**REQUEST FOR QUALIFICATIONS (RFQ)**

**PROFESSIONAL PLANNING SERVICES TO CONDUCT AN AIRPORT FEASIBILITY STUDY IN ROCKBRIDGE COUNTY, VIRGINIA.**

The Central Shenandoah Planning District Commission (the “Owner”) is requesting Statements of Qualifications from interested and qualified Aviation Consultants for Professional Airport Architectural, Engineering, and Planning Consultant Services to conduct one or more Airport Feasibility Studies. The initial feasibility study would pertain to a potential new general aviation airport to be located within Rockbridge County, Virginia.

**SCOPE OF WORK**

The Central Shenandoah Valley Planning District Commission desires to engage an Aviation Consultant to study the feasibility of a new general aviation airport located generally in Rockbridge County, Virginia. The feasibility study may be the first of several studies engaged by the Owner, at the discretion of the Owner and depending on the outcome and findings of the feasibility study. The initial feasibility study may include, but is not limited to, the following elements (the “Scope of Work”):

* Historical Review of Previous and Existing Airport Studies for a General Aviation Airport in the Rockbridge Area
* Potential Aviation Demand and Activity Forecast
* High Level Analysis to Determine Facility Requirements for the Proposed General Aviation Airport to Aid in Preparation of Construction Costs
* High Level Review of Potential Sites (Not a Site Selection Study) with the Intent to Identify a Prime Search Area.
* Estimates of Probable Construction Costs Along with Potential Funding Sources
* Analysis of Annual Operational Costs for similar size facilities
* An evaluation of financial viability including revenue projections from various sources such as aircraft fuel sales, Fixed-Base Operator services (aircraft maintenance, flight training) hangar rentals, concessions such as revenue from rental to aeronautical businesses, etc. and a projected return on investment calculation.
* Ownership Structure Analysis and Examples
* Discussion of Federal Aviation Administration (“FAA”) and Virginia Department of Aviation (“DOAV”) Process and Requirements and Timeline to Build a New Airport

This list is not intended to be comprehensive, and additional tasks that are similar in nature to the above-described tasks may be performed under the contract. With respect to the initial feasibility study, the selected consultant and Owner will work together to negotiate a specific scope and pricing.

**STATEMENT OF QUALIFICATIONS 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 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. **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.

4. **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.

5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection

of your firm or the makeup of the project team including sub‐consultants.

6. **SCC Registration:** Prior to the time of submittal of the Statement of Qualifications, all business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission. Information about business registration can be found at <https://www.scc.virginia.gov/default.aspx>. Foreign Professional corporations and Foreign Professional Limited Liability Companies (i.e., organized or existing under the laws of a state or jurisdiction other than Virginia) must possess a Commonwealth of Virginia Certificate of Authority from the State Corporation Commission to render professional services. Any business entity other than a professional corporation, professional limited liability company or sole proprietorships that do not employ other individuals for which licensing is required must be registered in the Commonwealth of Virginia with the Department of Professional & Occupational Regulation <http://www.dpor.virginia.gov/>, Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (“Board”). Board regulations require that all branch offices of professional corporations and business entities located in Virginia, which offer or render any professional services relating to the professions regulated by the Board shall be registered as separate branch office with the Board. All offices, including branches, which offer or render any professional service, must have at least one full-time resident professional in responsible charge who is licensed in the profession offered or rendered at that office. All firms involved that are to provide professional services must meet these criteria prior to submitting a Statement of Qualifications to the CSPDC. Individual engineers shall meet the requirements of Chapter 4, Title 54.1 of the Code of Virginia. Additionally, indicate if registered in eVA or if the firm is certified as a Small, Women and Minority with the Commonwealth and Disadvantaged Business Enterprise status as defined with the Federal Government.

The entire Statement of Qualifications shall not exceed thirty (30) pages, excluding the front and back covers, dividers, cover sheet, table of contents, and letter of introduction (maximum two pages).

**CRITERIA FOR REVIEW OF THE STATEMENT OF QUALIFICATIONS**

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

1. **Qualifications of the Firm (20‐30%):** Preference shall be given to those firms with experience in

Airport feasibility studies related to the Scope of Work.

2. **Qualifications of the Project Team (Key Staff) (30‐40%):** 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.

3. **Experience in Working with State and FAA Regulations and Procedures (10%):** Preference shall

be given to project teams whose personnel have a demonstrated working relationship with the

State and FAA, and possess a thorough understanding of FAA rules and regulations regarding

airport projects similar to the Rockbridge County Airport Feasibility Study.

4. **Project Understanding (25‐35%):** Preference shall be given to those firms which have a

comprehensive understanding of the project requirements and environment.

**SELECTION OF THE CONSULTANT**

It is the intent of the Owner to appoint a committee to review the Statements of Qualifications submitted and rank the qualified firms.

The Owner may choose to interview a shortlist of consultants before making the selection.

The shortlisted consultants shall be notified at least 14 days prior to the interview date.

All unsuccessful firms will be notified in writing no later than 10 days after selection of the Consultant

and may contact the Owner for debriefing.

The Owner reserves the right to reject any and all submissions to this RFQ, request

clarification, or waive informalities/technicalities, if it is deemed in the best interest of the

Owner). The Owner assumes no responsibility for costs incurred in responding to this RFQ.

In accordance with FAA selection procedures, this selection will be qualification-based. No overhead

rate, fees, or any cost information should be identified as part of this submission.

PROPOSER’S REPRESENTATIONS

Each proposer, by submitting a Statement of Qualifications in response to this RFQ, represents that the proposer has read and understands the contract specifications and requirements herein and has familiarized himself with all federal, state and local laws, ordinances, rules and regulations that in any manner may affect the cost, progress or performance of the work.

By submitting their Statement of Qualifications, each proposer certifies that their Statements of Qualifications are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other proposer, supplier, manufacturer, or sub-proposer in connection with their Statement of Qualifications, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

By submitting their Statements of Qualifications, each proposer certifies that they do not and will not during the performance of this contract knowingly employ an unauthorized alien worker as defined in the Federal Immigration Reform and Control Act of 1986. Purchaser Owner will not consider for award any Statements of Qualifications and will not consent to subcontracting any portions of the contract to any subconsultants, in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

By submitting their Statements of Qualifications, each proposer certifies that they are not currently debarred by the Commonwealth of Virginia and that they are not listed on the governmentwide exclusions in the System for Award Management (SAM) from submitting proposals or contracts for the type of services covered by this RFQ.

**CONTRACT**

The top ranked firm will be invited to negotiate a contract with the Owner. A detailed

scope of work will be developed, in cooperation with the Federal Aviation Administration Washington Airports District Office and DOAV and agreed to by the selected consultant and the Owner. The firm selected will be subject to the Virginia Public Procurement Act and the project will be subject to the availability of state and local funds.

This detailed scope of work and associated fee will be incorporated as part of the contract. The contract will contain such terms as may be required by Virginia law or federal law for public bodies, the contractual terms set forth within Forms 8 and 12 of the CSPDC’s procurement policy, which are incorporated herein by reference, and such other terms as may be negotiated between the Owner and consultant.

The consultant shall not discriminate on the basis of race, color, national origin, or sex in the

performance of this contract. Disadvantaged Business Enterprise utilization is strongly

encouraged.

**DISCRIMINATION AND DISADVANTAGED BUSINESS ENTERPRISES**

The Owner, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C.§§ 2000d to 2000d-4), and the Regulations promulgated thereunder, hereby notifies all proposers that it will affirmatively ensure that with respect to any contract entered into pursuant to this RFQ, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this RFQ and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. The successful proposer and any subconsultants selected to perform work pursuant to this RFQ will be required to submit a Title VI Evaluation Report (EEO-D2) within 10 working days after notification of their selection when requested by DOVA the Owner.

The Owner does not discriminate against any proposer because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

**NOTICE OF AWARD:**

Public notice of the award or announcement of the decision to award shall be made on the CSPDC’s website, [www.cspdc.org](http://www.cspdc.org).

**CLAIMS AND APPEALS:**

All appeals of Owner decisions with respect to this RFQ, including the decision to award or not to award a contract, shall be made in strict accordance with the Owner’s procurement policy. Compliance with the policy is mandatory.

**SUBMISSION OF STATEMENT OF QUALIFICATIONS AND CONTACT PERSON**

A copy of the Statement of Qualifications must be submitted by mail or hand delivery no later than 5:00 p.m. on December 20th to:

*Ann W. Cundy, Executive Director*

*112 MacTanly Place*

*Staunton, VA 24401*

All questions regarding this RFQ should be directed to:

*Ann W. Cundy, Executive Director*

*Address above or ann@cspdc.org*

*540-885-5174, x116*

Questions regarding this RFQ must be submitted in writing to the above contact no later than December 1st. Questions received will be answered in the form of an Addendum and posted on the CSPDC website <https://www.cspdc.org/programs-services/dbe-procurement/>. No Offeror shall initiate or otherwise have contact related to the solicitation with any CSPDC staff/employee other than the designated contacts provided herein. Any contact by an Offeror with staff other than designated contact concerning this solicitation is prohibited and may cause the disqualification of the Offeror from the procurement process.

CERTIFICATION REGARDING DEBARMENT

(To be completed by the proposer)

1) The below-signed Proposer certifies to the best of its knowledge and belief, that it and its principals:

a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

b) Have not within a three-year period preceding this RFQ been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1) b) of this certification; and

d) Have not within a three-year period preceding this application/RFQ had one or more public transactions (Federal, State or local) terminated for cause or default.

2) Where the Proposer is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Statement of Qualifications.

The undersigned makes the foregoing statements to be filed with the Statement of Qualifications submitted on behalf of the Proposer.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Proposing Firm