



DARE COUNTY AIRPORT AUTHORITY

Dare County Regional Airport

P.O. Box 429 ~ 410 Airport Road
Manteo, NC 27954
(252) 475-5570 ~ Fax (252) 473-1196



Request for Statements of Qualifications for PROFESSIONAL AIRPORT ENGINEERING AND PLANNING SERVICES FOR THE DARE COUNTY REGIONAL AIRPORT

January 2023

Dare County Regional Airport, in Manteo, NC, is requesting Statements of Qualifications from interested and qualified Aviation Consultants for engineering and planning services for a five year period.

Projects shall be identified by the Airport Director and Airport Authority. Dependent on federal and state funding these projects may include but are not limited to: land acquisitions and obstruction removal, update the ALP and/or Master Pan, apron rehabilitation, hangar taxiway, hangar construction, maintenance building, road relocation, construct runway extensions and/or runway safety areas, runway and taxiway lighting systems, terminal building improvements, AWOS relocation, NAVAIDS, extension of taxiway A, inspect the rehabilitate storm drain pipe, drainage and storm water improvements, hangar assess roads, utilities, fueling systems, as well as perform grant administration, engineering, environmental studies, architectural services, feasibility studies, land use planning, and surveying as needed.

PURPOSE

The purpose of this Request for Proposals is to obtain expert professional, technical, and advisory services for development of the Dare County Regional Airport for a period of five years at the discretion of the Airport Authority. Services will be provided with close interaction with the Airport Director and the Dare County Airport Authority.

SCOPE

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

1. Airport planning, environmental analysis, land acquisitions, preliminary design, final design, estimating, bidding, construction administration, and Resident Project Representative Services.

2. Prepare funding grant applications for the NC Division of Aviation and/or the Federal Aviation Administration, and develop justification to document the need for Federal and State funds, as well as provide grant administration services as needed.
3. Provide ongoing technical assistance and advice to the Dare County Regional Airport as needed. The scope of the activities identified above is subject to further discussion and clarification at the time of contract negotiation.

PROPOSAL FORMAT

To facilitate review of your Statement of Qualification by Dare County Airport Regional Airport, 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 and telephone number of a contact person for questions concerning the Statement submitted.
2. **Experience of the Firm:** Provide a narrative of your firm's 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, 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 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 Qualifications Statement must not exceed fifteen (15) pages; excluding the cover sheet and letter of introduction. Qualification Statements 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 the RFQ.

2. **Overall Qualifications of the Project Manager and Project Team:** Identify the Project Manager and those personal 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, and familiarity with the Airport, 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 NCDIA and FAA and possess a thorough understating of FAA rules and regulations regarding design and development of airports similar to Dare County Regional Airport.
4. **Ability to meet DBA Goals:** The consultant shall have a demonstrated ability to meet the required DBE goals for professional services. Provide information/qualifications on proposed DBA firms(s) to be used, including where and when the DBS firms have worked with your firm on past airport projects similar to those outlined in this RFQ.
5. **Response Capability/Project Understanding:** Preference shall be afforded to those firms which in the option of the Dare County Regional Airport will be able to adequately respond to requests for consultation meetings or project administration requirements, and firms that have a detailed understating of the project requirements.

SELECTION OF THE CONSULTANT

It is the intent of Dare County Regional Airport to review the Statement of Qualifications submitted and select, based on the criteria requirement contained in this RFQ, a Number 1 ranked firm.

Contact with any members of the Dare County Commission, Dare County Staff, or members of the Dare County Regional Authority and Airport staff, other than the contact person specified in this RFQ, by any of the proposing Aviation Consultants during the evaluation period is strictly prohibited and will result in that Aviation Consultant being eliminated from consideration.

CONTRACT

After all the Statement of Qualifications have been screened and ranked by Dare County Regional Airport, the Number 1 ranked firm will be invited to negotiate a Master Contract with Dare County Regional Airport for a period not to exceed five (5) years.

For each project performed under the Master Contract, a detailed scope of work will be developed and agreed to by the Aviation Consultant and Dare County. 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.

QUALIFICATION BASES SELECTION

The intent is to select the consultant on the basis of their qualifications and experience as provided in their Qualification Statements. Fees will be determined through negotiations following section; therefore, proposers shall not include pricing information in the proposal.

Dare County Airport Authority reserves the right to waive informalities, reject an and all Qualifications Statements, solicit new Qualifications Statements, or to award a contract as it deems will best serve its interests.

CONTRACT

The successful proposer will be required to execute a contract. A detailed scope of work, as negotiated and agreed to by the parties, shall be included as an attachment to the contract. The contract shall be subject to the approval of the Dare County Airport Authority, The North Carolina Department of Transportation-Division of Aviation, and the FAA

SUBMISSION OF PROPOSAL AND CONTACT PERSON

Proposals must be submitted no later than 5:00pm Wednesday February 1, 2023 to:

Mr. Stacy Ambrose, Airport Director
Dare County Regional Airport/Airport Authority
410 Airport Road, Manteo, NC 27954

Five (5) copies of the proposal document are required.