



Carteret County-Beaufort Airport Authority

180 Airport Road
Beaufort, North Carolina 28516

**REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL AIRPORT ENGINEERING
AND PLANNING SERVICES FOR THE
MICHAEL J. SMITH FIELD
BEAUFORT, NORTH CAROLINA**

The Carteret County-Beaufort Airport Authority is requesting Statements of Qualifications from interested and qualified Aviation Consultants for engineering, planning, and general consulting services for Michael J. Smith Field. The work includes, but is not limited to master planning, land use planning, environmental analyses, and engineering studies; grading, drainage, utilities and paving of airfield pavements and roadway pavements; hangars, terminal building improvements, fueling systems; storm water improvements; land acquisition, obstruction analysis/removal and other safety improvements; airfield lighting/signage and NAVAIDs; grant administration and other related work at Michael J. Smith Field.

PURPOSE

The purpose of this Request for Qualifications is to obtain expert professional, technical, and advisory services at the discretion of the Carteret County-Beaufort Airport Authority for anticipated airport planning and development projects at Michael J. Smith Field over the next five years. Services will be provided with close interaction with the Carteret County-Beaufort Airport Authority and Michael J. Smith Field staff.

REQUIREMENT/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, and construction administration.
2. 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.



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3. Provide technical assistance and advice concerning airport needs, future development, project priorities and strategies for funding and project implementation. Provide coordination with the NCDOA and FAA as requested.

PROPOSAL FORMAT

To facilitate review of your proposal document by the Carteret County-Beaufort Airport Authority, it is requested that your proposal conform to the following format:

1. **Coversheet:** List project title Professional Airport Engineering and Planning Services, 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 planning, engineering, construction administration, and grant administration for similar projects at both air carrier and general aviation airports. 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 NCDOA regulations and procedures. Review experiences in a consulting capacity where your responsibilities were similar to those defined under the **Requirement/Scope** listed above 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.
4. **References:** Provide the name, address and telephone number of at least three (3) current airport clients and references familiar with the quality of work completed 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 for this project. **The entire Qualifications Statement should not exceed twenty (20) pages, single side only.**



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CRITERIA FOR REVIEW OF PROPOSALS

Criteria to be used in screening and ranking of the proposals 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 general aviation and air carrier airport planning, design, construction administration and grant administration (FAA and NCDOA), particularly for similar projects/airports.
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). Preference shall be given to project teams with specific experience in similar projects, and familiarity with airport design, permitting and construction in North Carolina.
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.
4. **Experience in Assisting Airports Justify Discretionary Funding** for airport projects from the NCDOA or FAA.
5. **Response Capability/Project Understanding:** Preference shall be afforded to those firms which in the opinion of the Carteret County-Beaufort Airport Authority 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.

It is anticipated that the Carteret County-Beaufort Airport Authority will make a selection directly from the Qualifications Statement submitted. However, the Airport Authority reserves the right to request short-listed firms to make brief formal presentations, at its discretion.

CONTRACT

The successful proposer will be required to execute a general engineering base contract with the Airport Authority. In addition, for each work element (project) performed under the contract, a detailed scope



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of work and fee shall be agreed to by both parties, such agreement to be an approved work authorization or supplement to the contract. The contract shall be subject to approval by the Carteret County-Beaufort Airport Authority.

The selected firm will be expected to assist the Airport Authority in complying with the appropriate NCDOA MBE/WBE or FAA DBE Program to help ensure that minority/women owned and disadvantaged business enterprises have the maximum opportunity to participate in the performance of contracts and subcontracts and shall not be discriminated against on the basis of race, color, national origin, disability or sex on projects funded by NCDOA or FAA grants, or other contracts required by the Airport Authority.

SUBMISSION OF PROPOSAL AND CONTACT PERSON

Proposals must be submitted no later than 1:00 pm, on March 12, 2021 to:

Name: Mr. Jesse Vinson
Airport Manager

Shipping Address: Carteret County-Beaufort Airport Authority
180 Airport Road
Beaufort, North Carolina 28516

Three (3) copies of the proposal documents are required. Proposals should be titled "Qualifications Statement for Professional Airport Engineering and Planning Services, Michael J. Smith Field."

Firms submitting a proposal should not depend on UPS, FedEx, or the USPS for timely delivery to this address.

Any confidential or proprietary data included in a proposal shall be identified as such by the submitting firm.