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**BURNET MUNICIPAL AIRPORT- KATE CRADDOCK FIELD**  
**TxDOT CSJ# 21ALBRNET**

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<http://www.txdot.gov/inside-txdot/division/aviation/projects.html>

**Texas Department of Transportation**  
**Aviation Division**  
**Request for Qualifications (RFQ) for Professional**  
**Services**

The City of Burnet through its agent, the Texas Department of Transportation (TxDOT), intends to engage a qualified firm for services. This solicitation is subject to 49 U.S.C. §47107(a) (17) and will be administered in the same manner as a solicitation conducted under Chapter 2254, Subchapter A, of the Texas Government Code. TxDOT Aviation Division will solicit and receive qualification statements for professional services as described below:

Airport Sponsor: City of Burnet, Burnet Municipal Airport - Kate Craddock Field; TxDOT CSJ No. 21ALBRNET. The TxDOT Project Manager is Ben Breck.

Scope: Prepare an Airport Layout Plan with Narrative.

1. Prepare and update the ALP with Narrative consistent with the most current FAA Advisory Circulars and Standard Operating Procedures;
2. Develop a Capital Improvement Plan, including a recommended phasing plan and financial overview that considers local, state, federal, and alternative funding sources;
3. Prepare and update the Airport Property Map (APM) from recently acquired property and updated through the fence agreements;
4. Establish attainable goals for airport improvements and development based on forecast for aviation demand and present and future critical aircraft; and
5. Prepare/update a Height Hazard Zoning Map incorporating the airport's protective surfaces, including Part 77 and others as appropriate.

The Agent, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all respondents that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The proposed contract is subject to 49 CFR Part 26 concerning the participation of Disadvantaged Business Enterprises (DBE).

The DBE goal is set at 0%.

To assist in your qualification statement preparation the criteria and most recent Airport Layout Plan are available online at <http://www.dot.state.tx.us/avn/avninfo/notice/consult/index.html> by selecting “Burnet Municipal Airport - Kate Craddock Field.”

### **AVN-551 Preparation Instructions:**

Interested firms shall utilize the latest version of Form AVN-551, titled “Qualifications for Aviation Planning Services”. The form may be requested from TxDOT, Aviation Division, 125 E. 11th Street, Austin, Texas 78701-2483, phone number, (800)68-PILOT (74568). The form may be emailed by request or downloaded from the TxDOT website at <http://www.txdot.gov/inside-txdot/division/aviation/projects.html>. The form may not be altered in any way. Firms must carefully follow the instructions provided on each page of the form. Qualifications shall not exceed the number of pages in the AVN-551 template. The AVN-551 consists of eight pages of data plus one optional illustration page. A prime provider may only submit one AVN-551. If a prime provider submits more than one AVN-551, or submits a cover letter with the AVN-551, that provider will be disqualified. Responses to this solicitation WILL NOT BE ACCEPTED IN ANY OTHER FORMAT.

ATTENTION: To ensure utilization of the latest version of Form AVN-551, firms are encouraged to download Form AVN-551 from the TxDOT website as addressed above. Utilization of Form AVN-551 from a previous download may not be the exact same format. Form AVN-551 is a PDF Template.

The completed Form AVN-551 must be received in the TxDOT Aviation eGrants system no later than October 20, 2021, 11:59 PM. (CDST). Electronic facsimiles or forms sent by email or regular/overnight mail will not be accepted.

Firms that wish to submit a response to this solicitation must be a user in the TxDOT Aviation eGrants system no later than one business day before the solicitation due date. To request access to eGrants, please complete the Contact Us web form located at <http://txdot.gov/government/funding/egrants-2016/aviation.html>

Instructions on how to respond to a solicitation in eGrants are available at <http://txdot.gov/government/funding/egrants-2016/aviation.html>

Step by step instructions on how to respond to a solicitation in eGrants will also be posted in the RFQ packet at <http://www.dot.state.tx.us/avn/avninfo/notice/consult/index.html>.

The consultant selection committee will be composed of local government representatives. The final selection by the committee will generally be made following the completion of review of AVN-551s. The committee will review all AVN-551s and rate and rank each. The evaluation criteria for airport planning projects can be found at <http://www.txdot.gov/inside-txdot/division/aviation/projects.html> under Information for Consultants. All firms will be notified and the top rated firm will be contacted to begin

fee negotiations. The selection committee does, however, reserve the right to conduct interviews for the top rated firms if the committee deems it necessary. If interviews are conducted, selection will be made following interviews.

Please contact TxDOT Aviation for any technical or procedural questions at (800) 68-PILOT (74568). For procedural questions, please contact Sheri Quinlan, Grant Manager. For technical questions please contact Ben Breck, Project Manager.

For questions regarding responding to this solicitation in eGrants, please contact the TxDOT Aviation help desk at 1-800-687-4568 or [avn-egrantshelp@txdot.gov](mailto:avn-egrantshelp@txdot.gov)



## EVALUATION CRITERIA FOR AIRPORT PLANNING QUALIFICATIONS

The following criteria will generally be used in evaluating consultants submitting qualifications; however, the Consultant Selection Committee may develop additional consultant evaluation criteria and point values, if desired. The Consultant Selection Committee should assign points to be used for the Consultant Rating Sheet if they do not use the suggested point values. The TxDOT Project Manager can assist the Selection Committee in interpreting the criteria and establishing point values for each criterion, if necessary.

### Suggested Point Values and Selection Criteria

- 1. Capability to perform all of the services required for this project and professional qualifications of key personnel assigned to this project relevant to the work to be performed. (25 points)**

Does the consultant have the necessary resources to perform all of the services required (e.g.: planning, surveying, CAD, etc.)? Who are the professionals that will be working on this project on a daily basis and how do their qualifications and experience with general aviation airport planning projects compare with other respondents? [Sources of information: Aviation Planning Team Form, Recent Relevant Airport Experience Form, Proposed Technical Approach Form, and possibly the Optional Summary.]
- 2. Recent experience, within the last ten years, in the development of airport plans comparable to the proposed project. (25 points)**

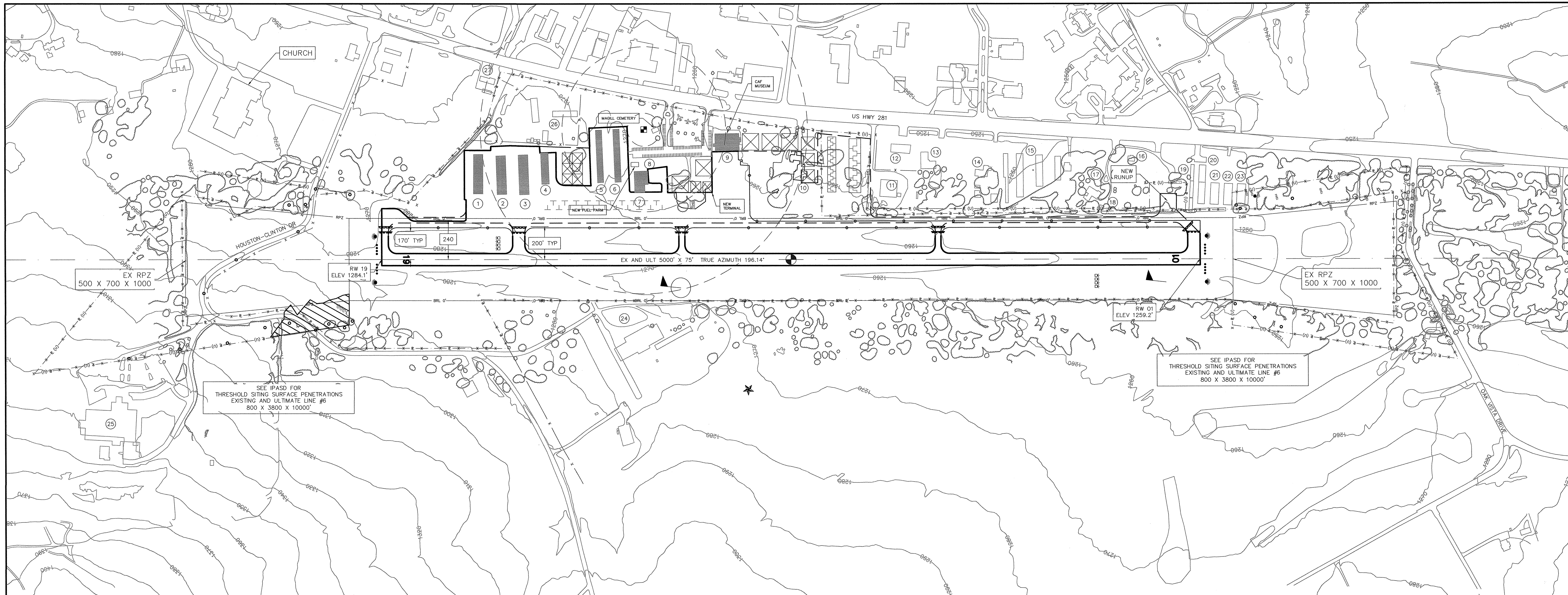
Does the consultant have direct experience developing general aviation airport plans similar to those proposed for this location? [Sources of information: Aviation Planning Team Form, Recent Relevant Airport Experience Form, and possibly the Optional Summary.]
- 3. Ability to meet the schedules and deadlines of this project and reputation for competence, timeliness, and quality of performance and work product. (25 points)**

Does the proposed planning team have sufficient time to devote to this project in order to meet the schedule submitted in the qualifications? Is the proposed schedule realistic? Does the consultant consistently meet contractual timetables? Has the work performed for other airports been satisfactory? [Sources of information: Aviation Planning Team Form, Recent Relevant Airport Experience Form, Project Schedule Form, possibly the Optional Summary, and reference check.]

**4. Proposed Technical Approach and Schedule to Accomplish the Project. (25 points)**

Does the consultant show specific understanding and familiarity with the particular requirements of this project and how to address them? Is the consultant familiar with relevant planning guidance? Is the schedule appropriate to accomplish the project?

[Sources of information: Proposed Technical Approach Form, Proposed Schedule Form, and possibly the Optional Summary.]



EX RPZ  
500 X 700 X 1000

EX RPZ  
500 X 700 X 1000

SEE IPASD FOR  
THRESHOLD SITING SURFACE PENETRATIONS  
EXISTING AND ULTIMATE LINE #6  
800 X 3800 X 10000'

SEE IPASD FOR  
THRESHOLD SITING SURFACE PENETRATIONS  
EXISTING AND ULTIMATE LINE #6  
800 X 3800 X 10000'

RUNWAY DATA TABLE				
RUNWAY ARC	RW 19-01			
	EXISTING	ULTIMATE		
DESIGN AIRCRAFT & ARC	CESSNA 560XL (BII)	SAME		
BALANCED FIELD LENGTH	3592'	SAME		
RUNWAY LENGTH & WIDTH (ft.)	5000' X 75'	SAME		
PAVEMENT DESIGN STRENGTH (lbs.)	30,000 SW	SAME		
RUNWAY LIGHTING	MIRL	SAME		
PERCENT EFFECTIVE GRADIENT	0.50%	SAME		
PERCENT WIND COVERAGE	98.49%	SAME		
MAXIMUM ELEVATION ABOVE MSL	1284.1'	SAME		
RW SURFACE TYPE	ASPH	SAME		
RSA - LENGTH BEYOND RW END	300'	SAME		
RSA - WIDTH	150'	SAME		
OFA - LENGTH BEYOND RW END	300'	SAME		
OFA WIDTH	500'	SAME		
OFZ - LENGTH BEYOND RW END	200'	SAME		
OFZ WIDTH	400'	SAME		
RUNWAY END	19	01	19	01
APPROACH TYPE	NDB/GPS	NDB/GPS	GPS LPV	GPS LPV
APPROACH VISIBILITY MINIMA	1 MILE	1 MILE	SAME	SAME
THRESHOLD SITING SURFACE & SLOPE	#6 20:1	#6 20:1	SAME	SAME
RUNWAY MARKING	NPI	NPI	SAME	SAME
RUNWAY VISUAL AIDS	PAPI/REIL	PAPI/REIL	SAME	SAME
TOUCHDOWN ZONE ELEVATION	1269.6'	1284.1'	SAME	SAME
FAR PART 77 APPROACH CATEGORY	C	C	SAME	SAME
FAR PART 77 APPROACH SURFACE SLOPE	34:1	34:1	SAME	SAME
TAKE-OFF RUN AVAILABLE (TORA)	5000'	5000'	SAME	SAME
TAKE-OFF DISTANCE AVAILABLE (TODA)	5000'	5000'	SAME	SAME
ACCELERATE STOP DISTANCE AVAIL. (ASDA)	5000'	5000'	SAME	SAME
LANDING DISTANCE AVAILABLE (LDA)	5000'	5000'	SAME	SAME

EXISTING MIRL HAS CLEAR & AMBER CAUTION ZONE LENSES ON EACH RW END

ALD LEGEND		
FEATURE	EXISTING	ULTIMATE
RUNWAY/TAXIWAY OUTLINE	=====	-----
RUNWAY/TAXIWAY TO BE REMOVED	=====	-----
BUILDINGS/FACILITIES	=====	=====
AIRPORT PROPERTY LINE	-----	-----
AIRPORT PROPERTY LINE w/FENCE	-----	-----
FENCE LINE	-----	-----
BUILDING RESTRICTION LINE (BRL)	-----	-----
AIRPORT REFERENCE POINT	⊙	⊙
WIND CONE & SEGMENTED CIRCLE	⊙	⊙
THRESHOLD LIGHTS	****	****
RW END IDENTIFIER LIGHTS (REILS)	●	●
C&G BEACON	★	★
VGSI	■	■
HOLD POSITION AND SIGN	■	■
ASOS/AWOS	■	■
SURVEY MARKERS	▽	▽
GROUND CONTOURS	○	○
SIGNIFICANT OBJECT LOCATION	○	○
TREES/BRUSH	○	○
NONDIRECTIONAL BEACON (NDB)	⊙	⊙

RUNWAY END COORDINATES AND ELEVATIONS			
	LATITUDE	LONGITUDE	ELEVATION
EXISTING END OF RWY 1	30°43'56.37"N	98°14'26.96"W	1259.20'
EXISTING END OF RWY 19	30°44'43.91"N	98°14'11.03"W	1284.10'

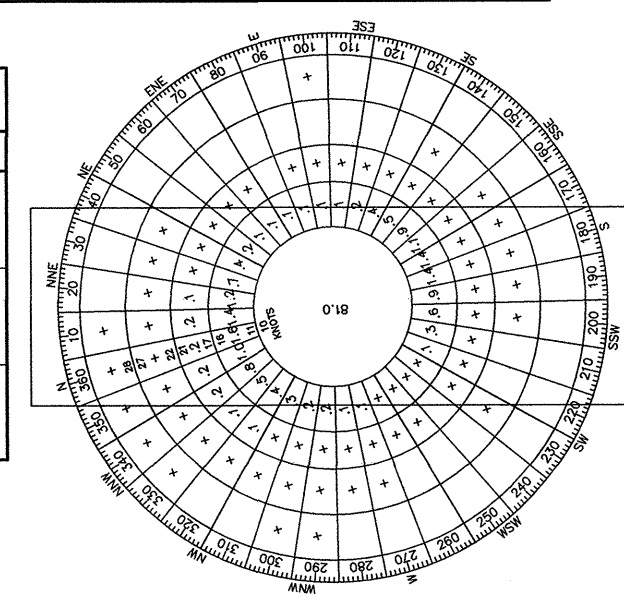
AIRPORT DATA TABLE		
	EXISTING	ULTIMATE
AIRPORT ELEVATION (MSL)	1284.10'	SAME
AIRPORT NAVIGATION AIDS	NDB, GPS	GPS
MEAN MAX TEMP (Hottest Month °F)	98°F (AUG)	SAME
AIRPORT REFERENCE CODE (ARC)	B-II	SAME
TAXIWAY MARKING	STD	SAME
TAXIWAY LIGHTING	NONE	MIL
AIRPORT REFERENCE POINT COORDINATES	30°44'20"	SAME
	98°14'19"	SAME

NOTES  
 1. DATUM COORDINATE SYSTEMS - HORIZONTAL DATUM NAD\_1983\_StatePlane\_Texas\_Central\_FIPS\_4203\_Feet, VERTICAL DATUM NAVD88.  
 2. THE OFZ IS OBSTRUCTED BY AIRCRAFT ON TAXIWAY AT HOLDING POSITIONS AND THE EXISTING WINDCONE. ULTIMATE TAXIWAY AND RELOCATION OF WINDCONE WILL PROVIDE ADEQUATE OFZ CLEARANCE.  
 3. THERE ARE TSS PENETRATIONS - SEE INNER PORTION DRAWINGS FOR MORE INFORMATION. TSS DETERMINATIONS ARE BASED ON 405 SURVEY DATA.  
 4. A 405 SURVEY WAS COMPLETED IN OCT 2007 BY GEODETIX, INC.  
 5. EXISTING ZONING ORDINANCE ADOPTED MARCH 1984 FOR 5000' UTILITY RUNWAY. ZONING SHOULD BE REVISED TO OTHER-THAN-UTILITY.

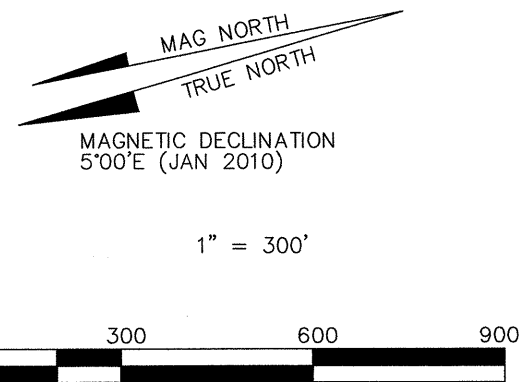
EXISTING BUILDING TABLE					
BLDG. #	DESCRIPTION	TOP ELEVATION	BLDG. #	DESCRIPTION	TOP ELEVATION
1	HANGAR "C"	1293.4'	19	3400, County-wide mini-storage	1267.0'
2	HANGAR "B"	1293.4'	20	3400, Bugz Pest and Lawn	1268.4'
3	HANGAR "A"	1297.7'	21	3400, County-wide mini-storage	1268.5'
4	T-HANGAR	1290.3'	22	3400, County-wide mini-storage	1266.9'
5	SHADE HANGAR	1289.4'	23	3400, County-wide mini-storage	1264.8'
6	SHADE HANGAR	1289.9'	24	County Fairgrounds	1296.1'
7	FBO	1288.1'	25	ATMI Plant	1378.8'
8	NDB ANTENNA	1289.0'	26	Halley Nelson Contractor	1292.5'
9	2402 CAF MUSEUM HANGAR	1291.7'	27	Car Wash	1283.3'
10	2500, Burnet Veterinarians	1274.3'			
11	2708, HCR Electronics	1279.6'			
12	2800, Burnet Feedstore and Barbeque	1275.8'			
13	2800, Hillcountry Tabernacle Praise	1276.5'			
14	3000, Residence	1269.7'			
15	3100, Guardian Storage	1268.2'			
16	3300, Texas Homestead Realestate	1269.7'			
17	Residence	1270.9'			
18	BUILDING	1270.5'			

PROPOSED BUILDINGS	
NEW TERMINAL BLDG w/hangar (3,000 sq.ft.)	
4 NEW 100'X100' HANGARS	
6 NEW 80'X80' HANGARS	
2 NEW 14 UNIT T-HANGARS	

NGS MONUMENTS		
DESCRIPTION	LAT & LONG	ELEVATION
T27 A (1993 VALUE)	LAT. 30°44'10.82258"N LONG. 098°14'20.46270"W (NAD-83)	1259.8' (NAVD 88)
BURNPORT (1993 VALUE)	LAT. 30°44'25.72078"N LONG. 098°14'15.54359"W (NAD-83)	1267.0' (NAVD 88)
BURNPORT AZ MK (1993 VALUE)	LAT. 30°44'36.29049"N LONG. 098°14'12.53990"W (NAD-83)	1279.8' (NAVD 88)



WIND COVERAGE		
RUNWAY	CROSSWIND COMPONENT	PERCENT
RUNWAY 1-19	13 KNOTS (14.96 MPH)	98.49%



TEXAS DEPARTMENT OF TRANSPORTATION  
 AVIATION DIVISION  
 ALP APPROVED ACCORDING TO FAA AC 150/5300-13 CHANGE 15 PLUS THE REQUIREMENTS OF A FAVORABLE ENVIRONMENTAL FINDING AND FAA NRA STUDY PRIOR TO THE START OF ANY LAND ACQUISITION OR CONSTRUCTION ON AIRPORT PROPERTY.  
 COPYRIGHT 2010 TXDOT AVIATION DIVISION, ALL RIGHTS RESERVED.  
 DAVID FULTON, DIRECTOR, AVIATION DIVISION  
 DATE 4/6/11

AIRPORT SPONSOR  
 CURRENT AND FUTURE DEVELOPMENT DEPICTED ON THIS ALP IS APPROVED AND SUPPORTED BY AIRPORT SPONSOR  
 SPONSOR ACKNOWLEDGES APPROVAL OF ALP BY TXDOT DOES NOT CONSTITUTE A COMMITMENT TO FUNDING.  
 PREPARED BY:  
 TXDOT AVIATION DIVISION  
 125 E. 11TH STREET  
 AUSTIN, TEXAS 78701  
 800.687.4565  
 OSHINSKI DESIGNED BY SEP 30 2010 DATE  
 SNODGRASS DRAWN BY OCT 1 2010 DATE



# Instructions for Responding to an RFQ Solicitation

Aviation Division

eGrants Workflow:	RFQ Response
eGrants Role:	Subgrantee Administrator (SA) Subgrantee Staff (SS)
eGrants link	<a href="https://apps2.dot.state.tx.us/apps/egrants2/logout2.aspx">https://apps2.dot.state.tx.us/apps/egrants2/logout2.aspx</a>
eGrants help:	eGrants help desk Monday – Friday 8AM – 5PM CD/ST (excluding state/federal holidays) <a href="mailto:avn-egrantshelp@txdot.gov">avn-egrantshelp@txdot.gov</a> or 1-800-687-4568

STEP	ROLE	ACTIONS	NOTES
01	SA	<p>Go to View Opportunities.</p> <ol style="list-style-type: none"> <li>Select <b>Apply Now</b> to the opportunity</li> <li>The RFQ Response Menu is opened</li> </ol>	<p>Very important to click on the name of the document and not the organization name</p> <p>Make a note of the opportunity due date to ensure you respond in time</p>
02	SA/SS	<p>Click on View, Edit and Complete Forms</p> <ol style="list-style-type: none"> <li>Select RFQ Applicant Form</li> <li>Confirm Project information and address</li> <li>Upload AVN-550 or 551 <b><u>PLEASE MAKE SURE YOU SELECT THE CORRECT PDF FILE BEFORE CHANGING STATUS.*</u></b></li> <li>Hit Save</li> </ol>	<p>You should print the proposal document to a PDF so that it becomes un-editable. Or, you may upload a scanned copy of the AVN-550/551.</p>
03	SA	<p>When you are ready to submit your response, click on Save and submit to CS review <b><u>YOU ARE DONE</u></b></p>	<p>You will get an email saying the response was successfully submitted; the status must be changed to <b>RFQ Response in CS Review</b> by the due date and time posted in the solicitation.</p>
04	SA/SS	<p><b><u>WAIT</u></b> UNTIL A SELECTION NOTIFICATION IS SENT TO YOU</p>	
05	SS/SA	<p><b><u>AFTER SELECTION NOTIFICATION IS RECEIVED</u></b> Log in to view status of response. Once the scores are verified, TxDOT will move the response to an interview, selected or not selected status of which you can log in to see the status of your response.</p>	<p>The selection notification will refer users to eGrants to view the status of their response. User may also view the TxDOT website for selection information.</p>



\*If the responder posts the incorrect file.

- If status has been changed and the due date for the response has not expired, contact the help desk to ask for the status to be administratively changed back to Response in Process.
- If the incorrect file was posted, the incorrect file may be deleted and the correct one posted as long as the status has not been changed to Response in CS Review. Respondent will need to check the “delete” box and hit save. The page refreshes. Then post the correct file, save, and change the status.

If you are not set up in eGrants and wish to respond to a posted solicitation, you may contact the aviation help desk for assistance by using the webform available at [eGrants Help Desk Form](#)

Some organizations will have many user members. Each organization should determine which user member will submit the completed avn-550/551 in eGrants. after the opportunity is selected for the organization, it will no longer appear on any other user’s home page unless the initiating user cancels the response.