

Request for Qualifications (RFQ)

For

New River Valley Airport Commission

Consulting Services for Development of an Airport Master Plan Study

PROJECT 2020-1



Published Date: April 17, 2020

Response Deadline: May 28, 2020 @ 3:00 PM

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RFQ PROJECT DETAILS

1. General

The New River Valley Airport Commission (Commission) owns and operates a public-use airport located at 5391 C.V. Jackson Road, Dublin, Virginia. The Commission is issuing this Request for Qualifications (RFQ) for Professional Consulting Services necessary for the preparation of an Airport Master Plan for the New River Valley Airport. Consulting firms or teams shall have extensive, recent and direct experience in all phases of a Master Plan development.

The project is anticipated to be funded, in part, by the Federal Aviation Administration (FAA) and the Virginia Department of Aviation (DOAV). All work shall comply with all current FAA requirements, including FAA Advisory Circular (AC) 150/5076-6B *Airport Master Plans* and AC 150/5300-13A, *Airport Design*.

In accordance with FAA AC 150/5100-14E, *Architectural, Engineering and Planning Consultant Services for Airport Grant Projects*, the Commission will select a consultant to conduct the airport master plan study. The study will be conducted in accordance with AC 150/5070-6B, including a technical report, AGIS aeronautical survey, aviation forecast, facility inventory, an updated Airport Layout Plan, capital improvement plan, identification of on and off airport land use development opportunities, and other components as necessary.

The contract issued to the successful consultant is subject to all federal and state laws including Affirmative Action to Ensure Equal Employment Opportunity laws. DBE firms are encouraged to participate.

2. RFQ Tentative Project Timeline

Please Note: Dates listed in the below table are dates for planning purposes. Any revision to the *Due Date* for vendor submission requirement will be made by addendum.

	Date	Time (EST)
RFQ Published	April 17, 2020	
RFQ Questions Due	May 18, 2020	3:00 PM
RFQ Questions & Answers Published	May 22, 2020	3:00 PM
RFQ Responses Due from Vendors	May 28, 2020	3:00 PM
Preliminary ranking of vendors	June 5, 2020	

3. RFQ Questions Due: May 18, 2020 by 3:00 PM

Questions-All questions related to this RFB must be in writing and received by the New River Valley Airport, no later than the due date.

- Questions can be delivered via e-mail to: kpskmanager@gmail.com
- Questions MUST be clearly marked in the subject line: "Questions, RFQ Airport Master Plan #2020-1"

*MAILED, PHONE CALL AND FAXED QUESTIONS WILL **NOT** BE ACCEPTED

4. RFQ Questions & Answers Publish Date: May 22, 2020 by 3:00 PM

Answers- If any questions are received; answers to all written questions will be issued in the form of an addendum.

5. RFQ Due Date & Delivery Address Details: May 28, 2020 at 3:00 PM

Responses are due to the New River Valley Airport Commission no later than the Due Date.

Prospective vendors can submit Project Information by DHL, FedEx, Hand Delivery, Mail, UPS, USPS, e-mail, etc.

Emailed Project Information:

- Email to: kpskmanager@gmail.com
- Must be clearly marked in the subject line with perspective project #2020-1
- Attach file in your email including all required documents as referenced in Section 7 of this project document
- Must be received, dated & time stamped by the due date

Hard Copy Project Information:

- Must be in Sealed envelope
- Must be clearly marked with perspective project #2020-1 on the outside of the sealed envelope in the lower left hand corner
- Include all required documents as referenced in Section 7 of this project document
- Must be received, dated & time stamped by the due date and received at the following address:

Delivery Address for DHL, FedEx, Hand Delivery, UPS, etc.
New River Valley Airport 5391 C.V. Jackson Rd. Bldg. 4 Dublin, VA 24084

Delivery Address for Mail, USPS
New River Valley Airport 5391 C.V. Jackson Rd. Bldg. 4 Dublin, VA 24084

Note: It shall be the responsibility of the sender to ensure vendor project information arrives by the required due date and time. Any information received after the due date and time will be rejected. When hand delivering project; prospective vendors are encouraged to verify the time on the atomic clock as this is the official time used for the receiving of all information. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored.

Please make sure the outside package is clearly labeled with the project number and description of the project when mailing vendor project information via a 3rd party delivery service. This ensures the vendor project information can be applied to the appropriate project.

6. *Scope of Work (Summary)*

The New River Valley Airport has experienced growth in on demand air freight and has generated interest in numerous aeronautical as well as non-aeronautical firms interested in providing service or leasing space. The master plan study will analyze current (and forecast future) demand, and develop a plan to support the needs of the New River Valley Airport over the next 20 years.

The Airport Master Plan document and accompanying Airport Layout Plan will be prepared in accordance with current Federal regulations, policy, Advisory Circulars (ACs) and guidance, including:

- FAA Airports Standard Operating Procedure (SOP)
- Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) (ARP SOP 2.00)
- FAA Standard Operating Procedure (SOP) for FAA Review of Airport Property Inventory Maps
- FAA AC 150/5070-6B, Airport Master Plans
- AC 150/5300-13A, Change 1, Airport Design
- AC 150/5060-5, Airport Capacity and Delay
- AC 150/5325-4B, Runway Length Requirements for Airport Design
- 14 CFR Part 77, Safe, Efficient Use, and Preservation of the Navigable Airspace
- FAA Order 5100.38D, AIP Handbook
- FAA Order 1050.1F, Environmental Impacts: Policies and Procedures
- FAA Order 5050.4B, NEPA Implementing Instructions for Airport Actions, and
- FAA Environmental Desk Reference.

Both the **Major Tasks** and the **Objectives and Focus Areas** for the Master Plan Study will be finalized after the consultant selection and in consultation with that same selected consultant. The FAA and Virginia Department of Aviation must approve the final Scope of Work.

The **Major Tasks** being *considered* for this Master Plan Study are:

1. Study Design/Project Scoping
2. Public Involvement Program
3. Inventory of Existing Conditions
4. Aviation Demand Forecasts
5. Facility Requirements
6. Alternatives Development and Evaluation
7. Airport Layout Plans
8. Facilities Implementation
9. Airport Geographical Information System Survey/Obstruction Evaluation including a new aerial base map
10. Study of both on and off airport land use development opportunities
11. Alternatives Analysis
12. Airport Layout Plan (ALP) Drawing Set
13. Update Exhibit 'A' Property Inventory Map using CADD
14. Implementation and Funding Plan, including Capital Improvement Plan
15. Study Documentation/Technical Report
16. Project Administration
17. Compliance with DBE requirements
18. Other planning components (as necessary)

7. **Submittal Requirements**

The Commission's intent is to choose the most qualified firm/team based upon approach, methods, qualifications/experience and availability.

Submittals are to be limited to 25 double-sided pages or fewer, exclusive of document cover, work product samples and resumes.

All respondents are required to include the following information in the submittal as a minimum. Respondents are to number and name each section as follows:

- 1) **Title Page:** Please include the following:
 - a) The name and number of this RFQ (Consulting Services-Development of an Airport Master Plan for New River Valley Airport; RFQ No. 2020-1)
 - b) The primary contact person of the Respondent's team, including name, phone number and email address. This person shall be the primary point of contact for all matters pertaining to this RFQ.
- 2) **Cover Letter:** Include an introductory cover letter (one page only) signed by a duly authorized representative of the firm.
- 3) **Respondent Information:** Identify the prime consultant and any sub-consultants, and include basic information about each firm, including name, location, number of employees, number of years in business, key areas of specialty, and role in this project. Include an overall organizational chart.
- 4) **Qualifications and Experience:** Provide relevant project information demonstrating previous experience related to performing airport master planning projects of similar scope. Previous experience with airports of similar size and function is highly desired. Project examples to include:
 - a) Client organization name and location, including the name and contract information of the client project manager (as a reference).
 - b) Service provided and date(s) of service.
 - c) A narrative description of the project goals, overall scope and outcome(s).
 - d) A statement as to the project being on-time and under/on-budget (or not).
- 5) **Project Personnel:** Provide the following:
 - a) An organizational chart showing the proposed project team, including names, title and role. Identify primary project contact.
 - b) A resume for each member of the proposed team, including partners and/or sub-consultants. The resumes shall clearly identify relevant project experience from previous assignments and highlight prior experience working with the FAA, DOAV and local governments.
- 6) **References:** Provide at least three (3) references comparable to proposed scope and services.
- 7) **Statement of Availability:** Provide sufficient information to demonstrate availability of proposed staff for the duration of the project, as scheduled.
- 8) **Familiarity with the Airport:** Provide sufficient information to demonstrate knowledge of, or familiarity with, the New River Valley Airport and its environment (physical, economic, etc...).
- 9) **Cost or Fee Information:** No cost or fee information shall be included with the submittal.

8. Final Compensation and Contract Negotiation

Since this is a Request for Qualifications, not a Request for Proposal, no cost proposal is requested at this time.

Final compensation for the Scope of Work on this project will be determined through negotiations with the selected firm, in accordance with FAA Advisory Circular 150/5100-14-E, in particular, section 2.13 *Negotiations*.

The Airport Commission will obtain an IFE (Independent Fee Estimate) for the services if required by the FAA prior to final project and scope of work submittal to the FAA.

The highest ranking respondent to this RFQ will be requested to submit a final project scope of work and proposed fee and supporting cost breakdown. This estimate must show the hours and cost required for each of the major tasks. In addition to charges for labor, the consultant will be required, if appropriate, to provide the costs for subcontractors, travel, living expenses, reproduction and other out-of-pocket expenses expected to be incurred.

If the respondents fee estimate differs by more than 10% from the IFE (either in total, or by sections), the differences will be explored to insure there is no misunderstanding of the scope of services or level of effort required. Adjustments may be made as mutually agreed.

If agreement is not reached, the County will terminate negotiations with the respondent and begin negotiations with the next highest ranked respondent to this RFQ.

The process will continue until the Airport Commission and the selected respondent have come to terms on:

- Scope of Services
- Draft Contract
- Respondents Fee Proposal (as Revised)

This material will be provided to the FAA and presented as a part of the grant application.

The FAA may choose to review the material for “reasonableness”. If found not reasonable by the FAA, the Commission may decline to execute the Draft Contract, and may either re-open negotiations with the respondent, or terminate those negotiations and move on to the next highest ranked respondent.

9. Evaluation Criteria and Process

Respondents should address each of the evaluation criteria listed below and provide at least specific examples of projects they have undertaken that demonstrate their qualifications.

- A. General Approach to the Project (Weighting 25%): Provide a narrative or other form to explain your intended approach to the overall project.
- B. Experience (Weighting 25%): Each firm will be evaluated based on its overall experience providing varied planning services for airport projects. Evaluation of experience will include the following:
 1. Resumes of the proposed members of the program and planning team who will be committed to the project. Resumes must include a description of the person’s qualifications and past experience with similar projects.
 2. The firm’s experience in the planning and design of airport projects.
- C. Familiarity with FAA Procedures and Personnel (Weighting 20%): Provide an explanation of your experience with FAA regulations, policies, procedures and personnel. Specifically, describe your experience in the FAA’s Washington Airport District Office.
- D. Familiarity with and Understanding of the New River Valley Airport (Weighting 20%)
- E. References (Weighting 10%): Provide at least three (3) references comparable to proposed scope and services.

All proposals will be reviewed by the Commission and the Airport intends to identify the top ranked firm/team from written proposals by close of business June 5, 2020. However, the Airport may short-list two finalists if the ranking does not clearly identify a top ranked firm. The Airport may then arrange for interviews with each firm. The successful firm will be chosen based on its qualifications, selection criteria evaluation and possible interview.

The firm selected will be given the first right to negotiate an Agreement acceptable to the Airport. In the event that an Agreement satisfactory to the Airport cannot be reached, the Airport may enter into negotiations with one or more of the

remaining firms. The successful firm shall commence work only after execution of an acceptable Agreement and approval of insurance certificates. The successful firm will perform all services indicated in the proposal in compliance with the negotiated Agreement.

10. Other

Firms shall provide acknowledgement to the following:

1. **Guarantees & Warranties:** Guarantees and warranties on workmanship and materials shall be stated in your document submission.
2. **Laws:** All work shall conform to all applicable industry, Federal, State and Local Laws, Codes, Ordinances, OSHA requirements and Standards.
4. **License:** Contractors performing work are required to ensure the work is to be done. All applicable Licenses for any contractors must be current on the day of contract execution and throughout the length of the project.
5. **Measurements:** Contractors are responsible for all measurements.
6. **Permits:** Contractor shall be responsible for securing all permits associated with the undertaking of the project.
7. **Project Manager:** Vendor shall provide a Project Manager who will act as a single point of contact.
8. **Rejection of Submission:** New River Valley Airport Commission reserves the right to accept or reject any or all submitted material and to waive any informality.
9. **Insurance:** Contractor upon exercising of a contract shall provide at their own expense the following insurance in connection with their work under this project:
 - a. Worker's Compensation: Statutory
 - b. General Liability: \$1,000,000 each occurrence and aggregate
 - c. Auto Liability Insurance: \$150,000 each occurrence and \$600,000 aggregate
 - d. Professional Liability: \$1,000,000 aggregate
10. **Taxes:** The New River Valley Airport Commission is exempt from payment of all federal, Virginia and local taxes on its purchases.
11. **Unfair Advantage:** The New River Valley Airport Commission will limit any unfair advantages and may reject a bid if there is found to be an unfair advantage.

11. RFQ Attachments

A. RFQ Advertisement

ATTACHMENT A: RFQ Advertisement

ADVERTISEMENT AND PUBLIC NOTICE REQUEST FOR QUALIFICATIONS

Consulting Services for Development of an Airport Master Plan Study

The New River Valley Airport Commission operates the New River Valley Airport, a general aviation airport in Pulaski County Virginia. The Commission is requesting statements of qualifications from professional consulting firms interested in providing services for the development of an Airport Master Plan Study.

The Request for Qualifications document may be downloaded at www.newrivervalleyairport.com or obtained at the Airport offices Monday – Friday 9am – 4pm.

Proposals are due no later than **3:00 p.m., May 28, 2020**. Any proposals received after this deadline may be returned unopened. The NRV Airport Commission reserves the right to reject any and all proposals, and/or divide any project into sections. The New River Valley Airport Commission is an equal opportunity/affirmative action employer. This public body does not discriminate against faith-based organizations.

Inquiries and requests for proposal packets should be addressed to:

Mr. Keith Holt, Manager
New River Valley Airport
5391 CV Jackson Road, Building 4
Dublin, VA 24084
540-674-4141 Phone
540-674-4780 Fax
kpskmanager@gmail.com