



REQUEST FOR STATEMENT OF QUALIFICATIONS FOR PROFESSIONAL AIRPORT ENGINEERING AND PLANNING SERVICES FOR THE COASTAL CAROLINA REGIONAL AIRPORT

January 14, 2019

Coastal Carolina Regional Airport, in New Bern, NC, is requesting Statements of Qualifications from interested and qualified Aviation Consultants for engineering and planning services for a one to five year period. The work may include, but is not limited to; airport planning, horizontal and vertical airport design and construction, environmental analysis, grading, drainage, and paving of airfield facilities, design and installation of airfield lighting systems, land acquisition, and other related work at the Coastal Carolina Regional Airport.

Specific projects shall be identified by the Airport Director and Airport Authority. Dependent on federal and state funding, however, the airport expects to; construct an aircraft rescue and firefighting facility, expand the commercial passenger terminal, re-align and reconfigure two on-airport roadways, extend the main runway, install a runway approach light system, construct a consolidated rental car QTA facility, construct hangars and a maintenance storage building, develop corporate aerospace areas and facilities, and perform associated environmental assessments and other related studies on the above projects.

PURPOSE

The purpose of this Request for Statement of Qualifications is to obtain expert professional, technical, and advisory services for development of the Coastal Carolina Regional Airport for a period of time from one to five years at the discretion of the Airport Authority. Services will be provided with close interaction with the Airport Director and the Coastal Carolina Regional Airport Authority.

SCOPE

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

1. Airport planning, environmental analysis, land acquisition, 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 (FAA), and develop justification to document the need for Federal and State funds, as well as provide grant administration services if needed.

3. Provide ongoing technical assistance and advice to the Coastal Carolina 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 proposal document by the Coastal Carolina Regional Airport, it is requested that your proposal conform to the following format:

1. **Cover Sheet:** Include the name of your firm, and the name, address and telephone number of a contact person for questions concerning the proposal submitted.
2. **Experience of the Firm:** Provide a narrative of your firm's prior experience and qualifications in airport engineering and construction work for similar projects. Provide a list of similar airport projects involving Federal and State funding completed within the last three (3) years. Also, please reference the experience of firm personnel in working with FAA and NC Department of Transportation Division of Aviation regulations and procedures. Previous experiences in a consulting capacity where your responsibilities were similar to those defined under the scope should be specifically referenced.
3. **Project Team:** Provide a list of the project team members 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. Also include qualifications and time commitment of proposed project manager.
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. **Current Workload and Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm for this project.

CRITERIA FOR RANKING OF PROPOSALS

Criteria to be used in screening and ranking of the proposals and selection of the successful firm are as follows:

1. Capability to perform all or most aspects of the projects, and recent experience in airport projects comparable to the proposed projects. (15 points)
2. Key personnel's professional qualifications and experience and availability for the proposed projects; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies and procedures. (30 points)
3. Capability to meet schedules and deadlines. (5 points)
4. Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns. (5 points)
5. Qualifications and experience of sub-consultants regularly engaged by the consultant under consideration. (5 points)

6. Location of office in proximity to the airport. Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office. (5 points)
7. Ability to furnish qualified inspectors for construction inspection if applicable. (5 points)
8. Understanding of the project's potential challenges and Sponsor's special concerns. (10 points)
9. Degree of interest shown in undertaking the project and their familiarity with and proximity to the geographic location of the project. (15 points)
10. In meeting the Disadvantaged Business Enterprise (DBE) contract goal, evidence documenting that the consultant met the DBE goal, or by documenting that it made adequate good faith efforts to meet the DBE goal. (5 points)

QUALIFICATION BASED SELECTION

The consultant will be selected on the basis of their qualifications and experience, with fees determined through negotiations following selection. Therefore, proposers should not include pricing information in the proposal.

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 Coastal Carolina Regional 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 5:00 p.m. Friday, 8 February, 2019, to:

Mr. Andrew Shorter, Airport Director
Coastal Carolina Regional Airport
200 Terminal Drive
New Bern, NC 28562