



REQUEST FOR QUALIFICATIONS

For

On-Call Airport Design, Engineering and Planning Services

For the Central West Virginia Regional Airport Authority (CWVRAA)

Yeager Airport
100 Airport Road, Suite 175
Charleston, WV 25311

May 4, 2021

PRE-RESPONSE QUESTIONS DEADLINE: May 21, 2021, 6:00 PM

STATEMENTS OF QUALIFICATIONS DUE: June 2, 2021, 3:00 PM

POINT OF CONTACT:

Nick Keller
Airport Director and CEO
Nick@yeagerairport.com
304-344-8033

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SECTION 1 INTRODUCTION

The Central West Virginia Regional Airport Authority (Authority) is soliciting statements of qualifications (SOQs) from qualified firms (the Bidders) to provide on-call Planning, Engineering, Financial and Environmental consulting services at the Central West Virginia Regional Airport Authority (CRW, Yeager Airport, Authority, or Airport). The potential projects are likely to be subject to federal, state and local funding processes, and may involve local approval prior to commencement. The likely scope of services is described more fully in Section II below.

As a result of this competitive selection process, the Authority may award one or more contracts for on-call services. Each such contract for these services will have a term of five (5) years from the date of execution of the Professional Services Agreement (the Agreement), and selection will be conducted in accordance with Federal Aviation Administration (FAA) Advisory Circular 150/5100-14E and applicable local contracting and purchasing procedures.

Information regarding this RFQ can be obtained on the CWVRAA website at: <https://yeagerairport.com>

SECTION 2 AIRPORT OVERVIEW

Yeager Airport is owned and operated by the Central West Virginia Regional Airport Authority. The Airport opened for commercial service in 1947 and has since played a vital role in the region and the state by providing access to the world economy through four major airlines and a booming general aviation facility with U.S. Customs facilities. In addition, CRW serves as a base for the West Virginia Air National Guard's 130th Airlift Wing. CRW, known as "West Virginia's Gateway," is West Virginia's largest and busiest airport, and generates over \$174 million per year in economic impact to the state.

In 2015, CRW experienced a catastrophic failure of a mechanically stabilized earth retention structure on the Runway 05 end. The slope failure destroyed the Engineered Materials Arresting System (EMAS), resulting in a decrease in Runway Safety Area (RSA) length, reductions in the declared distances for the runway, and the loss of vertical guidance. Operations at the Airport declined, some flights had to take weight penalties on certain destinations, and some airlines refused to initiate service at CRW due to the limited runway length available.

In order to address this issue, the CWVRAA conducted the 2017 Interim Runway Safety Area Study (2017 RSA Study) with the goal of identifying an interim solution to quickly improve safety and restore some of the lost operational capabilities. This \$25 million solution was implemented in July 2019 and involved the construction of a retaining wall and new EMAS on Runway 05. It provided a tremendous improvement for the users of CRW; however, additional upgrades are still needed in order to fully meet FAA safety standards and provide the runway length the airlines need.

As a result, the Authority undertook a master planning process in order to identify future opportunities. The final Master Plan, which was completed in July 2020, forecasted that CRW will serve around 630,000 annual passengers and 47,000 annual operations by 2037. As air

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service continues to grow in the region, demand for new markets serving CRW is anticipated over the next twenty years, including the return of service to Dallas and Detroit.

The Master Plan concluded that improvements necessary to serve the 20-year demand forecast and meet FAA requirements include: (1) extending Runway 05/23; (2) providing standardized RSAs; (3) improving approach lighting systems; and (4) increasing separation between Runway 5/23 and its parallel taxiway. Specifically, the Master Plan recommended the following development at CRW:

- Shifting Runway 05-23 to the east by 1,400 feet
- Extending Runway 05-23 to the east by 2,578 feet
- Providing a full-dimension RSA on both runway ends
- Providing a Category I Instrument Landing System (ILS) on the Runway 05 end
- Providing a Category II ILS on the Runway 05 end
- Relocating Taxiway A

Per FAA direction, these projects will need to be completed in two phases. The first phase will focus on providing a standard RSA and meeting existing runway length needs. The second phase will focus on meeting long-term needs.

In August 2020, the FAA announced its intent to prepare a full environmental impact statement (EIS) for this proposed development at CRW. FAA has selected a contractor and work on the environmental process for Phase 1 of the project is expected to begin in 2021. Mitigation and design may begin as early as 2022, and construction would start upon completion of the EIS and receipt of a Record of Decision on the project.

The Authority is also planning to move forward with several projects over the next few years including, but not limited to the following:

- Hangar design, construction, rehabilitation
- Fixed base operator terminal and conference center design and construction
- Apron projects (including apron construction, rehabilitation; deicing pads including glycol capture/recycling; and lighting)
- Construction of a snow removal equipment, maintenance and public safety building
- Construction of a military flight operations center
- Main terminal rehabilitation and construction including jet bridge replacement and passenger security screening checkpoint
- Acquisition of snow removal equipment
- Alternative energy projects including solar, energy efficiency, and sustainability
- Drainage, outfalls, and slip repair
- Runway and taxiway rehabilitation

The Authority is seeking experienced engineers who can assist with these projects and also provide overall project management. In addition, the Authority expects to proceed with planning projects including, but not limited to land use planning, forecasting, and updates to the Master Plan. Finally, the Authority is also seeking financial consulting services.

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SECTION 3 SCOPE OF SERVICES

The Authority requires experienced aviation/airport consultant(s) to assist the Authority over the next five (5) years with all aspects of facility planning, strategic planning, facility programming, feasibility studies, environmental analyses, cost estimating, preparation and submission of grant applications and securing sources of funding, and other general airport system planning needs. Broadly speaking, the scope of services is divided into four categories: (1) airport planning; (2) design/engineering and overall project management; (3) financial; and (4) environmental. Bidders may bid on all or any lesser combination of these four categories of services. The following narratives briefly describe the services that are anticipated for these four categories.

A. Airport Planning

The successful Bidder will provide strategic airport planning and program planning services. These services may encompass airfield, airspace, terminal, landside ground access, asset management, sustainability and environmental projects, as well as other general planning. Work may include investigation and preparation of Airport Layout Plan updates; investigation and preparation of forecasts, demand/capacity analyses, and airspace analysis; facility planning, strategic planning, and feasibility studies; development of conceptual and/or detailed drawings for airside or landside development projects; and preparation of planning documents such as master plans and environmental planning documents.

B. Design/Engineering and Project Management

The successful Bidder will provide design, professional civil engineering and project management services associated with the improvements at the Airport identified above, including, but not limited to: apron, runway and taxiway improvements; and terminal, hangar and FBO projects. Work will include coordination with the Authority and FAA; assisting with preparation of necessary pre-applications and required documentation for federal grants; planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, other field investigations required for preliminary design considerations; development of design schematics.

C. Financial Management Consulting

The successful Bidder will provide the full range of financial consulting services to assist the Authority with the preparation of reports, studies, analysis, and advisory documents in areas included, but not limited to the following:

- (1) ***Air traffic and airline marketing analysis support.*** Services may include: Analysis of data, market research, forecasting, analysis of trends, economic analysis, review of existing operations and strategies at the Airport or other airports, benchmarking, development of strategic and other plans, implementation of strategic plans, preparation and filing of U.S. Department of Transportation regulatory dockets for specific route cases, implementation and interpretation of existing lease and use agreements, support of negotiation of future lease and use agreements, or analysis of scenarios.
- (2) ***Bonds.*** Services will involve the full range of assistance, including but not limited to:
 - Preparing supporting projections and analyses to support issuance of new bonds

- Preparing reports to be included in bond offering documents
- Analysis of airline rates and charges and revenue projections
- Reviewing the planned capital program and its impact on revenues and expenses.
- Developing financial forecast models and forecasting debt service coverage.
- Providing comments and recommendations to bond counsel, disclosure counsel, financial advisors and the Authority on Official Statements as well as rating agency and investor presentations.

(3) **Financial, risk and capital plan management and analysis.** Services may include providing financial analyses, risk analysis, and strategic planning on issues related to sources of revenue, valuation of potential new sources of revenue, capital and operating budgets and expenditures. Work may include modeling, forecasting, sensitivity analysis, and validation of internal studies.

D. Environmental

The successful Bidder will assist the Authority in environmental analysis under NEPA and related environmental statutes for airport improvements over the next five years. Work may include preparation of NEPA documents, strategic assistance, and supporting environmental analyses. The successful Bidder will **not** include support for the pending EIS that will address the proposed extension to Runway 05/23 and the standardized RSAs; FAA has hired a consultant that will prepare the EIS. However, the successful Bidder may assist the Authority in connection with the EIS by providing review and strategic advice on the EIS process.

SECTION 4 MINIMUM QUALIFICATIONS

Statements of Qualifications (SOQs) will be deemed non-responsive and rejected without further evaluation if the proposed staffing plan does not meet the following minimum qualifications.

1. The Project Manager (or Project Managers) must have demonstrated experience on three (3) projects within the last five (5) years with airport projects and must be knowledgeable of and familiar with relevant FAA orders, policies and Advisory Circulars.
2. Bidder must have demonstrated success (5 projects within the last 10 years) conducting relevant airport service(s).

Firms bidding on the design/engineering and project management services must also meet the following minimum qualifications:

1. Bidder or its subcontractor must have on staff a Professional Engineer (“PE”) licensed as a Civil and/or Environmental Engineer in the State of West Virginia, who will be a key team member assigned to the Agreement resulting from this RFQ.
2. Bidder must have recent (three (3) projects in the last five (5) years) experience in project management, including permitting, bid preparation and bid analysis support of airport development projects.

SECTION 5 STATEMENTS OF QUALIFICATIONS

A. SOQ Content

Each Bidder shall prepare an SOQ in accordance with the requirements outlined below. The Authority desires succinct submittals that address the specific content requirements.

To facilitate the review of all submittals, each SOQ shall be:

- Printed on 8-1/2" X 11" sheet size (folded 11" x 17" exhibits are acceptable, however).
- Typewritten with no smaller than 12 point font size.
- No more than ten (10) single-sided pages (excluding attachments, the transmittal letter, the demonstration of minimum qualifications, and a cover page)

Each SOQ shall consist of the following elements in the prescribed order:

1. *Transmittal Letter*

The SOQ shall be transmitted with a cover letter, describing the team's interest and commitment to performing the on-call services. The transmittal letter shall not exceed two (2) pages. The person authorized by the firm to negotiate a contract with the Authority shall sign the cover letter. Address the cover letter as follows:

Yeager Airport
Attn: Nick Keller
100 Airport Road, Suite 175
Charleston, WV 25311

In the transmittal letter, the Bidder must state clearly whether the SOQ is intended to cover all, or a subset, of the four types of airport consulting services covered by this RFQ.

2. *Project Team and Availability*

The SOQ shall provide a brief written description of the proposed project team that describes the anticipated staffing for the duration of the project.

Each Bidder shall identify a Project Manager to serve as the point of contact for the Authority for the duration of the Agreement. The Project Manager shall have recent, relevant experience with similar airport projects. In addition, the Bidder shall identify the individuals who would serve as the key team members of the Bidder's organization, briefly describe their experience and qualifications (cross referencing to the Minimum Qualifications is permitted), and indicate their roles and responsibilities for the proposed project.

This section should also address the workload, both current and anticipated, for all key team members, and their capacity to perform the requested services for the project(s) according to the preliminary project schedule. For each key team member, include a resume at ***Attachment 1*** of the SOQ. It should be noted that it is the Authority's expectation that all key personnel listed as part of this Section will actually be assigned to this project. Replacement of key team members ***is not permitted*** without the prior consultation with and approval by the Authority.

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3. *Minimum Qualifications – This section shall not count toward the page limit.*

The SOQ shall provide an explanation of how the proposed team satisfies the Minimum Qualifications.

In response to this question, the Bidder should describe the qualifications and experience of the entire team that will be available for providing the requested services. Please emphasize the specific qualifications and experience from airport projects similar to the services/projects for the key team members. Recognizing that professionals change their firm affiliations during the course of their careers, the actual experience of the key team members is more important than a firm's collective experience.

This section should address each relevant category of services that are being bid in turn. Note that individual projects can be cited more than once to demonstrate qualifications for the different airport services.

4. *Project Management and Approach*

The SOQ shall provide the team's proposed approach and management plan for providing the services. The Bidder shall provide an organization chart listing the team members by area of expertise. The Bidder shall describe how it will organize the team members, using the talents available to effectively assist the Authority. Identify the processes and procedures that will be implemented to manage and coordinate between various entities, including an involved and informed public. Each SOQ shall also address the Bidder's understanding of the unique environment at the Airport, including local conditions and challenges, and the Bidder's understanding of and experience with applicable state and local codes and requirements that may pertain to work conducted under the scope of services.

In addition, this section should discuss the firm's approach for completing the services for the project on-time and within budget.

Provide any other information that the Bidder may deem relevant. In particular, the Bidder is invited to describe any particular aspects of its organization that set its team apart from the competition.

5. *References:*

For each key team member, provide two (2) client references (names and current phone numbers) from recent work (previous five (5) years) that is airport-specific. Include a brief (1-2 sentences) description of each project associated with the reference and the role of the respective team member.

The Bidder is advised that the Authority may request information from the Bidder's clients and any other available sources while investigating the Bidder's experience and qualifications. Submittal of the SOQ constitutes consent to such requests.

6. *Appendix – This section shall not count toward the page limit.*

- Attachment 1: Attach detailed resumes for all key team members identified in response to Section 2 of the SOQ.
- Attachment 2: Identify any potential conflicts of interest with the Authority, the Airport or any other relevant parties.
- Attachment 3: Identify any legal actions against Bidder or any key team members that are pending or have been settled or finalized in the last two years.

B. SOQ Submission Instructions

All SOQs must be received by the Authority on June 2, 2021, no later than 3:00 PM.

Each Bidder must submit **5** hard copies of the entire SOQ, along with one (1) electronic version on flash storage USB device, CD or DVD in a PDF, Microsoft Word (.docx) or comparable format. SOQs not submitted in the manner described herein (including SOQs sent solely by facsimile or other electronic means) will be considered nonresponsive and subject to rejection. SOQs submitted after the specified due date and time in this RFQ will be rejected as late and will not be accepted. SOQs must be enclosed in a sealed envelope, box or package that is clearly marked ***“Statement of Qualifications – On-Call Airport Services.”*** Include the business name and address of the Bidder on the outside of the package. ***Bidders are advised that they may be required to submit additional information, upon request.***

Bidders shall submit their SOQs to the following address.

Yeager Airport
Attn: SOQ Selection
100 Airport Road, Suite 175
Charleston, WV 25311

C. Inquiries

Communications between the Bidder and any Authority or Airport officials or employees regarding this RFQ that occur during the selection process, except when and in the manner expressly authorized by the RFQ document is strictly prohibited. Violation of this requirement is grounds for disqualification from the process. The Authority will ***only*** accept written questions about the RFQ process. All questions/ correspondence shall be e-mailed to ***nick@yeagerairport.com***. The deadline for filing questions is ***May 21, 2021***, at 6:00 PM.

Questions and responses will be posted on the Authority’s procurement website at:
<https://yeagerairport.com>

D. Confidentiality

All documentation submitted with the SOQ will become the property of the Authority. During the selection process, all SOQs shall remain confidential unless disclosure is required by law. However, following a final section, the entire selection process file shall be available to the public

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as provided by law. Confidential data, if identified as such by the Bidder, will be kept confidential upon request, if the request is made as part of the SOQ and if the Authority determines that the data meet the requirements for confidentiality treatment under the West Virginia Public Records Law. Bidders should self-evaluate what information may be exempt and should mark such information “Confidential.” Bidders claiming confidentiality must state in their SOQ that:

“The Bidder agrees to indemnify and hold harmless the Authority, the Airport and their respective officers, officials, directors, employees, agents and volunteers, from any claims, liability or damages, including reasonable attorney’s fees and court costs, against the Authority to defend the Authority against any challenge to such confidentiality claims.”

SECTION 6 SELECTION PROCESS

All SOQs received will be evaluated by a selection committee comprised of up to five (5) members. The selection committee will evaluate each SOQ using the weighted criteria listed below. Separate evaluations will be conducted for each of the four proposed services covered by this RFQ. The Authority reserves the right to make such additional investigations as it deems necessary and may require the submission of additional information. Each Bidder/SOQ will be assessed using the following evaluation criteria:

A. Minimum Qualifications (Pass/Fail Phase)

The Authority will screen all SOQs to ensure compliance with the Minimum Qualifications, identified in Section 5, Item 3 of this RFQ. A Bidder’s SOQ will be deemed non-responsive and will be rejected without further reevaluation if its SOQ does not meet these qualifications.

B. Evaluation Criteria (Scoring Phase)

The selection committee will score SOQs using the criteria outlined below:

Item	Criteria	Weighting Factor	Raw Score	Weighted Overall Score
1	<u>Experience and Qualifications</u> (<i>Experience of the team with similar airport projects</i>)	6	(1-5)	(Max 30)
2	<u>Project Understanding and Approach</u> (<i>Proposed approach and understanding of unique local conditions</i>)	5	(1-5)	(Max 25)
3	<u>Project Manager</u> (<i>Qualifications, specific experience and availability of Project Manager</i>)	5	(1-5)	(Max 25)

4	Reputation (<i>Satisfaction of previous clients, with particular attention to completion of past projects on time and within budget</i>)	3	(1-5)	(Max 15)
5	DBE (<i>Evidence of DBE effort</i>)	1	(1-5)	(Max 5)
Raw Scoring: 5 – Outstanding 4 – Very Good 3 – Satisfactory 2 – Barely Acceptable 1 – Inadequate 0 – Unacceptable		SCORE:	(Max 25)	(Max 100)

The selection committee will evaluate the written proposals based on the above-listed evaluation criteria. The selection committee may “shortlist” the two-to-five most qualified Bidders based upon the SOQ responses and conduct interviews of the short-listed Bidders. If interviews are conducted, total scores will be determined by combining the initial scores of the SOQs (based on the evaluation criteria identified above) with the scores from the interviews. However, the selection committee, at its sole discretion, may decide to not interview Bidders and make its selection solely based on the SOQ scores. If interviews are held, each invited Bidders will have an opportunity to make a brief presentation about its proposal and answer questions from the selection committee. Costs for travel expenses, SOQ preparation, interview preparation and interview time shall be borne by the Bidder.

C. Contract Award

Once the successful Bidder(s) has(have) been determined, the Authority will start negotiating the Agreement(s) with the successful Bidder(s) consistent with the requirements of FAA Advisory Circular 150/5100-14. If the negotiations are not successful, negotiations will be terminated and the next highest ranked Bidder(s) may be asked to negotiate an Agreement with the Authority.

The Authority reserves the right to award more than one contract at its sole discretion, to the most responsive and responsible Bidder(s). The Authority will issue Notice(s) to Proceed after completion of fully executed contract(s).

D. Schedule

Stated below is the schedule for this RFQ process. However, the Authority reserves the right to modify, change or amend any of these dates and to change or halt the process at its sole discretion. Therefore, the schedule is subject to change:

Issue RFQ	May 4, 2021
RFQ Questions Deadline	May 21, 2021
Responses to Questions	May 25, 2021
SOQ Submission Deadline	June 2, 2021
Short-List	June 8, 2021
Interviews (optional)	Week of June 14, 2021
Notice of Selection	Week of June 28, 2021

The Agreement(s) will be negotiated promptly after the Notice of Section has been announced to the Bidders.

SECTION 7 GENERAL CONDITIONS

A. Reservation of Rights

This RFQ does not commit the Authority to select any Bidder for a short-list, to award a contract, or to pay any costs incurred in the preparation of an SOQ in response to this RFQ. The Authority reserves the right to reject any or all SOQs for its convenience or if in the best interest of the Authority. The Authority also reserves the right to waive any informality or irregularity in any SOQ.

The Authority reserves the right to request changes to the staffing and/or scope of services contained in any of the proposals and to enter into negotiations with any of the firm(s) regarding their submittal.

Any and all agreements arising out of an SOQ submitted hereunder (including any negotiations that follow shall not be binding on the Authority, its officers, employees or agents unless duly approved and executed by the Authority, in accordance with applicable laws.

B. Representation of Due Diligence

The submission of an SOQ shall be deemed a representation and certification by the Bidder that it has investigated all relevant conditions, facts, circumstances, procedures, requirements and aspects associated with this RFQ, and that it has read and understands the RFQ. Therefore, after receipt of an SOQ by the Authority, no request for modification of the SOQ and no claim for adjustment of any provisions of the RFQ shall be honored, regardless of any claim by a Bidder that it was not fully informed as to any fact or condition.

C. Buy American Certification

The Agreement(s) will be subject to Federal Buy America requirements. By submitting an SOQ, the Bidder certifies that it is aware of and will comply with any relevant obligations if ultimately successful.

D. Civil Rights – Title VI Assurances

The Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any Agreement entered into pursuant to this RFQ solicitation. Disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

E. Debarment and Suspension Certification

By submitting an SOQ under this solicitation, the Bidder certifies that at the time the SOQ is submitted to the Authority, neither it nor its principals are presently debarred or suspended by any

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Federal department or agency from participation in this transaction.

F. Foreign Trade Restriction Certification

By submission of an offer, the Bidder certifies that with respect to this solicitation and any resultant contract, the Bidder –

- 1) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
- 2) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and
- 3) has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC Section 1001.

The Bidder must provide immediate written notice to the Authority if the Bidder learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances.

G. Lobbying and Influencing Federal Employees

The Bidder certifies by signing and submitting an SOQ, to the best of its knowledge and belief, that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.