TABLE OF CONTENTSARLINGTON MUNICIPAL AIRPORTTXDOT SOLICITATION NO.: RFQ-24ALARLNG00055

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

The City of Arlington, 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: City of Arlington, Arlington Municipal Airport, TxDOT CSJ/Project No.: 24ALARLNG.

The TxDOT Project Manager is David Kirkpatrick.

Scope:

1. Prepare an ALP with Narrative consistent with the most current FAA Advisory Circulars and Standard Operating Procedures, to include the following sheets:

- a. Coversheet
- b. Airport layout drawing
- c. Data sheet
- d. Terminal area plan
- e. Airport airspace drawing
- f. Inner portion of the approach surface drawing
- g. On-airport land use drawing
- h. Off-airport land use drawing
- i. Airport property map (Exhibit A)
- j. Runway departure surface drawing
- k. Utility drawing
- 1. Airport access plans
- m. Other sheets as necessary

2. Incorporate FAA AGIS requirements and data collection as needed, including an -18B obstruction survey, 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. Establish phased, attainable goals for airport improvements and development based on a forecast for aviation demand and current and future critical aircraft; and

5. Consider the emergence of Unmanned Aircraft Systems and Advanced Air Mobility and incorporate any planning in the narrative, to include vertiport siting;

6. Develop and adopt into local zoning airport height hazard protection and airport land use compatibility measures, including associated maps, to ensure the protection of the public investment in the airport; 7. Per FAA SOP 8.00, review any existing 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.

Subcontracting opportunities are not probable. Therefore, respondents are not required to submit an up to date "*HUB Subcontracting Plan (HSP)*" with their qualifications at the time of submission.

If during the term of the contract subcontractors are used in the delivery of services, the contractor will be required to complete a 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

<u>http://www.dot.state.tx.us/avn/avninfo/notice/consult/index.htm</u> by selecting "Arlington Municipal 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, 6230 E. Stassney Lane, Austin, Texas 78744, 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 and <u>must not contain Quick Response (QR) codes or links</u>. 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-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 eGrants system no later than May 8, 2024, 2:00 p.m. (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 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 <u>http://txdot.gov/government/funding/egrants-2016/aviation.html</u>

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 <u>http://www.dot.state.tx.us/avn/avninfo/notice/consult/index.html</u>.

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 David Kirkpatrick, Project Manager.

For questions regarding responding to this solicitation in eGrants, please contact the TxDOT Aviation help desk at (800)687-4568 or <u>avn-egrantshelp@txdot.gov</u>.



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.]

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)

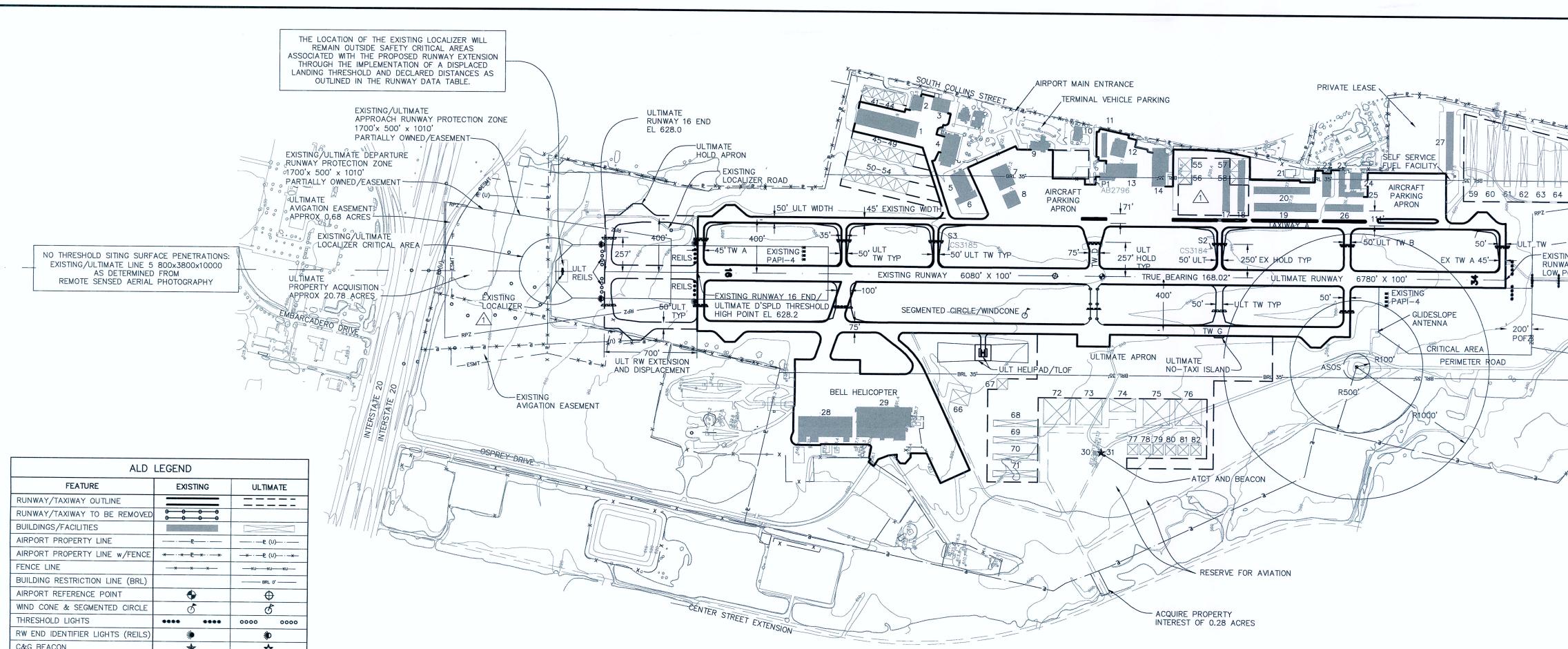
Does the proposed planning team have sufficient time to devote to this project in order to meet the schedule submitted in the qualifications? Is the proposed schedule realistic? Does the consultant consistently meet contractual timetables? Has the work performed for other airports been satisfactory?

[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	0 0000				
BUILDINGS/FACILITIES					
AIRPORT PROPERTY LINE					
AIRPORT PROPERTY LINE w/FENCE	- * * E				
FENCE LINE					
BUILDING RESTRICTION LINE (BRL)		BRL 0'			
AIRPORT REFERENCE POINT	•	0			
WIND CONE & SEGMENTED CIRCLE	đ	đ			
THRESHOLD LIGHTS	**** ****	0000 0000			
RW END IDENTIFIER LIGHTS (REILS)	*	*			
C&G BEACON	*	☆			
VGSI	*	,			
HOLD POSITION AND SIGN	****	2000			
ASOS/AWOS		B			
PACS AND SACS MARKERS					
GROUND CONTOURS	-1620				
SIGNIFICANT OBJECT LOCATION	0				
TREES/BRUSH	\sim				
NONDIRECTIONAL BEACON (NDB)	۲				

BLDG. #	DESCRIPTIO		
	EXISTING	ULTIMATE	ELEVATION
1	LINEAR BOX HANGAR	NA	627.9'
2	EXECUTIVE HANGAR	NA	629.5'
3	CONVENTIONAL HANGAR	NA	634.4'
4	CONVENTIONAL HANGAR	NA	639.5'
5	CONVENTIONAL HANGAR	NA	643.8'
6	CONVENTIONAL HANGAR	NA	643.8'
7	CONVENTIONAL HANGAR	NA	637.2'
8	CONVENTIONAL HANGAR	NA	634.7'
9	TERMINAL BULIDING	NA	656.3'
10	FIRE STATION #12	NA	641.9'
11	COVERED VEHICLE PARKING	NA	622.5'
12	CONVENTIONAL HANGAR	NA	642.8'
13	CONVENTIONAL HANGAR	NA	652.1'
14	CONVENTIONAL HANGAR	NA	646.9'
15	REMOVED 1	NA	NA
16	REMOVED 1	NA	NA
17	T-HANGARS	NA	629.7'
18	T-HANGARS	NA	632.8'
19	T-HANGARS	NA	627.8'
20	T-HANGARS	NA	627.8'
21	FUEL FARM	NA	623.8'
22	LINEAR BOX HANGAR	NA	630.5'
23	LINEAR BOX HANGAR	NA	628.0'
24	EXECUTIVE HANGAR	NA	641.6'
25	LINEAR BOX HANGAR	NA	627.6'
26	T-HANGARS	NA	626.4'
27	T-HANGARS	NA	621.3'
28	CONVENTIONAL HANGAR	NA	691.3'
29	CONVENTIONAL HANGAR	NA	701.9'
30	ATCT	NA	617.4
31	AIRPORT BEACON	NA	617.4
32	NA		
33	NA		
34	NA		
35	NA		
36	NA		
37	NA		
38	NA		
39	NA		
40	NA		
41	NA	LINEAR BOX HANGAR	618.0'
42	NA	LINEAR BOX HANGAR	618.0'

EXISTING	TOP	RIPTION	DESCI	BLDG. #
ULTIMATE	ELEVATION	ULTIMATE	EXISTING	<i>DLD</i> 0 . #
ULTIMATE	618.0'	LINEAR BOX HANGAR	NA	43
EXISTING	618.0'	LINEAR BOX HANGAR	NA	44
EXISTING	631.0 '	EXECUTIVE HANGAR	NA	45
	631.0'	EXECUTIVE HANGAR	NA	46
	631.0'	EXECUTIVE HANGAR	NA	47
	631.0 '	EXECUTIVE HANGAR	NA	48
	631.0'	EXECUTIVE HANGAR	NA	49
	632.0'	EXECUTIVE HANGAR	NA	50
	632.0'	EXECUTIVE HANGAR	NA	51
RUNWAY A	632.0'	EXECUTIVE HANGAR	NA	52
	632.0'	EXECUTIVE HANGAR	NA	53
DESIGN AI	632.0'	EXECUTIVE HANGAR	NA	54
BALANCED	632.0'	CONVENTIONAL HANGAR	NA	55
RUNWAY L	632.0 '	CONVENTIONAL HANGAR	NA	56
PAVEMENT	632.0'	CONVENTIONAL HANGAR	NA	57
	632.0'	CONVENTIONAL HANGAR	NA	58
RUNWAY L	613.0'	T-HANGARS	NA	59
PERCENT I	611.0'	T-HANGARS	NA	60
PERCENT	609.0'	T-HANGARS	NA	61
MAXIMUM	607.0'	T-HANGARS	NA	62
RW SURFA	605.0'	T-HANGARS	NA	63
RSA – LEI	603.0'	T-HANGARS	NA	64
	601.0'	T-HANGARS	NA	65
RSA – WIE OFA – LEI	640.0'	AIRPORT MAINTENANCE AND\STAGING AREA	NA	66
OFA WIDTH	635.0'	WASH RACK	NA	67
OFZ - LEN	629.0'	T-HANGARS	NA	68
	627.0'	T-HANGARS	NA	69
OFZ WIDTH	626.0'	T-HANGARS	NA	70
RUNWAY E	625.0'	T-HANGARS	NA	71
APPROACH	634.0'	CONVENTIONAL HANGAR	NA	72
APPROACH	632.0'	CONVENTIONAL HANGAR	NA	73
	628.0'	CONVENTIONAL HANGAR	NA	74
THRESHOLD	626.0'	CONVENTIONAL HANGAR	NA	75
RUNWAY M	624.0'	CONVENTIONAL HANGAR	NA	76
RUNWAY V	616.0'	EXECUTIVE HANGAR	NA	77
	616.0'	EXECUTIVE HANGAR	NA	78
TOUCHDOW	614.0'	EXECUTIVE HANGAR	NA	79
FAR PART	613.0'	EXECUTIVE HANGAR	NA	80
FAR PART	612.0'	EXECUTIVE HANGAR	NA	81
TAKE-OFF	611.0'	EXECUTIVE HANGAR	NA	82
TAKE-OFF				
ACCELERAT		DUE TO FINAL GRADING AND DRAI		TIMATE E

GENERAL NOTES

SURVEYED BY GEODETIX, INC., SAN ANTONIO, TX, JULY 22, 2014.

EXISTING RUNWAY END ELEVATIONS, AND BEARINGS NOTED IN THIS ALP THE FAA, http://webdatasheet.faa.gov/.

THE EXISTING HEIGHT HAZARD ZONING ORDINANCE FOR THIS AIRPORT WAS ADOPTED 21 JANUARY 2003. ZONED 6080' x 100', RW 16 NPI; RW 34 PIA.

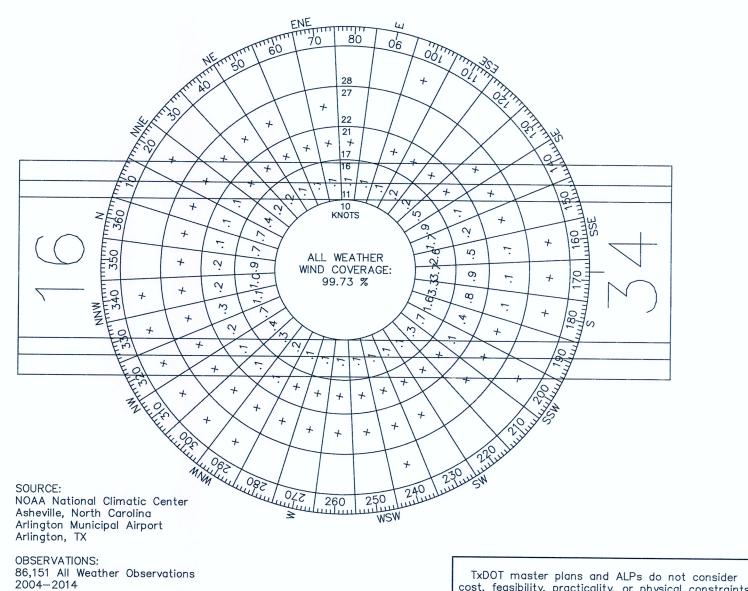
CAUTION ZONE LIGHTS ARE PRESENT AT ARLINGTON MUNICIPAL AIRPORT

NO OFZ OBJECT PENETRATIONS

SEE TERMINAL AREA DRAWINGS, SHEETS 4 AND 5 FOR EAST AND WEST SIDE DEVELOPMENT DETAILS. EXISTING RSA PENETRATED 80 FEET AND OFA PENETRATED BY 100 FEET BY THE EXISTNG PERIMETER ROAD, PERIMETER FENCE, AND A SMALL PORTION OF SE GREEN OAKS BOULEVARD. NONSTANDARD RSA AND ROFA CONDITIONS AT THE SOUTH END OF RUNWAY 16-34 HAVE BEEN APPROVED BY THE FAA AND TXDOT ON PREVIOUS ALD.

TXDOT APPROVAL OF THE ALP DOES NOT CONSTITUTE A COMMITMENT TO FUNDING FOR CONSTRUCTION OF THE RUNWAY EXTENSION, THE DEPICTION IS FOR PLANNING PURPOSES ONLY.

THIS ALP WAS COORDINATED THROUGH FAA AERONAUTICAL STUDY NO. 2016-ASW-767-NRA.



RUNWAY END COORDINATES AND ELEVATIONS					
LATITUDE LONGITUDE ELEVA					
EXISTING RWY 16 END	32°40'19.36"	097°05'46.79"	628.2'		
ULTIMATE RWY 16 END	32°40'26.13"	097°05'48.48"	628.0'		
ULTIMATE RWY 16 DISPLACED THRESHOLD	32°40'19.36"	097°05'46.79"	628.2'		
EXISTING RWY 34 END	32°39'20.51"	097°05'32.03"	596.9'		

		RW 1	6-34	
	EXIS	STING	ULT	MATE
RUNWAY ARC	c	-11	с	-111
DESIGN AIRCRAFT & ARC	Challen	ger 604	DC-9/Gu	lfstream V
BALANCED FIELD LENGTH	58	340'	6500'/6200'	
RUNWAY LENGTH & WIDTH (ft.)	6080'	X 100'	6780' X 100'	
PAVEMENT DESIGN STRENGTH (1000 lbs.)	60,00	00 SW	150,000 DW	
RUNWAY LIGHTING	М	IRL	М	IRL
PERCENT EFFECTIVE GRADIENT	0.	5%	0.	5%
PERCENT WIND COVERAGE	98.73%	5 16 kts	98.73%	5 16 kts
MAXIMUM ELEVATION ABOVE MSL	62	8.2	62	8.2
RW SURFACE TYPE	CON	CRETE	CON	CRETE
RSA – LENGTH BEYOND RW END	10	00'	10	00'
RSA – WIDTH	50	00'	50	00'
OFA LENGTH BEYOND RW END	10	00'	1000'	
OFA WIDTH	80	00'	80	00'
OFZ - LENGTH BEYOND RW END	200'		200'	
OFZ WIDTH	400'		400'	
RUNWAY END	16	34	16	34
APPROACH TYPE	VISUAL	GPS, ILS	VISUAL	GPS, ILS
APPROACH VISIBILITY MINIMA	VISUAL	3/4 MILE	VISUAL	3/4 MILE
THRESHOLD SITING SURFACE & SLOPE	#5 20:1	#6 20:1	<i>#</i> 5 20:1	#6 20:1
RUNWAY MARKING	NPI	Р	NPI	P
RUNWAY VISUAL AIDS	PAPI-4 REIL	PAPI-4 MALSR	PAPI-4 REIL	PAPI-4 MALSR
TOUCHDOWN ZONE ELEVATION	628.2'	620.0'	628.2'	620.0'
FAR PART 77 APPROACH CATEGORY	B(V)	PIR	B(V)	PIR
FAR PART 77 APPROACH SURFACE SLOPE	20:1	50:1	20:1	50:1
TAKE-OFF RUN AVAILABLE (TORA)	6080'			6080'
TAKE-OFF DISTANCE AVAILABLE (TODA)	6080'	6080'	6780'	6080'
ACCELERATE STOP DISTANCE AVAIL. (ASDA)	6080'	6080'	6780'	6080'
LANDING DISTANCE AVAILABLE (LDA)	6080'	6080'	6080'	6080'

cost, feasibility, practicality, or physical constraints and may be impossible to build.

RUN 170	STING/ULTIMATE DEPARTURE NWAY PROTECTION ZONE DO'x500'x1010' RTIALLY OWNED/EASEMENT 💙					
ULTIMATE 34 END T.EL 596.9		EXISTING EXISTING	EASEMENT HOLD SITING /ULTIMATE L /ULTIMATE AS DETER TE SENSED A	LINE 6 8 LINE 8 . RMINED F	800x3800x10 300x1520x1 7ROM	0000
EXISTING RUNWAY 1700'x10		ISTING IGATION EAS	SEMENT			
6 FOOT PERIMETER FENCE						
	P1 AB2796 32 S2 CS3184 32	MENT COO LATITUDE 2*39'51.93" 2*39'42.42" 2*40'01.49"	ORDINATE: Longitui 97'05'31. 97'05'34. 97'05'40.	DE 37" 89"		
	IDPERMANENT IDENTIFIERIP1AB279632S2CS318432S3CS318532	LATITUDE 2°39'51.93" 2°39'42.42"	LONGITUI 97°05'31 97°05'34. 97°05'40.	DE 37" 89"		
	IDPERMANENT IDENTIFIERIP1AB279632S2CS318432S3CS318532	LATITUDE 2°39'51.93" 2°39'42.42" 2°40'01.49"	LONGITUI 97°05'31 97°05'34. 97°05'40. 97°05'40.	DE 37" 89" 03"		
	IDPERMANENT IDENTIFIERIP1AB279632S2CS318432S3CS318532	LATITUDE 2*39'51.93" 2*39'42.42" 2*40'01.49" F DATA TAB	LONGITUI 97°05'31 97°05'34. 97°05'40. 97°05'40.	DE 37" 89" 03" ULTIM 628 ILS, LOC	.2' C/DME	
	ID PERMANENT IDENTIFIER P1 AB2796 32 S2 CS3184 32 S3 CS3185 32 AIRPORT ELEVATION (MSL) AIRPORT NAVIGATION AIDS MEAN MAX TEMP (Hottest Month 'F)	LATITUDE 2*39'51.93" 2*39'42.42" 2*40'01.49" F DATA TAB	LONGITUI 97°05'31 97°05'34. 97°05'40. 97°05'40.	DE 37" 89" 03" ULTIM 628	.2' C/DME R/DME	
MAGNET	ID PERMANENT IDENTIFIER I P1 AB2796 32 S2 CS3184 32 S3 CS3185 32 AIRPORT AIRPORT AIRPORT NAVIGATION AIDS	LATITUDE 2*39'51.93" 2*39'42.42" 2*40'01.49" F DATA TAB	LONGITUI 97*05'31 97*05'34. 97*05'40. 97*05'40.	DE 37" 89" 03" ULTIM 628 ILS, LOC GPS, VO	.2' C/DME R/DME 'F	
MAGNETIC NORTH TRUE NORTH	ID PERMANENT IDENTIFIER I P1 AB2796 32 S2 CS3184 32 S3 CS3185 32 AIRPORT AIRPORT ELEVATION (MSL) AIRPORT NAVIGATION AIDS MEAN MAX TEMP (Hottest Month F) AIRPORT REFERENCE CODE (ARC) TAXIWAY MARKING TAXIWAY LIGHTING	LATITUDE 2°39'51.93" 2°39'42.42" 2°40'01.49" F DATA TAB	LONGITUI 97*05'31 97*05'34. 97*05'40. 97*05'40. EXISTING 628.2' S, LOC/DME 96.6 'F C-II	DE 37" 89" 03" ULTIM 628 ILS, LOC GPS, VO 96.6 C-	.2' C/DME R/DME 'F III 'Q REF L	
MAGNETIC NORTH TRUE NORTH MAGNETIC DECLINATION	ID PERMANENT IDENTIFIER I P1 AB2796 32 S2 CS3184 32 S3 CS3185 32 AIRPORT S3 CS3185 32 AIRPORT ELEVATION (MSL) AIRPORT AIRPORT AIRPORT NAVIGATION AIDS MEAN MAX MEAN MAX TEMP (Hottest Month 'F) AIRPORT AIRPORT AIRPORT REFERENCE CODE (ARC) TAXIWAY LIGHTING AIRPORT REFERENCE POINT COORDINATES	LATITUDE 2*39'51.93" 2*39'42.42" 2*40'01.49" T DATA TAB IL GF S S 3	LONGITUI 97'05'31 97'05'34.1 97'05'40.1 97'05'40.1 EXISTING 628.2' S, LOC/DME 96.6 'F C-II TD W/& REF MITL	DE 37" 89" 03" ULTIM 628 ILS, LOC GPS, VO 96.6 C STD W/ MIT	.2' C/DME R/DME 'F III 'Q REF L 3.3" N	
MAGNETIC NORTH TRUE NORTH MAGNETIC DECLINATION 3° 44' E (JUNE 2015) ANNUAL RATE OF CHANGE 0° 7' W (JUNE 2015)	ID PERMANENT IDENTIFIER I P1 AB2796 32 S2 CS3184 32 S3 CS3185 32 S3 CS3185 32 AIRPORT ELEVATION (MSL) AIRPORT NAVIGATION AIDS MEAN MAX TEMP (Hottest Month 'F) AIRPORT REFERENCE CODE (ARC) TAXIWAY MARKING TAXIWAY AIRPORT REFERENCE POINT AIRPORT REFERENCE POINT AIRPORT REFERENCE POINT COORDINATE SYSTEMS – HORIZ NORTH CENTRAL, FIPS 4202 CORRECTION FACTOR.	LATITUDE 2*39'51.93" 2*39'42.42" 2*40'01.49" T DATA TAB IL GF IL GF S 3 5 9 ZONTAL DATUM P	LONGITUI 97'05'31 97'05'34. 97'05'40. 97'05'40. LE EXISTING 628.2' S, LOC/DME 96.6 'F C-II TD W/&REF MITL 2'39'49.9" N 7'05'39.4" W NAD 1983 STA NAVD88. DO N	DE 37" 89" 03" 03" ULTIM 628 ILS, LOC GPS, VO 96.6 C STD W/ MIT 32'39'5: 97'05'4C NTE PLANE IOT APPLY	.2' C/DME R/DME 'F III ' <u>C</u> REF L 3.3" N 0.3" W TEXAS	
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Coffman Associates Airport Consultants www.coffmanassociates.com

AIRPORT LAYOUT DRAWING

ARLINGTON MUNICIPAL AIRPORT

ARLINGTON, TEXAS (GKY)

MAYOR IT OF A TITLE, AIRPORT SPONSOR'S REPRESENTATIVE DESIGNED

DRAWN BY

DECEMBER 2017 DATE

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DECEMBER 2017 DATE







Aviation Division

eGrants Workflow		RFQ Response				
		Subgrantee Administrator (SA)				
eGrants	Role:	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 (excludingstate/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</u> <u>CORRECT PDF FILE BEFORE CHANGING</u> <u>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	WAIT 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 <u>eGrants Help Desk Form</u>

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.