

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR MASTER AIRPORT CONSULTING
SERVICES**

Issued by:

Fairfield County Airport Authority, Ohio

September 9th, 2024

**ALL RESPONSES SHALL BE SUBMITTED
DIGITALLY**

**All Statement of Qualifications responses
shall be submitted to:**

staci.knisley@fairfieldcountyohio.gov

**The Subject Line with your digital
submission must read: "RFQ for Master
Airport Consulting Services"**

**Responses must be received no later than
4:00 p.m. E.S.T.**

Friday, October 11th, 2024

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GENERAL BACKGROUND

The Fairfield Airport, located in Fairfield County, Ohio, is owned by the Fairfield County Board of Commissioners and operated by the Fairfield County Airport Authority.

INVITATION

In accordance with Federal Aviation Administration Advisory Circular 150-5100-14, Fairfield County Airport Authority submits this RFQ seeking responses from consultants experienced in providing professional services needed for projects within airport environs. Fairfield County Airport Authority seeks to enter into a master professional airport services agreement with a qualified airport consultant to assist with projects at the Airport over a five (5) year period commencing upon approval of agreement in 2024 and ending December 31, 2029. The consultant and its team of sub-consultants must be able to provide planning, design, and construction services for both federally and non-federally funded projects at the Airport. All work must meet Federal Aviation Administration (FAA), Ohio Department of Transportation (ODOT), Fairfield County, and all other applicable standards and regulations. Consultants responding to this solicitation must be willing to provide professional airport services to Fairfield County Airport Authority on an as needed basis for the projects at the Airport until final close-out activities are completed or such services are no longer required by Fairfield County. The actual scope of services will be determined by Fairfield County Airport Authority as needed on a per project basis pursuant to the terms of the master professional services contract. This engagement and services to be rendered only covers projects by Fairfield County Airport Authority. Any and all contact or questions concerning this RFQ shall be in writing sent to Staci Knisley, Airport Clerk via email at sknisley@fairfieldcountyohio.gov. Results of the selection process will be announced at a day and time to be determined by Fairfield County Airport Authority.

SCOPE OF SERVICES

Fairfield County Airport Authority intends to retain qualified and committed professional design/engineering and planning consultant firms to be part of the construction team for Airport projects.

The firm(s) chosen will perform design/engineering and planning of Airport construction projects. Fairfield County Airport Authority anticipates that the selected firm(s) will provide staff that can perform the duties of a design engineer, resident engineer, assistant resident engineer, structure representative, civil inspector, structure inspector, and material testing technicians.

Examples of other specific tasks that may be provided may include, but are not limited to:

- Prepare necessary applications and documentation for Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant funding. Assist in project coordination with the FAA and the Ohio Department of Transportation Aviation Office
- Update Airport Master Plan as needed, including property inventory map and preparation of Airport Capital Improvement Plan (ACIP). See Attachment "A".
- Prepare the necessary technical detail and/or analysis and support the preparation of environmental documents that may be required under any and all federal, state, or local environmental laws, policies, or programs that may be applicable. Demonstrated technical expertise and knowledge of applicable environmental acts and programs for airports is essential. Knowledge of local conservation plans is highly desirable.

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- Provide miscellaneous airport planning, design/engineering, construction administration management, and consulting support services as may be required by Fairfield County Airport Authority. These consultant services may include representing Fairfield County Airport Authority in discussions with the FAA regarding work program, grant requirements, and project documentation.
- Provide design/engineering plans and drawings in accordance with FAA standards and guidelines as outlined in Advisory Circular 15 0-5370-10, Standards for Specifying Construction of Airports. The consultant will also develop a safety plan for projects in accordance with Advisory Circular 150/5370-2.
- Design/engineering and planning of runway, taxiway, ramps, and roadways and other projects included in the current and future ACIP.
- Pavement reconstruction and/or overlay of aircraft parking aprons, taxiways, and runways.
- Design/engineering of subgrade stabilization.
- Environmental and design/engineering of airfield drainage improvements.
- Airfield lighting, signage improvements, and energy efficient retrofitting.
- Security upgrades including access control, perimeter fencing, CCTV, and lighting.
- Update airfield markings.
- Updates to the Airport Layout Plan.
- Updates to the Airport Pavement Maintenance Plans.
- Updates to the Airport Security Plan, Airport Emergency Plan, and Airport Certification Manual.
- Assistance in filing various federal and state reports required of airports.

EVALUATION AND SELECTION PROCESS

Responses submitted after the time and date specified herein will not be accepted. All responses to this RFQ will be evaluated by a selection committee, consisting of representatives of Fairfield County Airport Authority. The statement shall contain the following information in the order listed below. The selection will be based, in part, on the guidelines set forth in the FAA Advisory Circular No. 150/5100-14 (Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects) and the following criteria:

PROPOSAL FORMAT

To facilitate review, submissions should conform to the following format:

1. Experience of the Firm: Provide a description of your firm's prior experience and qualifications in airport architectural, engineering, planning and environmental analysis. Also, please reference the experience of the firm in working with the State and FAA regulations and procedures.
2. Project Team (Key Staff): Identify the proposed Project Manager and key project team members and responsibilities. Provide a brief resume for each person outlining their credentials and experience.
3. Project Understanding: Provide your general understanding of the airport, project and issues regarding the identified project(s). Identify any potential challenges or special concerns that may be encountered.
4. Ability to Meet Schedules and Demands: Firm's demonstrated ability and capacity to meet schedules and deadlines.

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5. References: Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm of similar nature as contained in the above Scope of Work.

CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

The following criteria will be used in screening, ranking and selection of the successful firm:

1. Qualifications of the Firm (30%): Preference shall be given to those firms with experience in airport architectural, engineering, planning and environmental analysis related to the scope of services.
2. Qualifications of the Project Team (Key Staff) (30%): Preference shall be given to those with key staff experience in items listed in the above scope of services and any familiarity with the region.
4. Project Understanding (20%): Preference shall be given to those firms which have a comprehensive understanding of the project requirements and environment.
5. Ability to Meet Schedules & Demands (10%)
6. References (10%)

MISCELLANEOUS

1. Fairfield County Airport Authority is neither obligated nor legally bound in any manner whatsoever by the consultant's submission of a qualifications package. Fairfield County Airport Authority also reserves the right to make changes to this RFQ.
2. Any false statements made by respondent will void the submittal and eliminate the consultant from further consideration. Verbal responses to inquiries shall not be binding, only electronic addenda to the RFQ will modify its terms.
3. Notwithstanding any other provision of this RFQ Fairfield County Airport Authority herein, reserves to itself the following rights:
 - The right to modify or amend any provision of this RFQ, including, without limitation, the provisions of the Agreement.
 - The right to reject in whole or in part any or all submittals for any reason.
 - The right to cancel its award to any firm(s) at any time before an agreement with such firm(s) has been fully executed and delivered; and Fairfield County reserves the right to cancel its award to a consultant without any liability.
 - The right not to award to any consultant(s) that is in arrears or in default to Fairfield County Airport Authority upon any debt or contract or that has failed to perform satisfactorily and faithfully under any previous agreements with the Airport Authority or County Commissioners
4. Should Fairfield County Airport Authority find a discrepancy in this RFQ, it reserves the right to provide written instructions to all proposers in the form of addenda to the RFQ. Fairfield County Airport Authority is not bound by any oral statements.
5. The specific terms of the engagement for professional services will be governed by the terms of a final negotiated agreement. In the event of a conflict between the provisions of the final agreement and any provision of the RFQ, the provisions of the final agreement shall control.
6. Fairfield County Airport Authority is not responsible for any costs incurred by consultant(s) in preparing the response or in attending any meetings, and or preparing

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any presentations to Fairfield County in connection with this RFQ.

7. Before Fairfield County Airport Authority will execute any agreement resulting from the response to this RFQ, the consultant will be required to complete and submit an Affirmative Action Assurance form.
8. Fairfield County Airport Authority reserves the right to accept or reject any or all Statements of Qualifications.

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10 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2024 to FY-2033									
Airport Name: Fairfield County Airport							Date prepared: November 8, 2022		
Associated City: Lancaster, OH							Prepared By: Crawford, Murphy & Tilly, Inc.		
Sponsor: Fairfield County Airport Authority			NPIAS No. 39-0044			Telephone No.: 614-468-1200			
Airport ID: LHQ			Congressional District: Ohio 15th District						
			\$150,000/year		\$159,000/year				
Item #	Description	Fiscal Year	Total Cost	Entitlement	Apportionment Discretionary	Infrastructure Funds	State Non-FAA	Local	Remarks/Item Justification
	Master Drainage Study	22	\$175,000			\$157,500		\$17,500	
	Rehabilitate East T/H Taxi lanes	L23	\$40,000	\$0	\$0		\$0	\$40,000	Local Funding
	Obstruction Removal - West Approach	S23	\$250,000	\$0	\$0		\$237,500	\$12,500	West Approach Clearing
	Rollover NPE Funds	23	\$0	\$0	\$0	0	\$0	\$0	
1	Construct North Taxiway (680' x 35') and Apron (3,000 SY) - Environmental	24	\$175,000	\$157,500	\$0	\$0	\$8,750	\$8,750	
2	East T-Hangar Taxi lanes - Design and Construction	24	\$325,000	\$0	\$0	\$292,500	\$0	\$32,500	
	East T-Hangar - Construction	L24	\$900,000	\$0	\$0	\$0	\$0	\$900,000	8-unit adjacent to Hangar O - Locally funded
3	Construct North Taxiway (680' x 35') and Apron (3,000 SY) - Design	25	\$75,000	\$67,500	\$0	\$0	\$3,750	\$3,750	
4A	Construct North Taxiway (680' x 35')	26	\$450,000	\$375,000	\$30,000	\$0	\$22,500	\$22,500	
4B	Construct North Apron (3,000 SY)	26	\$400,000	\$0	\$0	\$360,000	\$0	\$40,000	
5	Relocate Taxiway A1, A2, Rehabilitate Taxiway A3 - Design	27	\$95,000	\$85,500	\$0		\$4,750	\$4,750	Connecting Taxiways - Remove direct apron access
6	Relocate Taxiway A1, A2, Rehabilitate Taxiway A3 - Construction	28	\$560,000	\$214,500	\$289,500		\$28,000	\$28,000	
7	Construct Entrance Drive - Environmental	29	\$150,000	\$135,000	\$0		\$7,500	\$7,500	
8	Construct Entrance Drive - Design	30	\$100,000	\$90,000	\$0		\$5,000	\$5,000	
9	Construct Entrance Drive - Construction	31	\$2,000,000	\$225,000	\$1,575,000		\$100,000	\$100,000	
10	Partial Perimeter Wildlife Fencing - Phase 1	32	\$250,000	\$150,000	\$75,000		\$12,500	\$12,500	North Side Property Line
11	Partial Perimeter Wildlife Fencing - Phase 2	33	\$250,000	\$150,000	\$75,000		\$12,500	\$12,500	North Side Property Line