

**NOTICE OF REQUEST FOR STATEMENT OF QUALIFICATIONS
PROFESSIONAL ON-CALL AIRPORT ENGINEERING SERVICES
READING REGIONAL AIRPORT**

The Reading Regional Airport (RRAA) is seeking a qualified aviation consulting firm to provide professional on-call engineering, architectural and construction inspection/administration services in connection with the Airport Capital Improvements Plan at the Reading Regional Airport in Reading, Pennsylvania.

It is the intent of the RRAA to enter into a multi-year Master Agreement with a consultant for the upcoming five (5) year period. The selected consultant will negotiate and enter into individual sub-agreements for services, based on the scope of work, with the RRAA on an assignment-by-assignment basis during the term of the Master Agreement.

The services are limited to projects that the RRAA expects to initiate within five (5) years of the effective date of the Master Agreement. A list of the anticipated projects for the period is attached. It is noted that some services may not be required. The RRAA reserves the right to initiate additional procurement actions for projects and work items included in the initial procurement.

The selection of the consultant will comply with 49 USC §47107(a)(17), 2 CFR §200.320, and FAA Advisory Circular 150/5100-14 Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects, and applicable Pennsylvania statutes and laws, as amended.

The consultant and any subconsultants proposed shall not discriminate based on race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is required for federally funded projects over \$250,000.00. The consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of all Federally-assisted contracts. Failure by the consultant to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy as the RRAA deems appropriate.

The RRAA reserves the right to reject any submissions to this RFQ, request clarification, or waive informalities/technicalities if they are deemed in its best interest. The RRAA is not liable for any costs incurred by the consultant in the preparation or presentation of a response to this request. The current Airport Layout Plan and Master Plan were created by AECOM, and CIP was created by GFT/RRAA.

Scope of Services-Design/Engineering/Construction

The scope of work to be included in the Master Agreement may include, but is not limited to the following:

- a. Prepare Project Funding Applications and Capital Improvements Program (CIP) Documents.

- b. Perform Design, Bidding and Negotiation, Construction Administration, and Resident Inspection Services.
- c. Assist with DBE Program Overall Goal Updates/Program Administration.
- d. Construct/Rehabilitate Airfield Drainage Systems.
- e. Construct/Rehabilitate Airfield Pavement, Lighting, and NAVAIDs/ILS Improvements.
- f. Construct/Rehabilitate Airport Buildings (Terminal/Hangars/Maintenance).
- g. Construct/Rehabilitate Airport Roadways and Parking Areas.
- h. Install/Upgrade Airport Fencing and Security Systems.
- i. Obstruction Removal.
- j. Improve Runway/Taxiway Safety Areas/Object Free Areas.
- k. Land Acquisition.
- l. Such other airport-related engineering work as the RRAA may deem necessary.

Projects are limited to those in the attached project list and may be accomplished over multiple years, task orders, and Federal and State grants. Projects or work elements not included in this list or agreement may require additional procurement actions to ensure compliance with Federal and State requirements and to ensure qualification of staffing for specialized tasks.

Submission Requirements

Required information is to be presented in a manner that clearly illustrates the following:

- 1. Team Description/Background: A general description of the submitting firm and general information regarding any sub-consultant firms.
- 2. Organizational Chart: Include clear illustration as to the Project Manager and key personnel representing the primary firm.
- 3. Resumes: Include for key personnel. Indicate each individual's qualifications and experience.
- 4. Relevant Experience: Qualifications and experience of the primary firm in the past five (5) year at general aviation airports similar in nature to the Reading Regional Airport.

5. Proximity to the Reading Regional Airport: Geographical location of the office that will be primarily responsible for assigned projects and where the work will be accomplished, as well as the location of any supporting offices that will likely be involved in this contract.
6. References: Contact name, agency name, and telephone number of at least four (4) current airport clients of the primary firm located within Pennsylvania or adjacent states.
7. Regulatory Familiarity: Demonstrate familiarity with the Federal Aviation Administration (FAA) Harrisburg District Office and Pennsylvania Department of Transportation (PennDOT) Aviation Programs.
8. Workload: Provide a brief summary of the primary firm's current workload and ability to meet schedules and deadlines.

Evaluation Criteria

The criteria to be used in the selection of the consultant are as follows:

1. Firm Qualifications and Experience
2. Key Personnel Qualifications and Experience
3. Relevant Project Experience, with References
4. Geographical Location
5. References
6. Performance on Past Similar Projects
7. Familiarity with the FAA and PennDOT
8. Workload
9. Responsiveness to the RFQ

All interested parties should submit four (4) copies of the Statement of Qualifications, which shall contain no more than twenty-five (25) pages, excluding tabs and a cover letter. Submittals shall be printed single-sided on 8.5" x 11" paper.

RFQ Responses are to be addressed to:

Reading Regional Airport Authority
c/o Zackary Tempesco, Airport Director
24 Liberator Way
Reading, PA 19605

Statements must be sealed, delivered via mail or in person, and marked “**AIRPORT CONSULTING SERVICES RFQ – ENGINEERING**” on the outside of the envelope.

Deadline for submittal is 2:00 p.m., May 1st 2026. The Statement of Qualifications should be delivered in a sealed envelope or box clearly marked, “**Airport Consulting Services RFQ 2026 – ENGINEERING**”. The RRAA shall assume no responsibility for responses that are received after the prescribed time, or that are not properly addressed or identified.

Responding firms shall have no contact related to this project with County of Berks elected or appointed officials, members of Reading Regional Airport Authority, or RRAA Statement of Qualifications process. Any such contact will subject the firm to immediate disqualification for consideration for this project. Contact may only be made to the designated point of contact for this RFQ listed below. Consultants may request an airport site visit prior to submitting.

This is a Request for Qualifications only. **No price proposals, overhead rate, fees or any cost information should be identified as part of this submission.** Please submit any questions regarding this RFQ via email to Zackary Tempesco, Airport Director at ztempesco@readingairport.org.

Selection Process

Qualifications will be reviewed and evaluated by a Selection Committee based on the criteria listed herein. At the discretion of the Selection Committee, consultants may or may not be invited to participate in an interview. It is the intent of the Reading Regional Airport Authority to select a consultant as a result of this effort.

All successful firms will be notified in writing no later than five days after the selection and contracting process is completed.