



**REQUEST FOR QUALIFICATIONS**

**For**

**On-Call Airport Design, Engineering and Consulting Services**

**For the Central West Virginia Regional Airport Authority (CWVRAA)**

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

**September 22, 2021**

**PRE-RESPONSE QUESTIONS DEADLINE: October 1, 2021**

**STATEMENTS OF QUALIFICATIONS DUE: October 15, 2021 at 3:00 PM**

**POINT OF CONTACT:**

**Nick Keller**  
Airport Director and CEO  
[Nick@yeagerairport.com](mailto:Nick@yeagerairport.com)  
304-344-8033

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**TABLE OF CONTENTS**

SECTION 1 INTRODUCTION ..... 1

SECTION 2 AIRPORT OVERVIEW ..... 1

SECTION 3 SCOPE OF SERVICES ..... 2

SECTION 4 STATEMENTS OF QUALIFICATIONS ..... 2

    A. SOQ Content ..... 2

    B. SOQ Submission Instructions ..... 5

    C. Inquiries ..... 5

    D. Confidentiality ..... 5

SECTION 5 SELECTION PROCESS ..... 6

    A. Minimum Qualifications (Pass/Fail Phase) ..... 6

    B. Evaluation Criteria (Scoring Phase) ..... 6

    C. Contract Award ..... 7

    D. Schedule ..... 7

SECTION 6 GENERAL CONDITIONS ..... 8

    A. Reservation of Rights ..... 8

    B. Representation of Due Diligence ..... 8

    C. Buy American Certification ..... 8

    D. Civil Rights – Title VI Assurances ..... 8

    E. Debarment and Suspension Certification ..... 8

    F. Foreign Trade Restriction Certification ..... 9

    G. Lobbying and Influencing Federal Employees ..... 9

## **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 Engineering, site surveys, site development, airport business development consulting services at the Central West Virginia Regional Airport Authority (CRW, Yeager Airport, 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 and 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: [www.yeagerairport.com](http://www.yeagerairport.com)***

## **SECTION 2 AIRPORT OVERVIEW**

Yeager Airport is owned and operated by the Central West Virginia Regional Airport Authority (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 \$225 million per year in economic impact to the state.

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

- Participation in a U.S. Economic Development Administration Build Back Better regional cluster grant application that includes build out of electric infrastructure at multiple West Virginia airports to allow for the operation of electric vertical take-off and landing (eVTOL) aircraft
- eVTOL electric infrastructure, charging stations, landing pad facilities, vertiports, heliports, flight simulators, and associated support infrastructure at multiple locations
- Site surveys and property acquisition for the creation of one or more industrial parks for the purposes of aerospace and other manufacturing

The Authority is seeking experienced engineers and consultants who can assist with these projects and provide overall business development work that will further the airport's vision.

## **SECTION 3 SCOPE OF SERVICES**

### **A. Design/Engineering and Project Management**

The successful Bidder will provide design, professional civil engineering, architectural, construction administration and inspection, project management and consulting services associated with the improvements listed in Section 2, including, but not limited to: site surveys and assessments, land acquisition services, design of eVTOL charging station and landing pad infrastructure, vertiports, design and construction of potential aerospace manufacturing facilities.

Work will include coordination with the Authority, the Robert C. Byrd Institute, and other stakeholders; 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; and development of design schematics.

## **SECTION 4 MINIMUM 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 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
- 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 and project consultant to serve as the points of contact for the Authority for the duration of the Agreement. The Project Manager shall have recent, relevant experience with similar projects and a good understanding of eVTOL developments. 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 be assigned to this project. Replacement of key team members **is not permitted** without the prior consultation with and approval by the Authority.

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.

Attachment 4: Identify any proposed exceptions to the sample Agreement provided as Exhibit 1 to this RFQ. **Note that the Authority will consider, but is under no obligation to agree to proposed exceptions to its form of Agreement.**

## B. SOQ Submission Instructions

**All SOQs must be received by the Authority on October 15, 2021, no later than 3:00 PM.**

Each Bidder must submit **three** hard copies of the entire SOQ, along with one (1) electronic version on 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: Nick Keller  
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 October 1, 2021 at 6:00 PM.

Questions and responses will be posted on the Authority’s procurement website at:  
[www.yeagerairport.com](http://www.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. However, following a final section, the entire selection process file shall be available to the public 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 5 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. 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:

<b>Item</b>	<b>Criteria</b>	<b>Weighting Factor</b>	<b>Raw Score</b>	<b>Weighted Overall Score</b>
1	<b><u>Experience and Qualifications</u></b> ( <i>Experience of the team with similar projects</i> )	4	(1-5)	(Max 20)
2	<b><u>Project Understanding and Approach</u></b> ( <i>Proposed approach and understanding of unique local conditions</i> )	8	(1-5)	(Max 40)
3	<b><u>Project Manager &amp; Team</u></b> ( <i>Qualifications, specific experience and availability of Project Manager and team</i> )	4	(1-5)	(Max 20)

4	<b>Reputation</b> ( <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	<b>DBE</b> ( <i>Evidence of DBE effort</i> )	1	(1-5)	(Max 5)
<b>Raw Scoring:</b> 5 – Outstanding 4 – Very Good 3 – Satisfactory 2 – Barely Acceptable 1 – Inadequate 0 – Unacceptable		<b>SCORE:</b>	<b>(Max 25)</b>	<b>(Max 100)</b>

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	September 22, 2021
RFQ Questions Deadline	October 1, 2021
Responses to Questions	October 6, 2021
<b>SOQ Submission Deadline</b>	<b>October 15, 2021</b>
Short-List (optional)	October 19, 2021
Interviews (optional)	October 25-26, 2021
Notice of Selection	October 27, 2021

## **SECTION 6 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 award of one or more Agreements is contingent upon the Authority acquiring the sole management and control of the Airport and becoming an eligible airport sponsor.

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 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 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.