

**REQUEST FOR QUALIFICATIONS STATEMENT (RFQ)
PROFESSIONAL AIRPORT ENGINEERING
AND PLANNING SERVICES FOR
CURTIS L. BROWN JR. FIELD (EYF)
ELIZABETHTOWN, NORTH CAROLINA**

The Town of Elizabethtown, on behalf of the Curtis L. Brown Jr. Field (EYF), is requesting Statements of Qualifications from interested and qualified Aviation Consultants for engineering, planning, and subcontracted special services. The services may include, but are not limited to, the design and construction phases of runway extensions, runway safety areas, taxiways, aircraft aprons, airfield lighting, NAVAID's, instrument landing systems, fueling systems, hangars, and other projects as determined by the Town. The services may also include assisting with land acquisition, feasibility studies, miscellaneous planning, and environmental projects as determined by the Town. These services may also include subcontracted special services such as surveying, geotechnical, environmental, and quality assurance testing.

I. PURPOSE

The purpose of this Request for Qualifications is to obtain information about Aviation Consultants interested in providing expert professional, technical and advisory services at the discretion of the Town for anticipated engineering and planning services listed in the above paragraph.

Services will be for a period not to exceed five (5) years. The information obtained will be utilized by the Town to evaluate each interested firm by utilizing the criteria outlined in this Request for Qualifications (RFQ).

II. REQUIREMENT/SCOPE

To be considered for selection, the Aviation Consultant shall be qualified and capable to provide at a minimum the following services:

1. Airport planning, environmental analysis, land acquisition assistance, preliminary design, final design, estimating, bidding, construction administration, and resident project representative services for the proposal projects.
2. Subcontracted special services such as surveying, geotechnical, environmental, and quality assurance testing.
3. Assist in preparation of funding grant applications for the North Carolina Department of Transportation, Division of Aviation (NCDOA) and/or the Federal Aviation Administration (FAA), and develop justification to document the need for federal and state funds. Demonstrated assistance in project funding is required.
4. Provide technical assistance and advice to the activities identified above as required.

III. PROPOSAL FORMAT

To facilitate review of your Statement of Qualifications by the Town, it is requested that your Submission conform to the following format:

1. **Cover Sheet:** List project title (Airport Engineering, Planning and Subcontracted Special Services), the name of your firm, and the name, address and telephone number of a contact person for questions concerning the Statement submitted.
2. **Experience of the Firm:** Provide a narrative of your firm's prior experience and qualifications in airport engineering, planning and construction work for similar projects. Provide a list of similar airport projects involving federal and state funding completed within the last seven (7) years. Also, please reference the experience of firm personnel in working with FAA and NCDOA regulations and procedures.
3. **Consultant Professional Staff:** Provide a list of the professional staff members, including the office location where they currently work, that you propose to use on these projects and identify the responsibility of each staff member. Provide a brief resume for each person listing specific similar project experience.
4. **References:** Provide the name, address and telephone number of at least three (3) references familiar with the quality of work done by your firm on similar projects.
5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm. The entire Qualifications Statement must not exceed fifteen (15) pages; excluding the cover sheet and letter of introduction. Qualification Statements exceeding 15 pages will be returned and not considered.

IV. CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

Criteria to be used in screening and ranking of the Statement of Qualifications and selection of the successful firm are as follows:

1. **Qualification of the Firm, Including Firm Personnel:** Preference shall be given to those firms and personnel with experience and training in airport planning, land acquisition, airfield design, and construction administration for similar projects, as outlined in this RFQ.
2. **Overall Qualifications of the Project Manager:** Identify the Project Manager and those personnel that will be assigned to the project(s) including the location of their office.
3. **Experience in Working with NCDOA and FAA Regulations and Procedures:** Preference shall be given to the firm with a demonstrated working relationship with the NCDOA and FAA, and possess a thorough understanding of FAA rules and regulations regarding design and development of airports similar to Curtis L. Brown Jr. Field (EYF).

4. **Ability to meet DBE/MBE/WBE Goals:** The consultant shall have a demonstrated ability to meet the required DBE/MBE/WBE goals for professional services. Provide information/qualifications on proposed DBE/MBE/WBE firm(s) to be used, including where and when the DBE/MBE/WBE firms have worked with your firm on past airport projects similar to those outlined in this RFQ.

5. **Response Capability/Project Understanding:** Preference shall be afforded to those firms which in the opinion of the Town will be able to adequately respond to requests for consultation meetings or project administration requirements, and firms that have detailed understanding of the project requirements.

V. SELECTION OF THE CONSULTANT

It is the intent of the Town to review the Statements of Qualifications submitted and select a firm based on the criteria requirement contained in this RFQ. The selection process will conform to FAA AC 150/5100-14E. Selection on fee information will not be considered and should not be submitted.

VI. CONTRACT

After all the Statements of Qualifications have been screened and ranked by the Town of Elizabethtown, the selected firm will be invited to negotiate a Master Contract with the Town of Elizabethtown for a period not to exceed five (5) years.

For each project performed under the Master Contract, a detailed scope of work will be developed and agreed to by the Aviation Consultant and the Town. This detailed scope of work and associated fee will be developed into a work authorization and included as an attachment to the Master Contract. The Master Contract may be cancelled by either party for any reason at any time.

VII. SUBMISSION OF QUALIFICATIONS STATEMENT

Qualifications Statement must be submitted no later than 12 noon on April 30, 2020 to:

Name: Eddie Madden, Town Manager
Address: P.O. Box 700
Elizabethtown, NC 28337
Phone: 910-862-2066

Three (3) copies of the Qualifications Statement are required.

VIII. CONTACT PERSON

All questions must be directed in writing no later than April 15, 2020 to:

Name: Eddie Madden, Town Manager
P.O. Box 700
Elizabethtown, NC 28337
Phone: 910-862-2066
Email: emadden@elizabethtownnc.org