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**REQUEST FOR QUALIFICATIONS (RFQ) FOR
CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY
ENVIRONMENTAL IMPACT STATEMENT**

I. INTRODUCTION

The Federal Aviation Administration is seeking Statements of Qualifications (SOQ) from professional environmental/architectural/engineer/planning firms to assist FAA in the preparation of an Environmental Impact Statement (EIS) for Yeager Airport (CRW) in Charleston, West Virginia.

The FAA is the lead federal agency for preparing the EIS in accordance with the requirements of the National Environmental Policy Act (42 U.S.C. 4321 et. seq.), the Council on Environmental Quality (CEQ) regulations (40 C.F.R. Parts 1500-1508), and appropriate U.S. Department of Transportation and FAA environmental orders. The FAA and the Central West Virginia Regional Airport Authority (CWVRAA), as the Airport Sponsor, are working in conjunction to prepare the EIS. The CWVRAA is issuing this RFQ; the FAA will manage the selection process; and the CWVRAA will engage and retain a contracted firm (Consultant) that will be selected by and will work directly with the FAA. The CWVRAA will conduct the contract administration and payment for consultant services. The purpose of this Request for Qualifications is to select a Consultant to assist the FAA in preparing an EIS as detailed below in Section II, Scope of Services, to assess and disclose the potential environmental impacts of the construction of airport improvement projects and any reasonable alternatives in a manner that complies with all applicable federal, state and local environmental laws and regulations, including, but not limited to, FAA Advisory Circular 150/5100-14E (2014), *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*. It is the intent of the FAA to select a technically proficient Consultant who will be able to conduct the EIS process, and to assist with required agency consultations, in an efficient and cost-effective manner, while maintaining a high degree of credibility and validity in the study products. The EIS will be developed in accordance with the provisions of Executive Order 13807, *Establishing Discipline and Accountability in the Environmental Review and Permitting Process for Infrastructure*, commonly known as the One Federal Decision (OFD) Process and the associated One Federal Decision Framework for the Environmental Review and Authorization Process for Major Infrastructure Projects under Executive Order 13807, also known as the OFD Memorandum of Understanding. The Central West Virginia Regional Airport Authority has updated its Airport Layout Plan (ALP) originally generated from the *Yeager Airport Airfield Master Plan*, July 2020, to evaluate and plan for future development needs at Yeager Airport. The ALP Update recommended a project to establish standard runway safety areas for Runway 5-23 at the airport as well as a 1,000 foot runway extension. This solicitation of services is for the runway safety area components. The Runway Safety Area proposal was further studied in the *Yeager Airport Runway Safety Area Study*, August 2019.

The proposed project would establish standard 1,000 foot long by 500 foot wide runway safety areas for Runway 5, Runway 23 and provide a runway length of 7,000 feet. This is proposed to be accomplished by shifting Runway 5-23 to the northeast to allow for a standard 1,000 foot by 500 foot graded runway safety area for Runway 5. The runway would need to be extended to account for the shift of the runway, the existing runway slope, and to maintain the current runway capacity. The proposal would also establish a standard 1,000 foot by 500 foot runway safety area for Runway 23. Taxiway Alpha would be extended parallel to Runway 5-23 at standard separation distance and new entrance/exit taxiways would be constructed. The associated NAVAIDs for Runway 5-23 would be relocated based on the new threshold locations. The proposal requires estimates of between 12.8 million and 17 million cubic yards of fill to accommodate the proposed runway shift and standard safety areas. Borrow areas may be established from the adjacent Coonskin Park.

II. SCOPE OF SERVICES

The EIS is to be accomplished in accordance with FAA Orders 1050.1F, *Environmental Impacts: Policies and Procedures*, the *1050.1F Desk Reference*, and 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions* (or the current version at time of contract award). Specific environmental issues in the EIS may include, but are not limited to:

- Air Quality
- Biological Resources, including Threatened and Endangered Species
- Climate
- Coastal Resources
- DOT Act Section 4(f) and 6(f)
- Farmlands
- Hazardous Materials, Solid Waste, and Pollution Prevention
- Historic, Architectural, Archaeological, and Cultural Resources
- Land Use
- Natural Resources and Energy Supply
- Noise and Noise-Compatible Land Use
- Socioeconomic Impacts (including Traffic), Environmental Justice, and Children's Environmental Health and Safety Risks
- Visual Effects
- Water Resources, including Wetlands, Floodplains, Surface Waters, Groundwater, and Wild and Scenic Rivers
- Construction Impacts
- Secondary and Induced Impacts
- Cumulative Impacts

The Consultant selected to assist the FAA in preparation of the EIS will develop and submit a draft Plan of Study, to include a final scope of work, for approval by the FAA. The Plan of Study will include detailed descriptions of all work to be performed, the methodologies proposed to perform the work, the name and qualifications of the person performing each aspect of the work, estimated person-hours required for completion of each aspect, the schedule for performing each aspect, and a description of the internal and external review procedures to assure quality control. The Plan of Study will also include a provision for a thorough literature search and bibliography of references and methodologies to be used in the acquisition of the environmental data and analyses and the development and preparation of the EIS. Finally, the Plan of Study must identify the proposed methodologies for adhering to the provisions of the OFD Process, comply with all applicable FAA regulations governing the preparation of EISs, and include such additional analytical and coordination requirements as provided by the FAA prior to completion.

All work prepared under this contract will be delivered in printed format and searchable .pdf files along with its components such as data files, text files, image files, spreadsheets, graphs, and tables. These products, where applicable, will be compatible with and incorporated into the Airports Geographic Information System (AGIS) managed by the FAA (as applicable). All electronic submittals for general distribution to the public must be compliant with Section 508 of the *Americans with Disabilities Act*. While performing work under this contract, the selected firm or team of firms will be responsible for managing the administrative project file and, upon completion of the work, will be responsible for submitting a completed administrative record for the project to the FAA, in accordance with FAA policy and guidance.

Prospective firms should clearly highlight in the statement of qualification their abilities to evaluate other needs and issues facing the airport. Proposals or scopes of work are not expected nor desired as part of this submission. However, a clearly defined and easy to follow project approach to preparing the EIS is expected along with a demonstrated understanding of any unique project issues to be addressed in the preparation of the EIS. After evaluation of the qualifications, a short list of consultant teams will be invited to make a detailed presentation from which a final selection will be made. The process is further detailed in Section V, Selection Process and Schedule.

III. PERIOD OF PERFORMANCE

The period of performance (through issuance of the Record of Decision) is not to exceed two years from Notice of Intent. The work will be performed in accordance with FAA's procedures for assessing environmental impacts including FAA Orders 1050.1F and 5050.4B (or the current version at time of contract award), and their associated Desk References. While it is conceivable that issues raised during the public comment process could affect the time of performance, responders should assume that the FAA will grant any extensions of time for performance only for the most extraordinary circumstances in accordance with the requirements of the OFD Process. The Period of Performance establishes the expected outer limit for project development. Respondents should provide an estimated project schedule as part of their submittal package. This will be reviewed and evaluated based on the parameters established below in Section VI, Selection Criteria.

The FAA recognizes that additional work will be required both before the publication of the Notice of Intent to prepare for the EIS development and following the issuance of the Record of Decision to finalize permitting coordination and finalization of the administrative file. Responders should identify the length of time anticipated for the additional work outside of the period of performance for the EIS itself (defined as Notice of Intent to Record of Decision) when discussing the Project Approach and Schedule (see VI Selection Criteria and VII Submittal Requirements below).

IV. PROCUREMENT AND CONTRACTING

Contract Type and Administration: The work will be performed under a Contract with CWVRAA on the basis of a firm fixed-price contract. The contract will contain all of the ordinary language contained in an FAA-grant funded planning or engineering services contract. CWVRAA will administer the contract and appoint a Project Coordinator to facilitate the coordination of effort and the exchange of information on facility planning, design, and construction, as these activities relate to the preparation of the EIS. FAA will select the Contractor, will direct the preparation of the EIS, and will give direction to the Contractor. Unless otherwise directed by the FAA, any and all work performed by the Contractor and its Subcontractors in preparation of the EIS shall be submitted directly to the FAA and, upon request of the FAA, to CWVRAA. Communications between CWVRAA and the Contractor will be governed by normal FAA policies and practices on preparation of EISs and a project-specific Memorandum of Understanding between the FAA and CWVRAA. CWVRAA may communicate with the Contractor and its Subcontractors during the development of the EIS, but no prior review or discussion of data or analyses developed by the Contractor or Subcontractor as related to the EIS shall be afforded to CWVRAA. In no case shall CWVRAA discuss, review, modify, or edit the Contractor's work or the work of its Subcontractors prior to submission to the FAA, or be provided the opportunity to do so. All suggestions for modifications or changes to such sections recommended by the CWVRAA shall only be made to the FAA. The CWVRAA, however, must approve any modification of the contract.

Conflict of Interest: Prospective responders should ensure that they are familiar with FAA regulations and policy on conflicts of interest of EIS contractors. Pursuant to 40 C.F.R. Part 1506.5(c), the Contractor and any subcontractors performing the work shall certify that they have not

entered into and will not enter into during the lifetime of the EIS preparation any agreement affording the Contractor and any subcontractors with any direct or indirect financial interest in the planning, design, construction or operation of the project that is the subject of the EIS except the preparation of the EIS. Prior to beginning work on the EIS, the Contractor and any Subcontractors shall sign a "Disclosure Statement" per the requirements of 40 C.F.R. 1506.5(c) and FAA Orders 1050.1F and 5050.4B, specifying they have no financial or other interest in the outcome of the project.

V. SELECTION PROCESS AND SCHEDULE

The provision of environmental services will require a multi-disciplined firm that is capable of performing a wide variety of tasks and managing specialized sub consultant firms where necessary to properly implement the concepts developed. A Mandatory Pre-Submittal Meeting will be held virtually on September 15, 2020 at 2:00 PM via Go To Meeting during the submittal period for parties interested in submitting for this RFQ. The meeting will be held by CWVRAA and FAA staff will be in attendance. The purpose of the meeting is to provide the interested parties an opportunity to familiarize themselves with the proposed project location and address any questions on the RFQ. This will be the only opportunity for interested parties to receive any necessary clarification on the RFQ. All interested parties must register directly with CWVRAA by emailing a request to participate along with the names of all participants to Ali Kiman at a_kiman@yeagerairport.com no later than September 14, 2020, in order to receive an invite to the virtual meeting, the meeting agenda, and minutes prepared for the meeting.

The procedure to be used in the selection process is described in the following steps:

- Step 1. Statements of Qualifications from firms responding to the Request for Qualifications will be reviewed and evaluated. This review will be performed by a selection committee of four FAA employees and three CWVRAA employees appointed by the CWVRAA Director.
- Step 2. The Selection Committee will evaluate the Statements of Qualifications against the Selection Criteria, established in Section VI below, and will develop a pre-selection list of up to four firms.
- Step 3. The FAA will conduct interviews of the pre-selection listed firms at a time and place established by the FAA. The interview panel will be comprised of the four FAA Staff members of the Selection Committee, with the CWVRAA staff representatives serving in an observational capacity only. Firms participating in the interviews will be limited to no more than five members of the consultant team, which will include and be lead by the proposed project manager and deputy project manager, and must be comprised of key project personnel, including at least one representative from a subconsultant firm with a proposed substantial role, that will be actively assigned to the project. A hard copy of any presentation materials can be submitted; however, no material supplementing the Statement of Qualifications will be accepted.
- Step 4. The FAA selection committee will rank the interviewed firms based on set evaluation criteria and select a firm for negotiations based on the average of the scores from the evaluations of the Statements of Qualifications and the interviews.
- Step 5. The selection firm will enter into negotiations with the FAA and CWVRAA to develop a detailed scope of work, final budget, and contract documents. A final contract will be executed with CWVRAA, subject to all provisions of the Airport Improvement Program.

Following is a proposed tentative schedule for the selection process.

August 25, 2020	Request for Qualifications advertised
September 15, 2020	Pre-Submittal Meeting for Interested Parties
September 22, 2020	Response to questions from Pre-Submittal Meeting
October 6, 2020	Statements of Qualification due to CWVRAA
October 13, 2020	Selection Committee develops pre-selection list and Notifies Selected Consultants for an interview.
October 27, 2020	Selection Committee holds interviews
November 10, 2020	Selected Firm is Notified

VI. SELECTION CRITERIA

The selection committee will review each Statement of Qualification using the following outline and scoring criteria to determine the consultant teams that qualify for the pre-selection list for interviews. A more detailed desired format of the submittal is listed below Section VII.

Description of Firm / Team	5 Points
Organization and Management	25 Points
Project Approach/Schedule	30 Points
Project Experience	20 Points
QA/QC	10 Points
References	5 Points
DBE participation	5 Points
Total Score	100 Points

VII. SUBMITTAL REQUIREMENTS

If your firm is qualified and would like to be considered, please furnish a formal Statement of Qualifications (SOQ). The contents of the SOQ shall be complete in description and concise in volume. The SOQ should include your firm's capabilities and experience in the environmental service areas identified in the scope of work. Supplementary visual aids and other extraneous materials will not be accepted.

Statements of Qualification (SOQ) submittals will be the single source of review for the project selection committee. In order to provide a common basis for review by the selection committee the SOQ must conform to a standard format and content.

- A. Format and Content**– Submittals shall not exceed 25 pages in length; excluding index sheets/section dividers, cover letter, table of contents, and any required attachments. Project manager and key staff resumes must be included as part of the Organization and Management section (see A.3). However, more detailed resumes no longer, than two (2) pages may be placed as attachments but only for persons who would be active participants in the project work. Submittals may be single-spaced or space and a half in a font size no smaller than 11. The

submittals must be single sided. Submittals must contain the following sections in the order listed below.

1. Description of Firm – Provide a general description of the firm including services offered, number of employees, office location, years in business, etc. Indicate Environmental Impact Statement work to which the firm is currently committed. Include similar descriptions for each sub-consultant.
2. Organization and Management – Provide an organizational chart and narrative description of the administrative structure proposed for managing this project. Outline major responsibilities and areas of expertise. The narrative description should also demonstrate how communications between the team staff and their respective firms will occur and discuss how tasks and action items assigned to team members will be tracked.

The overall project manager and key staff members (both Prime Firm and sub-consultants) must be identified and resumes provided. The project manager is considered to be the single most important consultant asset. FAA fully expects the consultant project manager identified in the SOQ to maintain responsibility for the project through completion of the EIS as defined in Section I, Introduction (this requirement will be contained in the contract between the CWVRAA and the Consultant). Provide a list of projects that the proposed project manager is responsible for and expected completion date. Resumes of firm principals are not required unless they are proposed as active, integral members of the study team. Principals should however, be listed on the organizational diagram in relation to the study team. This section should also include the location of each firm and key staff members as well as each firm's ability to allocate additional resources to the project should the need arise.

In addition, if the submission includes a prime firm and sub-consultants, demonstration of relevant past working experience as a team is strongly preferred. The relevance of past working experience both here and for Item 4, Project Experience, will be prioritized based on the following: 1) experience on FAA-directed environmental projects; 2) experience on other airport projects not directed by the FAA; 3) experience on environmental projects for other modes under the umbrella of the Department of Transportation; and 4) experience on environmental projects for other federal agencies. Preference will be given for projects located within West Virginia that demonstrate familiarity with issues similar to those anticipated for review under the proposed project, coordination with applicable resource agencies, and demonstrated understanding of any applicable permitting processes.

3. Project Approach/Schedule – Demonstrate a thorough understanding of the FAA EIS process, including the provisions of OFD. Identify the methodologies and approaches that would be utilized to analyze and resolve environmental issues. Describe the proposed public scoping and engagement process, work products, detailed project schedule, along with the responsibilities of each of the proposed staff/team members and sub-consultants and their anticipated percentage of each individual's time working on the project. Additionally, include a description of the proposed process for coordinating with FAA, CWVRAA, sub-consultants work efforts, and general public. A description of the team's understanding of any unique issues associated with the preparation of the EIS at Yeager Airport should be included. A sample project schedule showing time from Notice to Proceed to Notice of Intent, the two years from Notice of Intent to Record of Decision, and necessary time following the Record of Decision until completion of the Administrative File must be included. The sample project schedule

should include appropriate milestones throughout the process, including, but not limited to, One Federal Decision concurrence points and the publication of the Draft EIS, Final EIS, and Record of Decision.

4. Project Experience – Provide summaries of experience for past projects by prime consultant and team members (if applicable) that demonstrate experience and ability to undertake and complete an environmental impact statement specifically for a new runway.

List the names of key employees with each project. Do not include projects for which key project personnel are no longer employed by the firm. Projects for which individuals gained experience during previous employment should be indicated in the next section.

For each qualifying project, include the following information in tabular form: project name, location, client, total contract amount, principal-in-charge, day-to-day technical project manager, key design staff, original estimated schedule and actual schedule of completion (defined for an EIS as Notice of Intent to Record of Decision and for an Environmental Assessment (EA) as Notice to Proceed to acceptance of the Final EA) client reference (name, position and phone number) and brief narrative description of the project. Include any permitting requirements that were associated with each project.

5. The relevance of project experience will be prioritized based on the following: 1) experience on FAA-directed environmental projects; 2) experience on other airport projects not directed by the FAA; 3) experience on environmental projects for other modes under the umbrella of the Department of Transportation; and 4) experience on environmental projects for other federal agencies. Preference will be given for projects located within West Virginia that demonstrate familiarity with issues similar to those anticipated for review under the proposed project, coordination with applicable resource agencies, and demonstrated understanding of any applicable permitting processes.
6. QA/QC - Describe quality assurance and quality control procedures. Response must demonstrate experience in successfully implementing quality control programs on comparable projects.
7. References– Please provide a total of five (5) references of similar projects (references from FAA-funded projects are preferred). For each reference include contact name, title, airport name and location, mailing address, phone number, fax number and e-mail address. Please ensure that all references do not include FAA Eastern Region and APP-400 Staff to avoid any conflicts with the selection process.
8. DBE Participation– Describe any DBE firms on the team, their roles, and anticipated DBE participation for the Project.

The material presented in the SOQ to address the above topics is expected to clearly reflect qualifications that demonstrate the consultant’s knowledge and experience in environmental service areas at a similar sized airport.

B. Submittal Deadline

1. Two (2) copies of SOQ's and a USB storage drive with an electronic PDF copy must be submitted to Yeager Airport Director, 100 Airport Road, Suite 175, Charleston, WV

25311. SOQ's shall be submitted in a sealed package marked "Statement of Qualifications for Yeager Airport Environmental Impact Statement." Submittals must be received no later than 3:00 PM (EDT) on October 6, 2020.

2. It is believed that this request contains all the information about the project that is needed to prepare an adequate response. However, questions or requests for information may arise during review of the RFQ and preparation of the submittal. As noted in Section V, Selection Process and Schedule, above, a Mandatory Pre-Submittal Meeting will be held virtually on September 15, 2020 at 2:00 OM (EDT). Any questions on the RFQ should be provided at that meeting. No respondent should contact either CWVRAA or FAA staff regarding this RFQ outside of the context of this meeting other than to submit a request to attend said meeting. Refer to Section V, Selection Process and Schedule, for additional guidelines and information regarding the Pre-Submittal Meeting.

VIII. AIP PARTICIPATION IN PROJECT FUNDING

It is CWVRAA's intent to seek reimbursement through AIP grants for this proposed project. Consultant selection will be based on the criteria established in AC 150/5100-14 (latest issue), Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. It is expected that the successful firm will have full knowledge of applicable advisory circulars and FAA requirements for Environmental Impact Statements.

IX. USE OF SUBCONSULTANTS

It is expected that the prime consultant will assemble a team of sub consultants that provides an adequate range of resources to undertake the variety of assignments required in completion of an EIS. The resources and capabilities of each member of the sub consultant team must be described in the submittal.

X. MISCELLANEOUS

1. A cost proposal is expressly excluded from this submittal.
2. This RFQ is not to be construed as a contract or a commitment of any kind, nor does it commit the CWVRAA to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
3. Unsuccessful submitters will be notified that they were not selected to continue in the process via a letter from CWVRAA.
4. The FAA Eastern Region Airports Division or CWVRAA staff should not be contacted once this RFQ is issued and until the final selection is made. Any contact by prime or sub-consultant team members will result in disqualification.