

**LEXINGTON-FAYETTE URBAN COUNTY AIRPORT BOARD
REQUEST FOR QUALIFICATIONS**

**ECONOMIC IMPACT STUDY
BLUE GRASS AIRPORT, LEXINGTON, KY**

The Lexington-Fayette Urban County Airport Board (LFUCAB) invites the submittal of written Statement of Qualifications (Submittal) from professional consulting firms interested in conducting a comprehensive study showcasing the economic impact derived by the activities and operations of Blue Grass Airport (LEX).

The LFUCAB is interested in consulting firms that can demonstrate the expertise and credibility to deliver such a project. Accuracy and integrity are paramount, and the methodology used in the study must be consistent with industry best practices. The Submittals will be reviewed and evaluated by LFUCAB's staff Selection Committee. A firm will be selected by LFUCAB, based on qualifications as defined by the criteria established in the RFQ. The contract will be administered by LEX staff.

Regardless of delivery method, four (4) hard copies and one (1) electronic PDF version of the Submittal must be received at the LFUCAB offices no later than **4:00 pm, local time, Wednesday, June 7, 2023** and must be submitted via U.S. Mail, Overnight or Courier Delivery to: Amy Caudill, Vice President of Marketing & Community Relations, Blue Grass Airport, Attn: RFQ for Economic Impact Study, 4000 Terminal Drive, Suite 206, Lexington, KY 40510. In person deliveries must be date and time stamped by the administrative receptionist.

PROJECT CONTACT

Please direct inquiries regarding this Request for Qualifications (RFQ) to Amy Caudill by email at acaudill@bluegrassairport.com. Questions must be received by **4:00 pm, Friday, May 19, 2023**. Inquiries after this time will not be considered. Responses to all inquiries will be posted in an addendum on the airport website no later than Wednesday, May 24, 2023.

To ensure a proper and fair evaluation, LFUCAB has established a cone of silence applicable to all competitive procurement processes, including this RFQ. The cone of silence is designed to protect the integrity of the procurement process by shielding it from undue influences prior to Award of an Agreement by LFUCAB. The cone of silence will be imposed on the RFQ beginning with advertisement and ending with the Award of the Agreement.

The cone of silence prohibits any communications regarding this RFQ between:

1. A potential Submitter (which includes vendors, service providers, bidders, proposers, lobbyists and consultants) and their representative(s) and LFUCAB staff, except for communications with the LFUCAB's procurement agent or other supporting procurement staff responsible for administering the procurement, provided the communication is strictly limited to procedural matters of the RFQ.
2. A potential Submitter and their representative(s) and an LFUCAB Board member.
3. A potential Submitter and their representative(s) and any member of the Selection Committee.
4. An LFUCAB Board member and any member of the Selection Committee.

Any violation of the cone of silence by a Submitter, as well as any of its representatives, will render its response void as well as any Awarded Agreement.

BACKGROUND/HISTORY

LFUCAB is the owner and operator of Lexington’s Blue Grass Airport. The airport is located on and includes nearly 1,100 acres located six miles west of downtown Lexington. It is the only primary commercial service airport located in the central part of the Commonwealth of Kentucky. Blue Grass Airport has two runways: Runway 4/22—7,000 feet in length—is used primarily for commercial air carrier operations and Runway 9/27—4,000 feet in length—is used primarily for general aviation operations.

Blue Grass Airport is classified as a small-hub airport under FAA passenger enplanement criteria and is an origin and destination airport. The airport is served by both mainline and regional airlines. In the calendar year 2022, the airport had 605,108 enplaned passengers.

RFQ PROCESS SCHEDULE/TIMELINE

Public Advertisement and Release of RFQ	May 9, 2023
Deadline for Submitting Questions	May 19, 2023; 4:00 pm EST
Questions/Answers Posted on Airport Website	May 24, 2023
Deadline for Submitting Statement of Qualifications	June 7, 2023; 4:00 pm EST
Notification by Selection Committee	June 19, 2023
Tentative Date for Interviews (<i>Will be held via Zoom</i>)	June 28, 2023
Anticipated Notification of Agreement Award	June 30, 2023

**Note, there will not be a pre-submittal meeting for this project.*

PROJECT GOALS

Blue Grass Airport’s last economic impact study was conducted in 2011. A copy of that study can be found at www.bluegrassairport.com/airport-impact-development/. Staff has defined the following goals as most important for this project:

1. Capture the unique value of an airport to its local community
2. Collect accurate necessary data to estimate the on-airport employment, payroll and output the airport supports
3. Determine the impact of expenditures associated with on-airport capital improvement and construction projects
4. Communicate the results of the study to the local community including the general public, media and elected officials to provide understanding of the airport’s role in our regional and local economy

LFUCAB staff are aware that there are a variety of perspectives, models and approaches to compile economic impact information. Staff will rely on the selected firm to assist in recommending the best model to achieve the above goals.

PROPOSED SCOPE OF WORK

The scope of work, at a minimum, shall include, but not be limited to, the following components:

- Direct economic impact: The study should quantify the direct economic impact of the airport on the local economy, including the economic contribution of the airport's operations, airlines, tenants, and other stakeholders as well as capital improvement projects.
- Indirect economic impact: The study should quantify the indirect economic impact of the airport on the local economy, including the economic contribution of the airport-related business activity such as hotels, restaurants, and other businesses that rely on the airport for their revenue.
- Employment impact: The study should quantify the airport's role in job creation and maintenance, both directly and indirectly.

The selected firm shall provide the following deliverables:

- A comprehensive written report that summarizes the findings of the economic impact study, including detailed analysis of the direct and indirect economic impact of the airport and the employment impact. The airport is only requesting assistance in drafting text for this report. The airport's in-house design team will design the publication and pay for printing fees.
- An executive summary of the report, suitable for distribution to key stakeholders and the general public. The airport is only requesting assistance in drafting text for this report. The airport's in-house design team will design the publication and pay for printing fees.
- A presentation of the study's findings to the Lexington-Fayette Urban County Airport Board at the completion of the project

Cost and fee information must not be included in the Submittal.

CONTENT OF SUBMITTAL

In response to this RFQ, four (4) hard copies and one (1) electronic copy of the written Submittal and letter of interest are to be submitted by interested firms. Submittals shall be limited to thirty (30) double sided, or sixty (60) single sided, 8 1/2 x 11-inch sheets of paper (letter of interest is not to be counted towards total). Additional materials, including detailed resumes, relevant project profiles/summaries, and references may be included in appendices attached to the Submittal. Note that the evaluation will be based on the submittal and that appendices are considered supplementary in nature. Submittals must contain the following information:

- (A) Demonstration of a thorough understanding of the project and its relationship to the work efforts described in the Proposed Scope of Work.
- (B) Identify the project manager and discuss his/her relevant experience and ability to provide leadership and ability to address technical and public issues.

- (C) Description of the structure of the project team. This shall include the firm's approach to coordination of the project. Identify the location of the primary project contact and methods to be used to coordinate the project. Identify any subconsultants expected to be used and describe the work that will be assigned to them. Describe relevant experience of all personnel to be assigned to the project (detailed resumes may be included in the appendices). Indicate the extent to which airport staff would be expected to contribute to the project work effort.
- (D) Demonstration of ability and commitment to undertake the work immediately and willingness to dedicate the necessary personnel and resources to the project to meet the proposed schedule. Submit an anticipated schedule for the project. Indicate the time availability and commitments of major elements of the proposed project manager and other key personnel. A Notice to Proceed is tentatively scheduled to be issued on July 1, 2023, and staff would like to begin the project immediately.
- (E) A list and brief description of relevant projects completed within the last five (5) years of a similar nature, and specific level of involvement of your firm and/or team. Include professional references (and contact information) for these projects. Submit a listing of lessons learned for each of these projects. Detailed descriptions of relevant project profiles/summaries may be included in the appendices.

EVALUATION AND SELECTION CRITERIA

Selection of a consulting firm will be based upon evaluation of the Submittals and interviews (if necessary). Based on an evaluation and review of information presented in the Submittals, the airport staff is to select the firms most qualified to perform the project. Submittals are to be reviewed, evaluated and shortlisted by the airport staff in accordance with the following criteria:

- (A) Understanding of the scope of the project and the approach proposed to complete it. *(20 pts)*
- (B) Professional strength of the project manager, both in respect to this type of work and in managing project teams in similar work. *(20 pts)*
- (C) Professional strength/organization of proposed project team, professional background, caliber and expertise of other key personnel, and the firm's approach. *(20 pts)*
- (D) Adequacy and reasonableness of the proposed project schedule, including consultant's current workload and demonstrated ability to achieve project schedules or deadlines, and the time availability of the project manager. *(10 pts)*
- (E) Successful experience with relevant economic impact study projects and quality of recent projects. *(20 pts)*

If the airport decides it is necessary, the Selection Committee will identify approximately three (3) shortlisted firms. These firms will make a short presentation at their interview, which will be held on June 28, 2023 via Zoom. The Selection Committee will then make its selection based upon the interviews, proposals, references and any other information they deem appropriate.

CONSULTANT SELECTION PROCESS

One consulting firm is to be selected by the LFUCAB based upon competitive qualifications. The following procedure is to be followed in determining the final consultant selection:

- 1) After receipt of Submittals, the Selection Committee will review and evaluate the Submittals in accordance with the Evaluation and Selection Criteria previously described herein. The staff will then rank the Submittals in order of qualifications. A short list will be prepared (if airport staff determine this is necessary) and approximately three (3) firms will be asked to interview with the Selection Committee to allow them further insights into each team's abilities.
- 2) Blue Grass Airport will then hold a scoping session with the highest ranked firm to fully define the scope of work.
- 3) After scoping meetings have been held with the top-ranked firm, and the final scope of services agreed upon, Blue Grass Airport staff will negotiate a fee with the top-ranked firm. If efforts to negotiate a fair and reasonable final fee are unsuccessful with the top-ranked firm, those negotiations shall cease, and the airport staff shall contact the second-ranked firm and begin negotiations with that firm. This process shall continue until an agreement is reached with one of the shortlisted firms. If the airport staff is unable to negotiate a satisfactory final fee with any of the short-listed firms, the staff will select additional firms in order of their competence and qualifications and continue negotiations until a satisfactory agreement has been reached and approved by the LFUCAB.
- 4) Blue Grass Airport staff will provide a consultant recommendation for LFUCAB approval. Upon the Board's approval, airport staff will notify the selected consultant and other firms of the results.
- 5) Final agreement for services, including fees and form of agreement, will be subject to review and approval by the airport's legal counsel and the Board.
- 6) The LFUCAB reserves the sole right to evaluate the Submittals, waive any irregularities and/or informalities therein, select the candidate and/or reject any and all firms that provided Submittals, should such be deemed in the best interest of the LFUCAB. In the event that any such waivers, selections, or rejections are considered necessary, the LFUCAB will be responsible for the final decision.

The Authority, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC 2000d to 2000d-4) and the Regulations, hereby notifies all Submitters that it will affirmatively ensure that in any Award made pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit Proposals in response to this invitation and that no Submitter will be discriminated against on the grounds of race, creed, handicap, color, religion, sex or national origin.

STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

The airport's standard agreement for professional services shall be used. Any requested deviations from the agreement should be noted in the Submittal.