

**REQUEST FOR PROPOSALS FOR
PROFESSIONAL SERVICES**

RFP: 24-12-18



Project Name:

Engineering Services for Easterwood Airport Improvements

Contracting Agency:

**Easterwood Airport Management
1 McKenzie Terminal Blvd.
College Station, TX 77845**

Telephone: (979) 775-9900

NOTICE OF REQUEST FOR PROPOSALS

Competitive sealed proposals for services will be received by the Contracting Agency, Easterwood Airport Management for **RFP: 24-12-18**.

The Contracting Agency is requesting qualifications-based proposals for **Professional Engineering Services for Easterwood Airport Improvements**.

Proposals will be received at the **office of Easterwood Airport Management, 1 McKenzie Terminal Blvd., Suite 112, College Station, TX 77845** until **2:00 p.m. December 18th, 2024**.

Copies of the project description, scope of work, qualifications, and method of selection are available at info.flyeasterwood.com "RFP 24-12-18".

A Pre-Proposal Conference will not be held.

Airport Director



11/182024
Kevin Davis

EASTERWOOD AIRPORT
REQUEST FOR PROPOSALS (RFP)
PROFESSIONAL ENGINEERING SERVICES INSTRUCTIONS AND
CONDITIONS TO OFFERORS

A. Project Description

Easterwood Airport Management (hereinafter referred to as “EAM”) is soliciting qualification and experience information to be used in selecting principal consultants to provide planning and/or engineering services for the following potential projects at Easterwood Airport.

EAM plans to award a three-year contract for any and all engineering projects subject to federal assistance under the Airport and Airway Improvement Act of 1982 as amended. Contemplated Projects under this contract may include:

- Future Car Wash Facilities
- Non-Aviation Development
- Future Air Traffic Control Tower Relocation
- Future Replacement Runway
- Future Parking Expansion
- Future Terminal Expansion
- Future Conventional Hangar
- Future Cargo Development
- Future Runway Shoulders
- General Aviation Development - Airside
- Future Airport Maintenance and Operations Facilities
- Future Access Road
- Relocated Rotating Beacon
- Future Fuel Farm
- Airfield Rejuvenation - (Runway 17/35 and Associated Taxiways)
- Corporate Aviation Development - Apron
- General Aviation Development - Landside
- Airfield Rejuvenation - Phase II (Runway 11/29 and Associated Taxiways)
- Airfield Rejuvenation - Phase III (Existing Airfield Aprons)

The above-contemplated projects are dependent upon federal AIP funding and State Aviation Division funding and approval of EAM, so it shall be understood that some of the services related to the above-listed projects may be deleted and that EAM reserves the right to initiate additional services not included in the initial procurement. Services, as outlined in FAA Advisory Circular 150/5100-14E Chapter One, include engineering and planning services for all phases and required incidental services for some or all of the above projects, which may be multiple FAA and/or TXDOT - Aviation Division grants funded.

B. Scope of Work

The engineering firm may perform professional services as hereafter stated:

1. To develop project plans and specifications for Easterwood Airport.
2. To apply for federal and state grants for EAM to help defray the cost of the engineering services and construction.
3. To advertise for bids, receipt of bids, and prepare recommendation of award to EAM.
4. General engineering supervision and contract administration during construction.
5. Periodic or full-time on-site observation during construction.
6. Conduct various environmental studies.
7. Multi Agency Compliance with rules and regulations.

C. Criteria for Evaluation of Proposals

Selection criteria will include: recent experience in airport projects, capability to perform all aspects of project, reputation, ability to meet schedules within budget, quality of previous airport projects undertaken, understanding of the airport and proposed projects, approach to proposed projects, approach to communication with the owner, and firm personnel qualifications.

Selection criteria contained in FAA Advisory Circular 150/5100-14E Chapter Two will be applied according to the following:

1. **Specialized Planning, Design, and Technical Competence**
Firm and personnel's recent experience in the planning, design, and in associated construction phase services related to airports. Ability to conduct Value Engineering (VE) study for complex projects. Firms ability to work with a given project and incorporate/build other added value project items into the same scope.
2. **Capacity and Capability**
Firm's capacity and capability to perform assignments within budget and on a timely basis. Firm should supply a statement regarding an Affirmative Action Program and efforts to meet Disadvantage Business Enterprise goals. Firm's ability to perform outside of branch office or obtain necessary resources out of its home office.
3. **Past Record of Performance**
Firm's past performances' record on similar project assignments. As part of their response, firms should provide a list of references with names and phone numbers.
4. **Approach to Providing the Services**
Firm should describe their approach to providing and managing the anticipated services and projects.
5. **Approach to Communication with EAM**
Firm should describe their approach to communication with the EAM relative to the services to be provided, the status of project, resolution of potential problems, etc.

6. Personnel Qualifications
The key personnel who will be assigned to the project should be identified and summaries of their experience given. Team's knowledge of FAA regulations, policies, and procedure.
7. Planning Services
Ability to provide ALP, CIP, Master Plan, Grant Administration etc. services in the best interest of the airport.

D. Proposal Format and Content

- Maximum of twenty-five (25) pages, excluding title, index, divider tabs, etc., cover letter or letter of transmittal.
- Front cover with proposal title, date, and firm's name (cannot include any other text); not included in 25-page limitation.
- Back cover without any text; not included in 25-page limitation.
- Bound on left hand margin.
- 8 1/2" x 11" paper.
- Printed on one side of sheet only.
- Five (5) copies of proposal are required.
- Transmittal letter, if any, not to be included in twenty (25) page limit.
- A digital copy of the proposal installed on a USB drive
- No other material to be included.

Proposals shall adhere to the following format for organization and content. Proposals must be typed and arranged/divided in the following sequence to facilitate evaluation:

- Cover Letter
- Statement of Understanding and Approach
- Company Information
- Company Personnel
- Experience and References
- Evidence of Insurance
- Litigation
- Financial Means

1. Cover Letter

The cover letter shall include a brief general statement of intent to perform the services and confirm that all elements of the RFP have been reviewed and understood. The letter shall include a brief summary of Company's qualifications. The letter must identify a single person for contact during the RFP review process.

2. Statement of Development Approach

This section must reflect a clear, detailed description of the proposed development. If options for expansion beyond initial development are proposed, a description should be included of the "future" development.

3. Company Information

This section shall include contact person information, address and telephone number of the company's main office and branch offices associated with this proposal. Each Company shall identify itself as to the type of organizational entity (corporation, sole proprietorship, partnership, joint venture, etc.). Any supplemental information that

Company believes may be pertinent to the selection process may be provided.

4. Company Personnel

This section shall contain names, contact numbers and description of experience, including licenses and/or certifications, of all key personnel who would be assigned to perform the Services. Members of the Company's professional team (managers, contact person, etc.) should be identified by name and title and should include contact phone numbers. Include also major subcontractors (if any) and their degree of involvement in this program. If the Company is including any subcontractors, the Company shall identify how long the Company has worked with the subcontractor.

5. Experience and References

The Proposal must demonstrate that the Company, or its key personnel, has at least five (5) years of experience with a legally registered business name, that provides services of a similar type and scope as described in the Scope of Work (Section "B"). A Company shall not have filed for bankruptcy under any business name over the past five (5) years.

6. Evidence of Insurance

In addition, the Company shall provide affirmation of possession of insurance in the coverage and amounts listed below:

Workers' Compensation	Statutory
Employer's Liability	\$1M
Commercial General Liability	
General Aggregate	\$2M
Products-Comp/OP Aggregate	\$2M
Personal and Advertising Injury	\$1M
Each Occurrence	\$1M
Medical Expenses per person	\$10,000
Automobile Liability	\$1M CSL
Professional Liability Insurance	
Per Claim	\$5M
Aggregate	\$10M
Umbrella/Excess Insurance	\$10M

7. Litigation

The Proposal shall identify any litigation, mediation, or arbitration, regarding the performance of any services similar to the Services, in which the Company has been involved in the past five years. If the Services require a license or certification, the Proposal shall include any claims or disciplinary action taken against Company or any of Company's key personnel within the past five years.

8. Financial Means

All Companies submitting a response to this RFP shall provide evidence of the financial means necessary to undertake the development, and manage the proposed facilities in their respective proposals.

A schedule of fees will be negotiated with the selected consultant for the services to be performed under the initial TXDOT - Aviation Division or FAA grant.

This contract is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation).

The consultant or subcontractor, by submission of an offer and/or execution of a contract, certifies that it:

- a. is not owned or controlled by one or more citizens or nationals of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- b. has not knowingly entered into any contract or subcontract for this project with a contractor that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- c. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a contractor (consultant) or subcontractor who is unable to certify to the above. If the contractor knowingly procures or subcontracts for the supply of any product or service of a foreign country on the said list for use on the project, the Federal Aviation Administration may direct, through the sponsor, cancellation of the contract at no cost to the government.

E. Date and Location for Receipt of Proposals

Proposals pursuant to this request must be received at;

Easterwood Airport Management
1 McKenzie Terminal Blvd., Suite 112
College Station, TX 77845

Five copies of statements, limited to 25 pages, shall be submitted by **2:00 P.M. December 18, 2024**. The outside envelope shall be plainly marked in the bottom left-hand corner, "Airport RFP: 24-12-18."

F. Envelopes

Sealed proposal envelopes shall be clearly marked "Airport RFP: 24-12-18" on the outside of the envelope. This information shall be placed on the lower left-hand corner of the envelope. Failure to comply with this requirement shall result in rejection of the proposal.

G. Award of Contract

The award shall be made to the responsible offeror or offerors whose proposals are most advantageous to EAM, taking into consideration the evaluation factors set forth in this request for proposal. After initial ranking of the proposals, at EAM's sole option, EAM may decide to interview the top two or three ranked firms to develop final rankings or may consider the rankings based on the proposals as being final. EAM will undertake negotiations with any finalist firm and make recommendation to Airport Officials for approval. Selected firm fee negotiations will be completed at convenience of both parties.

EAM at its sole option may award engineering services contracts to multiple firms and issue task orders per project to the firm of its choice.

H. Contact with Airport Officials or EAM Staff Members

All correspondences regarding the RFP shall be directed solely to Kevin Davis, Airport Director, 1 McKenzie Terminal Blvd., Suite 112, College Station, Texas 77845 who can be contacted at (979) 775-9901.

I. Responsibility of Proposer

At all times, it shall be the responsibility of the Proposer to see that their proposal is delivered to EAM by the date and time set for the opening of bids or proposals. If the mail or delivery of said bid proposal is delayed beyond the deadline set for the bid or proposal opening, bids or proposals thus delayed will not be considered.

J. Costs of Preparing and Submitting Proposals

EAM will not pay for any costs associated with the preparation or submission of Proposal.