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BAY CITY REGIONAL AIRPORT
TXDOT SOLICITATION No.: RFQ-23ALBAYCY-00011

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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 Bay City 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 Bay City, Bay City Regional Airport; TxDOT CSJ/Project No.: 23ALBAYCY. The TxDOT Project Manager is Emily Lambert.

Scope: Prepare an Airport Layout Plan which includes, but is not limited to:

1. Prepare an Airport Layout Plan (ALP) with Narrative consistent with the most current FAA Advisory Circulars and Standard Operating Procedures;
2. Incorporate FAA AGIS requirements and data collection as needed, and upload data to the FAA's Airport Data and Information Portal.
3. Develop a Capital Improvement Plan, including a recommended phasing plan and financial overview that considers local, state, federal, and alternative funding sources;
4. Prepare/update the airport property map (Exhibit A) consistent with the most current FAA Advisory Circulars and Standard Operating Procedures;
5. Establish phased, attainable goals for airport improvements and development based on a forecast for aviation demand and current and future critical aircraft; and
6. Per FAA SOP 8.00, review any existing Runway Safety Area (RSA) determinations and update as needed or complete a determination for any runway that does not have one. If an RSA study is needed, that study will be conducted as part of this planning effort. A list of follow-on projects or studies will be a deliverable of this task.
7. The selected consultants will receive historical data from the airport's operations monitoring system, provided by the sponsor.
8. Assess the airport's role in local, regional, and statewide disaster response and transportation system resilience.

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 “Bay City Regional 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.html>. The form may not be altered in any way and must not contain Quick Response (QR) codes or links. If a firm is non-compliant, the submittal of AVN-551 will be deemed as non-responsive.. 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 Form AVN-551 must be completed accurately to include the correct Airport Name and TxDOT Project ID number. The completed Form AVN-551 must be received in the TxDOT Aviation IGX system no later than July 6, 2023, 11:59 PM. (CST). 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 IGX system no later than one business day before the solicitation due date. To request access to IGX, please complete the Contact Us web form located at <http://txdot.gov/government/funding/IGX-2016/aviation.html>

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

Step by step instructions on how to respond to a solicitation in IGX 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 Dawn Denson, Contract Specialist. For technical questions please contact Emily Lambert, Project Manager.

For questions regarding responding to this solicitation in IGX, please contact the TxDOT Aviation help desk at 1-800-687-4568 or avn-IGXhelp@txdot.gov



EVALUATION CRITERIA FOR AIRPORT PLANNING AND DRAINAGE STUDY 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 and drainage study 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 and drainage studies comparable to the proposed project.** (25 points)
Does the consultant have direct experience developing general aviation airport plans and drainage studies 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 and engineering 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 and engineering? Is the schedule appropriate to accomplish the project?

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

MONUMENTS ON SITE ARE STEEL RODS IN PIPE WITH A LOGO CAP BELOW EXISTING GRADE.

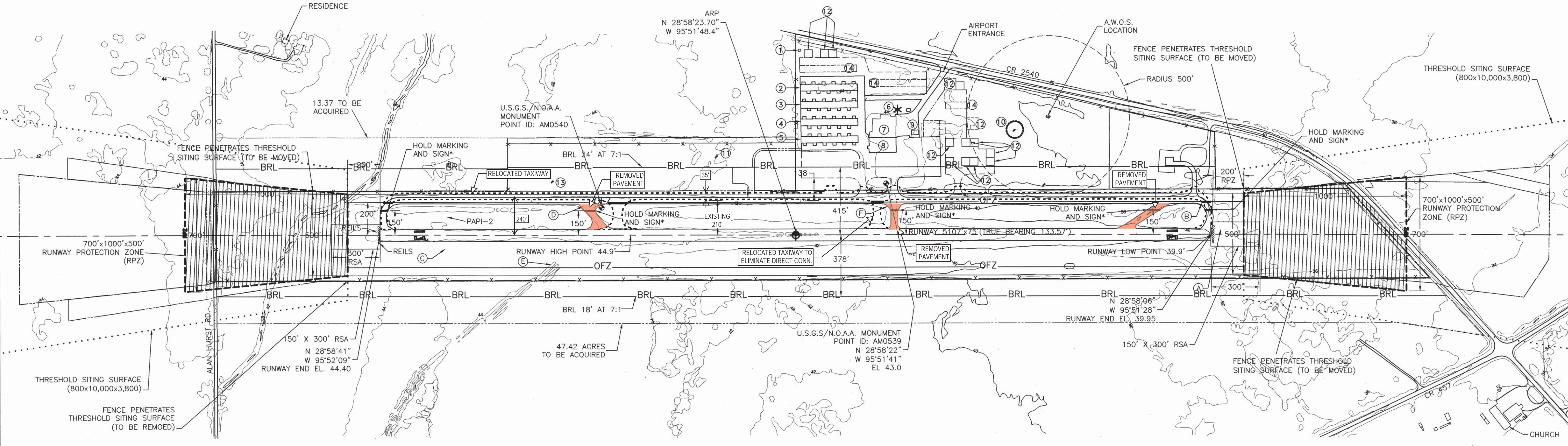
* ALL EXISTING AND ULTIMATE HOLD SIGNS WILL BE LOCATED ON THE LEFT AS THE AIRCRAFT APPROACHES THE RUNWAY. EXISTING HOLD SIGNS ARE 150' FROM RUNWAY CENTERLINE. FUTURE HOLD SIGNS WILL BE 200' FROM CENTERLINE OF RUNWAY AND TAXIWAY WILL ULTIMATELY BE MOVED TO ACCOMMODATE THIS CHANGE.

OFZ OBSTRUCTION DATA TABLE

NUMBER	ITEM	PENETRATION	ACTION
(A)	GROUND	2.09'	GRADE
(B)	TAXIWAY	2.54'	RELOCATE
(C)	GROUND	.8'	GRADE
(D)	TAXIWAY	1'	RELOCATE
(E)	TREE	18'	REMOVE
(F)	TAXIWAY	2.41'	RELOCATE

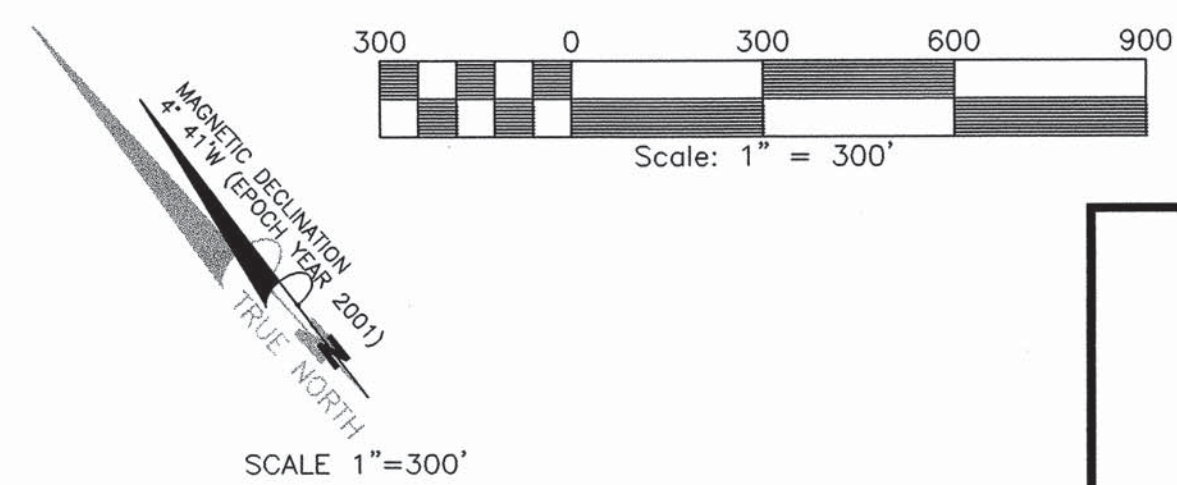
BUILDING/FACILITIES TABLE

SYMBOL		DESCRIPTION	TOP OF STRUCTURE ELEV.
EXISTING	ULTIMATE		
(1)		WELL HOUSE	-
(2)		T-HANGAR	59.47
(3)		T-HANGAR	58.86
(4)		T-HANGAR	58.88
(5)		T-HANGAR	57.98
(6)		ROTATING BEACON	99.21
(7)		CONVENTIONAL HANGAR/TERMINAL	75.92
(8)		CONCRETE FUELING AREA	-
(9)		UTILITY SHED	56.41
(10)	(13)	WINDCONE	-
(11)		SUPPLEMENTAL WINDCONE	-
	(12)	CONVENTIONAL HANGAR (FUTURE)	-
	(14)	T-HANGAR (FUTURE)	-

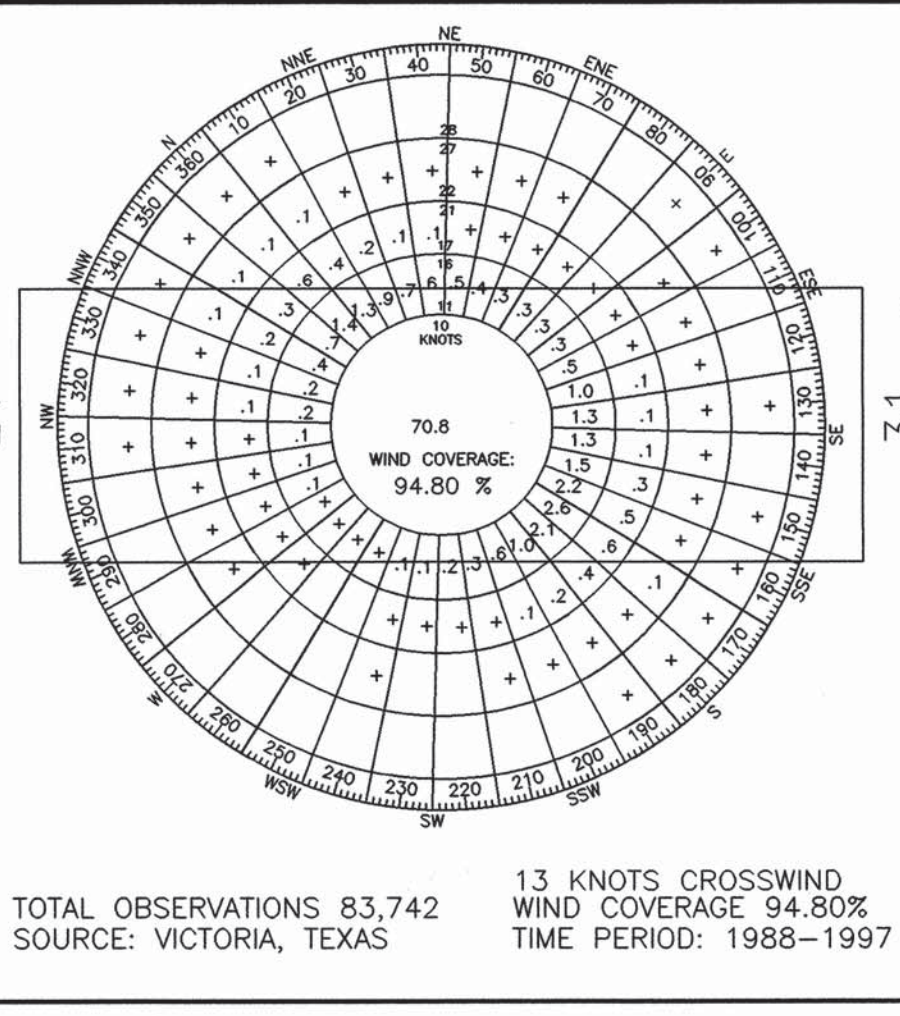


ITEM	RW 13		RW 31	
	EXISTING	ULTIMATE	EXISTING	ULTIMATE
TRUE BEARING	133.57°	133.57°	133.57°	133.57°
% WIND COVERAGE	10.5 KNOTS: 89.09%	10.5 KNOTS: 89.09%	10.5 KNOTS: 89.09%	10.5 KNOTS: 89.09%
EFFECTIVE RUNWAY GRADIENT (%)	-0.1	-0.1	0.1	0.1
RUNWAY WIDTH (ft.)	75	75	75	75
RUNWAY LENGTH (ft.)	5107	5107	5107	5107
RUNWAY HIGH POINT	44.9	44.9	44.9	44.9
RUNWAY LOW POINT	39.9	39.9	39.9	39.9
RUNWAY END ELEVATION	44.4	44.4	39.9	39.9
TOUCHDOWN ZONE ELEVATION	44.9	44.9	44.3	44.3
PAVEMENT STRENGTH (lbs.)	12,500 SWL	30,000 SWL	12,500 SWL	30,000 SWL
PAVEMENT SURFACING	HMAC	HMAC	HMAC	HMAC
APPROACH SLOPE	34:1	34:1	34:1	34:1
VISUAL APPROACH AIDS	PAPI-2, REIL	PAPI-4, REIL	NONE	PAPI-4, REIL
APPROACH VISIBILITY MINIMUMS	1 MILE	1 MILE	1 MILE	1 MILE
NAVIGATIONAL AIDS	NDB, GPS, VOR	NDB, GPS, VOR	NDB, VOR	NDB, GPS, VOR
RUNWAY LIGHTING	MIRL	MIRL	MIRL	MIRL
RUNWAY MARKING	NONPRECISION	NONPRECISION	NONPRECISION	NONPRECISION
OFZ WIDTH	400	400	400	400
OFZ LENGTH BEYOND STOP END RUNWAY	200	200	200	200
OFA WIDTH	500	500	500	500
OFA LENGTH BEYOND STOP END RUNWAY	300	300	300	300
RSA WIDTH	150	150	150	150
RSA LENGTH BEYOND STOP END RUNWAY	300	300	300	300
TAKE OFF RUN AVAILABLE (TORA)	5,107	5,107	5,107	5,107
TAKE OFF DISTANCE AVAILABLE (TODA)	5,107	5,107	5,107	5,107
ACCELERATE-STOP DISTANCE AVAILABLE (ASDA)	5,107	5,107	5,107	5,107
LANDING DISTANCE AVAILABLE (LDA)	5,107	5,107	5,107	5,107
RUNWAY END COORDINATES (NAD-83)	28°58'41.11"N 95°52'09.26"W	28°58'41.11"N 95°52'09.26"W	28°58'06.26" N 95°51'27.60" W	28°58'06.26" N 95°51'27.60" W
RUNWAY END ELEVATION	44.4	44.4	39.9	39.9

DESCRIPTION	EXISTING	ULTIMATE
FACILITIES	[Symbol]	[Symbol]
PAVEMENT	[Symbol]	[Symbol]
BUILDING RESTRICTION LINE (BRL)	[Symbol]	[Symbol]
RUNWAY PROTECTION ZONE (RPZ)	[Symbol]	[Symbol]
OBJECT FREE ZONE (OFZ)	[Symbol]	[Symbol]
AIRPORT REFERENCE POINT (ARP)	[Symbol]	[Symbol]
ROTATING BEACON	[Symbol]	[Symbol]
FENCE	[Symbol]	[Symbol]
AIRPORT PROPERTY LINE	[Symbol]	[Symbol]
EASEMENT	[Symbol]	[Symbol]
TREES	[Symbol]	[Symbol]
THRESHOLD LIGHTS	[Symbol]	[Symbol]
WIND CONE	[Symbol]	[Symbol]
CONTOURS	[Symbol]	[Symbol]
CITY OWNERSHIP	[Symbol]	[Symbol]
THRESHOLD SITING SURFACE	[Symbol]	[Symbol]



ITEM	EXISTING	ULTIMATE
AIRPORT ELEVATION (M.S.L.)	44.9	44.9
AIRPORT CATEGORY (ARC)	B-II	B-II
TAXIWAY MARKINGS	BASIC	BASIC
TAXIWAY LIGHTING	NONE	NONE
TAXIWAY SAFETY AREA WIDTH (ft.)	79.0	79.0
TAXIWAY OBJECT FREE AREA WIDTH (ft.)	131.0	131.0
NAVIGATIONAL AIDS	NDB, GPS, VOR	NDB, GPS, VOR
MEAN MAX TEMP. HOTTEST MONTH (°F)	92°	92°
AIRPORT REFERENCE POINT COOR. (ARP):* (NAD-83)		
LATITUDE	28°58'23.70"N	28°58'23.70"N
LONGITUDE	95°51'48.40"W	95°51'48.40"W



NO.	REVISIONS	BY	CHK'D	DATE
1.	RELOCATE TAXIWAY TO MEET B-II SEPARATION STANDARDS	TDD	XXX	08/18

TEXAS DEPARTMENT OF TRANSPORTATION AVIATION DIVISION

AIRPORT SPONSOR

ALP APPROVED ACCORDING TO FAA AC 150/5300-13 CH 6 PLUS THE REQUIREMENTS OF A FAVORABLE ENVIRONMENTAL FINDING PRIOR TO THE START OF ANY LAND ACQUISITION OR CONSTRUCTION AND AN FAA FORM 7460-1 SUBMITTED PRIOR TO ANY CONSTRUCTION ON AIRPORT PROPERTY

ALP APPROVED ACCORDING TO FAA AC 150/5300-13 CH 6 PLUS THE CONDITIONS/COMMENTS IN LETTER DATED:

CHARLES MARTINEZ, JR.
MAYOR - CITY OF BAY CITY, TEXAS
TITLE: AIRPORT SPONSOR'S REPRESENTATIVE

Signature: Charles Martinez, Jr. 10/31/02

PREPARED BY: Smith-Western Engineering, Inc.
401 W. 6th Street, Suite D Georgetown, Texas 78626
Phone (512) 969-1168 Fax: (512) 969-1968
E-MAIL: info@smithwestern.com

DESIGNED BY: 04/23/2002
DRAWN BY: 04/23/2002
CHECKED BY: 04/23/2002

AIRPORT LAYOUT DRAWING
BAY CITY MUNICIPAL AIRPORT
BAY CITY, TX

SHEET 2 OF 2



Instructions for Responding to an RFQ Solicitation

Aviation Division

IGX Workflow:	RFQ Response
IGX Role:	Subgrantee Administrator (SA) Subgrantee Staff (SS)
IGX link	https://apps2.dot.state.tx.us/apps/egrants2/logout2.aspx
IGX help:	IGX help desk Monday – Friday 8AM – 4PM CD/ST (excluding state/federal holidays) avn-egrantshelp@txdot.gov or 1-800-687-4568

STEP	ROLE	ACTIONS	NOTES
01	SA	<p>Go to View Opportunities.</p> <ol style="list-style-type: none"> Select <u>Apply Now</u> to the opportunity The RFQ Response Menu is opened 	<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"> Select RFQ Applicant Form Confirm Project information and address Upload AVN-550, 550D, 551 or 551D <u>PLEASE MAKE SURE YOU SELECT THE CORRECT PDF FILE BEFORE CHANGING STATUS.*</u> Hit Save 	<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, 550D, 551, or 551D.</p>
03	SA	<p>When you are ready to submit your response, click on Save and submit to CS review <u>YOU ARE DONE</u></p>	<p>You will get an email saying the response was successfully submitted; the status must be changed to RFQ Response in CS Review by the due date and time posted in the solicitation.</p>
04	SA/SS	<p><u>WAIT</u> UNTIL A SELECTION NOTIFICATION IS SENT TO YOU</p>	
05	SS/SA	<p><u>AFTER SELECTION NOTIFICATION IS RECEIVED</u> 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 IGX 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 IGX and wish to respond to a posted solicitation, you may contact the aviation help desk for assistance by using the webform available at [IGX Help Desk Form](#)

Some organizations will have many user members. Each organization should determine which user member will submit the completed avn-550, 550D, 551, or 551D in IGX. 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.