



REQUEST FOR QUALIFICATIONS

CONSULTING SERVICES FOR A MODIFIED AIRPORT MASTER PLAN AND AIRPORT LAYOUT PLAN (ALP) UPDATE

SMITH REYNOLDS AIRPORT, WINSTON-SALEM, NC

RFQ2615

Issue date 08.27.25



Proposals shall be complete and comply with the requirements listed herein.

Submit Proposals electronically in PDF format by **4:00 pm, September 26, 2025** to the attention of Mark R. Davidson, A.A.E. at mark.davidson@smithreynolds.org. Responses received after this date and time will be deemed non-responsive and will not be considered.

Questions are to be directed to Mark R. Davidson at mark.davidson@smithreynolds.org by the question period deadline of 4:00 pm, September 16, 2025.

This Request for Qualifications (RFQ) will in no manner be construed as a commitment on the part of the County to award a contract. The County reserves the right to reject any or all applications; to waive minor irregularities in the RFQ process or in the applications; to re-advertise this RFQ; to postpone or cancel this process; select and procure parts of services; and to change or modify the RFQ schedule at any time.

This contract will be federally funded by the NCDOT and FAA (as noted on page 5).

NOTICE TO PROPOSERS

It is the policy of the County of Forsyth that an employee, officer, or agent of the County may not participate in any manner in the bidding, awarding, or administering of contracts or agreements in which they, or a member of their immediate family, their business partner, or any organization in which they serve as an officer, director, trustee, or employee, have a financial interest.

Successful Proposers must comply with all provisions of the Americans with Disabilities Act (ADA) and all rules and regulations promulgated thereunder. By submitting a proposal, the successful Proposers agrees to indemnify the County from and against all claims, suits, damages, costs, losses, and expenses in any manner arising out of, or connected with, the failure of the Company, its subcontractors, agents, successors, assigns, officers, or employees to comply with the provisions of the ADA or the rules and regulations promulgated thereunder.

All proposals must be firm and not subject to increase, unless specified within the provisions of this Request for Qualifications (RFQ) and mutually agreed upon by the County and the Proposer. No special inducements will be considered that are not a part of the original proposal document.

Proposers are responsible for all costs related to the submittal of its Proposals, preparation of documents or submittals needed for negotiations, and the costs incurred in traveling to and participating in any meetings associated with the County's selection process and/or negotiating an agreement. Submission of Proposals establishes a conclusive presumption that the firm is thoroughly familiar with the RFQ and that the firm understands and agrees to abide by all of the stipulations and requirements contained herein.

County Rights and Options

The County, at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify this RFQ at any time
- To cancel this RFQ with or without the substitution of another RFQ
- To take any action affecting this RFQ, this RFQ process, or the services subject to this RFQ that would be in the best interests of the County
- To issue additional requests for information or clarification from proposers or to allow corrections of errors or omissions
- To require one or more Service Providers to supplement, clarify or provide additional information in order for the County to evaluate the Responses submitted
- To negotiate an agreement with one or more Service Providers based on the information provided in response to this RFQ.
- This RFQ does not obligate Forsyth County to contract for services specified herein.

Public Records

Any material submitted in response to this RFQ will become a "public record" once the Proposer's document(s) is opened and the Proposer is determined to be a participant in the solicitation process and shall be subject to public disclosure consistent with Chapter 132, North Carolina Statutes. Proposers must claim any applicable exemptions to disclosure provided by law in their response to this RFQ. Proposers must identify materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The County reserves the right to make all final determination(s) of the applicability of North Carolina General Statutes § 132-1.2, Confidential Information.

Trade Secrets/Confidentiality

Proposers must claim any material that qualifies as "trade secret" information under N.C.G.S. 66-152(3) in their response to this RFQ and must state the reasons why such exclusion from public disclosure is necessary and legal.

To properly designate material as trade secret under these circumstances, each Proposer must take the following precautions: (a) any trade secrets submitted by a Proposer should be submitted in a separate, sealed envelope marked "Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating this Proposal," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

Do not attempt to designate your entire proposal as a trade secret, and do not attempt to designate pricing information as a trade secret. Doing so may result in your proposal being disqualified.

In submitting a proposal, each Proposer agrees that the County may reveal any trade secret materials contained in such response to all County staff and City/County officials involved in the selection.

Familiarity with Laws and Ordinances

The submission of a proposal on the equipment requested herein shall be considered as a representation that the Proposer is familiar with all federal, state, and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such services, or equipment used in the provision of such services, or which in any way affects the conduct of the provision of such services; and no plea of misunderstanding will be considered on account of ignorance thereof. If the Proposer discovers any provisions in the RFQ documents that are contrary to or inconsistent with any law, ordinance, or regulation, it shall be reported to the County in writing without delay.

E-Verify Compliance

Per N.C.G.S. 143-133.3, provider shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Provider utilizes a subcontractor, the Provider shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

Iran Divestment Act

Provider hereby certifies that it is not on the North Carolina State Treasurer's list of persons engaging in business activities in Iran, prepared pursuant to NCGS 147-86.58, nor will Provider utilize on this agreement any subcontractor on such list.

Divestment from Companies that Boycott Israel

Contractor hereby certifies that it is not on the North Carolina State Treasurer's list of companies engaged in a boycott of Israel in violation of NCGS 147-86.80 et. seq. and that it will not utilize on this agreement any subcontractor on said list.

INFORMATION AND SCOPE OF WORK REQUIREMENTS

1. Location of Project:

Smith Reynolds Airport
3801 N. Liberty Street
Winston-Salem, NC 27105

2. Description of Project:

Forsyth County plans to contract for a Modified Master Plan and update to the Airport Layout Plan (ALP) for Smith Reynolds Airport (INT). Since Smith Reynolds Airport is not a commercial service airport, the elements of a detailed financial plan as described in Chapter 12 of FAA AC 150/5070-6B will not be required. The current Master Plan Update prepared for the Airport Commission of Forsyth County was completed in May 2012. Where appropriate, information and data gathered as part of other previous completed airport studies shall be utilized in order to reduce the scope of work and time required to complete the project. The ALP drawing set must be developed per FAA Standard Operating Procedure (SOP) 2.00 “Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)”.

3. Scope of services:

The development of a Modified Master Plan and updated Airport Layout Plan was identified by the Airport and NCDOT Division of Aviation (NCDOA) as the necessary tool to determine the desired direction of the airport while simultaneously meeting the required FAA design and safety standards. The project will help the Airport to make informed decisions as to the improvements at the airport to maximize its utility and minimize impacts to its surroundings.

There are several goals and objectives of this Modified Master Plan and Updated Airport Layout Plan (ALP) for Smith Reynolds Airport (INT). They include:

- To the extent possible, utilize all existing and relevant information to ensure the most efficient and cost-effective approach to the planning process.
- Meet specific FAA-planning requirements for this plan including:
 - A detailed forecast of aviation activity and the identification of critical aircraft.
- Conduct a streamlined and efficient public outreach program that is consistent with the needs of the community.
- Document existing airport facilities.
- Clearly identify/verify the present and future role(s) of the airport.
- Review/identify the size and layout of airside and landside facilities to accommodate projected aircraft demand and attain compliance with FAA design standards.
- Develop a 20-year Capital Improvement Program (CIP) and funding plan for the airport that provides the basis for future federal, state, and local government investment in the airport.
- Incorporate and plan for advanced air mobility (AAM) and vertiport options. The County has commissioned previous AAM studies and the NCDOT recently awarded Forsyth County with an additional AAM planning study grant in 2025.
- Summarize the economic contribution and significance of the airport to the community as identified in the State’s economic impact study and state airport system plan.
- Prepare an Airport Layout Plan (ALP) drawing set which meets current FAA requirements and an associated narrative report.

4. Selection Criteria:

Interested firms or individuals should submit their letter of interest addressing the following criteria:

- A. Qualifications and Experience of Staff Assigned to this Project
- B. Firm(s) Qualifications and Experience Related to the Scope of this Project
- C. Project Understanding and Approach
- D. Experience with the FAA, North Carolina Department of Transportation (NCDOT) Division of Aviation, and various additional resource agencies which coordination might be required.
- E. Current workload and capacity to meet schedules.
- F. Ability to meet DBE Goals for professional services. Provide information/qualifications on proposed DBE firms(s) to be used, including where and when the DBE firms have worked with your firm on past airport projects.
- G. Evidence of minimum insurance limits:
 - \$5M Professional Liability
 - \$1M Commercial General Liability
 - \$1M Business Automobile Liability
 - Workers Compensation: NC statutory limits and not less than \$100,000 each accident.

5. Selection Process:

No cost or fee schedules for consultant services shall be submitted with Proposals. The selection of a consultant firm for the award of this project will be qualifications-based subject to a mutual understanding of the scope of services and a negotiation of a fair and reasonable fee. Depending on the number and quality of the proposals, the County may decide to conduct interviews of shortlisted firms prior to the selection of the consultant.

The committee members will select a firm and provide written recommendation to the Deputy and County Manager for approval. If the Deputy and County Managers agree with the recommendation, the Airport Director will request approval from the Forsyth County Commissioners. Following approval from the Board of County Commissioners, the contract terms and conditions will be negotiated with the selected firm or individual. In the event contract negotiations prove unsuccessful with the selected firm or individual, the committee will select another firm or individual with which to begin negotiations.

This project may be funded in part by the FAA AIP program and/or the NCDOT Division of Aviation. Consultant selection will comply with the current FAA Advisory Circular 150/5100-14E “Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects”, FAA Advisory Circular 150/5300-13B “Airport Design”, FAA Advisory Circular 150/5070-6B “Airport Master Plans” and all applicable current FAA Advisory Circulars and other applicable federal, state, and local requirements. Teaming is allowable between the primary firm and sub consultants if needed for support tasks. These arrangements shall be indicated in the Proposal submittal.

6. Schedule:

The key activities and milestone dates for the selection process are listed below:

<u>Activity</u>	<u>Milestone Date</u>
RFQ Published	8/27/25
Deadline for Respondent Questions	9/16/25
Proposal Submission Deadline	9/26/25
Selection Committee meeting to review	10/9/25
Firm or Individual Selection Notification	10/16/25

7. RFQ Responses should include the following:

- Letter of interest
- Firm or individual history
- Current project list. Include current stage of the project and projected completion date.
- List previous projects of similar scope
- Resumes for staff who would be assigned to the project
- List of proposed sub-consultants.

8. RFQ Response Format:

The response shall be submitted electronically as noted on page 1. Responses received after this date and time will be deemed non-responsive and will not be considered. All responses must be signed by an official agent or representative of the company submitting the response. The submittal shall be limited to a **maximum of twenty (20) pages**. Selection will be made from the information submitted unless an interview is requested by the selection committee.

9. General Comments:

- Any cost incurred by respondents in preparing or submitting a response for the project shall be the respondents' sole responsibility.
- All responses, inquiries or correspondence relating to this RFQ will become the property of Forsyth County when received.
- Respondents are to refrain from contact with the selection committee members. Any questions regarding the RFQ should be submitted by email and directed to Mark Davidson at mark.davidson@smithreynolds.org. If a question of general concern is asked by any firm or individual with regards to this RFQ, a copy of the written response will be issued by addendum. The deadline for inquiries is noted on page 1.
- Forsyth County has the sole discretion and reserves the right to reject any and all responses received with respect to this RFQ and to cancel the process at any time prior to entering into a formal agreement. The County reserves the right to request additional information or clarification of the information provided in the response without changing the terms of the RFQ.

10. Confidentiality of Documents:

In general, documents that are submitted as part of the response to this RFQ will become public records and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. See pages 2-3 for detailed information.