

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

The City of Hickory is requesting Statements of Qualifications from interested and qualified Aviation Consultants for engineering, planning, and subcontracted special services. The services may include, but are not limited to, the design and construction phases of runway extensions, runway safety areas, airfield pavement overlays, taxiways, aircraft aprons, airfield lighting, NAVAID's, instrument landing systems, fueling systems, hangars, terminal site work, and other projects as determined by the City of Hickory. The services may also include, assisting with land acquisition, master planning, feasibility studies, miscellaneous planning, and other planning and environmental projects as determined by the City of Hickory. These services may also include subcontracted special services such as surveying, geotechnical, environmental, 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 Hickory 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 Hickory to evaluate each interested firm by utilizing the criteria outlined in this Request for Qualifications (RFQ)

REQUIREMENT/SCOPE

To be considered for selection, the Aviation Consultant shall be qualified and capable to provide at a minimum the following services:

1. Airport planning, environmental analysis, land acquisition assistance, preliminary design, final design, estimating, bidding, construction administration, and resident project representative services for the proposed 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 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 Hickory, 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 this RFQ.
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) 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 NCDOA and FAA, and possess a thorough understanding of FAA rules and regulations regarding design and development of airports similar to the Hickory 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 Understanding:** Preference shall be afforded to those firms which in the opinion of the City of Hickory 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

It is the intent of the City of Hickory 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 Hickory City Council, Hickory City Staff, or members of the Hickory Regional 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 the City of Hickory, the Number 1 ranked firm will be invited to negotiate a Master Contract with the City of Hickory 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 the City of Hickory. 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.

SUBMISSION OF QUALIFICATIONS STATEMENT

Qualifications Statement must be submitted no later than 3:00 p.m. on **Friday May 12, 2023** to:

Name: Mr. Terry Clark
Airport Director
Address: Hickory Regional Airport
3103 9th Avenue Drive NW
Hickory, NC 28601
Tel: 828-323-7408
Fax: 828-323-8456

Four (4) copies of the Qualifications Statement are required.

CONTACT PERSON

All questions must be directed in writing no later than 12:00 p.m. on **Thursday, May 11, 2023** to:

Mr. Terry Clark
Airport Director
Hickory Regional Airport
3103 9th Avenue Drive NW
Hickory, NC 28601
Email: tclark@hickorync.gov