



**REQUEST FOR QUALIFICATIONS
FOR
AIRPORT ENGINEERING AND PLANNING SERVICES
FOR
AIRPORT DEVELOPMENT PROJECTS**

FOR THE

**HENDERSON FIELD AIRPORT
AND
THE TOWN OF WALLACE, NC**

**250 Henderson Field Rd.
Wallace, NC 28466**

**Gage King
Airport Manager
910-285-6642
gking@wallacenc.gov**

February 1, 2022

1. GENERAL

Town of Wallace, a body politic of North Carolina, and the owner and operator of the Henderson Field Airport (ACZ), is seeking proposals from qualified consultants for airport consulting/engineering services to provide planning, design, construction, and grant administration services for projects at the Henderson Field Airport for the next five (5) years.

Proposals will be received until 5:00 p.m. on **March 7th 2022** in the office of the Airport Manager to the attention of Gage King at the address below:

Henderson Field Airport
250 Henderson Field Road
Wallace, NC 28466
gking@wallacenc.gov

Questions regarding the scope of services or other items related to this request must be directed to:

Gage King
Airport Manager
Henderson Field Airport
910-285-6642
gking@wallacenc.gov

2. SEQUENCE OF ACTIVITY

- Issue RFQ
- Receive and answer any questions concerning RFQ
- Interested firms respond by deadline of 5:00 pm on **March 7th 2022**
- Review committee convenes to review submittals
- Interviews conducted if necessary
- Review committee makes recommendation to Airport Advisory Board
- Airport Advisory Board makes contract approval recommendation to the Wallace Town Council

3. SCOPE OF SERVICES

The Town of Wallace proposes to engage the services of qualified engineering firms to provide planning, design, construction, and consulting services for various airport related projects at the Henderson Field Airport (ACZ). These projects may include, but are not limited to, runway strengthening/overlay, environmental studies, master planning, ALP update, airfield lighting, signage, NAVAIDS, taxiways, taxilanes and apron extensions/rehabilitations, safety area improvements, obstruction removal, land acquisition, automobile parking lot improvements, airfield drainage, industrial development, hangar construction, support building construction, terminal improvements, perimeter fencing, fuel farms, utility infrastructure development and upgrades, landside access improvements, and other similar airport related projects.

4. CONTENT OF THE PROPOSAL

The Town of Wallace requests that any firm desiring to be considered submit five (5) hard copies and one (1) electronic copy of the Statement of Qualifications as requested in section one of this RFQ. your proposal should be marked "AIRPORT ENGINEERING SERVICES FOR ACZ", and should contain the following:

- A brief description and history of the firm.
- A list of all personnel, with resumes, of those proposed to work with the Town of Wallace.
- A summary list of other firms or sub-consultants proposed to assist with this work.
- A list of projects performed for other general aviation airports, similar to those listed in Section 3. Please include the name of the airport, general description of the work, list of dates when work was accomplished, and any other project specific information you would like to add. If presently under contract doing similar work, please describe. A list of references should be included with contact information.

5. QUESTIONS PRE-SUBMITTAL

All questions and clarifications should be submitted by e-mail to the above email address.

6. SELECTION PROCESS

The Town of Wallace follows the qualification-based selection process set by the FAA under AC150/5100-14E, Change 1, and as required by the NCDOT Division of Aviation. Proposals received will be screened by a review committee and the committee will select the firms to be interviewed, if necessary. Selection criteria will include, but is not limited to:

- Evaluation of proposal.
- Proven background and experience in working with the FAA and NCDOT Division of Aviation, and other airports of this type and size.
- References.
- Knowledge of FAA/NCDOT Division of Aviation regulations, policies and procedures.
- Availability of key personnel to attend Airport Board meetings, public hearings and Town Council meetings as required.
- Capability to furnish qualified personnel.
- Demonstrated ability to complete work in a timely manner.
- Specific background and experience of the key personnel who will be involved in providing these services.

Proposals will be evaluated according to the following criteria:

- Professional qualifications, references, experience, and availability for the proposed projects
- Recent experience in airport projects comparable to the proposed projects
- Demonstrated ability to meet schedules and deadlines
- Ability to furnish qualified inspectors for construction inspection
- Location of office(s) in proximity to ACZ
- Documented ability of being able to provide project deliverables and close out projects in a timely manner

The Town of Wallace reserves the right to select from submittals or may interview from a short list of qualified consultants if deemed necessary. One or more firms will be selected by a committee in fair and uniform manner based in part on appropriate qualifications, experience for this type of work, and current workload. The selection committee reserves the right to reject any or all submittals.

7. CONTRACT

The top ranked firm, or firms, will be invited to negotiate a contract with the Henderson Field Airport and be recommended to the Henderson Field Airport Advisory Board and the Wallace Town Council for approval.

End of Request