

**REQUEST FOR QUALIFICATIONS STATEMENT (RFQ)
PROFESSIONAL AIRPORT ENGINEERING
AND PLANNING SERVICES FOR
CURTIS L. BROWN, JR. FIELD
ELIZABETHTOWN, NORTH CAROLINA**

The Town of Elizabethtown is requesting Statements of Qualifications from interested and qualified Aviation Consultants for engineering, planning, administrative 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 (see below) as determined by the Town of Elizabethtown. 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 Town of Elizabethtown. These services may also include subcontracted special services such as surveying, geotechnical, environmental, and quality assurance testing.

Future projects include but are not limited to: Phase II & III design and construction of the Vulcanair North America Manufacturing Facility expansion, Defense Contractor Facility (Project Dragon), General Aviation Hangers, Corporate Hangers I & II (Project Produce), DoD VTOL contract refueling site, Aircraft Paint and Interior Restoration facility, and Runway Extension design and Construction.

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 Town of Elizabethtown 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 Town of Elizabethtown 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 of providing 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 for the activities identified above as required.

PROPOSAL FORMAT

To facilitate review of your Statement of Qualifications by the Town of Elizabethtown, 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 Curtis L. Brown, Jr. Field.
- 4. Ability to meet MBE Goals:** The consultant shall have a demonstrated ability to meet the required MBE goals for professional services. Provide information/qualifications on proposed MBE firm(s) to be used, including where and when the MBE 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 Town of Elizabethtown 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 Town of Elizabethtown to review the Statement of Qualifications submitted and select, based on the criteria contained in this RFQ, a Number 1 ranked firm.

CONTRACT

After all the Statement of Qualifications have been screened and ranked by the Town of Elizabethtown, the Number 1 ranked firm will be invited to negotiate a Master Contract with the Town of Elizabethtown 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 Town of Elizabethtown. This detailed scope of work and associated fee will be developed into a work authorization and included as an attachment to the Master Contract.

SUBMISSION OF QUALIFICATIONS STATEMENT

Qualifications Statement must be submitted no later than 3:00 p.m. on **16 May 2025**, to:

Name: Dane D. Rideout
Town Manager
Address: Town of Elizabethtown
805 W. Broad Street
P.O. Box 700
Tel: (910) 874-1954

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 **25 April 2025**, to:

Dane D. Rideout
Town Manager
[Email: drideout@elizabethtownnc.org](mailto:drideout@elizabethtownnc.org)

