

AGENDA
SHAWNEE AIRPORT AUTHORITY
JANUARY 14, 2019 AT 6:00 P.M.
RESCHEDULED FROM JANUARY 22, 2019
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

1. Consider approval of Consent Agenda:
 - a. Minutes from the December 17, 2018 regular meeting.
 - b. Authorize staff to proceed with a Request for Qualification (RFQ) for Engineering Services to provide general civil engineering consulting in support of the Capital Improvement Plan for the Shawnee Regional Airport.
2. New Business

(Any matter not known about or which
could not have been reasonably foreseen
prior to the posting of the agenda)
3. Adjournment

Respectfully submitted

Lisa Lasyone, CMC, City Clerk

Shawnee Airport Authority

1.a.

Meeting Date: 01/14/2019

SAA Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the December 17, 2018 regular meeting.

Fiscal Impact

Attachments

SAA Minutes

THE TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN REGULAR SCHEDULED SESSION IN THE COMMISSION CHAMBERS AT CITY HALL, 9TH AND BROADWAY, SHAWNEE, OKLAHOMA, MONDAY, DECEMBER 17, 2018, DURING THE BOARD OF CITY COMMISSIONERS MEETING AT 6:00 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

PRESENT: Bolt, Gillham, Harrod, Finley, Rutherford, Sehorn, Salter

ABSENT: None

Call to Order

Declaration of a Quorum

AGENDA ITEM NO. 1: Consider approval of Consent Agenda:

- a. Minutes from the December 3, 2018 regular meeting.

A motion was made by Trustee Rutherford, seconded by Trustee Harrod, to approve Consent Agenda Item No. 1(a). Motion carried 7-0.

AYE: Rutherford, Harrod, Finley, Sehorn, Salter, Bolt, Gillham

NAY: None

AGENDA ITEM NO. 2: New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)

There was no New Business.

AGENDA ITEM NO. 3: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:32 p.m.)

RICHARD FINLEY
CHAIRMAN

ATTEST:

LISA LASYONE, SECRETARY

Shawnee Airport Authority

1.b.

Meeting Date: 01/14/2019

RFQ Request

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to proceed with a Request for Qualification (RFQ) for Engineering Services to provide general civil engineering consulting in support of the Capital Improvement Plan for the Shawnee Regional Airport.

Fiscal Impact

Attachments

RFQ Memo

REQ



Date: January 2, 2019

To: Shawnee Airport Authority

The Honorable Richard Finley, Mayor

James Harrod, Vice Mayor

Ed Bolt, Commissioner

Ron Gillham, Commissioner

Darren Rutherford, Commissioner

Ben Salter, Commissioner

Mark Sehorn, Commissioner

From: Bonnie A. Wilson, CM Airport Manager

Subject: Publication of Request for Qualifications for Engineering Services in Support of the Airport Capital Improvement Program

Nature of Request:

Staff is seeking authorization to publish a Request for Qualifications for Engineering Services to provide general civil engineering consulting in support of the Capital Improvement Plan for the Shawnee Regional Airport.

Staff Analysis and Considerations:

The Federal Aviation Administration (FAA) provides Airport Improvement Grant funds to support certain capital development projects at airports. These funds may be expended on professional services such as consulting engineers if the airport sponsor uses a qualifications-based process to select and contract for these services.

In order to preserve competition within the industry and provide opportunity to all interested parties, FAA requires airport sponsors to publish a Request for Qualifications and review submissions against a standard set of criteria. Following the qualification assessment, airport sponsors may negotiate a rate schedule with the entity presenting the apparent best qualifications and enter into an agreement for no more than five years.

Recommendation:

The general engineering services agreement with H.W. Lochner, Inc., established under the RFQ method will expire in July 2019. The Airport Advisory Board and airport staff are recommending the publication of a Request for Qualifications, including standardized criteria, for the purpose of conducting a review and selecting a firm or group of firms to provide engineering services. A copy of the draft RFQ and supporting documents are included as Attachment 1 to this memorandum.

Budget Consideration:

The current Capital Improvement Plan for Shawnee Regional Airport includes three major projects: rehabilitation of Runway 17-35; rehabilitation of the parallel taxiway Alpha; and improvements to the airfield/infield storm drainage system for a total estimated cost of \$1,763,477 over five years. Of that total, engineering fees are estimated at \$267,625. These fees are eligible for reimbursement under the Airport Improvement Program grant system at the rate of 90% of available grant funds.

**REQUEST FOR STATEMENT OF QUALIFICATIONS
PROFESSIONAL ENGINEERING SERVICES
SHAWNEE REGIONAL AIRPORT
SHAWNEE AIRPORT AUTHORITY
SHAWNEE, OKLAHOMA**

The Shawnee Airport Authority, of Shawnee Oklahoma ("Authority"), on behalf of the Shawnee Regional Airport ("Airport") requests Statement of Qualifications to provide engineering and related services ("Services") to Shawnee Regional Airport for design and construction administration in support of projects identified in the Airport Capital Improvement Program.

The Authority will receive the Statements of Qualifications to perform the Services at the Office of the City Clerk, City of Shawnee, City Hall until 4:00 p.m. on **March 29, 2019** (the "Deadline").

Each Statement of Qualifications must be placed inside a sealed envelope or package marked with the wording: "Statement of Qualifications for Engineering Services." The outside of the envelope or package must also state the name(s) of the primary Respondent(s). Statement of Qualifications received by Shawnee Airport Authority after the Deadline will not be considered for any reason whatsoever.

Information for Respondents relating to this Request for Statement of Qualifications ("RFQ") is on file and open for public inspection at the offices of the City Clerk, and the Shawnee Regional Airport. The Information for Respondents includes a copy of the RFQ, General Information for Respondents, General Requirements for Statement of Qualifications, Information Required from Respondents and Criteria for Selection.

A copy of the Information for Respondents may be obtained from Shawnee Regional Airport as follows:

Attention: Bonnie A. Wilson
Airport Manager
Shawnee Regional Airport
2202 North Airport Drive
Shawnee, Oklahoma 74804
Telephone: (405) 878-1532
Email: bonnie.wilson@shawneeok.org

Persons seeking a copy of the Information for Respondents must provide contact information to include an email address at the time of the request for the purposes of creating a record of interested parties, distribution of any Addendum or other information related to this Request for Qualifications.

The contract to perform the Services will be awarded to the Respondent determined by the Authority to be best qualified to perform the Services. Prior to making the award, the Authority may request certain Respondents to make presentations. The Authority reserves the right to reject any and all Statement of Qualifications for any reason at any time prior to execution of a contract with the Respondent selected by the Authority to perform the Services and to waive any and all informalities and irregularities in the selection process.

1. GENERAL INFORMATION FOR RESPONDENTS

- 1.1. Issuer: Shawnee Airport Authority. This Request for Statement of Qualifications ("RFQ") is issued by the Shawnee Airport Authority ("Authority"), an airport authority organized and existing under Oklahoma Statute Title 3. Aircraft and Airports, §3-65.7.
- 1.2. The Authority's Project Manager, Bonnie Wilson, Airport Manager, is the Project Manager for Shawnee Regional Airport in connection with this RFQ. All questions regarding this RFQ must be directed to the Project Manager. The Project Manager may be contacted as follows:

Bonnie A. Wilson
Airport Manager
Shawnee Regional Airport
2202 North Airport Drive
Shawnee, Oklahoma 74804

Telephone: (405) 878-1532
Email: bonnie.wilson@shawneeok.org

All contact by Respondents with the Airport must be through the Project Manager. Any unsolicited contact by a Respondent regarding this RFQ or the project to which this RFQ relates with any other staff or with any member of the Authority shall be grounds for disqualification.

- 1.3. Purpose of RFQ; Scope of Work.
 - 1.3.1. The Shawnee Regional Airport ("Airport") desires to select a consultant (the "Consultant") to provide engineering and related services (the "Services") for design and construction administration in support of projects identified in the Airport Capital Improvement Program.
 - 1.3.2. The selected professional will be responsible for providing designs, making recommendations, providing construction administration and oversight for projects at the Airport to include but not be limited to: civil, electrical, environment and mechanical engineering, services assessments, evaluations and planning services.
- 1.4. Joint Submissions. Statement of Qualifications submitted in response to this RFQ may be submitted by (i) a single consultant, (ii) a joint venture (in which case all joint venture members shall be responsible to the Authority for proper performance of the Services), or (iii) a consultant with subconsultants, so long as all information required by this RFQ is provided.
- 1.5. All communication will be between the Consultant and the Authority's Project Manager. The Authority will not communicate directly with or have any contractual relationship with any subconsultant(s).

2. GENERAL REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

- 2.1. **Deadline.** Statement of Qualifications must be received at the Office of the City Clerk, City of Shawnee, City Hall until 4:00 p.m. on **March 29, 2019** (the "Deadline"). The Shawnee Airport Authority will deem Statements of Qualifications received after the Deadline non-responsive and will reject all late-received Statement of Qualifications without review. The mere opening of any Statement of Qualifications does not constitute acceptance of such Respondent as a responsive and qualified Respondent.
- 2.2. **Copies to be Provided.** Each Respondent must submit one (1) copy of its entire Statement of Qualifications in digital format. The digital copy of the Statement of Qualifications shall be submitted in Adobe *.pdf searchable format. All Respondents must submit eight (8) paper copies and the digital copy of the Statement of Qualifications must be enclosed in a sealed envelope or package, the outside of which must be marked with the name of the Respondent and the wording: "Statement of Qualifications for Engineering Services".
- 2.3. **Formatting and Page Limits.** No Statement of Qualifications may exceed fifteen (15) pages, exclusive of appendices. The Respondent's letter of transmittal, table of contents, summaries and introductions shall be included in the 15-page limit. Pages must be 8.5" x 11" with all four margins being at least one inch. No more than five (5) pages may be 11" x 17"; however, each 11" x 17" page shall count as two (2) pages against the 15-page maximum. All text information in the main part of the Statement of Qualifications must be in an easily-read font (preferably size 12 point or larger). Samples of prior work by the Respondent and references may be included as appendices, without counting against the 15-page limitation. Statements of Qualifications should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFQ and perform the Services.
- 2.4. **Statement of Qualifications Must Be Signed.** Each Respondent must sign its Statement of Qualifications. If the Statement of Qualifications is submitted by an individual, the Statement of Qualifications must indicate the name and post office address of the individual. If the Statement of Qualifications is submitted by a partnership, limited liability company or other business entity (excluding a corporation), the Statement of Qualifications must indicate the name and post office address of each member of the partnership, limited liability company or business entity. If the Statement of Qualifications is submitted by a corporation, the Statement of Qualifications must indicate the name and business address of the principal officer of the corporation and the corporation's state of incorporation.
- 2.5. **Interpretation of Information for Respondents.** Each Respondent should examine the Information for Respondents carefully. All requests to Authority for interpretation, clarification or correction of any ambiguity, inconsistency or error must be in writing delivered to the Project Manager, and only interpretations, clarifications or corrections by Addendum issued by the Project Manager shall be binding on Authority and the Respondents. Requests may be submitted by email, facsimile or other means.

- 2.6. Addenda. If it becomes necessary to revise any aspect of the RFQ or to provide additional information to Respondents, the Project Manager will issue one or more Addenda by delivery via email to all persons on record with the Authority as having received a copy of the RFQ. Receipt of the Addenda via email must be acknowledged by return email to the sender. No Addendum will be issued later than two (2) calendar days prior to the Deadline, except an Addendum withdrawing this RFQ or an Addendum postponing the Deadline (which Addendum may be issued at any time up to the Deadline). Each Respondent is solely responsible for ensuring that it has received and understands all Addenda issued by the Authority related to this RFQ.
- 2.7. Questions and Requests for Additional Information. Any questions regarding this RFQ or the Services must be submitted in writing to the Airport's Project Manager. Submissions by email are acceptable. The Authority will not provide individual responses to any Respondent. The Authority will respond to all questions by Addendum. The last time and date for submission of any questions to the Authority will be 2:00 p.m. on March 20, 2019. Each question must specifically reference this RFQ.
- 2.8. Representations of Respondent. Each Respondent, by submitting a Statement of Qualifications, represents that it (i) has read and understands the Information for Respondents, (ii) is familiar with the conditions under and the purposes for which the Services will be performed, (iii) has all professional qualifications, licenses, certifications and registrations necessary to perform the Services, and (iv) is knowledgeable of and, if selected by the Authority, will fully comply with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the Services or Respondent's performance of the Services.
- 2.9. Professional Qualifications. All Services must be performed by or under the supervision of a registered Professional Engineer listed with the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors.
- 2.10. Investigations. The Authority reserves the right to make any and all investigations it deems necessary to establish the competency of any Respondent to perform the Services. If, upon investigation the Authority determines in its sole discretion that a Respondent lacks satisfactory evidence of competency, the Authority reserves the right to reject the Statement of Qualifications of such Respondent.
- 2.11. Rejection of Statement of Qualifications. The Authority reserves the right, in its sole discretion, to reject any and all Statement of Qualifications and to waive any technicality, informality or irregularity in any Statement of Qualifications for any reason at any time prior to entering into a contract to perform the Services. Without limiting the foregoing, the Authority specifically reserves the right to reject a Statement of Qualifications if the Respondent fails to furnish the data required under Information Required from Respondents, Part 3 of the RFQ, or if the Statement of Qualifications is in any way incomplete or irregular.
- 2.12. Agreement. The selected Respondent will be required to enter into Authority's form of consultant agreement. The Agreement will contain, among other things, an agreement to perform the

Services in accordance with the standards of the industry, provisions required by applicable law and such other terms and conditions as Authority deems appropriate.

- 2.13. Type of Agreement. Selection of the Respondent will be based on qualifications and experience. Respondents should not submit any cost or fee information or performance schedule with their Statements of Qualifications. The Authority will negotiate with the selected Respondent concerning fees, costs and a schedule for the Services. The fee arrangement may be either (i) a firm fixed price, plus or inclusive of out-of-pocket expenses, (ii) a cost-plus fixed fee basis, subject to a predetermined maximum for each task; or (iii) on an hourly basis at approved rates, subject to a predetermined maximum. After the Respondent has been selected, the Authority will provide Consultant with an Agreement for Professional Services ("Agreement") establishing the terms and conditions for Consultant's performance of the Services to the Authority. The Agreement will include written "Statements of Work," detailing the services and associated fees and expenses for each in accordance with the terms and conditions of the Agreement.
- 2.14. Costs Incurred by the Respondent Prior to Execution of an Agreement. The Authority shall not be liable for any costs incurred by any Respondent in preparation of its Statement of Qualifications. Further, the Authority shall not be liable for any costs incurred by the selected Respondent prior to the effective date of the Authority's Notice to Proceed.
- 2.15. Disclosure of Response Contents. All materials submitted in response to this RFQ will be the property of the Authority and may be held by the Authority or returned to each respective Respondent at the Authority's sole discretion. In preparing its Statement of Qualifications, each Respondent should be aware that some or all of its Statement of Qualifications may be subject to public inspection and/or reproduction under the Oklahoma Open Records Act.
- 2.16. Nondiscrimination. By submitting a Statement of Qualifications in response to this RFQ, each Respondent agrees that it understands that Authority is an equal opportunity employer. It is the policy of the Authority to comply with all applicable portions of 49 CFR Part 21 (Title VI of the Civil Rights Act of 1964) which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, or disability. The Agreement will require that the Consultant (and all subcontractors) represent and warrant to the Authority that it (and they) will comply with all applicable provisions of 49 CFR Part 21 and all other laws, rules and regulations prohibiting discrimination. In the event the Consultant performs work for the Authority that involves the selection of a site or location of a covered facility, the Consultant shall use criteria or methods of selection which consider the impacts and benefits of the facility on persons without discrimination because of their race, color, religion, sex or national origin. The criteria and methods shall be designed to include proactive measures for obtaining citizen participation from persons of all races, colors, religions, sexes and national origins.
- 2.17. Disadvantaged Business Enterprise and Small Business Enterprises Participation. It is the policy of the Authority that maximum opportunity to participate in performance of the Services be provided to DBE-certified firms. For the purpose of this RFQ, firms certified by the following entities shall be collectively referred to as Disadvantaged Business Enterprises ("DBEs"): (i) DBEs certified by

the Oklahoma Unified Certification Program (OUCP) for Disadvantaged Business Enterprises (DBE) ("OUCP"), or the United States Small Business Administration ("SBA" 8 (a)).

2.17.1. The goal for DBE participation throughout the term of the Agreement for the Services is 3% of the total amount of the Agreement. Each Respondent must make good faith efforts (as such term is used in 49 CFR Part 26) to ensure that DBE participation is equal to or exceeds the goal for such participation and shall take all necessary and reasonable steps to ensure that DBEs have the maximum opportunity to compete for and perform a portion of the Services. No Respondent shall discriminate on the basis of, among other things, race, color, creed, age, physical disability, national origin or sex. The participation goal may be obtained by, without limitation, use of a partnership with, joint venture with, subcontracting to, procuring materials from or buying or renting equipment for the Services from DBEs. Each respondent must describe its proposed DBE participation in its Statement of Qualifications and must certify to its compliance with DBE participation goals or requirements in other contracts and projects during the preceding five-year period.

2.17.2. The Authority reserves the right, in its sole discretion, to verify each Respondent's compliance with DBE participation goals and requirements on other contracts.

2.17.3. The Authority reserves the right to reject any Respondent that does not either meet the DBE participation goals or exhibit its good faith efforts to meet the DBE participation goal. The Authority further reserves the right to waive or modify requirements set forth herein with respect to DBE goals and to select DBE Respondents which are otherwise qualified and acceptable to the Authority.

2.17.4. Should the Consultant (i) fail to carry out the requirements set forth in this Part 2.17 (DBE Participation) or (ii) use good faith efforts (as such term is defined in 49 CFR Part 26) to meet the goal for participation in the Services by DBEs, such failure shall be grounds for rejection of the Respondent or, if the Agreement has been executed, a material breach of the Consultant's obligations under the Agreement.

2.18. Conflicts of Interest and Gratuities. Each Respondent must complete, execute and submit a Certification Regarding Gratuities with its Statement of Qualifications provided as Attachment 1 to this RFQ. Failure to execute and submit the Certification will be grounds for rejection of the Respondent's Statement of Qualifications without review or consideration by the Authority.

3. INFORMATION REQUIRED FROM RESPONDENTS

3.1. Required Information. To be selected, a Statement of Qualifications must demonstrate that the Respondent is highly qualified by expertise and experience to perform the Services. A Statement of Qualifications should emphasize the Respondent's qualifications and experience regarding all aspects of the Services. At a minimum, all of the following information MUST be furnished by each Respondent as part of its Statement of Qualifications. The information provided must be complete and accurate. Any omission, inaccuracy, or misstatement may be cause for rejection of the Statement of Qualifications.

3.1.1. Identification of Respondent.

3.1.1.1. Full, correct, legal name and type of business entity of Respondent, and, if applicable, the Respondent's state of incorporation or formation. (Note: The Respondent awarded the Services, if a corporation, limited partnership or limited liability company, will be required to be licensed by the Secretary of State to do business in the State of Oklahoma and be in good standing with that office all times while performing the Services).

3.1.1.2. Street and mailing addresses of Respondent; name of Respondent's representative for purposes of notice or other communications regarding the Statement of Qualifications. If the address of Respondent or name of Respondent's representative for purposes of notice or other communications regarding any agreement which may be consummated with Authority will be different from the above, such other address or name must also be provided.

3.1.1.3. Telephone and email addresses for Respondent and, if different, for Respondent's representative regarding the Statement of Qualifications and any potential agreement with the Authority, such other telephone and email addresses must be provided.

3.1.1.4. Name, titles and business address of each director, senior officer and any shareholder, partner or member having, owning or controlling ten percent (10%) or more equity interest in Respondent.

3.1.2. Organizational Summary. An organizational summary of the Respondent to include the following:

3.1.2.1. A description of the Respondent's organization, including addresses of all central and branch or satellite offices; the number of employees; and all major divisions and areas of expertise; a description of the key personnel the Respondent would use to perform the Services, including education, professional qualifications, length of service, special expertise, and experience.

3.1.3. Experience.

3.1.3.1. Each Respondent must notate related work experience utilizing General Services Administration Standard Form "ARCHITECT - ENGINEER QUALIFICATIONS STANDARD FORM 330 (REV. 8/2016)" as appendices to its Statement of Qualifications. Sample work product from not more than three (3) similar projects may also be included as appendices.

3.1.4. Terminated Contracts. A statement, if applicable, setting forth the following information during the past five (5) years: (i) for all contracts of Respondent or any subsidiary, parent or affiliate of Respondent for services similar to the Services that have been terminated

either voluntarily or involuntarily prior to the expiration of their respective terms, the name, location and address of the other party(ies) to said contracts and the date(s) of termination; (ii) the name and address of all the sureties and the dates of any forfeited or canceled sureties or bonds; (iii) a detailed description of any judgments and any pending or threatened lawsuits related in any way to Respondent or any wholly-owned subsidiary, parent or affiliate of Respondent for work or services similar to the Services; and (iv) a description, date of filing and address for any court or petition filing in bankruptcy by or against Respondent or any wholly-owned subsidiary, parent or affiliate of Respondent.

3.1.5. Staffing. A statement and exhibited evidence that the Respondent's organization is sufficiently staffed to accomplish the Services.

3.1.6. Expertise and Special Knowledge. In the event certain features of the Services are of such complexity and nature as to require specialized or expert assistance, a statement as to whether the Respondent's organization or team is sufficiently staffed with such specialists to provide such features, or if it will be necessary to associate with others, and if an association should be necessary, the nature of such association.

3.1.7. Professional Qualifications. Evidence that all Services will be performed by or under the supervision of a registered Professional Engineer listed with the Oklahoma State Board of Licensure for Professional Engineers and Surveyors.

3.1.8. DBE Participation.

3.1.8.1. Each Respondent must complete and submit a proposed DBE Participation Plan providing the information described on Attachment 2.

3.1.8.2. Each Respondent must complete and submit a DBE Good Faith Effort Certification in the form provided on Attachment 3.

3.1.9. Acknowledgement of Addendum

3.1.9.1. If it becomes necessary to revise any aspect of the RFQ or to provide additional information to Respondents via an Addendum, each Respondent must complete and submit an Acknowledgment of Receipt of the Addendum in the form provided as part of the Addendum.

3.1.10. Other Information.

3.1.10.1. Any other information the Respondent wishes to submit to the Authority for consideration in evaluating the Respondent's Statement of Qualifications.

4. CRITERIA FOR SELECTION.

4.1. Criteria. The Authority will use a qualifications-based selection procedure for selection of the Consultant. Responses shall be evaluated and ranked in accordance with the criteria listed below.

4.1.1. Experience: Key Personnel's direct professional project experience with projects of the same type, similar scope and level of complexity. Value: 30 Points

4.1.2. Qualifications: Professional licensure as required by the scope of work of the Capital Improvement Plan. Points will be awarded for specific licensure required by the Capital Improvement Plan project elements and the services likely to be required to support the Capital Improvement Plan. Value: 20 Points

4.1.3. The Respondent's proposed Disadvantage Business Enterprise Participation plan, as demonstrated by the professional nature, variety and of scopes of work proposed to be undertaken by these entities. Value: 20 Points

4.1.4. The Respondent's relevant customer references demonstrating the Respondent's ability to provide Services with a focus on client goals and objectives, including but not limited to: timeliness of work, design within budget, project scheduling and management, accuracy and organization of records, and any other measurements of professionalism the Respondent chooses to provide. Value: 20 Points

4.1.5. The quality and clarity of the Respondent's Statement of Qualifications including submission of all required elements. Value: 10 Points.

CODE OF ORDINANCES CITY OF SHAWNEE, OKLAHOMA

Published in 2017 by Order of the Board of Commissioners

ARTICLE XVI

**CONFLICT OF INTEREST AND OTHER PROHIBITED ACTS OF PUBLIC OFFICERS AND
EMPLOYEES**

Section 1. - Commissioners not to hold public employment; city officer and employees not to be interested in city contracts.

No member of the board of commissioners shall hold any other office or employment within the municipal government of Shawnee, compensation for which is paid out of public moneys, nor be elected or appointed to any office, the compensation of which was increased or fixed by the board of commissioners, while he was a member thereof, until after the expiration of at least one (1) year after he has ceased to be a member of said board of commissioners. No member of the board of commissioners or any officer of said city shall be pecuniarily interested directly or indirectly in any contract, purchase, or sale made by or with said city, or by any contractor or subcontractor of said city, nor in any manner wherein the rights of [or] liabilities of said city are, or may be involved, and such party, firm, or corporation shall be prohibited from recovering any compensation therefor, nor shall any member of the board of commissioners, or any officer or employee of said city be interested directly or indirectly in any public work or contract or contract made, supervised, or controlled, or which shall be paid for wholly or in part by said city or by any contractor or subcontractor thereof. Any member of the board of commissioners or any officer or employee of said city becoming interested directly or indirectly as aforesaid, or by commission, retainer, fee, gift, or a loan given or received at the time of the transaction, or before or after the same in any contract, franchise, work, purchase, or at sale by or with any of the agencies aforesaid, or who shall hold stock in any corporation contracting with said city or any contractor or subcontractor of said city shall forfeit all right or claim of title to his office and to any emoluments in any office which he shall happen to hold in said city, and shall be expelled therefrom by the board of commissioners; or if they shall fail to remove said officer, member, or commissioners, or any other city officer guilty, as aforesaid, he shall nevertheless be subject to removal upon the action of any five (5) citizens taken in the district court of Pottawatomie County, in such proceedings as are appropriate and proper.

Section 2. - Graft prohibited.

The receiving directly or indirectly by any officer of said city for his own use and benefit or any other use or purpose other than is authorized and provided in this Charter and the laws of the state, of any

interest, profits, or perquisites arising from the use or loan of public funds in his hands, or to be raised through his agency for city purposes, shall be deemed sufficient cause to forfeit his office, and the person so receiving shall then and there forfeit his office and be disqualified to hold office.

Section 3. - Offering compensation for election or appointment to office prohibited.

No officer or employee of said city shall give or promise to give to any other person any portion of his compensation or any money or valuable thing, or promise employment to any person in consideration of having been, or of being nominated, appointed, voted for, or elected to any office or employment; and if any such promise or gift be made, the person making or accepting such gift or promise shall forfeit his office or employment and be debarred and disqualified from being elected, appointed, or employed in the services of said city.

Section 4. - City officers not to receive gratuity from subordinate officer or candidate.

Any officer of said city who shall, while in office, accept any donation or gratuity in money or other valuable thing, either directly or indirectly, from any subordinate or employee, or from any candidate or applicant for any position as employee or subordinate under him, shall forfeit his office and be forever disqualified from holding any position in the services of said city.

Section 5. - Officers and bond liable for approving and paying unauthorized claims.

Every officer who shall approve, allow, or pay any demand on the treasury not authorized by law, ordinance, or this Charter shall be liable to said city individually and on his official bond for the payment of the demand so illegally approved, allowed, or paid.

Section 6. - Duty of officers to report violations concerning city contracts.

It shall be the official duty of every officer or person in the employment or service of said city, when it shall come to his knowledge that any contract or agreement with said city or with any officer has been or is about to be violated by the other contracting party forthwith to report to the mayor and board of commissioners all facts and information within his possession concerning such matter, and upon a willful failure to do so the board of commissioners shall remove the officer and/or employee.

Certification Regarding Gratuities

The undersigned hereby acknowledges having received a copy of the Code of Ordinances City of Shawnee, Oklahoma, published in 2017 by Order of the Board of Commissioners, Article XVI Conflict of Interest and Other Prohibited Acts of Public Officers and Employees. As contemplated by the Ordinance, the undersigned hereby certifies as follows:

1. The undersigned has reviewed and understands the Ordinance.
2. The undersigned certifies that it has received and
3. The undersigned certifies that it has not provided any gift, gratuity or favor, including travel to any Commissioner, employee or representative of the Authority or the City of Shawnee.
4. The undersigned acknowledges that if it does provide any gift, gratuity or favor, including travel to any Commissioner, employee or representative of the Authority in violation of Article XVI. - Conflict of Interest and Other Prohibited Acts of Public Officers and Employees, that such violation will be cause for immediate disqualification of the undersigned from any then current or future selection process involving the undersigned, and termination of any agreement already executed with the undersigned.

In Witness Whereof, the undersigned has executed this Certificate on the _____ day of _____, 20__.

Signature

Printed Name and Title



Notary Seal

State of _____ County of _____

The Signature above was acknowledged by me on the ____ day of _____, 20__.

Signature of Notarial Officer

My Commission Expires

PROPOSED DBE PARTICIPATION

Please provide the following information on each DBE proposed to participate in the performance of the work.

Firm Name:	
Contact Person:	
Phone:	
Email:	
Certifying Agency:	
Approved NAICS Code	General Description
Description of Work Anticipated to Be Performed Under the Proposed Agreement for Services	

Prime Respondent Authorized Signature	Date
Printed Name of Respondent	Title

**SHAWNEE AIRPORT AUTHORITY
GOOD FAITH EFFORT CERTIFICATION FOR
REQUEST FOR QUALIFICATIONS FOR
ENGINEERING SERVICES**

In addition to the entities described on the proposed DBE Participation Plan provided as part of the submission in response to the Request for Qualifications (RFQ) for Engineering Services the following DBEs were also contacted regarding this RFQ.

Firm Name: _____

Contact Person: _____ Phone: _____

Email: _____

Certifying Agency: _____

Approved NAICS Code: _____

Item(s) of Work Anticipated to Be Performed Under the Proposed Agreement for Services

Comments/ Reasons Not Included on Statement of Qualifications:

Prime Respondent Authorized Signature

Date

Printed Name of Respondent

Title