

TABLE OF CONTENTS
PINELAND MUNICIPAL AIRPORT
TXDOT SOLICITATION No.: RFQ-2411PINLD-00041

1. REQUEST FOR QUALIFICATIONS SOLICITATION WITH HISTORICALLY UNDERUTILIZED BUSINESS PARTICIPATION
2. EVALUATION CRITERIA
3. PROJECT DIAGRAM
4. AIRPORT LAYOUT PLAN
5. [FORM AVN-550](#)-(PLEASE BE SURE TO DOWNLOAD THE MOST RECENT REVISED FORM DATED 8/2016) [HTTP://WWW.TXDOT.GOV/INSIDE-TXDOT/DIVISION/AVIATION/PROJECTS.HTML](http://www.txdot.gov/inside-txdot/division/aviation/projects.html)
6. INSTRUCTIONS FOR RESPONDING TO A SOLICITATION IN EGRANTS

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

The City of Pineland, through its agent, the Texas Department of Transportation (TxDOT), intends to engage a qualified firm for professional services pursuant to Chapter 2254, Subchapter A, of the Government Code. TxDOT Aviation Division will solicit and receive qualification statements for the current aviation project as described below.

Current Project: City of Pineland; TxDOT CSJ/Project No.: 2411PINLD.

The TxDOT Project Manager is Ryan Hindman.

Scope: Provide engineering and design services, including construction administration, to:

- 1) RWY 17-35 Rehabilitation
- 2) Mark RWY 17-35
- 3) Rehabilitate and Mark Stub Taxiway

In accordance with Texas Government Code §2161.252, qualifications that do not contain an up to date “HUB Subcontracting Plan (HSP)” are non-responsive and will be rejected without further evaluation. In addition, if TxDOT determines that the HSP was not developed in good faith, it will reject the qualifications for failing to comply with material specifications based on the RFQ.

Utilizing multiple engineering and design and construction grants over the course of the next five years, future scope of work items at Pineland Municipal Airport may include:

- 1) Rehabilitate Apron
- 2) Install Airfield Lighting
- 3) Install Wildlife Fence

The City of Pineland reserves the right to determine which of the services listed above may or may not be awarded to the successful firm and to initiate additional procurement action for any of the services listed above.

To assist in your qualification statement preparation, the criteria, 5010 drawing, project diagram, and most recent Airport Layout Plan are available online at <http://www.txdot.gov/inside-txdot/division/aviation/projects.html> by selecting “Pineland Municipal Airport.” The qualification statement should address a technical approach for the current scope only. Firms shall use page 4, Recent Airport Experience, to list relevant past projects for both current and future scope.

AVN-550 Preparation Instructions:

Interested firms shall utilize the latest version of Form AVN-550, titled “Qualifications for Aviation Architectural/Engineering 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. The form fields must be completed in black font, without changing the existing font size or color, and must not contain any bold or italicized words. If a firm is non-compliant, the submittal of AVN-550 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-550 template. The AVN-550 consists of eight pages of data plus one optional illustration page. A prime provider may only submit one AVN-550. If a prime provider submits more than one AVN-550 or submits a cover page with the AVN-550, 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-550, firms are encouraged to download Form AVN-550 from the TxDOT website as addressed above. Utilization of Form AVN-550 from a previous download may not be the exact same format. Form AVN-550 is a PDF Template.

The Form AVN-550 must be completed accurately to include the correct Airport Name and TxDOT Project ID number. The completed Form AVN-550 must be received in the TxDOT Aviation eGrants system no later than January 30, 2024, 2:00 p.m. (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 local government representatives. The final selection by the committee will generally be made following the completion of review of AVN-550s. The committee will review all AVN-550s and rate and rank each. The Evaluation Criteria for Engineering Qualifications 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 for the design and bidding phases. 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 Ryan Hindman, P. E., 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.

Historically Underutilized Business Participation

I.3.1 Introduction

The Agent is committed to promoting full and equal business opportunities for businesses in state contracting in accordance with the goals specified in the State of Texas Disparity Study. The Agent encourages the use of Historically Underutilized Businesses (HUBs) through race, ethnic and gender-neutral means.

Pursuant to [Texas Government Code §2161.181](#) and [§2161.182](#), and the Agent's HUB policy and rules, the Agent is required to make a good faith effort to increase HUB participation in its contracts. The Agent may accomplish the goal of increased HUB participation by contracting directly with HUBs or indirectly through subcontracting opportunities.

I.3.2 Agent's Administrative Rules

The Agent has adopted the CPA's HUB rules as its own. The Agent's HUB rules are located in [Title 43, Part 1, Chapter 9, Subchapter L](#) of the Texas Administrative Code, and the CPA rules are located in [Title 34, Part 1, Chapter 20, Subchapter D, Division 1](#). If there are any discrepancies between the Agent's administrative rules and this Request for Qualifications (RFQ), the rules shall take priority.

I.3.3 HUB Participation Goal

The CPA has established statewide HUB participation goals for different categories of contracts in [34 T.A.C. §20.284](#). In order to meet or exceed the HUB participation goals, the Agent encourages outreach to certified HUBs. Contractors shall make a good faith effort to include certified HUBs in the procurement process.

This contract is classified as a **Professional Services** contract under the CPA rule, and therefore has a HUB Annual Procurement Utilization Goal of **23.7%** per fiscal year.

I.3.4 Required HUB Subcontracting Plan

In accordance with Government Code, Chapter 2161, Subchapter F, each state agency that considers entering into a contract with an expected value of \$100,000 or more over the life

of the contract (including any renewals) shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract.

In accordance with [34 T.A.C. §20.285\(a\),\(1\),\(C\)](#) of the HUB Rules. State agencies may determine that subcontracting is probable for only a subset of the work expected to be performed or the funds to be expended under the contract. If an agency determines that subcontracting is probable on only a portion of a contract, it shall document its reasons in writing for the procurement file.

The Agent has determined that subcontracting opportunities are probable for this Request for Qualifications (RFQ). As a result, the respondent must submit an HSP with its proposal. The HSP is required whether a respondent intends to subcontract or not.

In the HSP, a respondent must indicate whether it is a Texas certified HUB. Being a certified HUB does not exempt a respondent from completing the HSP requirement.

The Agent shall review the documentation submitted by the respondent to determine if a good faith effort has been made, in accordance with solicitation and HSP requirements. During the good faith effort evaluation, The Agent may, at its discretion, allow clarifications or enhancements to information submitted with the HSP.

If the Agent determines that the respondent's HSP was not developed in good faith, the HSP will be considered non-responsive and will be rejected as a material failure to comply with the advertised specifications. The reasons for rejection shall be recorded in the procurement file.

I.3.5 CPA Centralized Master Bidder's List

Respondents may search for HUB subcontractors in the CPA's [Centralized Master Bidders List \(CMBL\)/HUB Directory](#). For this procurement, the Agent has identified the following class and item codes for potential subcontracting opportunities:

NIGP Class/Item Code:

925-86

925-46

Respondents are not required to use, nor limited to using, the class and item codes identified above, and may identify other areas for subcontracting.

The Agent does not endorse, recommend nor attest to the capabilities of any company or individual listed on the CPA's CMBL. The list of certified HUBs is subject to change, so respondents are encouraged to refer to the CMBL often to find the most current listing of HUBs.

I.3.6 HUB Subcontracting Procedures – If a Respondent Intends to Subcontract

An HSP must demonstrate that the respondent made a good faith effort to comply with the Agent's HUB policies and procedures. The following subparts outline the items that the Agent will review in determining whether an HSP meets the good faith effort standard. A respondent that intends to subcontract must complete the HSP to document its good faith efforts.

I.3.6.1 Identify Subcontracting Areas and Divide Them into Reasonable Lots

A respondent should first identify each area of the contract work it intends to subcontract. Then, to maximize HUB participation, it should divide the contract work into reasonable lots or portions, to the extent consistent with prudent industry practices.

I.3.6.2 Notify Potential HUB Subcontractors

The HSP must demonstrate that the respondent made a good faith effort to subcontract with HUBs that have an active HUB certification. The respondent's good faith efforts shall be shown through utilization of all methods in conformance with the development and submission of the HSP and by complying with the following steps:

I.3.6.2.1 Divide the contract work into reasonable lots or portions to the extent consistent with prudent industry practices. The respondent must determine which portions of work, including goods and services, will be subcontracted.

I.3.6.2.2 Use the appropriate method(s) to demonstrate good faith effort. The respondent can use either method(s) 1, 2, or 3:

I.3.6.3 Method 1: Respondent Intends to Subcontract with only HUBs:

The respondent must identify in the HSP the HUBs, with an active HUB certification, that will be utilized and submit written documentation that confirms **100%** of all available subcontracting opportunities will be performed by one or more HUBs;

I.3.6.4 Method 2: Respondent Intends to Subcontract with HUBs and Non-HUBs (Meet or Exceed the Goal):

The respondent must identify in the HSP and submit written documentation that one or more HUBs, with an active HUB certification, will be utilized; and that the

aggregate expected percentage of subcontracts with HUBs will meet or exceed the goal specified in this solicitation. Only HUB subcontractors that have an existing contract with the respondent for less than five years may be used to comply with the good faith effort requirements under this method.

When the aggregate expected percentage of subcontracts with HUBs meets or exceeds the goal specified in this solicitation, respondents may also use non-HUB subcontractors; or,

I.3.6.6 Method 3: Respondent Intends to Subcontract with HUBs and Non-HUBs (Does Not Meet or Exceed the Goal):

The respondent must identify in the HSP and submit documentation regarding both of the following requirements:

- Written notification to minority or women trade organizations or development centers to assist in identifying potential HUBs, with an active HUB certification, of the subcontracting opportunities the respondent intends to subcontract.

Respondents must give minority or women trade organizations or development centers at least seven (7) working days prior to submission of the respondent's response for dissemination of the subcontracting opportunities to their members. A list of minority and women trade organizations is located on the CPA's website under the [Minority and Women Organization link](#).

- Written notification to at least three (3) HUB businesses, with an active HUB certification, of the subcontracting opportunities that the respondent intends to subcontract. The written notice must be sent to potential HUB subcontractors prior to submitting proposals and must include:
 - a description of the scope of work to be subcontracted,
 - information regarding the location to review project plans or specifications,
 - information about bonding and insurance requirements,
 - required qualifications and other contract requirements, and
 - a description of how the subcontractor can contact the respondent.

Respondents must give potential HUB subcontractors a reasonable amount of time to respond to the notice, at least seven (7) working days prior to submission of the respondent's response unless circumstances require a different time period, which is determined by the agency and documented in the contract file;

Respondents must also use the CMBL, the HUB Directory, and Internet resources when searching for HUB subcontractors. Respondents may rely on the services of contractor groups; local, state and federal business assistance offices; and other organizations that provide assistance in identifying qualified applicants for the HUB program.

I.3.6.7 Written Justification of the Selection Process

The Agent will make a determination if a good faith effort was made by the respondent in the development of the required HSP. One or more of the methods identified in the previous sections may be applicable to the respondent's good faith efforts in developing and submission of the HSP. The Agent may require the respondent to submit additional documentation explaining how the respondent made a good faith effort in accordance with the solicitation.

A respondent must provide written justification of its selection process if it chooses a non-HUB subcontractor. The justification should demonstrate that the respondent negotiated in good faith with qualified HUB bidders, and did not reject qualified HUBs, with an active HUB certification, who were the best value responsive bidders.

I.3.7 Method 4: Respondent Does Not Intend to Subcontract

When the respondent plans to complete all contract requirements with its own equipment, supplies, materials and/or employees, it is still required to complete an HSP.

The respondent must complete the "Self-Performance Justification" portion of the HSP and attest that it does not intend to subcontract for any goods or services, including the class and item codes identified in Section I.3.5. In addition, the respondent must identify the sections of the proposal that describe how it will complete the Scope of Work using its own resources or provide a statement explaining how it will complete the Scope of Work using its own resources. The respondent must agree to comply with the following if requested by the Agent:

- Provide evidence of sufficient respondent staffing to meet the Request for Qualifications (RFQ) requirements,
- Provide monthly payroll records showing the respondent staff fully dedicated to the contract,
- Allow the Agent to conduct an onsite review of company headquarters or work site where services are to be performed, and,
- Provide documentation proving employment of qualified personnel holding the necessary licenses and certificates required to perform the Scope of Work.

I.3.8 Post-award HSP Requirements

The [HUB Subcontracting Plan \(HSP\)](#) shall be reviewed and evaluated prior to contract award and, if accepted, the finalized HSP will become part of the contract with the successful respondent(s).

After contract award, the Agent will coordinate a post-award meeting with the successful respondent to discuss HSP reporting requirements. The Consultant must maintain business records documenting compliance with the HSP, and must submit monthly subcontract

reports by completing the HUB Monthly Progress Report within the eGrants system and submit a “**HUB Subcontracting Plan (HSP) Progress Compliance Form - 2579**”. This monthly report is required as a condition for payment to report to TxDOT the identity and the amount paid to all subcontractors.

As a condition of award the Consultant is required to send notification to all selected subcontractors as identified in the accepted/approved HSP. In addition, a copy of the notification must be provided to the TxDOT Aviation Agent within 10 days of the contract award.

During the term of the contract, if the parties in the contract amend the contract to include a change to the scope of work or add additional funding, the Aviation Agent will evaluate to determine the probability of additional subcontracting opportunities. When applicable, the Consultant must submit an HSP change request for the Aviation Agent’s review. The requirements for an HSP change request will be covered in the post-award meeting.

When making a change to an HSP, the Consultant will obtain prior written approval from the Aviation Agent before making any changes to the HSP. Proposed changes must comply with the HUB Program good faith effort requirements relating to the development and submission of a HSP.

If the Consultant decides to subcontract any part of the contract after the award, it must follow the good faith effort procedures outlined in Section I.3.6 of the original **RFQ** (e.g., divide work into reasonable lots, notify at least three (3) vendors per subcontracted area, provide written justification of the selection process, or participate in the Mentor Protégé Program).

For this reason, TxDOT encourages respondents to identify, as part of their HSP, multiple subconsultants who are able to perform the work in each area the respondent plans to subcontract. Selecting additional subconsultants may help the selected Consultant make changes to its original HSP, when needed, and will allow the Agent to approve any necessary changes expeditiously.

Failure to meet the HSP and post-award requirements will constitute a breach of contract and will be subject to remedial actions. The Agent may also report noncompliance to the CPA in accordance with the provisions of the Vendor Performance and Debarment Program ([see 34 T.A.C. §20.585 relating to Debarment](#)) and ([see 34 T.A.C. §20.586 relating to Procedures for Investigations and Debarment](#)).



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)**

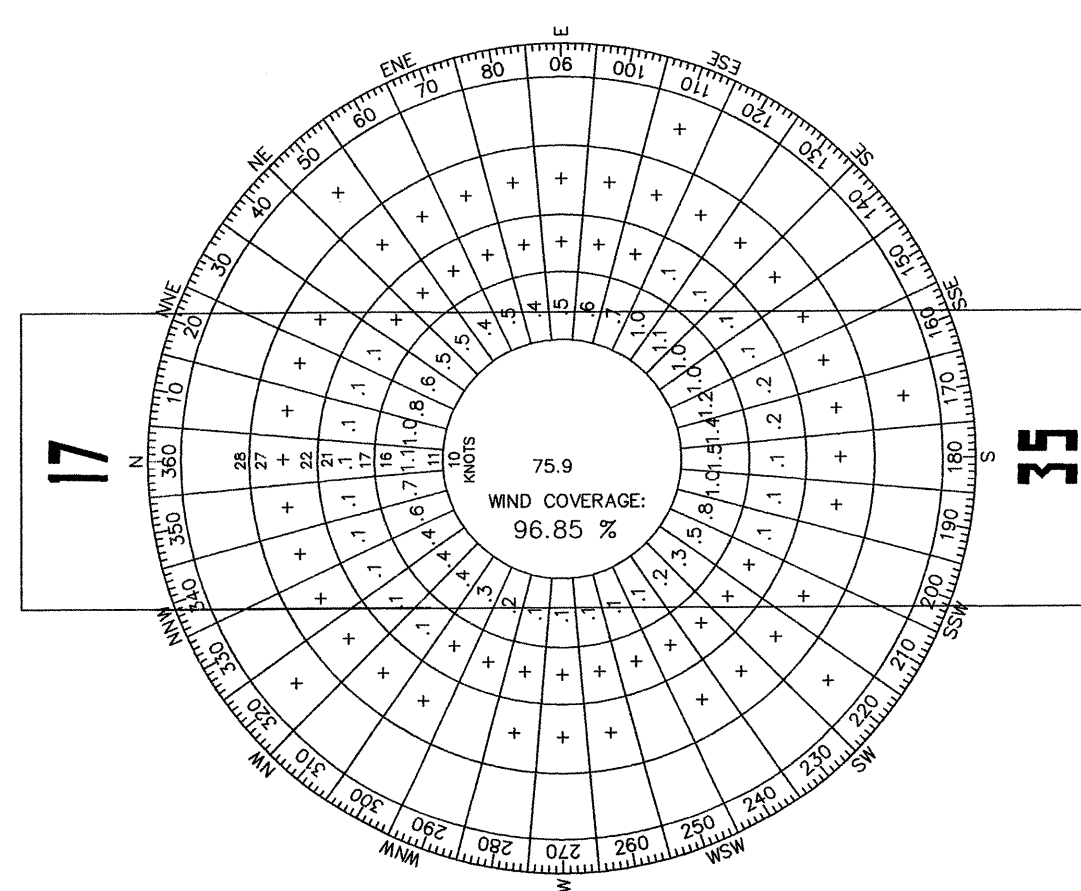
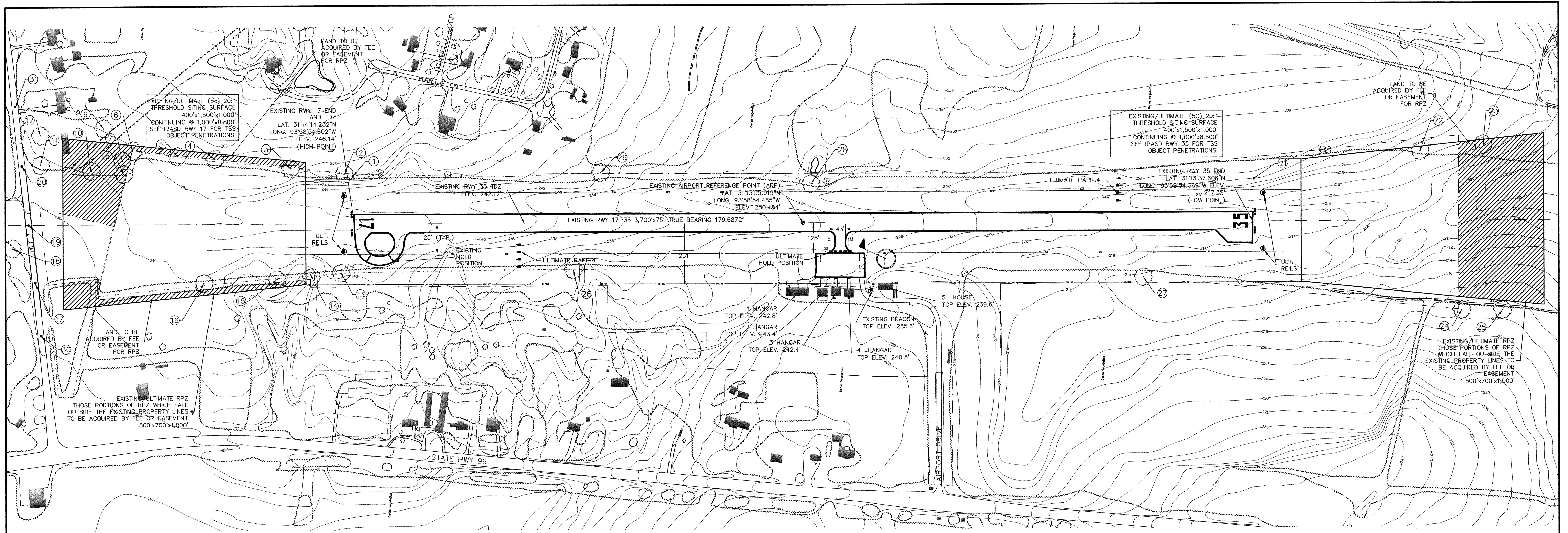
Does the consultant have direct experience developing general aviation airport plans similar to those proposed for this location? [Sources of information: Aviation Planning Team Form, Recent Relevant Airport Experience Form, and possibly the Optional Summary.]
- 3. Ability to meet the schedules and deadlines 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.]



WIND ROSE DATA
 13 KNOTS CROSSWIND COVERAGE=96.85%
 OBSERVATIONS PERIOD: 1988-1997
 STATION: BEAUMONT, TEXAS
 DATA SOURCE: DATA PROCESSING DIVISION,
 NATIONAL CLIMATIC CENTER, NOAA

MODIFICATION TO STANDARDS		
RWY	DESCRIPTION OF MODIFICATION	FAA APPROVAL
17	-	-
35	-	-

GENERAL NOTES:
 1. RAMP HOLD POSITION PENETRATES OFZ. RELOCATE HOLD POSITION TO 125' FROM RWY Q TO REMEDIATE HOLD POSITION PENETRATION OF OFZ. NO OTHER OFZ PENETRATIONS.
 2. BRL IS BASED ON AN 18' BUILDING HEIGHT.
 3. REFER TO SHEET NO. 3 FOR OFA OBJECT PENETRATIONS.
 4. THRESHOLD SITING SURFACE PENETRATIONS SHOWN ON IPASD DRAWINGS.
 5. NO SURVEY MARKERS ARE LOCATED ON AIRPORT PROPERTY.
 SURVEY WAS CONDUCTED ON SEPTEMBER 16, 2003 BY GEODETIX, INC. THE SURVEY USED THE FOLLOWING:

PAC: DESIGNATION-JASPORT PID-BL2322
 LAT. 30°53'36.16"N
 LONG. 94°02'05.97"W

SAC: DESIGNATION-U 335 PID-BL0092
 LAT. 30°53'36.94"N
 LONG. 94°02'12.01"W

6. THE REFERENCE DATUM USED FOR ALL HORIZONTAL COORDINATES IS NORTH AMERICAN DATUM 1983(NAD83) AND THE DATUM USED FOR ALL MSL ELEVATIONS IS NORTH AMERICAN VERTICAL DATUM 1988(NAV88).

7. THE AIRPORT WAS HEIGHT HAZARD ZONED 4/17/1984. THE ZONED LENGTH IS 4000' WITH THE APPROACH DIMENSION FOR RUNWAY 17, OTU NPI AND RUNWAY 35, OTU V.

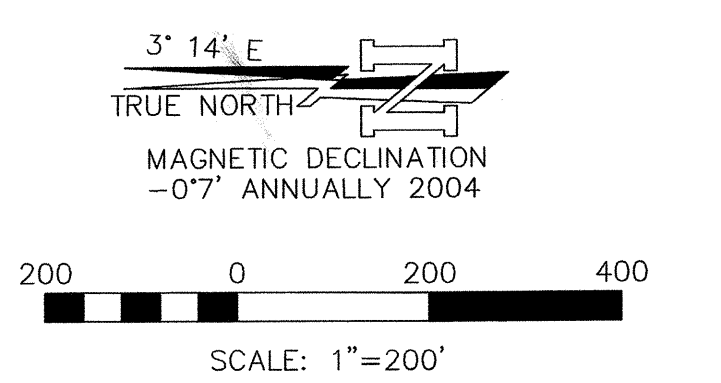
RUNWAY DATA TABLE			
	RW 17-35		
	EXISTING	ULTIMATE	
RUNWAY LENGTH & WIDTH (ft.)	3700' x 75'	3700' x 75'	
PAVEMENT DESIGN STRENGTH (lbs.)	14,000 LBS	14,000 LBS	
RUNWAY LIGHTING	MIRL	MIRL	
RSA - LENGTH BEYOND RW END	300'	300'	
RSA - WIDTH	150'	150'	
OFA - LENGTH BEYOND RW END	300'	300'	
OFA WIDTH	500'	500'	
OFZ - LENGTH BEYOND RW END	200'	200'	
OFZ WIDTH	250'	250'	
RUNWAY END	17	35	17
RUNWAY MARKING	VISUAL	VISUAL	VISUAL
RUNWAY VISUAL AIDS	NONE	NONE	REL/PAPI
APPROACH VISIBILITY MINIMA	VISUAL	VISUAL	VISUAL
TOUCHDOWN ZONE ELEVATION	246.14'	242.12'	242.12'
TAKE-OFF RUN AVAILABLE (TORA)	3700'	3700'	3700'
TAKE-OFF DISTANCE AVAILABLE (TODA)	3700'	3700'	3700'
APPROACH STOP DISTANCE AVAILABLE (ASDA)	3700'	3700'	3700'
LANDING DISTANCE AVAILABLE (LDA)	3700'	3700'	3700'

AIRPORT DATA TABLE		
	RUNWAY 17-35	
	EXISTING	ULTIMATE
AIRPORT ELEVATION (MSL)	246.14'	246.14'
AIRPORT NAVIGATION AIDS	NA	NA
AIRPORT VISUAL AIDS	NONE	REL/PAPI-4
MEAN MAX TEMP (hottest Month Y)	93° F JULY	93° F JULY
AIRPORT REFERENCE CODE (ARC)	B-II	B-II
TAXIWAY MARKING	NA	NA
TAXIWAY LIGHTING	NA	NA
WIND COVERAGE (%)	96.85%	96.85%
AIRPORT REFERENCE POINT COORDINATES	311°35'51.919"N 93°58'54.485"W	311°35'51.919"N 93°58'54.485"W
ALL COORDINATES HORIZONTAL NAD 83, VERTICAL NAV 88		

BUILDING TABLE			
BLDG. #	DESCRIPTION	ULTIMATE	TOP ELEVATION
1	HANGAR	HANGAR	242.8'
2	HANGAR	HANGAR	243.4'
3	HANGAR	HANGAR	242.4'
4	HANGAR	HANGAR	240.5'
5	HOUSE	HOUSE	239.6'

RUNWAY END COORDINATES AND ELEVATIONS			
	LATITUDE	LONGITUDE	ELEVATION
EXISTING END OF RWY 17	N31°14'14.232"	W93°58'54.602"	246.14'
EXISTING END OF RWY 35	N31°13'37.606"	W93°58'54.369"	217.35'
EXISTING DIS THR RWY	NA	NA	NA
EXISTING DIS THR RWY	NA	NA	NA
ULTIMATE DIS THR RWY	NA	NA	NA
ULTIMATE DIS THR RWY	NA	NA	NA
ULTIMATE END OF RWY 17	N31°14'14.232"	W93°58'54.602"	246.14'
ULTIMATE END OF RWY 35	N31°13'37.606"	W93°58'54.369"	217.35'

LEGEND		
	EXISTING	ULTIMATE
RUNWAY/TAXIWAY OUTLINE	---	---
BUILDINGS/FACILITIES	■	■
AIRPORT PROPERTY LINE	---	---
AIRPORT PROPERTY LINE WITH FENCE	---	---
AIRPORT REFERENCE POINT (ARP)	⊙	⊙
WIND CONE AND SEGMENTED CIRCLE	⊙	⊙
THRESHOLD LIGHTS	••••	••••
C&G BEACON	★	★
FENCE LINE	---	---
TELEPHONE/POWER POLE LINE	---	---
NONDIRECTIONAL BEACON (NDB)	⊙	⊙
RWY END IDENTIFIER LIGHTS (RELS)	⊙	⊙
BUILDING RESTRICTION LINE (BRL)	---	---
GROUND CONTOURS	---	---
TREES/BRUSH	○	○
AWOS	○	○
HOLD POSITION AND SIGN	---	---
SURVEY MARKERS	▽	▽



NO.	REVISIONS	BY	CHK'D	DATE

TEXAS DEPARTMENT OF TRANSPORTATION AVIATION DIVISION

AIRPORT SPONSOR

JOHN O. BOOKER Mayor
 TITLE: AIRPORT SPONSOR'S REPRESENTATIVE
 DATE: 04/03/05

Charles F. Gurganus, EIT November, 2004
 DESIGNED BY: DATE

Sharon B. Coe November, 2004
 DRAWN BY: DATE

Steve M. Creamer, PE November, 2004
 CHECKED BY: DATE

PREPARED BY: *D.O.S. Feb 02/05*

140 E. Tyler St., Suite 500
 P.O. Box 1552
 Longview, Texas
 75609-1552
 T: 903-236-7700
 F: 903-236-7779
 www.tso.org

KSA ENGINEERS
 Longview-Tyler-Lufkin-Austin-Dallas-Sugar Land

AIRPORT LAYOUT DRAWING
 PINELAND MUNICIPAL AIRPORT
 PINELAND, TEXAS




TEXAS Department of Transportation Aviation Division

SHEET 1 OF 5

T24 Pinland

For Planning Purposes Only



Legend

-  Airport Dr
-  Pineland Municipal Airport (T24)
-  Runway



 Pineland Municipal Airport (T24)

 Airport Dr

 Southern Loggers Pinland  Common Disposal



Instructions for Responding to an RFQ Solicitation

Aviation Division

eGrants Workflow:	RFQ Response
eGrants Role:	Subgrantee Administrator (SA) Subgrantee Staff (SS)
eGrants link	https://apps2.dot.state.tx.us/apps/egrants2/logout2.aspx
eGrants help:	eGrants 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	Go to View Opportunities. a. Select <u>Apply Now</u> to the opportunity b. The RFQ Response Menu is opened	Very important to click on the name of the document and not the organization name Make a note of the opportunity due date to ensure you respond in time
02	SA/SS	Click on View, Edit and Complete Forms a. Select RFQ Applicant Form b. Confirm Project information and address c. Upload AVN-550, 550D, 551 or 551D <u>PLEASE MAKE SURE YOU SELECT THE CORRECT PDF FILE BEFORE CHANGING STATUS.*</u> d. Hit Save	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.
03	SA	When you are ready to submit your response, click on Save and submit to CS review <u>YOU ARE DONE</u>	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.
04	SA/SS	<u>WAIT</u> UNTIL A SELECTION NOTIFICATION IS SENT TO YOU	
05	SS/SA	<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.	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.

*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, 550D, 551, or 551D 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.