

**CLINTON-SAMPSON COUNTY AIRPORT (“CTZ”)  
REQUEST FOR QUALIFICATIONS FOR AVIATION CONSULTANTS**

Sampson County and The City of Clinton (The Sponsor) are requesting Statements of Qualifications from interested and qualified Aviation Consultants for engineering and planning services required for the next five (5) years for the Clinton-Sampson County Airport. The services may include, but are not limited to, the design and construction phases of runway extensions, runway safety areas, airfield pavement overlays, taxiways, aircraft aprons, airfield lighting, NAVAID’s, instrument landing systems, fueling systems, hangars, terminal site work, and other projects as determined by the Sponsor. The services may also include assisting with land acquisition, master planning, feasibility studies, miscellaneous planning, and other planning and environmental projects, as determined by the Sponsor. The above services may include subcontracted special services such as surveying, geotechnical, environmental, and quality assurance testing.

The purpose of this RFQ is to obtain information about Aviation Consultants interested in providing expert professional, technical, and advisory services at the discretion of the Sponsor for anticipated engineering and planning services. Information obtained will be utilized by the Sponsor to evaluate each interested firm. The RFQ is also to obtain expert professional, technical, and advisory services while developing CTZ during this period.

RFQ may be obtained by contacting Juanita Brewington, Purchasing & Contracting Officer, Sampson County Finance Department at [jbrewington@sampsonnc.com](mailto:jbrewington@sampsonnc.com).

Statement of Qualifications must be received by **2:00 pm, April 30, 2024** and should be emailed with subject line “AIRPORT ENGINEERING AND PLANNING SERVICES” to Juanita Brewington, Purchasing and Contracting Officer, Sampson County Finance Department, at [jbrewington@sampsonnc.com](mailto:jbrewington@sampsonnc.com). The proposals must be complete and include information requested in the RFQ.

**REQUEST FOR QUALIFICATIONS (RFQ) FOR  
PROFESSIONAL AIRPORT ENGINEERING AND  
PLANNING SERVICES**



**CLINTON-SAMPSON COUNTY AIRPORT**

RFQ Issued:  
April 1, 2024

Inquiries and Questions Deadline:  
2:00 p.m., April 15, 2024

Submittal Deadline:  
2:00 p.m., April 30, 2024

Submittal Location:  
406 County Complex Road, Building C  
Clinton, NC 28328

## **REQUEST FOR QUALIFICATIONS**

Sampson County and The City of Clinton (collectively, the “Sponsor”) are requesting the submittal of Statements of Qualifications (“SOQs”) from interested and qualified Aviation Consultants for engineering and planning services required for the next five (5) years for the Clinton-Sampson County Airport (“CTZ”). The services may include, but are not limited to, the design and construction phases of runway extensions, runway safety areas, airfield pavement overlays, taxiways, aircraft aprons, airfield lighting, NAVAID’s, instrument landing systems, fueling systems, hangars, terminal site work, and other projects as determined by the Sponsor. The services may also include assisting with land acquisition, master planning, feasibility studies, miscellaneous planning, and other planning and environmental projects, as determined by the Sponsor. The above services may include subcontracted special services such as surveying, geotechnical, environmental, and quality assurance testing.

### **PURPOSE:**

The purpose of this RFQ is to obtain information about Aviation Consultants interested in providing expert professional, technical, and advisory services at the discretion of the Sponsor for anticipated engineering and planning services. Information obtained will be utilized by the Sponsor to evaluate each interested firm by utilizing the criteria outlined in this RFQ. The RFQ is also to obtain expert professional, technical, and advisory services while developing CTZ during this period.

### **REQUIREMENTS/SCOPE:**

To be considered for selection, the Aviation Consultant shall be qualified and capable to provide, at a minimum, the following services:

1. Airport planning, environmental analysis, land acquisition assistance, preliminary design, final design, estimating, bidding, construction administration, and resident project representative services for the proposed projects.
2. Subcontracted special services such as surveying, geotechnical, environmental, and quality assurance testing.
3. 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.
4. Provide technical assistance and advice to the activities identified above as required.

### **PROPOSAL FORMAT**

To facilitate review of your Statement of Qualifications, it is requested that your submittal conform to the following format:

1. **Cover Sheet:** List project title (Airport Engineering and Planning Services), the name of your firm, and the name, address, and telephone number of a contact person for questions concerning the Statement submitted.
2. **Experience of the Firm:** Provide a narrative of your firm's prior experience and qualifications in airport engineering, planning, and construction work for similar projects. Provide a list of similar airport projects involving federal and state funding completed within the last seven (7) years. Also, please reference the experience of firm personnel in working with FAA and NCDOA regulations and procedures.
3. **Project Team:** Provide a list of the project team members, including the office location where they currently work, 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 three (3) 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. The entire Qualifications Statement must not exceed twenty (20) pages; including the cover sheet and letter of introduction. Qualification Statements exceeding twenty (20) pages will be returned and not considered.

Your proposal must be received by **2:00 pm, April 30, 2024**. The proposals must be complete, include information requested in these instructions, and the total pages of the submittal shall not exceed twenty (20) pages. The outside of the envelope should be marked "AIRPORT ENGINEERING AND PLANNING SERVICES" emailed to Juanita Brewington, Purchasing and Contracting Officer, Sampson County Finance Department, at [jbrewington@sampsonnc.com](mailto:jbrewington@sampsonnc.com).

### **CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS**

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

1. Having the necessary airport experience, organization, technical and managerial staff, and the facilities to carry out the Requirements/Scope described in this RFQ. (30 points)
2. Having an adequate past record of performance on similar airport projects, verifiable through references. (25 points)
3. Having the financial and personnel resources for the performance of the Requirements/Scope described in this RFQ, or the ability to obtain such resources. (15 points)
4. Having familiarity with the Airport and surrounding area. (10 points)
5. Having experience in working with NC DOA and FAA regulations and procedures, demonstrated through experience and a positive working relationship with the NC DOA and FAA and an

understanding of FAA rules and regulations regarding design and development of airports similar to CTZ. (10 points)

6. Proximity to the Airport. (10 points)

**DO NOT INCLUDE A PRICED PROPOSAL.**

**INQUIRIES:**

Questions that arise shall be in writing directed to Juanita Brewington, Purchasing and Contracting Officer, by email at [jbrewington@sampsonnc.com](mailto:jbrewington@sampsonnc.com) and be actually received no later than **2:00 p.m., April 15, 2024**. Questions and answers may be provided to other firms receiving this request.

**STATEMENT OF INTEREST AND QUALIFICATIONS:**

Each submittal from a qualified Aviation Consultant received in response to this RFQ will be judged as a demonstration of the Consultant's capabilities and qualifications. Only those Consultants who supply complete information as required by this RFQ will be considered for evaluation. The factors used to determine completeness of an SOQ will be:

1. An understanding of the requirements of this RFQ demonstrated by the organization, clarity, and completeness of the submittal.
2. The past performance record and qualifications of the firm and the individuals who will do the work, verifiable through references and resumes.
3. The ability of the Consultant to provide a timely response.

**RIGHT TO AWARD OR REJECT:**

It is understood that all submittals will become part of the public's file on this matter, without obligation to the Sponsor. The Sponsor reserves the right to reject any or all submittals. This RFQ does not commit the Sponsor to enter into a contract or award any services related to the RFQ.

**SELECTION:**

The final recommendation for selection will be made following the review and ranking of the submittals. After selection of a Consultant, a master agreement will be negotiated and prepared. Should the negotiation be unsuccessful with the number one ranked firm, negotiations will cease with that firm, and negotiations will begin with the number two ranked firm. This process will continue until a satisfactory agreement is obtained.

**CONTRACT REQUIREMENTS:**

The successful Aviation Consultant will be invited to enter into a negotiated master agreement with the Sponsor for a period of five (5) years. For each project performed under the master agreement, a detailed scope of work will be developed and agreed to by the Aviation Consultant and the Sponsor. This detailed

scope of work and associated fee will be developed into a work authorization and included as an attachment to the master agreement. The master agreement may be terminated by either party at any time upon thirty (30) days written notice. The master agreement shall be subject to approval by the Sampson County Board of Commissioners and the The City of Clinton Council, with concurrence from NC DOA and the FAA.

## **GENERAL PROVISIONS**

**Submittal Ownership / Costs** - Upon submission, all information becomes the property of the Sponsor, which has the right to use any or all ideas presented in any submission in response to this RFQ, whether or not the submittal results in a contract with the submitting engineering firm. All costs for development of the written submittal and the oral presentation are entirely the obligation of the engineering firm and shall not be remunerated in any manner by the Sponsor.

**Non-Warranty of RFQ** - Due care and diligence has been used in preparing this RFQ. However, the Sponsor shall not be responsible for any error or omission in this RFQ, nor for the failure on the part of the engineering firm to ensure that it has all information necessary to complete its SOQ.

**Request for Clarification** – The Sponsor reserves the right to request clarification of information submitted and to request additional information of one or more engineering firms, either orally or in writing.

**Acceptance / Rejection of Submittals** – The Sponsor reserves the right to accept or reject any or all SOQs in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof which, in the Sponsor's judgment, best serve the interest of the Sponsor. The Sponsor further reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services at any time.

**Collusion** – Aviation Consultants, by submitting an SOQ, declare that the submission is made without any previous understanding, agreement, or connections with any persons, firm, or corporations making a competing submission on the same project, and that it is in all respects, fair and in good faith without any outside control, collusion, or fraud.

**Consideration of Submittals** - SOQs will be considered from Aviation Consultants normally engaged in providing and performing services as specified in this RFQ. The firm must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to the Sponsor. The Sponsor reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms, and conditions before recommending any award.

**Insurance and Indemnity Requirements** - To the extent permitted by law, the Aviation Consultant shall indemnify and save harmless the Sponsor, its agents, employees, and assigns from and against all loss, cost damages, expense and liability caused by injury to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the Aviation Consultant in the performance of professional services provided to the Sponsor.

The Aviation Consulting firm further agrees to purchase and maintain during the life of any contracts entered into with the Sponsor pursuant to this RFQ the following insurance with an insurance company acceptable to the Sponsor and authorized to do business in the State of North Carolina:

Automobile: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$2,000,000 each person/ \$2,000,000 each occurrence.

Comprehensive General Liability: Bodily injury and property damage liability insurance as shall protect the engineering firm from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract. Sampson County & The City of Clinton shall be listed as an "Additional Insured" and shall be noted on the Insurance Certificate.

Professional Liability: In a limit of not less than \$2,000,000.

Workers' Compensation and Occupational Disease Insurance:

Coverage A - Worker's Compensation: Meeting the statutory requirements of the State of North Carolina.

Coverage B - Employer's Liability: \$500,000 each accident / \$500,000 disease - each employee / \$500,000 disease - policy limits.

Certificates of such insurance will be furnished to Sampson County & The City of Clinton and shall contain the provision that the County be given thirty days written notice of any intent to amend or terminate by either the engineering firm or the insuring company.

**Americans with Disabilities Act (ADA) Compliance** – The Sponsor will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. The Sponsor will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Sponsor programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify the Sponsor.

**Minority / Women / Small Business Enterprise** - It is the policy of the Sponsor to provide minorities, women, and small business enterprises (collectively "M/W/SBE) equal opportunity for participating in all aspects of the Sponsor's contracting and procurement programs, including but not limited to employment, construction development projects, and materials/services, consistent with the laws of the State of North Carolina. The policy of the Sponsor prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of the Sponsor to conduct its contracting and procurement programs so as to prevent such discrimination. The Sponsor has a commitment to promote this type of participation in CTZ projects, and to the creation of project teams that include and assign importance to social and cultural diversity. To the extent that subconsultants will be utilized, firms should take affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, as outlined in 2 C.F.R. § 200.321.

**Equal Opportunity Employer** - All Aviation Consulting firms submitting an SOQ in response to this RFQ must be an equal opportunity employer and must have the ability to meet Disadvantaged Business Enterprise (“DBE”) goals established by the Sponsor, NC DOA, and/or the FAA.

**E-Verify Compliance** - The Aviation Consulting firm shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the firm utilizes a subconsultant, the firm shall require the subconsultant to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. By submitting SOQ, the firm represents that it and its subconsultants are in compliance with the requirements of Chapter 64 of the North Carolina General Statutes. Upon request by the Sponsor, the firm shall submit an affidavit to this effect.

**Notice of Federal Funding** - The projects described in this RFQ will be funded in whole or in part with federal funding. A selected firm shall be required to comply with all applicable federal laws, regulations, executive orders, and the terms and conditions of any funding award. By submitting an SOQ in response to this RFQ, an Aviation Consulting firm acknowledges that funding is contingent upon compliance with all terms and conditions of any funding award.

Firms are further notified that any contracts resulting from this RFQ shall contain those contract clauses required by 2 C.F.R. Part 200, Appendix II, as well as any other terms and provisions that Sponsor may require.

**Suspension and Debarment** - Firms submitting SOQs in response to this RFQ will be required to certify that neither the firm, its principals (as defined in 2 C.F.R. § 180.995), nor its affiliates (as defined in 2 C.F.R. § 180.905) are excluded (as defined in 2 C.F.R. § 180.940) or disqualified (as defined in 2 C.F.R. § 180.935).