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**TxDOT CSJ No. 200BBGLKE**

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

Reagan County, through its agent, the Texas Department of Transportation (TxDOT), intends to engage a qualified firm for professional 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: Reagan Co., Reagan County Airport, TxDOT CSJ No. 200BBGLKE.  
The TxDOT Project Manager is Michael Van Vliet.

Scope: Prepare an 18B Obstruction Survey for Implementation of Instrument Approach Procedure (IAP).

The estimated value of the solicitation or resulting contract is less than \$100,000. Therefore, respondents are not required to complete and submit a “*HUB Subcontracting Plan (HSP)*” with their qualifications at the time of submission. If subcontractors are used in the delivery of services, the Department requests that the awarded contractor(s) make a good faith effort to consider HUBs and submit monthly, a “*Prime Contractor Progress Assessment Report*” through the eGrants system.

If the estimated value increases over \$100,000, the contractor will be required to complete and submit an up-to-date “*HUB Subcontracting Plan (HSP)*” to verify their intent to subcontract, and show their good faith effort to contract with HUBs. In addition, the contractor will be required to submit monthly, a “*Prime Contractor Progress Assessment Report*” and “*HUB Subcontracting Plan (HSP) Progress Compliance Form - 2579*”, through the eGrants system.

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.htm> by selecting “Reagan County Airport.”

**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.htm>. 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 **July 15, 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>

An instructional video on how to respond to a solicitation in eGrants is 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.htm>.

The consultant selection committee will be composed of Aviation Division staff. 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 Ann Owens, Contract Specialist. For technical questions, please contact Michael Van Vliet, Project Manager.

For questions regarding responding to this solicitation in eGrants, please contact the TxDOT Aviation help desk at (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)**

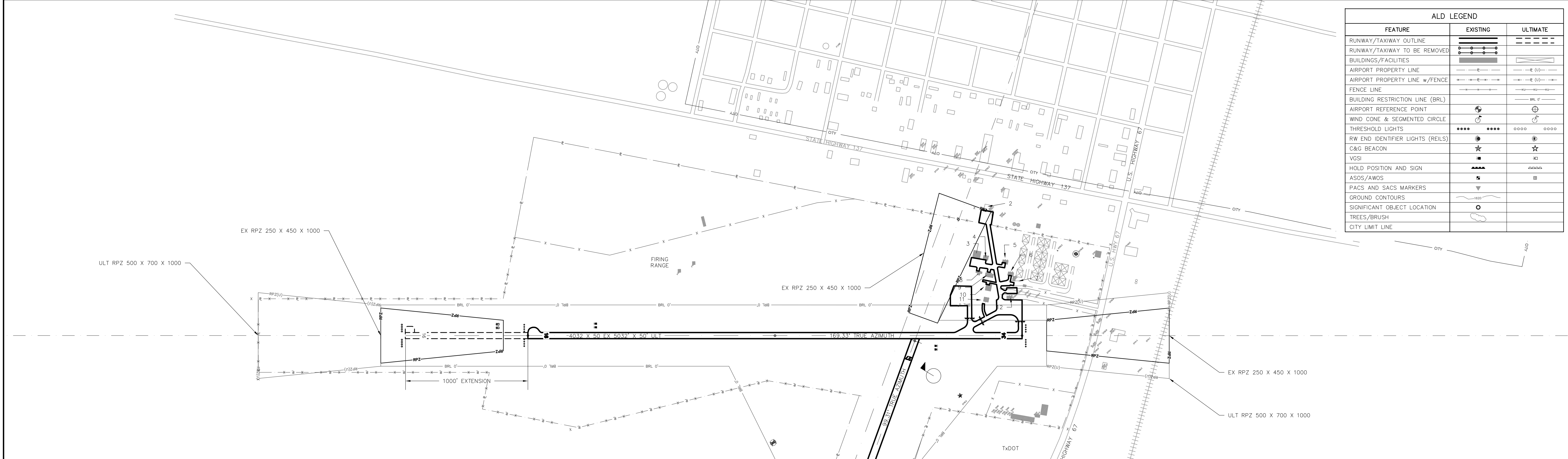
Does the proposed planning team have sufficient time to devote to this project in order to meet the schedule submitted in the qualifications? Is the proposed schedule realistic? Does the consultant consistently meet contractual timetables? Has the work performed for other airports been satisfactory? [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.]

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		
PACS AND SACS MARKERS		
GROUND CONTOURS		
SIGNIFICANT OBJECT LOCATION		
TREES/BRUSH		
CITY LIMIT LINE		



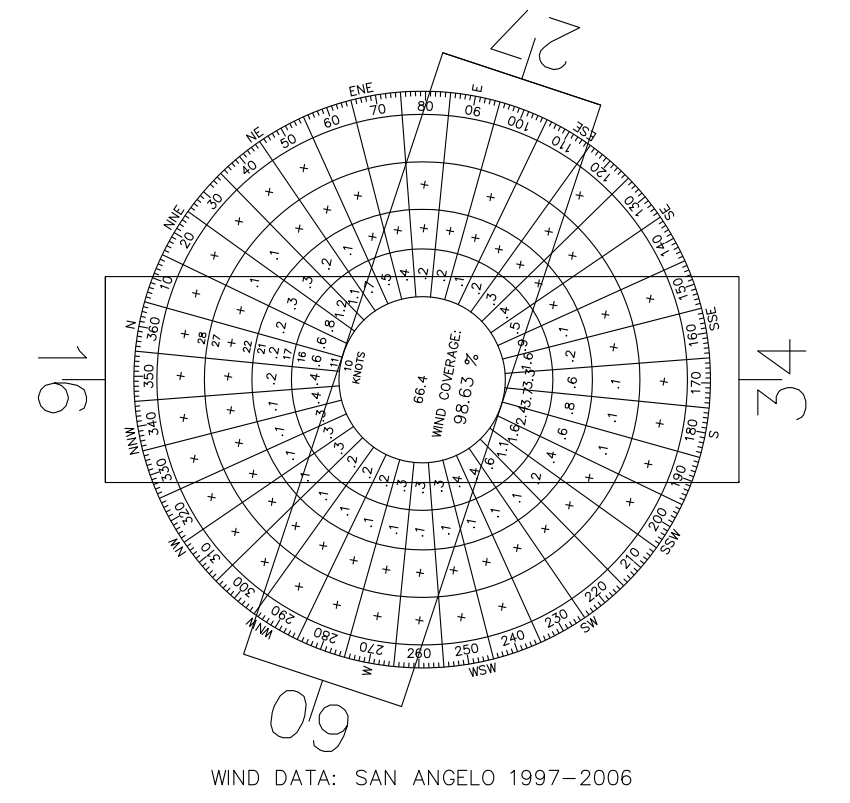
RUNWAY DATA TABLE	RW 16-34		RW 9-27					
	EXISTING	ULTIMATE	EXISTING	ULTIMATE	EXISTING	ULTIMATE		
DESIGN AIRCRAFT & ARC	Cessna 208 (A-I)	Cessna 500 (B-I)	Cessna 172 (A-I)	Cessna 172 (A-I)	Cessna 172 (A-I)	Cessna 172 (A-I)		
BALANCED FIELD LENGTH	2000'	3950'	1500'	1500'	1500'	1500'		
RUNWAY LENGTH & WIDTH (ft.)	4032' X 50'	5032' X 50'	4000' X 60'	4000' X 60'	4000' X 60'	4000' X 60'		
PAVEMENT DESIGN STRENGTH (1000 lbs.)	14 SW	30 SW	12.5 SW	12.5 SW	12.5 SW	12.5 SW		
RUNWAY LIGHTING	MIRL	MIRL	NONE	MIRL	MIRL	MIRL		
PERCENT EFFECTIVE GRADIENT	0.13%	0.12%	0.08%	0.08%	0.08%	0.08%		
PERCENT WIND COVERAGE	92.99% 13 kts	92.99% 13 kts	76.07%	76.07%	76.07%	76.07%		
MAXIMUM ELEVATION ABOVE MSL	2706'	2706'	2690'	2690'	2690'	2690'		
RW SURFACE TYPE	ASPH	ASPH	ASPH	ASPH	ASPH	ASPH		
RSA - LENGTH BEYOND RW END	240'	300'	240'	240'	240'	240'		
RSA - WIDTH	120'	150'	120'	120'	120'	120'		
OFA - LENGTH BEYOND RW END	240'	300'	240'	240'	240'	240'		
OFA WIDTH	250'	200'	250'	250'	250'	250'		
OFZ - LENGTH BEYOND RW END	200'	200'	200'	200'	200'	200'		
OFZ WIDTH	250'	400'	250'	250'	250'	250'		
RUNWAY END	16	34	16	34	9	27	9	27
APPROACH TYPE	GPS VISUAL	GPS LPV	GPS LPV	GPS LPV	VISUAL	VISUAL	VISUAL	VISUAL
APPROACH VISIBILITY MINIMA	1 MILE	VISUAL	1 MILE	VISUAL	VISUAL	VISUAL	VISUAL	VISUAL
THRESHOLD SITING SURFACE & SLOPE	#4 20:1	#4 20:1	#4 20:1	#4 20:1	#2 20:1	#2 20:1	#2 20:1	#2 20:1
RUNWAY MARKING	NPI	NPI	NPI	NPI	BASIC	BASIC	BASIC	BASIC
RUNWAY VISUAL AIDS	PAPI	PAPI	PAPI	PAPI	NONE	NONE	NONE	NONE
TOUCHDOWN ZONE ELEVATION	2705.7'	2704.9'	2705.7'	2704.9'	UNKWN	UNKWN	UNKWN	UNKWN
FAR PART 77 APPROACH CATEGORY	A(NP)	A(V)	C	C	A(V)	A(V)	A(V)	A(V)
FAR PART 77 APPROACH SURFACE SLOPE	20:1	20:1	20:1	20:1	20:1	20:1	20:1	20:1
TAKE-OFF RUN AVAILABLE (TORA)	4032	4032	4832'	4832'	4000'	4000'	4000'	4000'
TAKE-OFF DISTANCE AVAILABLE (TODA)	4032	4032	4832'	4832'	4000'	4000'	4000'	4000'
ACCELERATE STOP DISTANCE AVAIL. (ASDA)	4032	4032	4832'	4832'	4000'	4000'	4000'	4000'
LANDING DISTANCE AVAILABLE (LDA)	4032	4032	4832'	4832'	4000'	4000'	4000'	4000'

AIRPORT DATA TABLE		
	EXISTING	ULTIMATE
AIRPORT ELEVATION (MSL)	2706'	2706'
AIRPORT NAVIGATION AIDS	GPS	LPV GPS
MEAN MAX TEMP (Hottest Month °F)	94F	94F
AIRPORT REFERENCE CODE (ARC)	A-I	B-I
TAXIWAY MARKING	NA	NA
TAXIWAY LIGHTING	NA	NA
AIRPORT REFERENCE POINT COORDINATES	31°11'55.86" N 101°28'21.08" W	31°11'55.04" N 101°28'30.88" W

**NOTES**  
 DATUM COORDINATE SYSTEMS - HORIZONTAL DATUM NAD 1983 State Plane Texas Central 4203 Feet, VERTICAL DATUM NAVD88.  
 NO KNOWN OFZ OBJECT PENETRATIONS  
 NO SURVEY WAS COMPLETED DURING PRODUCTION OF THIS ALP

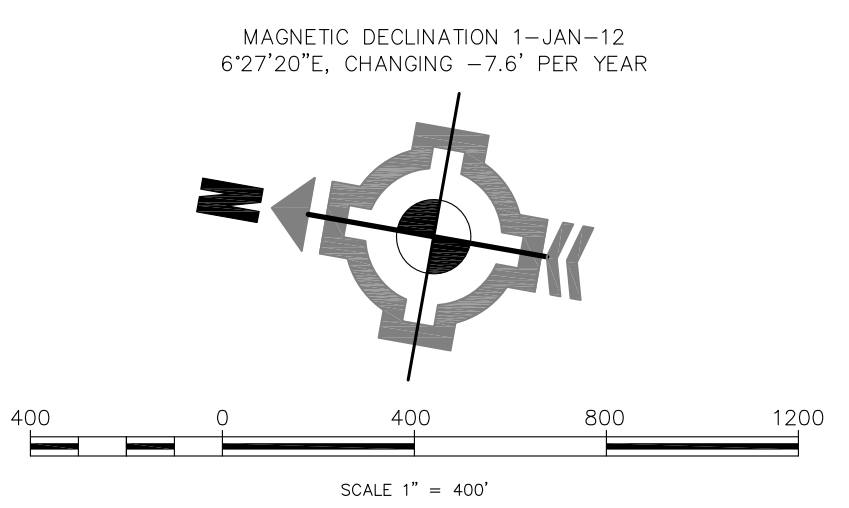
RUNWAY END COORDINATES AND ELEVATIONS			
RUNWAY END	LATITUDE	LONGITUDE	ELEVATION
EXISTING END OF RWY 16	31°12'15.46" N	101°28'25.38" W	2704.7'
ULTIMATE END OF RWY 16	31°12'25.19" N	101°28'27.51" W	2704.7' EST
EXISTING END OF RWY 34	31°11'36.25" N	101°28'16.79" W	2699.5'
EXISTING END OF RWY 9	31°11'51.10" N	101°29'04.59" W	2690.0'
EXISTING END OF RWY 27	31°11'44.69" N	101°28'19.15" W	2962.0'

AIRSPACE STUDY NUMBER (ASN): 2015-ASW-2396-NRA  
 DETERMINATION LETTER DATE: MAY 22, 2015



WIND DATA: SAN ANGELO 1997-2006

WIND COVERAGE		
RUNWAY	CROSSWIND COMPONENT	PERCENT
RUNWAY 16-34	13 KNOTS	96.16%
RUNWAY 09-27	10.5 KNOTS	75.08%
<b>COMBINED COVERAGE</b>		<b>98.63%</b>



BUILDING TABLE			
BUILDING NUMBER	DESCRIPTION	TOP	
		EXISTING	ULTIMATE
1	ROTATING BEACON	-	UNKWN
2	HANGAR	-	UNKWN
3	HANGAR	-	UNKWN
4	HANGAR	-	UNKWN
5	HANGAR	-	UNKWN
6	HANGAR	-	UNKWN
7	HANGAR	-	UNKWN
8	HANGAR	-	UNKWN
9	HANGAR	-	UNKWN
10	HANGAR	-	UNKWN
11	HANGAR	-	UNKWN
12	HANGAR	-	UNKWN
13	-	-	0'
14	-	-	0'
15	-	-	0'
16	-	-	0'
17	-	-	0'
18	-	-	0'
19	-	-	0'
20	-	-	0'

**TEXAS DEPARTMENT OF TRANSPORTATION AVIATION DIVISION**  
 ALP APPROVED ACCORDING TO FAA AC 150/5300-13A 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 2013 TXDOT AVIATION DIVISION, ALL RIGHTS RESERVED.

**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.

DAVID FULTON, DIRECTOR, AVIATION DIVISION      DATE \_\_\_\_\_

SIGNATURE      DATE \_\_\_\_\_

TITLE, AIRPORT SPONSOR'S REPRESENTATIVE

PREPARED BY:  
**TXDOT AVIATION DIV.**

KS DESIGNED BY      JULY 2013  
 DATE

KS DRAWN BY      JULY 2013  
 DATE

**AIRPORT LAYOUT DRAWING**  
 REAGAN COUNTY AIRPORT  
 BIG LAKE, TEXAS (E41)

Texas Department of Transportation  
 Aviation Division

SHEET 1 OF 1



# 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.