access to the East Concourse and the West Concourse.
- Question 2 Can the minority participation goal be release at this point? If not when?
- Response 2 As stated in the Advertisement and Section 3 of the RFQ, the Minority Participation Goal will be identified in the Request for Proposal phase of this solicitation.
- Question 3 Item 4.4. references conceptual and preliminary design, and 4.5 references construction oversight, but there is no reference of traditional architectural services including schematic, design development and construction document development that would normally occur after preliminary design to allow contractor bidding and project and construction award prior to the oversight and administration services listed. Are traditional schematic, design development and construction document development services to be included as part of the scope? If not how is that work to be provided? (under a separate later contract?)
- Response 3 Yes, those items are to be included in the scope of work. For clarification, the professional services for this project will be divided into five phases: Program Phase, Design Development Phase, Construction Document Phase, Bidding Phase, and Construction Phase. During the Program Phase, the Respondent shall develop and submit to JMAA conceptual plans and JMAA schematic drawing. During the Design Development Phase, based on the approved Program Phase, the Respondent shall develop and submit to JMAA a fully developed design concept, including initial plans for the Project. The Respondent shall also prepare preliminary specifications giving basic descriptions of essential components of all systems comprising a part of the project.
- Question 4 In Paragraph 18 it is described that all services are to be performed by or under the supervision of a professional "engineer." Frequently work of this nature is provided by an Architect/planner with as-needed engineering

support. May the submitting firm providing and supervising the work be a registered Professional Architect licensed with the Mississippi State Board of Architecture?

Response 4 Yes, in Section 7 of this Amendment, JMAA has added language to allow the services to be performed by a licensed architect.

12. Acknowledgement of Addendum. Per Section 15 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 your Statement of Qualifications.

JACKSON MUNICIPAL AIRPORT AUTHORITY



Chad G Parker
Director of Procurement

Date: October 16, 2020

Attachment 1

PRE-SUBMISSION VIDEO CONFERENCE MINUTES

PRE-SUBMISSION VIDEO CONFERENCE MINUTES

CENTRALIZED SECURITY CHECKPOINT PROJECT

at the

Jackson Medgar-Wiley Evers International Airport
Project # 005-20

VIDEO CONFERENCE

(Link: <https://call.lifesizecloud.com/4056382>)

Dial in Number: **(312) 584-2401** | Extension: **4056382**

DATE: Tuesday, October 13, 2020, **TIME:** 2:00 pm

PARTICIPANTS:

Presenters

Name	Company
Mr. Paul A. Brown	CEO, JMAA
Mr. Chad Parker	Director, Procurement, JMAA
Ms. Shellie Michael	Epic Resources/Consultant DBE & Procurement, JMAA
Mr. Shawn Hanks	Interim Director, IT, JMAA

Attendees

Name	Company	Email Address
Krystal Lamm	Duvall Decker Architects, PA	kl@duvalldecker.com
Eric Peterson	Alliance	epeterson@alliance.us
Mark Kistler	Baker LPA Group, LLP	mkistler@mbakerintl.com
Doug Thomason	Baker LPA Group, LLP	Douglas.Thomason@mbakerintl.com
Chip Hayward	Baker LPA Group, LLP	CHayward@mbakerintl.com
Bill Whittle	JBHM Architects, PA	bwhittle@jbhm.com
Angie McHorse	Moye Consulting	amchorse@moyeconsulting.com
Rene Rieder Jr.	Burns Engineering	rrieder@burns-group.com
Loren Boyd	Faith Group, LLC	loren@faithgroupllc.com
Roz Winston	VoltAir, Inc.	rwinston@voltairinc.com
Linda Porter	VoltAir, Inc.	lporter@voltairinc.com
David Garrett	VoltAir, Inc.	dgarrett@voltairinc.com

Lance Olsen	Digital Building Services, LLC	lolsen@dbuilds.com
Catherine Neary	Burns Engineering	cneary@burns-group.com
Jessica Huff	JBHM Architects, PA	jhuff@jbhm.com
Robert Osborne	Burns & McDonnell	rosborne@burnsmcd.com
Gregory S. Hulne,	Miller Dunwiddie	ghulne@millerdunwiddie.com
Leslie Phillips	Michael Baker International	lwphillips@mbakerintl.com
Walk-in Person –		
Bart Daughdrill	JMAA	bdaughdrill@jmaa.com
Tiffany Edinburgh	JMAA	tedinburgh@jmaa.com
Isaac Johnson	Durrell Design Group	ijohnson@durrelldesigngroup.com

1.0 WELCOME / OPENING REMARKS:

The Pre-Submission Video Conference for the Centralized Security Checkpoint Project was called to order at 10:00 a.m. with a brief Welcome and Opening Remarks by Mr. Paul Brown – CEO of JMAA.

2.0 PROJECT DETAILS:

Mr. Chad Parker – Director of Procurement gave a brief overview of the project history/background, scope of work, and safety and security requirements for the project. The Scope of Work for the project is generally summarized as follows:

- Access the existing layout of the TSA security checkpoints currently in place at JAN.
- Determine the feasibility of placing additional equipment at JAN security checkpoints.
- Recommend appropriate equipment and passenger flow configurations that are compliant with TSA regulations.
- Provide conceptual and preliminary designs and detailed cost estimates for any proposed facility modifications.
- Provide construction oversight and administrations services.

Additionally, a brief overview was given on project site pictures and JMAA's Bid Evaluation Criteria for Request for Qualifications (RFQs).

The Presentation is attached.

3.0 DBE PARTICIPATION:

Ms. Shellie Michael, Epic Resources/Consultant DBE & Procurement at JMAA gave a brief overview on DBE Participation. JMAA has not established a DBE goal for this project; however, competitive processes with credit for minority participation will be utilized. Respondents were told that they would not be required to submit good faith efforts and, since there are no DBE goals on this project there are no forms to complete for DBE participation. Additionally, if respondents have any subcontractors, they are to provide a list of who they plan to subcontract with on this project.

The Presentation is attached.

4.0 TECHNICAL ASSISTANCE:

Mr. Shawn Hanks, Interim IT Director provided information about JMAA's document submittal guidelines as there are some specific JMAA policies which must be adhered to in document submittal.

The Presentation is attached.

5.0 QUESTIONS & ANSWERS:

Mr. Chad Parker, Procurement Director facilitated the Q&A Session for Attendees. The questions and answers are listed below.

5.0 TECHNICAL AND PROCUREMENT QUESTION AND ANSWER SEGMENT

No.	Questions Raised by Attendees	Responses Given
1	See Addendum #1	

6.0 PRE-SUBMISSION VIDEO CONFERENCE CLOSING:

Mr. Chad Parker thanked everyone for their participation. They were informed that the Minutes will be circulated as well as any follow up Addendums to the Bidding Document.

Attendees were reminded to submit any additional questions in writing to Mr. Parker and responses will be provided and circulated to attendees.

The Pre-Submission Video Conference ended 2:24 p.m.



WELCOME & OPENING REMARKS

Paul A. Brown, CEO
Jackson Municipal Airport Authority





PROJECT DETAILS

- Project Name: Centralized Security Checkpoint Project
- Location: Jackson-Medgar Wiley Evers International Airport
- Submission Due: Thursday, November 12, 2020 – 4:00 PM (CST)

Conference Attendees – In an effort to keep you informed on project updates and other JMAA bid solicitations, please submit contact information to include (Name, Company Name, Telephone Number, and Email Address) to:

LSherie Dean by email contactinfo@jmaa.com

Email Subject:

COMPANY CONTACT INFORMATION – Centralized Security Checkpoint Project, Project No. 005-20



PROJECT DETAILS

- Description and Background
- Scope of Work
- Safety and Security Requirements





SCORING CRITERIA

Standard Selection Process - RFQ

Selection Criteria	Total Point Value Available
Experience	Maximum - 25
Qualifications	Maximum – 15
DBE Planned Participation	Maximum – 20
Capacity	Maximum – 20
Organization of Submission	Maximum - 20
Total - 100	

DBE PARTICIPATION

- Goal for Project
- Subcontractors Utilization
- DBE Technical Assistance



TECHNICAL ASSISTANCE



Use this link: <http://jmaa.com/corporate/partner-with-us/procurement/>

To download proposal solicitation, you must login or register

To receive addendums and other supplemental information on this project



Bid Document Submittal

Manner of Submitting Proposal:
Electronic Mail, Hand Delivery, or Mail Service

Deadline for submission of proposal:

**Thursday, November 12, 2020,
4:00 PM (CST)**



A photograph of an airport security checkpoint. In the foreground, there are blue TSA Pre✓ signs on stands. One sign says "Check your TSA Pre✓ status to see if you are eligible. Then proceed to the TSA Pre✓ lane." Another sign says "TSA Pre✓". To the right, there is a white sign that says "Entrance Passengers Enter Here" with a double-headed arrow and "Your safety is our priority". In the background, there is a queue line with stanchions and a sign that says "Please Wait Here". Above the entrance, there are signs for "Elevator" and "Gates 1-4".

APPENDIX

Appendix A - JMAA Contact Information

Appendix B - Dates to Remember

Appendix C – Proposal Submission Checklist

Appendix D - Common Errors in Submittals



APPENDIX A JMAA CONTACT INFORMATION

Contact for Questions

Chad Parker
Director of Procurement
Email: cparker@jmaa.com
Phone: 601.750.1008

Contact for DBE Questions

Bryan Gleason
Director of DBE
Email: bgleason@jmaa.com
Phone: 601-966-4776

Contact for Technical Assistance

Shawn Hanks
Interim Director of IT
Email: shanks@jmaa.com
Phone: 601.664.3592

Contact to Send Business Contact Information for Project Updates, Addendums, and Etc.

LSherie Dean
Director of Communications, Marketing & PR
Email: contactinfo@jmaa.com
Phone: 601.715.6918

Contact for DBE and Procurement

Shellie Michael, Epic Resources, LLC –
DBE & Procurement Consultant
Email: shellie@epicresourcesllc.com
Phone 601.955.9229



APPENDIX B

DATES TO REMEMBER

DEADLINE FOR QUESTIONS:

THURSDAY, OCTOBER 22, 2020 | 4:00 PM (CST)

DEADLINE FOR SUBMISSION:

THURSDAY, NOVEMBER 12, 2020 | 4:00 PM (CST)

or

APPENDIX B: *CONTINUED* SUBMITTING BIDS VIA EMAIL

Email bid documents to Procurement at bids@jmaa.com

REQUIRED IDENTIFICATION INFORMATION:

- Respondent's Company Name
- Project Title, "Centralized Security Checkpoint Project, Project No. 005-20" in Subject Line.

Submissions received after the deadline will not be accepted.





APPENDIX B: CONTINUED

HAND-DELIVERED/MAIL SERVICE SUBMISSIONS

DELIVER TO:

- JMAA Administrative Office
- Attention: Chad Parker, Director of Procurement
- Jackson-Medgar Wiley Evers International Airport (JAN)
- 100 International Drive, Suite 300 | Jackson, MS 39208

ENVELOPE/FLASH DRIVE:

- Respondent's Company Name
- Project Title, "Centralized Security Checkpoint Project, Project No. 005-20"

It is the responsibility of the Respondent to ensure that the sealed Submission is delivered by the Deadline.



APPENDIX C

PROPOSAL CHECKLIST

The list below is provided to the Respondent as a checklist to verify that all required documentation/information listed in this RFQ is included in the Respondent's submittal. This checklist in no way supersedes any requirement listed in the RFQ. It is the Respondent's responsibility to verify all required documentation is included in the submittal.

- ☐ Identification of Respondent, which includes:
 - Full legal name and type of business entity of the Respondent;
 - Street and mailing address of Respondent;
 - Name of Respondent's representative for notification purposes;
 - Address and phone number of representative if different from address provided above; and
 - Name, titles, and business address of each director, senior officer and any shareholder, partner or member having, owning or controlling 10% or more ownership interested in the Respondent.
 - Identification of Respondent form attached as Exhibit 1. (**Signature and notary required**)
- ☐ Organizational summary, which includes:
 - A description of the Respondent's organization;
 - A description of the key personnel the Respondent would utilize; and
 - A description of the equipment to be used on this project.
- ☐ Experience of the Respondent, which includes:
 - Evidence of related work experience (Exhibit 6); and
 - References.
- ☐ A statement related to any terminated contracts during the past five (5) years attached as Exhibit 7 (**Signature Required**):
 - Any terminated contracts, forfeiture, etc. or affirmation there are none;
 - Any judgements or pending/threatened lawsuits or affirmation there are none; and/or
 - Any Bankruptcies or affirmation there are none.



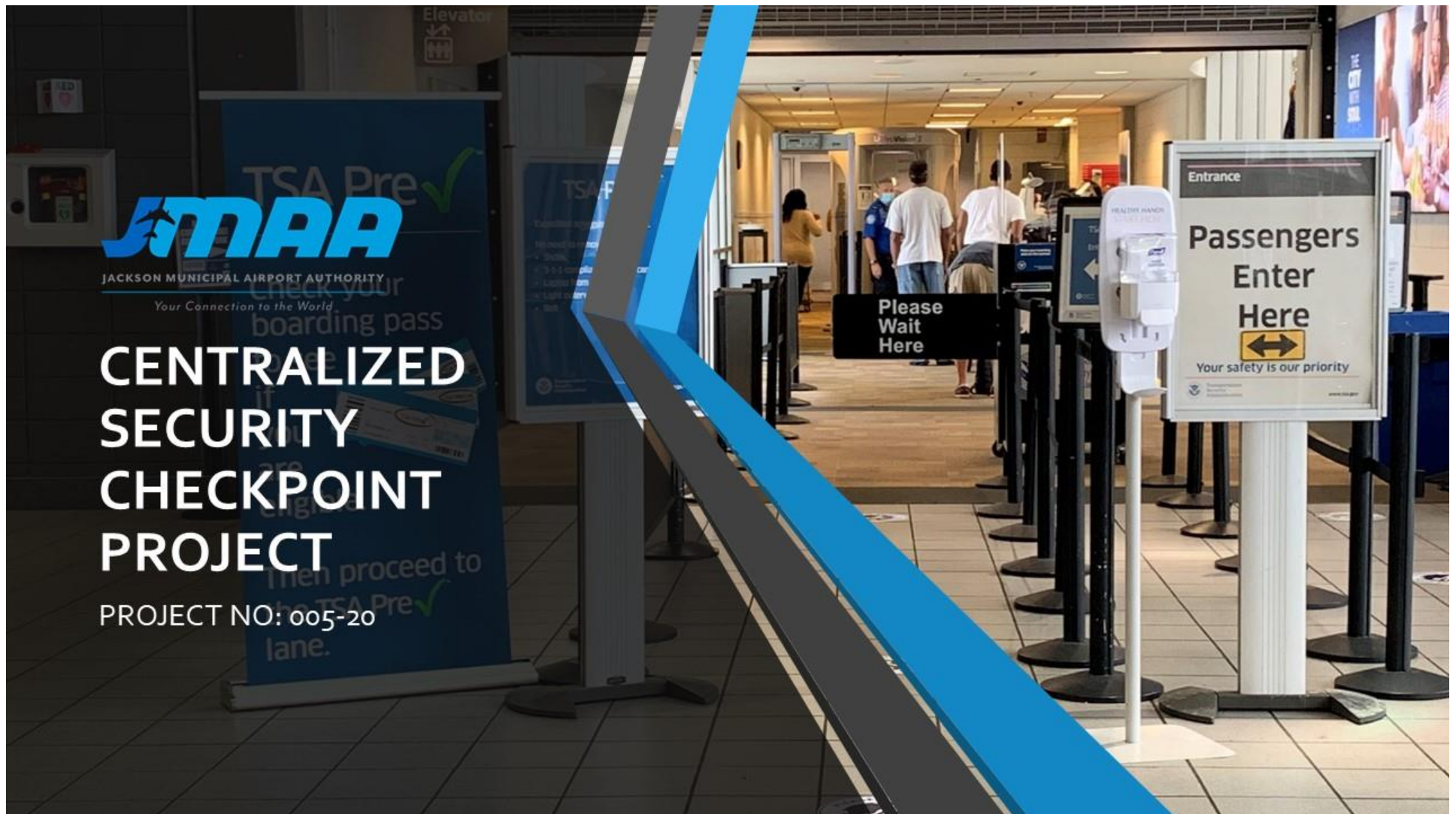
APPENDIX C: *CONTINUED* PROPOSAL CHECKLIST

- ☐ Respondent's proposed plan of Work
- ☐ Respondent's proposed schedule of Work
- ☐ Respondent and Sub-Consultant sufficiently staffed and capable of performing the Services.
- ☐ Respondents and Sub-Consultant's expertise and special knowledge.
- ☐ Respondents and Sub-Consultant's evidence of professional qualifications (licenses).
- ☐ Sub-Consultant Commitment and Confirmation Form attached as Exhibit 4 (**Signatures required**);
- ☐ Number of copies to be provided
 - One (1) digital copy.
- ☐ Acknowledgement of any Addenda issued in relation to this RFQ (**Signature required**).
- ☐ Conflict of Interest and Gratuities Statement attached as Exhibit 2 (**Signature required**).
- ☐ Certification of Offerer/Bidder Regarding Tax Delinquency and Felony Convictions attached as Exhibit 3 (**Signature required**).
- ☐ Exhibit 8 – Procurement QA & Verification Profile Sheet (**Signature required**)
- ☐ Proof of Team Member licensure as Professional Architect with the Mississippi State Board of Architecture.
- ☐ Proof of Team Member licensure as Professional Engineers with the Mississippi Board of Licensure for Professional Engineers and Surveyors
- ☐ Complied with Part 2: General Requirements for Statement of Qualifications and Part 3: Information Required from Respondent



APPENDIX D: *CONTINUED* COMMON ERRORS

- Forgetting to sign the required documents
- Failure to acknowledge receipt of addenda's
- Failure to return all required forms
- Late delivery
- Submit documents in format not accepted



Attachment 2

Acknowledgment of Receipt of Addendum

Addendum #1

Issue Date: October 16, 2020

**REQUEST FOR QUALIFICATIONS
CENTRALIZED SECURITY CHECKPOINT PROJECT
AT THE JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT
JMAA PROJECT NO. 005-20
DATED SEPTEMBER 30, 2020**

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 Project.

Name of Firm _____

Signature

Date