**REQUEST FOR QUALIFICATIONS FOR**

**PROFESSIONAL AIRPORT ENGINEERING**

**AND PLANNING SERVICES FOR THE**

**MOUNT OLIVE MUNICIPAL AIRPORT**

**MOUNT OLIVE, NORTH CAROLINA**

The Town of Mount Olive is requesting Statement of Qualifications from interested and qualified Aviation Consultants for engineering, planning and general consulting services for the Mount Olive Municipal Airport. The work includes but is not limited to master planning, land use planning, environmental analysis and engineering studies; grading, drainage, utilities and paving of airfield pavements and road pavements; hangars, terminal building improvements, fueling systems; storm water improvements; land acquisition, obstruction analysis/removal and other safety improvements; airfield lighting/signage and NAVAIDs; grant administration and other related work at the Mount Olive Municipal Airport.

**PURPOSE**

The purpose of this Request for Qualifications is to obtain expert professional, technical and advisory services at the discretion of the Town of Mount Olive for anticipated airport planning and development projects at the Mount Olive Municipal Airport over the next five (5) years. Services will be provided with close interaction with the Town of Mount Olive and Mount Olive Municipal Airport staff.

**REQUIREMENT/SCOPE**

For these projects, the Engineer shall be qualified and capable to provide the following services:

1. Airport, planning, environmental analysis, land acquisition, preliminary design, final design, estimating, bidding and construction administration.
2. 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.
3. Provide technical assistance and advice concerning airport needs, future development, project priorities and strategies for funding and project implementation. Provide coordination with the NCDOA and FAA as requested.

**PROPOSAL FORMAT**

To facilitate review of your proposal document by the Town of Mount Olive, it is requested that your proposal conform to the following format:

1. **Coversheet:** List project title Professional Airport Engineering and Planning Services, the name of your firm, and the name, address and telephone number of a contact person for questions concerning the proposal submitted.
2. **Experience of the Firm:** Provide a narrative of your firm’s prior experience and qualifications in airport planning, engineering, construction administration and grant administration for similar projects at both air carrier and general aviation airports. Provide a list of similar airport projects involving federal and state funding completed within the last three (3) years. Also, please reference the experience of firm personnel in working with FAA and NCDOA regulations and procedures. Review experiences in a consulting capacity where your responsibilities were similar to those defined under the **Requirement/Scope** listed above should be specifically referenced.
3. **Project Team:** Provide a list of the project team members 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 of at least three (3) current airport clients and references familiar with the quality of work completed 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 for this project. **The entire Qualifications Statement should not exceed twenty (20) pages, single side only.**

**CRITERIA FOR REVIEW OF PROPOSALS**

Criteria to be used in screening and ranking of the proposals 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 general aviation and air carrier airport planning, design, construction administration and grant administration (FAA and NCDOA), particularly for similar projects/airports.
2. **Overall Qualifications of the Project Manager and Project Team:** Identify the Project Manager and those personnel that will be assigned to the project(s). Preference shall be given to project teams with specific experience in similar projects and familiarity with airport design, permitting and construction in North Carolina.
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.
4. **Experience in Assisting Airports Justify Discretionary Funding** for airport projects from the NCDOA and FAA.
5. **Response Capability/Project Understanding:** Preference shall be afforded to those firms which in the opinion of the Town of Mount Olive 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.

It is anticipated that the Town of Mount Olive will make a

selection directly from the Qualifications Statement submitted.

**CONTRACT**

The successful proposer will be required to execute a general engineering base contract with the Town of Mount Olive. In addition, for each work element (project) performed under the contract, a detailed scope of work and fee shall be agreed to by both parties, such agreement to be an approved work authorization or supplement to the contract. The contract shall be subject to approval by the Town of Mount Olive.

The selected firm will be expected to assist the Town of Mount Olive in complying with the appropriate NCDOA MBE/WBE or FAA DBE Program to help ensure that minority/women owned and disadvantaged business enterprises have the maximum opportunity to participate in the performance of contracts and subcontracts and shall not be discriminated against on the basis of race, color, national origin, disability or sex on projects funded by NCDOA or FAA grants or other contracts required by the Town of Mount Olive.

**SUBMISSION OF PROPOSAL AND CONTACT PERSON**

Proposals must be submitted no later than 5:00 pm on April 22, 2020 to:

Name: Mr. Charles S. Brown, Town Manager

Shipping Address: Town of Mount Olive

114 East James Street

Mount Olive, NC 28365

Three (3) copies of the proposal documents are required. Proposals should be titled “Qualifications Statement for Professional Airport Engineering and Planning Services, Mount Olive Municipal Airport.”