

**REQUEST FOR QUALIFICATIONS  
FOR  
AIRPORT ENGINEERING SERVICES**



**FOR  
CURRITUCK COUNTY REGIONAL AIRPORT**

**June 1, 2022**

## **PUBLIC NOTICE**

June 1, 2022

The County of Currituck, North Carolina (“County”) requests Statements of Qualifications (SOQ) from interested and qualified firms (“Proposer”) for Professional On-Call Airport Engineering Consultant Services for Currituck County Regional Airport (ONX), for the next five (5) years (Project).

The Request for Qualifications (RFQ) package in electronic (PDF) format shall be requested from Crystal Owens, Contract Purchasing Agent by email at [Crystal.Owens@CurrituckCountyNC.gov](mailto:Crystal.Owens@CurrituckCountyNC.gov). The County is not responsible for full or partial sets of RFQ documents, including addendum, obtained from any other source.

Proposer shall submit an electronic copy of the SOQ in PDF format to Crystal Owens by email at [Crystal.Owens@CurrituckCountyNC.gov](mailto:Crystal.Owens@CurrituckCountyNC.gov) no later than 2:00 p.m. Eastern Standard Time (EST) on Tuesday, June 28, 2022. SOQs received after the due date and time will not be considered. The Proposer’s name and RFQ title should be clearly displayed in the email subject line and attachment title. It is the sole responsibility of the Proposer to ensure receipt of its SOQ to the County. Confirmation of receipt by telephone can be made directly to Crystal Owens at 252-232-6000, ext. 4020.

The County reserves the right to negotiate with any and all individuals or firms that submit qualifications. The County further reserves the right to reject all offers or award a contract which, in its judgment, is in the best interest of Currituck County. The County reserves the right to waive any informality. Small Business Entities, Women Owned Businesses and Minority Owned Businesses are encouraged to submit qualifications.

## **INSTRUCTIONS TO PROPOSERS**

### **Statement of Qualifications Submission**

Proposer shall submit one (1) electronic copy of its SOQ in PDF format to Crystal Owens, Contract Purchasing Agent, by email to [Crystal.Owens@CurrituckCountyNC.gov](mailto:Crystal.Owens@CurrituckCountyNC.gov) no later than 2:00 p.m. EST on Tuesday, June 28, 2022. SOQs received after the due date and time will not be considered. The Proposer's name and the RFQ title shall be clearly displayed in the email subject line and attachment.

It is the sole responsibility of the Proposer to ensure receipt of its SOQ to the County. Confirmation of receipt by telephone can be made directly to Crystal Owens at 252-232-6000, ext 4020.

### **Statement of Qualifications Format**

SOQ should be formatted on 8-1/2" by 11" paper. Pages with organizational charts matrices, or diagrams may be formatted on larger sheets. Type size should be no smaller than 11 points for narrative sections, but may be reduced for captions, footnotes, etc., while maintaining legible. Non-conforming submissions may be removed from consideration.

### **Addenda and Questions & Answers**

Written questions and requests for clarification shall be submitted via email to [Crystal.Owens@CurrituckCountyNC.gov](mailto:Crystal.Owens@CurrituckCountyNC.gov) no later than 2:00 p.m. EST on Thursday, June 16, 2022. To the extent Currituck County determines to respond to questions and requests for clarification, responses and any supplemental instructions will be in the form of a final written addendum, which if issued, will be emailed to all firms holding this RFQ no later than 2:00 p.m. EST on Tuesday, June 21, 2022. All addenda shall become part of the RFQ.

### **Communications**

All communication of any nature with respect to this RFQ shall be addressed to the Contract Purchasing Agent by email. Violation of this provision may lead to the removal of a Proposer's SOQ from consideration.

## **SCOPE OF SERVICES**

The County is requesting SOQs from interested and qualified Aviation Consultants for projects that include, but are not limited to: architectural, engineering, inspection, and other services as required in the five-year Capital Improvement Plan (CIP), and other related projects at the Currituck County Regional Airport. The Airport is currently updating its Master Plan and ALP with Talbert & Bright, Inc., so an official CIP has yet to be developed. Among projects that might be considered during the next five (5) years are:

1. Fuel Farm and Apron Expansion
2. Corporate Apron Expansion
3. Corporate Hangar
4. T-Hangar and Taxi lane
5. Runway 23 End Approach Clearing
6. Runway Pavement Rehabilitation and Strengthening
7. Runway 5-23 Runway Lighting System Rehabilitation
8. New Terminal Building
9. New Terminal Access Road and Parking

Consultant will be expected to provide miscellaneous services relating to the airport on an as-needed and as-requested basis. Services may include engineering, field assistance, general consulting and assistance with grant applications, research, contract document preparation, or other professional services. Consultant will be expected to provide site visits and status reports on a quarterly basis.

## **SOQ EVALUTION CRITERIA, SCORING, AND SELECTION**

These instructions outline the guidelines governing the SOQ and the approach to be used in its development and presentation. The intent of the RFQ is to encourage responses that clearly communicate the Proposer's understanding of the County's requirements. Only that information which is essential to an understanding and evaluation of the SOQ should be submitted. Items not specifically and explicitly related to the RFQ and Statement of Qualification, e.g., brochures, marketing material, etc. will not be considered in the evaluation.

### **Section 1: Qualifications and Past Performance of Firm (30 Total Points)**

1. A brief description of the firm; describe qualifications and background of the firm.
2. A list of similar work performed for other airports of similar size, including a description of work and the name of the airport, list of dates when work was accomplished, and the outcome of the work completed. If presently engaged in similar work or under contract doing similar work, please describe. A list of references should be included with contact information.
3. Demonstrate experience in working with the FAA Southern Region, Memphis ADO, NCDOT Division of Aviation, and airports of this type and size.

### **Section 2: Qualifications of Personnel Assigned (30 Total Points)**

1. A list of key personnel with resumes.
2. Include an organizational chart and location of personnel if other than main office.
3. Specific background and project experience of the key people who will be involved in providing these services.

### **Section 3: Capability to perform all aspects of the projects (40 Total Points)**

1. Discuss why you think the Currituck County Regional Airport would benefit from selecting your firm to do the work. Demonstrate understanding of the projects' potential challenges and the County's concerns.
2. Include the firm's project approach and ability to complete work described.
3. A summary of any arrangements that will be made with any other firm for assistance on this work.
4. Provide narrative describing:
  - a. Availability of the firm for participation at public meetings and Board meetings.
  - b. Ability to complete work in a timely manner as dictated by the grants.
  - c. Capability to furnish qualified personnel for each project.

### **Evaluation and Selection Process**

SOQ will be evaluated based on the Proposer's responses to the requirements of this RFQ. Evaluations will focus on relative strengths, weaknesses, and deficiencies associated with SOQ. The County reserves the right to obtain clarification or additional information with any proposer regarding its SOQ.

All proposers will be notified of the selection results. Final recommendation of the selected firm is subject to the approval of County officials. The County reserves the sole right to select the most qualified firm deemed to be in the best interest of the County.

## **GENERAL TERMS AND CONDITIONS**

### **Duties and Obligations of Proposers in the RFQ Process**

Interested proposers are expected to fully inform themselves as to all conditions, requirements and specifications of this RFQ before submitting a SOQ. Proposers must perform their own evaluation and due diligence verification of all information and data provided by the County. The County makes no representations or warranties regarding any information or data provided by the County. Proposers are expected to promptly notify the County in writing to report any ambiguity, inconsistency or error in this RFQ. Failure to notify will constitute a waiver of claim of ambiguity, inconsistency or error.

### **No Collusion, Bribery or Conflict of Interest**

By responding to this RFQ, the Proposer shall be deemed to have represented and warranted that its SOQ submittal is not made in connection with any competing firm submitting a separate response to this RFQ, and is in all respects fair and without collusion or fraud. Furthermore, the Proposer certifies that neither it, any of its affiliates or subconsultants, nor any employees of any of the foregoing has bribed, or attempted to bribe, an officer or employee of the County, or other government official at the state or federal level, in connection with this RFQ.

### **Public Records**

Upon receipt by the County, each SOQ becomes the property of the County and is considered a public record except for material that qualifies as “Trade Secret” information under N.C. Gen. Stat. § 66-152 et seq. SOQ will be reviewed by the County’s evaluation committee, as well as other County staff and members of the general public who submit public record requests after a selection result has been announced to the public.

To properly designate material as a trade secret under these circumstances, each Proposer must take the following precautions: (a) any trade secrets submitted by the Proposer should be submitted in a separate, sealed envelope marked “Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Qualification package,” and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In providing a SOQ, each Proposer agrees that the County may reveal any trade secret materials contained in such response to the evaluation committee. Furthermore, each proposer agrees to indemnify and hold harmless the County and each of its officers, employees and agents from all costs, damages and expenses incurred in connection with refusing to disclose any material that the Proposer has designated as a trade secret. Any proposer that designates its entire SOQ as a trade secret may be removed from consideration.

### **Cost of SOQ Preparation**

The County accepts no liability for the costs and expenses incurred by Proposers in preparing and submitting qualifications, discussions, or negotiations. Each Proposer that enters into the procurement process shall prepare the required materials and submittals at its own expense and with the express understanding that the Proposer cannot make any claims whatsoever for reimbursement from the County for

the costs and expenses associated with the procurement process. The RFQ does not commit the County to pay for any costs incurred prior to the execution of a final contract.

### **County's Reserved Rights and Options**

The County expects to select one Proposer but reserves the right to request substitutions of any key team member, including staff and sub-consultants. The County reserves the right to contact any Proposer if such is deemed desirable by the County to obtain any additional information including but not limited to experience, qualifications, abilities, equipment, facilities, and financial standing. The County reserves the right to conduct investigations with respect to the qualifications and experience of any Proposer.

The County reserves the right to modify any part of this RFQ by issuing one or more addenda during the RFQ response period. The County reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response, in whole or part, deemed to be in the best interest of the County. The County reserves the right to waive technicalities and informalities.

This RFQ does not constitute an offer by the County. A response to this RFQ shall not be construed as a contract, nor indicate a commitment of any kind. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of the County unless the County and the Proposer execute a contract. The County may select the Proposer to engage in further discussions. The commencement of such discussions, however, does not signify a commitment by the County to execute a contract or to continue discussions. The County can terminate discussions at any time and for any reason. No recommendations or conclusions from this RFQ process concerning the Proposer shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina.

### **North Carolina Licensing**

In order to offer Design Services (Architecture, Engineering, or Landscape Architecture) as part of the response to this RFQ, the proposing firm must be properly licensed to provide Design Services in the State of North Carolina. More information on the North Carolina state boards may be found at the following websites:

NC Board of Architecture: (<http://www.ncbarch.org>)

NC Board of Examiners for Engineers and Surveyors: (<http://www.ncbels.org>)

NC Board of Landscape Architects: (<http://www.ncbola.org>)

### **Minimum Insurance and Bonding Requirements**

Successful proposers must have the financial capacity to undertake the work and assume associated liability. The successful proposer will be required to furnish proof of insurance coverage in the minimum amounts specified below:

- a. Professional liability insurance coverage in the minimum amount of \$1,000,000;

- b. Automobile liability in the minimum amount of \$1,000,000;
- c. Commercial general liability in the minimum amount of \$2,000,000; and
- d. Workers' compensation insurance as required by North Carolina statutes.

**Registration with Secretary of State for North Carolina**

Any proposer wishing to be considered for the project must be properly registered with the Office of the Secretary of State at the time of submission of the SOQ. The proposer(s) selected under this RFQ will be responsible for providing all professional, technical, managerial, and administrative staff with the appropriate skills and qualifications to complete the project.

**Ownership of Work Products**

The County shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents and other work product prepared by, for, or under the direction of the Proposer pursuant to any contract under this RFQ (collectively, the "Design Work"), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Design Work for any purpose or to assign such rights to any third party. The Design Work shall be prepared in the County's name and shall be the sole and exclusive property of the County, whether or not the work contemplated therein is performed. The County will grant the Proposer a royalty- free, non-exclusive license to use and copy the Design Work to the extent necessary to perform the contract.

**No Lobbying**

The Proposer certifies that it has not and will not pay any person or organization to influence or attempt to influence an officer or employee of the County or the State of North Carolina in connection with obtaining a contract under this RFQ.

**Compliance with Anti-Discrimination and Equal Opportunity Laws and Regulations**

The County will not discriminate against any proposers because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment. Proposers must comply with all applicable anti-discrimination and equal opportunity statutes, regulations, and Executive Orders.