

**REQUEST FOR QUALIFICATIONS STATEMENT (RFQ)
PROFESSIONAL AIRPORT ENGINEERING
AND PLANNING SERVICES FOR
CONCORD REGIONAL AIRPORT
CONCORD, NORTH CAROLINA**

The City of Concord is requesting Statements of Qualifications from interested and qualified Aviation Consultants for engineering, planning, and subcontracted special services for Concord Regional Airport.

The services may include, but are not limited to, the planning, design, bidding, and construction phases of apron expansions, hangars, control tower, fuel farm, terminal area facilities and other projects as determined by the City of Concord. Services may also include, capital improvement planning, ALP updates, airfield lighting and signage plans, GIS files & exhibit drawings, grant application & management, land acquisition program assistance, land use / zoning / Part 77 obstruction analysis, master planning, feasibility studies, aircraft noise studies, TIP & CIP planning, and other planning and environmental projects as determined by the City of Concord.

These services also may include subcontracted special services such as surveying, geotechnical, environmental, construction observation, and quality assurance testing.

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 City of Concord 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 City of Concord to evaluate each interested firm by utilizing the criteria outlined in this Request for Qualifications (RFQ). The city reserves the right to pick one or more firms to negotiate an aviation consulting contract(s) with the City for a period beginning December 1, 2013. Work under the agreement will occur on an as-needed basis (not on a monthly ongoing fee basis) as projects schedules, funding availability, or needs develop.

REQUIREMENT/SCOPE

To be considered for selection, the Aviation Consultant (“Firm”) must be experienced, able to obtain a City of Concord privilege license, be registered to do business in the State of North Carolina, and have a verifiable history of providing, at a minimum, the following related scope services:

1. Airport planning, environmental analysis, land acquisition assistance, preliminary design, final design, estimating, bidding, construction administration, and resident project representative services for potential airport 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 developing documents and submittals for project funding is required.
4. Provide technical assistance and advice to the activities identified above as required.

PROPOSAL FORMAT

To facilitate review of your Statement of Qualifications by the City of Concord, 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, telephone number, and email address of a contact person for questions concerning the Statement of Qualifications submitted.
2. **Experience of the Firm:** Provide a narrative of your firm's history and 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. **Project Team:** Provide a list of the project team members and project manager, including the office location where they currently work, that you propose to use on these projects and identify the responsibility of each team member. Provide a brief resume' for each person listing specific similar project experience.
4. **References:** Provide the name, address and telephone number, and email address 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 Statement of Qualifications must not exceed fifteen (15) pages; excluding the cover sheet, index sheet, and letter of introduction. Statement of Qualifications exceeding 15 pages will be returned and not considered.

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. **Qualifications 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 and Location of the Project Manager and Project Team:** Identified Project Manager and those personnel that will be assigned to the project(s) including the location of their office. Preference shall be given to project teams with specific experience on similar projects identified in Airport's Master Plan, ALP, or TIP and familiarity with the Concord Regional Airport, the Charlotte region, and proposed projects, as outlined in this RFQ.
3. **Experience in Working with NCDOA and FAA Regulations and Procedures:** Preference shall be given to project team personnel (especially the project manager) 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 the Concord Regional Airport.
4. **Ability to meet DBE Goals:** The consultant shall have a demonstrated ability to meet the required DBE goals for professional services. Provide information/qualifications on proposed DBE firm(s) to be used, including where and when the DBE firms have worked with your firm on past airport projects similar to those outlined in this RFQ.
5. **Response Capability/Project Requirement Understanding:** Preference shall be afforded to those firms which in the opinion of the City of Concord will be able to adequately respond to requests for consultation meetings or project administration requirements and firms that have a detailed understanding of the project requirements.

SELECTION OF THE CONSULTANT

The City of Concord will use an internal review committee to evaluate each of the Statement of Qualifications received in response to this RFQ following the screening and ranking criteria described above.

The review committee shall then select a firm or, at its discretion, select a short list of firms to interview prior to finalizing a selected Aviation Consultant(s) enter into a five year Master Contract with. Again, emphasis in selecting a consulting firm shall be placed on the firm's qualifications and experience in projects similar to those which the City of Concord anticipates undertaking.

With respect to this RFQ, contact with any members of the City of Concord City Council, City of Concord staff, or members of the Concord Regional Airport staff, other than the Contact Person specified in this RFQ, by any of the proposing Firms during the evaluation period is strictly prohibited and will result in that Firm being eliminated from consideration.

The City of Concord reserves the right to reject any and or all submitted Statement of Qualifications and to waive or decline any Statement of Qualifications irregularities.

CONTRACT

The selected Aviation Consultant firm(s) shall execute a Master Contract with the City of Concord. The contract shall be based on the criteria described in this RFP and Firm's Statement of Qualifications.

For each project performed under the Master Contract, a detailed scope of work will be developed and agreed to by the Aviation Consultant(s) and the City of Concord. 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 with 60 day notice.

SUBMISSION OF QUALIFICATIONS STATEMENT

Statement of Qualifications must be submitted, by hand delivery or mail, no later than 2:00 p.m. on Tuesday, October 15, 2013 to:

Name: Mr. Rick Cloutier
Aviation Director

Address: Concord Regional Airport
9000 Aviation Boulevard
Concord, NC 28027
Tel: 704-920-5912

Five (5) copies of the each firm's Statement of Qualifications are required.

CONTACT PERSON

All questions must be directed in writing no later than 2:00 p.m. on Friday, October 4, 2013 to:

Mr. Rick Cloutier
Aviation Director
9000 Aviation Boulevard
Concord, NC 28027
Email: cloutier@Concordnc.gov

Firms interested in obtaining more information on Concord Regional Airport may visit the airport website: www.concordnc.gov/Departments/Concord-Regional-Airport

Also any additional requests for information, requests to visit the airport, or request a review of the Airport Master Plan must be made and arranged through the RFQ Contact Person listed above.

SELECTION NOTIFICATION

The City of Concord appreciates your firm's interest in providing services for the Concord Regional Airport and for submitting a Statement of Qualification. The City of Concord anticipates notifying the chosen firm(s) of its selection by November 1, 2013.