

REQUEST FOR QUALIFICATIONS

PROFESSIONAL ON-CALL AIRPORT PLANNING,
ENGINEERING, ENVIRONMENTAL &
CONSTRUCTION INSPECTION/ADMINISTRATION
CONSULTANT SERVICES



Victoria Regional Airport 609 Foster Field Drive
Victoria, TX 77904

Issued: April 18, 2022

Due Date: May 27, 2022 at 2:00 PM. CST.



609 Foster Field Drive, Suite F Victoria, Texas 77904
(361)578-2704 Fax: (361)576-0948

**REQUEST FOR QUALIFICATIONS PROFESSIONAL ON-
CALL AIRPORT PLANNING, ENGINEERING,
ENVIRONMENTAL & CONSTRUCTION
INSPECTION/ADMINISTRATION CONSULTANT
SERVICES**

**COUNTY OF VICTORIA - VICTORIA REGIONAL AIRPORT
609 Foster Field Drive
Victoria, TX 77904**

I. INTRODUCTION

The Victoria Regional Airport (VCT), in Victoria, Texas, is soliciting Statements of Qualifications (SOQs) and Experience from interested and qualified Aviation Consultants for professional on-call airport planning, engineering, environmental & construction inspection/administration and other consulting services to aid in projects identified in the airport's Capital Improvement Program (CIP) and local development plans. The contract will extend over a period of five (5) years. For a proposal to be considered, the persons (or organizations) responding to this RFQ ("Respondent") must demonstrate the capacity to perform the services described in this Request for Qualifications.

The potential projects are likely to be subject to federal, state and local funding processes. These projects may be accomplished during the course of multiple grants, and may involve local approval prior to commencement.

- **The SOQ submittal deadline is May 27th, 2022 at 2:00 PM CST.**

II. AIRPORT BACKGROUND

The Victoria Regional Airport (VCT) is a public use airport owned and operated by the County of Victoria. VCT is a towered, FAA Part 139 airport that provides scheduled commercial service. SkyWest Airlines currently operates 50-seats Bombardier CRJ 200 aircraft to Houston Intercontinental airport. VCT is included in the National Plan of Integrated Airport Systems (NPIAS), which identifies existing and proposed airports considered significant to the national airspace system. The NPIAS currently classifies VCT as a Non-Primary Commercial Service airport.

As a former military installation, VCT has a number of unique assets that could help position the facility for economic development opportunities. Features that make the airport unique include the following:



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- 9,111 foot long by 150 foot wide runway
- Runway 13 Instrument Landing System (ILS)
- Ample apron space capable of accommodating a broad range of aircraft
- Significant “hangar ready” development spaces located adjacent to apron
- Large and small parcels of land capable of accommodating non-aviation related industrial and commercial development.

In 2017, VCT completed an Airport Master Plan Update that inventoried all facilities and provided a Capital Improvement Program to support the maintenance of aviation related facilities (i.e., runways, taxiways, aprons, etc.)

III. GENERAL INFORMATION

VCT is soliciting SOQs and Experience from interested and qualified Aviation Consultants for professional on-call airport planning, engineering, environmental, other consulting services to aid in projects identified in the airport’s Capital Improvement Program (CIP), and local development plans. The contract will extend over a period of five (5) years.

Information obtained from the RFQ will be used by VCT to evaluate each interested consultant using criteria identified in the RFQ and conforming to FAA Advisory Circular 150/5100-14E Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects to select the most qualified engineer/consultant. Rates, fees, or any other cost information will not be considered and must be left out of submitted proposals.

Work under the contract will occur on an as-needed basis, and not a set fee, based on project schedule and funding need. Subject to Federal, State, and local funding, under the FAA Airport Improvement Program, services may include, but are not limited to the following scope of work.

Scope of Work:

- Grant Documentation
- Assist with documentation needed to secure Federal and State aviation grants
- Prepare necessary environmental studies and documentation to obtain project approvals
- Update existing planning studies to reflect current conditions and changes to airport goals
- Design and construction oversight for all projects listed within the airport’s current five (5) year Capital Improvement Program included within this RFQ
- Other miscellaneous projects that may arise through the Airport’s annual Part 139 inspection or projects undertaken at the local level to advance airport operations



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It is assumed all projects will be designed and constructed to meet the most current FAR Part 139 standards and current FAA design criteria. The Master Plan and Capital Improvement Program may change over the course of the five (5) year agreement. Victoria Regional Airport reserves the right to add or remove projects as needed to justify the airports current and future needs. Consultants should be familiar with the FAA and State aviation funding programs and requirements.

IV. FIVEW (5) YEAR CAPITAL IMPROVEMENT PLAN (CIP)

The project scope includes but is not limited to the following CIP:

6 Year Capital Improvement Plan (CIP)

Victoria Regional Airport (VCT), Victoria, TX		
Fed FY	ODO Project Component/Phase	Estimated Cost
2022	ALP Narrative	\$275,000
		\$ 275,000
2023	Design Taxiway C Reconfiguration (A, A3, B1) Improvements (Priority - 1)	\$800,000
		\$ 800,000
2024	Construction- TWY C Reconfiguration (A3, A) Phase 1 (Priority - 1)	\$3,500,000
		\$ 3,500,000
2025	Construction- TWY C Reconfiguration (B1, A, Apron) Phase 2 (Priority - 1)	\$2,000,000
	Design Taxiway F Reconfiguration (A, A4, B3) Improvements	\$750,000
	ARFF Truck Index B	\$1,000,000
		\$ 3,750,000
2026	Construction TWY Reconfiguration (A4, A) Phase 1 - Priority - 1	\$3,000,000
	Construction TWY Reconfiguration (A, B3) Phase 2 - Priority - 1	\$2,500,000
	Terminal Building Design	\$1,000,000
		\$ 6,500,000
2027	Design Taxiway D (A, B2) Improvements	\$750,000
	Terminal Building Construction	\$15,000,000
		\$ 15,750,000
		\$30,575,000



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In addition to the five year Capital improvement plan, additional projects funded by the Bipartisan Infrastructure Law (BIL), and any other funds available in the future via new laws or infrastructure packages coming for congress or any other funding agency will be part of the scope of work during the term of the five year on-call contract. Additional projects that will be part of this contract may include but not limited to:

- Terminal design and construction phase services
- Drainage Study
- Air Traffic Control Tower (ATCT) siting, design, and construction phase services
- Airside and Landside planning
- Planning studies
- Engineering studies
- Landside engineering services
- Hangar design and construction phase services
- Apron rehabilitation design and construction phase services
- Drainage improvements design and construction phase services
- Equipment acquisition services
- Master planning

V. INSTRUCTIONS FOR STATEMENT OF QUALIFICATIONS (SOQ)

Qualifications shall be submitted in the following format with each element requested and/or form furnished as specified to facilitate evaluation of the proposals. The detailed requirements in this RFQ are mandatory.

FAILURE TO ADHERE TO THE REQUIRED FORMAT MAY BE CAUSE FOR REJECTION OF PROPOSAL.

All submittals will be evaluated based on FAA Advisory Circular 150/5100-14E and in compliance with this request. To facilitate selection review, submissions should conform to the following format:

1. Experience of the Team: Provide a detailed description of your team's prior experience and professional qualifications in airport architectural, engineering, design, construction, inspection, and environmental analysis. Please reference your experience in working with FAA and State regulations and procedures.
2. Key Personnel (Staff): Describe company organization structure, company size, and history. Highlight the proposed project manager and key project team members and responsibilities. Provide a brief résumé for each person highlighting his/her credentials and experience.



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3. Approach: Provide your understanding of Victoria Regional Airport and approach to providing necessary services.
4. References: Provide the name and contact information for at least three (3) references familiar with your quality of work as it pertains to the above referenced scope of work.
5. Other Supporting Data: Include any other information you feel will be relevant to the selection of your firm or the makeup of the project team including sub-consultants.

Each submitting consultant may furnish any additional data, exhibits, statements, and information, which the proponent believes, will help ensure total understanding and evaluation of its proposal by the Airport. The qualification proposal should not be more than 20 pages in length and should clearly communicate necessary information to allow the project selection committee to select the most qualified project team. The RFQ's cover page and proposed personnel resumes will not count toward the 20-page limit.

Proposals must be prepared in the manner and detail specified in this RFQ, signed by and authorized official, enclosed in a sealed envelope or package, identified as follows, and mailed or delivered to the Airport Executive Director, no later than 2:00 p.m. (CST) May 27, 2022:

QUALIFICATIONS PROFESSIONAL ON-CALL CONSULTING

TO: Vinicio "Lenny" Llerena
Airport Executive Director
Victoria Regional Airport
609 Foster Field Drive
Victoria, TX 77904

FROM: Proposing Firm's Information

VI. RFQ SCHEDULE & DEADLINE FOR RECEIPT OF QUALIFICATIONS PROPOSALS

- Announcement/advertisement of RFQ – April 24 & May 01, 2022
- SOQ Due – May 27, 2022 at 2:00 PM CT
- Anticipated Award – June 27, 2022

Qualification proposals must be received at the address and point of contact no later than 2:00 p.m. (CST) on the above referenced due date. Late replies will not be accepted under any circumstances. Proposals must be submitted by mail or hand-delivered, and must be received by the point of contact by the required deadline.



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Submittal by mail or hand-delivered: Send five (5) printed copies and one (1) USB of your Proposal in a sealed envelope to the contact mailing address contained on the cover page of this Request for Qualifications. The envelope should be marked in accordance with the requirements listed above. Submissions should be made to:

QUALIFICATIONS PROFESSIONAL ON-CALL CONSULTING

TO: Vinicio "Lenny" Llerena
Airport Executive Director
Victoria Regional Airport
609 Foster Field Drive
Victoria, TX 77904

FROM: Proposing Firm's Information

It is the responsibility of the participating vendor to ensure that the point of contact has received a completed Proposal by the required deadline.

Standards.

It is not the intent of this RFQ to prohibit or discourage any prospective consultant from submitting a proposal, which is based upon its trade experience as to the scope of business operation to be undertaken and as to the manner in which such operation is to be conducted. All prospective consultants are advised, however, that any major deviation from the specifications of this RFQ may not be accepted. Further, the Victoria Regional Airport reserves the right to reject any offer. Proposals that do not contain the information requested in this Article may be rejected without further consideration.

Evaluation Process.

Proposals received by the deadline will be reviewed and evaluated as soon as practicable. Additional information may be requested prior to final selection, and formal interviews might be requested from a short list of respondents. The Victoria Regional Airport reserves the right to reject any or all proposals, to negotiate with one or more parties, or to award the contract in the Airport's best interests, including proposed vendor's schedule. The Victoria Regional Airport reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals. Upon reviewing Proposals, The Victoria Regional Airport Selection Committee will recommend the selected consultant to the Victoria County Commissioners Court for consideration and approval.

Note: RFQ respondents must not include price or charges in their proposals.



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Questions.

Questions and requests for clarification relating to this Request for Proposals may be made via e-mail to the following:

Vinicio "Lenny" LLerena
Executive Director
Victoria Regional Airport
Vllerena@vctx.org

Notification of Status.

Participating consultants who are not selected will be notified after the project has been awarded.

VII. CONDITIONS

Contract Requirements. The selected consultant will be required to execute a contract with the County of Victoria on the terms and conditions required by the County.

Indemnification.

The selected consultant will act in an independent capacity and not as an officer or employee of the County. To that end, the selected consultant will be required to indemnify, defend, and hold harmless the County, its officers, and employees from all liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the selected consultant's acts and/or omissions in the performance of the contract.

Insurance.

The selected consultant will be required to obtain insurance naming the County of Victoria as an additional insured with minimum limits as established by the County of Victoria.

Compliance with Law.

All proposals and work completed under the proposals must be performed in accordance with applicable rules, regulations, codes, and ordinances of local, state and federal authorities.



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Limitation of Liability.

Any costs incurred by any person in preparing or submitting a proposal are the sole responsibility of that person. The Victoria Regional Airport assumes no responsibility or liability for costs incurred by potential vendors and will not reimburse any person for any costs incurred as a result of the preparation of proposals in response to this RFQ.

Public Records.

Please take note that any and all records submitted to the Victoria Regional Airport, whether electronic, paper, or otherwise recorded, are subject to the Texas Public Information Act.

Duration of Services.

The contract for services shall be limited to this RFQ 5-year on call.

VIII. CONSULTANT SELECTION PROCESS

The Victoria Regional Airport will use a selection committee comprised of County Commissioners Court, Airport Commission and Airport Management members (The Selection Committee) to evaluate the Statements of Qualifications received in response to this request. The Selection Committee will recommend to the County Commission that the County of Victoria and the Victoria Airport enter a five (5) year on-call airport planning, engineering, environmental & construction inspection/administration consulting agreement with the top selected firm.

The selection committee may compile a short list of firms to provide additional information, or to appear before the selection committee for interviews virtually or in person, or by phone. The Selection Committee has the right to reject all proposals and begin the RFQ process all over again.

interviews.

The County reserves the right to reject any or all submitted Statements of Qualifications due to incomplete or irregular statement submittals.

IX. CRITERIA FOR REVIEW OF QUALIFICATIONS AND EXPERIENCE

Selection of the top ranked firms will be based upon the following criteria in conjunction with FAA Advisory Circular 150/5100-14E, and required information:



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Item	Criteria	Weighting Factor	Raw Score	Weighted Overall Score
1	Experience and Qualifications (<i>Experience of the team with relevant projects</i>)	5	(1-5)	(Max 25)
2	Project Team (<i>Qualifications and specific experience of key team members, including knowledge and experience of key team members with unique local conditions</i>)	5	(1-5)	(Max 25)
3	Project Management and Approach (<i>proposed approach and management plan for providing the services</i>)	4	(1-5)	(Max 20)
4	Reputation (<i>Satisfaction of previous clients, with particular attention to completion of past projects on time and within budget</i>)	4	(1-5)	(Max 20)
5	Capacity (<i>Schedule and capacity to provide qualified personnel</i>)	2	(1-5)	(Max 10)
Raw Scoring: 5 – Outstanding 4 – Very Good 3 – Satisfactory 2 – Barely Acceptable 1 – Inadequate 0 – Unacceptable		SCORE:	(Max 25)	(Max 100)

X. NONDISCRIMINATION

The Consultant, regarding the work performed hereunder, shall not discriminate on the grounds of race, color, creed, national origin, sex, sexual orientation, gender identity or expression, or age in the selection and retention of any employee or applicant for employment, and subcontractors, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by 49 C.F.R. Section 21.5 including employment practices when the Agreement covers a program set forth in appendix B of the regulations.

XI ADDENDA

Should specifications be revised prior to the deadline for submittals, the VCT will issue addenda addressing the nature of the change and post them on <https://flyvictoriatx.com/master-plan/>. Respondents should acknowledge any addenda as part of their submission by emailing



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jetcenter@vctx.org. Respondent is responsible for checking <https://flyvictoriatx.com/master-plan/> to determine if any addenda have been issued prior to submitting a bid. Failure to consider all addenda will be at the respondent's risk.

XII. SITE VISIT

While not mandatory, a site visit will be held on 05/11/2022. Time must be schedule with the Airport Executive Director at vllerena@vctx.org.

XIII. SUBMISSION

The firm's Statement of Qualifications must be received by May 27, 2022, no later than 2:00 p.m. CST. SOQs should be submitted via mail and addressed to:

QUALIFICATIONS PROFESSIONAL ON-CALL CONSULTING

TO: Vinicio "Lenny" Llerena
Airport Executive Director
Victoria Regional Airport
609 Foster Field Drive
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FROM: Proposing Firm's Information

Submissions received past the deadline will not be considered