

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR MASTER AIRPORT CONSULTING  
SERVICES**

**Issued by:**

**Putnam County Airport Authority, Ohio**

**September 26, 2019**

**ALL RESPONSE SHALL BE SUBMITTED  
DIGITALLY**

**All Statement of Qualifications responses  
shall be submitted to:**

**[pcairport@putnamcountyohio.gov](mailto:pcairport@putnamcountyohio.gov)**

**The Subject Line with your digital  
submission must read: "RFQ for Master  
Airport Consulting Services"**

**Responses must be received no later than  
4:00 p.m. E.S.T.**

**Friday, November 1, 2019**

# Putnam County Airport Request for Qualifications (RFQ) Master Airport Consulting Services

## GENERAL BACKGROUND

The Putnam County Airport, located in Putnam County, Ohio, is owned / operated by the Putnam County Board of Commissioners and the Putnam County Airport Authority.

## INVITATION

In accordance with Federal Aviation Administration Advisory Circular 150-5100-14, Putnam County Airport Authority submits this RFQ seeking responses from consultants experienced in providing professional services needed for projects within airport environs. Putnam County Airport Authority seeks to enter into a master professional airport services agreement with a qualified airport consultant to assist with projects at the Airport over a five (5) year period commencing upon approval of agreement in 2020 and ending December 31, 2024. The consultant and its team of sub-consultants must be able to provide planning, design, and construction services for both federally and non-federally funded projects at the Airport. All work must meet Federal Aviation Administration (FAA), Ohio Department of Transportation (ODOT), Putnam County, and all other applicable standards and regulations. Consultants responding to this solicitation must be willing to provide professional airport services to Putnam County Airport Authority on an as needed basis for the projects at the Airport until final close-out activities are completed or such services are no longer required by Putnam County. The actual scope of services will be determined by Putnam County Airport Authority as needed on a per project basis pursuant to the terms of the master professional services contract. This engagement and services to be rendered only covers projects by Putnam County Airport Authority. Any and all contact or questions concerning this RFQ shall be in writing sent to Kent Niese, Airport Manager via email at [pcairport@putnamcountyohio.gov](mailto:pcairport@putnamcountyohio.gov). Results of the selection process will be announced at a day and time to be determined by Putnam County Airport Authority.

## SCOPE OF SERVICES

Putnam County Airport Authority intends to retain qualified and committed professional design/engineering and planning consultant firms to be part of the construction team for Airport projects.

The firm(s) chosen will perform design/engineering and planning of Airport construction projects. Putnam County Airport Authority anticipates that the selected firm(s) will provide staff that can perform the duties of a design engineer, resident engineer, assistant resident engineer, structure representative, civil inspector, structure inspector, and material testing technicians.

Examples of other specific tasks that may be provided may include, but are not limited to:

- Prepare necessary applications and documentation for Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant funding. Assist in project coordination with the FAA and the Ohio Department of Transportation Aviation Office
- Update Airport Master Plan as needed, including property inventory map and preparation of Airport Capital Improvement Plan (ACIP).
- Prepare the necessary technical detail and/or analysis and support the preparation of environmental documents that may be required under any and all federal, state, or local environmental laws, policies, or programs that may be applicable. Demonstrated technical expertise and knowledge of applicable environmental acts and programs for airports is essential. Knowledge of local conservation plans is highly desirable.
- Provide miscellaneous airport planning, design/engineering, construction administration management, and consulting support services as may be required by Putnam County Airport Authority. These consultant services may include representing Putnam County Airport Authority in discussions with the FAA regarding work program, grant requirements, and project documentation.

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- Provide design/engineering plans and drawings in accordance with FAA standards and guidelines as outlined in Advisory Circular 150-5370-10, Standards for Specifying Construction of Airports. The consultant will also develop a safety plan for projects in accordance with Advisory Circular 150/5370-2.
- Design/engineering and planning of runway, taxiway, ramps, and roadways and other projects included in the current and future ACIP.
- Pavement reconstruction and/or overlay of aircraft parking aprons, taxiways, and runways.
- Design/engineering of subgrade stabilization.
- Environmental and design/engineering of airfield drainage improvements.
- Airfield lighting, signage improvements, and energy efficient retrofitting.
- Security upgrades including access control, perimeter fencing, CCTV, and lighting.
- Update airfield markings.
- Updates to the Airport Layout Plan.
- Updates to the Airport Pavement Maintenance Plans.
- Updates to the Airport Security Plan, Airport Emergency Plan, and Airport Certification Manual.
- Assistance in filing various federal and state reports required of airports.

### **EVALUATION AND SELECTION PROCESS**

Responses shall be organized in a bound format. The consultant's responses must be brief and concise, containing no more than twenty-five (25) single-sided standard letter (8-1/2 by 11) size pages (not including cover sheet, tabs, and resumes). Response shall be submitted no later than the time, date, and place specified on the first page of this RFQ and in the format noted on the front page of this RFQ. Responses submitted after the time and date specified herein will not be accepted. All responses to this RFQ will be evaluated by a selection committee, consisting of representatives of Putnam County Airport Authority. The statement shall contain the following information in the order listed below. The selection will be based, in part, on the guidelines set forth in the FAA Advisory Circular No. 150/5100-14 (Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects) and the following criteria:

### **PROPOSAL FORMAT**

To facilitate review, submissions should conform to the following format:

1. Experience of the Firm: Provide a description of your firm's prior experience and qualifications in airport architectural, engineering, planning and environmental analysis. Also, please reference the experience of the firm in working with the State and FAA regulations and procedures.
2. Project Team (Key Staff): Identify the proposed Project Manager and key project team members and responsibilities. Provide a brief resume for each person outlining their credentials and experience.
3. Project Understanding: Provide your general understanding of the airport, project and issues regarding the identified project(s). Identify any potential challenges or special concerns that may be encountered.
4. Ability to Meet Schedules and Demands: Firm's demonstrated ability and capacity to meet schedules and deadlines.
5. References: Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm of similar nature as contained in the above Scope of Work.

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### CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

The following criteria will be used in screening, ranking and selection of the successful firm:

1. Qualifications of the Firm (30%): Preference shall be given to those firms with experience in airport architectural, engineering, planning and environmental analysis related to the scope of services.
2. Qualifications of the Project Team (Key Staff) (30%): Preference shall be given to those with key staff experience in items listed in the above scope of services and any familiarity with the region.
4. Project Understanding (20%): Preference shall be given to those firms which have a comprehensive understanding of the project requirements and environment.
5. Ability to Meet Schedules & Demands (10%)
6. References (10%)

### MISCELLANEOUS

1. Putnam County Airport Authority is neither obligated nor legally bound in any manner whatsoever by the consultant's submission of a qualifications package. Putnam County Airport Authority also reserves the right to make changes to this RFQ.
2. Any false statements made by respondent will void the submittal and eliminate the consultant from further consideration. Verbal responses to inquiries shall not be binding, only written addenda to the RFQ will modify its terms.
3. Notwithstanding any other provision of this RFQ Putnam County Airport Authority herein, reserves to itself the following rights:
  - The right to modify or amend any provision of this RFQ, including, without limitation, the provisions of the Agreement.
  - The right to reject in whole or in part any or all submittals for any reason.
  - The right to cancel its award to any firm(s) at any time before an agreement with such firm(s) has been fully executed and delivered; and Putnam County Airport Authority reserves the right to cancel its award to a consultant without any liability.
  - The right not to award to any consultant(s) that is in arrears or in default to Putnam County Airport Authority upon any debt or contract or that has failed to perform satisfactorily and faithfully under any previous agreements with the Airport Authority or County Commissioners
4. Should Putnam County Airport Authority find a discrepancy in this RFQ, it reserves the right to provide written instructions to all proposers in the form of addenda to the RFQ. Putnam County Airport Authority is not bound by any oral statements.
5. The specific terms of the engagement for professional services will be governed by the terms of a final negotiated agreement. In the event of a conflict between the provisions of the final agreement and any provision of the RFQ, the provisions of the final agreement shall control.
6. Putnam County Airport Authority is not responsible for any costs incurred by consultant(s) in preparing the response or in attending any meetings, and or preparing any presentations to Putnam County in connection with this RFQ.
7. Before Putnam County Airport Authority will execute any agreement resulting from the response to this RFQ, the consultant will be required to complete and submit an Affirmative Action Assurance form.
8. Putnam County Airport Authority reserves the right to accept or reject any or all Statements of Qualifications.

## Putnam County Airport Request for Qualifications (RFQ) Master Airport Consulting Services

January \_\_, 2019

Professional Engineering Firms Attn:  
Airports Division  
RFQ Response

RE: Request for Qualifications for Design/Engineering and Planning Consulting Services

To whom it may concern:

Putnam County Airport Authority, Ohio invites your firm to submit a Statement of Qualifications (SOQ) to provide Design/Engineering and Planning Consulting Services for airport projects for a five (5) year contract period beginning upon approval of agreement in 2020 and ending December 31, 2024. The Authority is interested in retaining a consulting team with varied and extensive airport experience to assist in design engineering and planning of airport infrastructure projects plus other general consulting needs.

The attached Request for Qualifications (RFQ) describes the potential future projects, presents the requirements for the SOQ, and outlines the criteria that will be used evaluate your submittal.

**To be considered, a digital copy of your SOQ must be received by Putnam County Airport Authority no later than 4:00 P.M. on Friday, November 1, 2019 by submitting to [pcairport@putnamcountyohio.gov](mailto:pcairport@putnamcountyohio.gov)**

We look forward to receiving an SOQ from your firm. If you have any questions regarding this solicitation, please contact Kent Niese, Airport Manager at (740) 652-7093 or by email at [pcairport@putnamcountyohio.gov](mailto:pcairport@putnamcountyohio.gov)

## Putnam County Airport Request for Qualifications (RFQ) Master Airport Consulting Services

### LEGAL NOTICE REQUEST FOR QUALIFICATIONS PROFESSIONAL ENGINEERING SERVICES

Putnam County Airport Authority is seeking Statements of Qualifications from professional engineering firms, licensed to perform work in the State of Ohio, for design/engineering and planning consulting services for a period of five (5) years beginning upon approval of agreement in 2020, and ending December 31, 2024 at its Airport located in Putnam County, Ohio. Interested parties can obtain the Request for Qualifications by calling Putnam County Airport Manager at 419-523-3910, or by email at [pairport@putnamcountyohio.gov](mailto:pairport@putnamcountyohio.gov)

Qualifications are due by 4:00 P.M., Friday, November 1, 2019, submitted digitally by email to Kent Niese, Airport Manager at: [pairport@putnamcountyohio.gov](mailto:pairport@putnamcountyohio.gov)

Publish: September 26, 2019

Putnam County Airport Request for Qualifications (RFQ) Master Airport Consulting Services

Attachment "A"

10 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2020 to FY-2029									
Airport Name: Fairfield County Airport							Date prepared: November 16, 2018		
Associated City: Lancaster, OH							Prepared By: Crawford, Murphy & Tilly, Inc.		
Sponsor: Fairfield County Airport Authority			NPIAS No. 39-0044				Telephone No.: 614-468-1200		
Airport ID: LHQ			Congressional District: Ohio 15th District						
Item #	Description	Fiscal Year	Total Cost	Entitlement	Apportionment	Discretionary	State Non-FAA	Local	Remarks/Item Justification
1	Master Plan Update/ALP	20	\$250,000	\$225,000	\$0	\$0	\$12,500	\$12,500	
2	Rehabilitate Apron C1, B	20	\$150,000	\$0	\$0	\$0	\$142,500	\$7,500	Apron Overlay and Repairs
3	Rehabilitate Taxiway B1 - Design only	21	\$45,000	\$40,500	\$0	\$0	\$2,250	\$2,250	Financial plan needed, Includes drainage
4	Rehabilitate Taxiway B1 - Construction	22	\$400,000	\$150,000	\$210,000	\$0	\$20,000	\$20,000	
5	Rehabilitate East T/H Taxiways - Design & Construct	23	\$145,000	\$130,500	\$0	\$0	\$7,250	\$7,250	T/H C, H, & F
6	Land Acquisition Reimbursement; Exhibit A Update	24	\$250,000	\$225,000	\$0	\$0	\$12,500	\$12,500	West RPZ
7	Rehabilitate Taxiway A, B2, F - Design	24	\$65,000	\$58,500	\$0	\$0	\$3,250	\$3,250	
8	Rollover NPE funds	25	\$0	\$0	\$0	\$0	\$0	\$0	
9	Rehabilitate Taxiway A, B2, F - Construction	26	\$560,000	\$445,500	\$58,500	\$0	\$28,000	\$28,000	Mill and Overlay
10	Partial Perimeter Fencing	27	\$165,000	\$148,500	\$0	\$0	\$8,250	\$8,250	
11	Obstruction Removal	28	\$100,000	\$90,000	\$0	\$0	\$5,000	\$5,000	Runway 28 approach surface
12	Construct Entrance Drive	29	\$2,000,000	\$211,500	\$1,588,500	\$0	\$100,000	\$100,000	