

**TO:** Airport Engineering Consultants

**DATE:** 3/01/2023

**SUBJECT:** Request for Qualifications for the Moore County Airport.

**The Moore County Airport Authority is requesting Statement of Qualifications from interested and qualified Airport Consultants for engineering and planning services for the Moore County Airport, Pinehurst, North Carolina.**

The written requirements contained in the Request for Proposal (RFP) shall not be changed or superseded except by written addendum from the Moore County Airport Authority. Failure to comply with the written requirements for the RFP may result in disqualification of the submittal by the Moore County Airport Authority.

Submittals are to be sealed, marked with the offeror's name and address, and labeled: **“Proposal and Qualifications Statement for Airport Engineering and Planning Services, Moore County Airport”** and delivered to:

Shipping Address:  
Moore County Airport  
7825 Aviation Drive  
Carthage, North Carolina 28327

Mailing Address:  
Moore County Airport  
PO Drawer 5809  
Pinehurst, North Carolina 28374

no later than Friday, March 31, 2023

The Moore County Airport Authority reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts based on the highest and best interest of the Airport.

**For a copy of the Request for Qualifications (RFQ) or inquiries regarding the RFQ contact Ron Maness, Airport Director, phone (910) 692-3212; fax (910) 693-4378 or e-mail [rmaness@moorecountyairport.com](mailto:rmaness@moorecountyairport.com)**

**REQUEST FOR QUALIFICATIONS FOR  
PROFESSIONAL AIRPORT ENGINEERING  
AND PLANNING SERVICES FOR THE  
MOORE COUNTY AIRPORT  
SOUTHERN PINES, NORTH CAROLINA**

The Moore County Airport Authority is requesting Statements of Qualifications from interested and qualified Aviation Consultants for engineering, planning, and general consulting services. The **work includes** but is not limited to land acquisition; obstruction analysis/removal; runway, taxiway, and apron construction/improvements; airfield lighting/signage; NAVAIDS; hangars and terminal improvements; master planning; engineering studies; environmental analysis; and other related work at the Moore County Airport.

**PURPOSE**

The purpose of this Request for Qualifications is to obtain expert professional, technical, and advisory services at the discretion of Moore County Airport Authority for anticipated planning and development projects at the Moore County Airport over the next five years. Services will be provided with close interaction with Moore County Airport staff and the Airport Authority.

**REQUIREMENT/SCOPE**

For these projects, the Engineer shall be qualified and capable to provide the following services:

1. Airport planning, environmental analysis, land acquisition, preliminary design, final design, estimating, bidding, and construction administration.
2. Assist in preparation of funding grant applications for the North Carolina Department of Transportation, Division of Aviation (NCDOA) and/or the Federal Aviation Administration (FAA) and develop justification to document the need for federal and state funds. Demonstrated assistance in project funding is required.
3. Provide technical assistance and advice concerning airport needs, future development, project priorities and strategies for funding and project implementation.

**PROPOSAL FORMAT**

To facilitate review of your proposal document by the Moore County Airport Authority, it is requested that your proposal conform to the following format:

1. **Coversheet:** List project title (Airport Engineering Services), the name of your firm, and the name, address, and telephone number of a contact person for questions concerning the proposal submitted.

2. **Experience of the Firm:** Provide a narrative of your firm’s prior experience and qualifications in airport planning, engineering, construction administration, and grant administration for similar projects at both air carrier and general aviation airports. Provide a list of similar airport projects involving federal and state funding completed within the last three (3) years. Provide a list of current North Carolina airport clients. Also, please reference the experience of firm personnel in working with FAA and NCDOA regulations and procedures. Review experiences in a consulting capacity where your responsibilities were similar to those defined under the **Requirement/Scope** listed above should be specifically referenced.
3. **Project Team:** Provide a list of the project team members that you propose to use on these projects and identify the responsibility of each team member. Provide a brief resume for each person listing specific similar project experience.
4. **References:** Provide the name, address, and telephone number of at least five (5) current airport clients and references familiar with the quality of work done by your firm on similar projects.
5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm for this project. The entire Qualifications Statement should not exceed thirty (30) pages.

### **CRITERIA FOR REVIEW OF PROPOSALS**

Criteria to be used in screening and ranking of the proposals and selection of the successful firm are as follows:

1. **Qualifications of the Firm, Including Firm Personnel:** Preference shall be given to those firms and personnel with experience and training in general aviation and air carrier airport planning, design, construction administration and grant administration (FAA and NCDOA), particularly for similar projects.
2. **Overall Qualifications of the Project Manager and Project Team:** Identify the Project Manager and those personnel that will be assigned to the project(s). Preference shall be given to project teams with specific experience in similar projects, and familiarity with airport design, permitting and construction in North Carolina.
3. **Experience in Working with NCDOA and FAA Regulations and Procedures:** Preference shall be given to project team personnel (especially the project manager) with a demonstrated working relationship with the NCDOA and FAA and possess a thorough understanding of FAA rules and regulations regarding design and development of airports.
4. **Experience in Assisting Airports Justify Discretionary Funding** for airport projects from FAA, N.C. Division of Aviation and/or “Place Name” funding.

5. **Response Capability/Project Understanding:** Preference shall be afforded to those firms which in the opinion of Moore County Airport Authority will be able to adequately respond to requests for consultation meetings or project administration requirements and firms that have a detailed understanding of the project requirements.

## **CONTRACT**

The successful proposer will be required to execute a general engineering-based contract with the Airport. In addition, for each work element (project) performed under the contract, a detailed scope of work and fee shall be agreed to by both parties, such agreement to be an approved work authorization or supplement to the contract. The contract shall be subject to approval by the Moore County Airport Authority, with concurrence from the North Carolina Division of Aviation/FAA.

## **SUBMISSION OF PROPOSAL AND CONTACT PERSON**

Proposals must be submitted no later than 5:00 p.m. on March 31, 2023 to:

Name: Ron Maness  
Shipping Address: Moore County Airport  
7825 Aviation Drive  
Carthage, North Carolina 28327

Mailing Address: PO Drawer 5809  
Pinehurst, North Carolina 28374

Three (3) copies of the proposal documents are required. Proposals should be titled **“Proposal and Qualifications Statement for Airport Engineering Services, Moore County Airport.”**