



**REQUEST FOR QUALIFICATIONS
FOR
AIRPORT ENGINEERING SERVICES**

For

**ROCKY MOUNT – WILSON REGIONAL AIRPORT (KRWI)
7265 Air Terminal Drive
Elm City, NC 27822**

**Josh Pusser
AIRPORT DIRECTOR
(252) 446-7057
josh@krwiairport.com**

August 9, 2024

1. **GENERAL**

The Rocky Mount - Wilson Airport Authority, owner and operator of the Rocky Mount - Wilson Regional Airport (KRWI is 42 miles East of Raleigh) is seeking proposals from qualified aviation consultants for Professional On-Call Airport Engineering Consultant Services for the next five (5) years.

Proposals shall be received until **5:00 p.m. EST on August 23, 2019** in the office of the Airport Director to the attention of Josh Pusser at the address below:

Rocky Mount - Wilson Airport Authority
7265 Air Terminal Drive
Elm City, NC 27822

Questions regarding the scope of services or other items related to this RFQ must be directed to:

Josh Pusser
Airport Director
Rocky Mount – Wilson Regional Airport
(252)-446-7057
josh@krwiairport.com

KRWI assumes no responsibility for costs incurred in responding to this RFQ.

2. **SCHEDULE**

08/09/24	RFQ posted
08/16/24 by 5:00 p.m.	Deadline for written Questions
05/20/19	Posting of Answers as addenda
08/23/24 by 5:00 p.m.	RFQ submittals due

If necessary, short-list and interviews will be determined and scheduled for September.

3. **CONTENT OF THE PROPOSAL**

The Rocky Mount - Wilson Airport Authority requests that any firm desiring to be considered submit two (2) bound copies and one (1) electronic copy of the Statement of Qualifications per section one of this RFQ. Copies of your proposal shall be marked "AIRPORT ENGINEERING SERVICES FOR KRWI", and shall contain the following:

- a. A brief description of the firm. Include an organizational chart and location of personnel if other than main office.
- b. The qualifications and background of the firm.

- c. A summary of any arrangements that will be made with any other firm for assistance on this work.
- d. A list of key personnel with resumes
- e. A list of similar work performed for other airports, including a description of work and the name of the airport, list of dates when work was accomplished, and the outcome of the work completed. If presently engaged in similar work or under contract doing similar work, please describe. A list of references should be included with contact information.
- f. Discussion explaining why you think the Rocky Mount - Wilson Airport Authority would benefit from selecting your firm to do the work.
- g. The firm's project approach and ability to complete work described.

4. QUESTIONS PRE-SUBMITTAL

All questions and clarifications must be submitted in writing or by e-mail to the above address. All questions and answers shall be as an addendum to the original RFQ and will be sent by email.

5. SELECTION PROCESS

The Rocky Mount - Wilson Airport Authority follows the Qualification based selection process set by the FAA under AC150/5100-14E, and as required by the NCDOT Division of Aviation. Proposals received will be screened by a review committee for adequacy of content and experience. The committee will select no more than three (3) firms to be interviewed if desired. Selection criteria will include, but is not limited to:

- a. Evaluation of proposals.
- b. Proven background and experience in working with the FAA Southern Region, Memphis ADO, NCDOT Division of Aviation, and airports of this type and size.
- c. References with respect to airport planning projects.
- d. Knowledge of FAA/NCDOT Div. of Aviation regulations, policies and procedures.
- e. Availability of the firm for participation at public meetings and Authority meetings.
- f. Ability to complete work in a timely manner as dictated by the grants.
- g. Capability to furnish qualified personnel for each project.
- h. Specific background and experience of the key people who will be involved in providing these services.
- i. Confirmation of review of all addenda to this RFQ.

Proposals will be evaluated according to the following criteria:

Demonstrated Experience and relationship with governmental agencies	20%
Past Performance	30%
Qualifications of Personnel Assigned:	30%
Familiarity/Capability to work with facility and community of similar type and size	20%

The Authority reserves the right to select from submittals or may interview from a short list of qualified consultants if deemed necessary. The selection committee reserves the right to reject any or all submittals.

6. CONTRACT

The top ranked firm will be invited to negotiate a five year on-call contract with the Rocky Mount - Wilson Airport Authority. Detailed scopes-of-work and associated fees for each project will be developed and incorporated as part of the "Contract"