

TABLE OF CONTENTS
WINNSBORO MUNICIPAL AIRPORT
TxDOT CSJ# 21ALWNSBR

1. REQUEST FOR QUALIFICATIONS ANNOUNCEMENT
2. EVALUATION CRITERIA
3. AIRPORT LAYOUT PLAN
4. INSTRUCTIONS FOR RESPONDING TO A SOLICITATION IN EGRANTS
5. [FORM AVN-551](#) (PLEASE BE SURE TO DOWNLOAD THE MOST RECENT REVISED FORM DATED 8/2016)
<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 Winnsboro 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 Winnsboro, Winnsboro Municipal Airport; TxDOT CSJ No. 21ALWNSBR. The TxDOT Project Manager is Kaity Cromwell.

Scope:

1. Prepare an ALP with Narrative consistent with the most current FAA Advisory Circulars and Standard Operating Procedures;
2. Incorporate FAA Airport Geospatial Information System 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. 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. 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 “Winnsboro 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, 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 September 14, 2021, 11:59 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>

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 Annette Trevino, Grant Manager. For technical questions please contact Kaity Cromwell, 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*



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.]

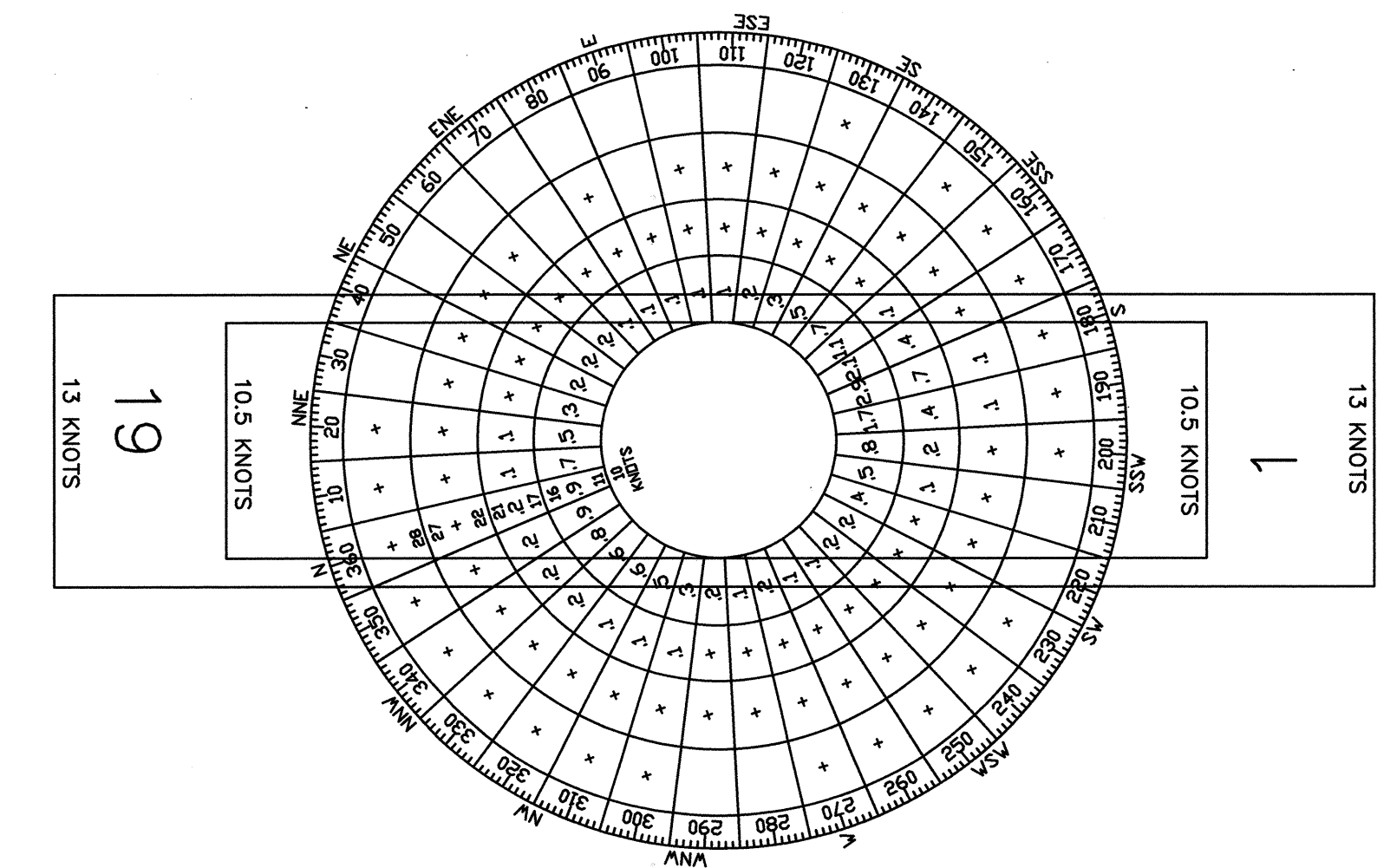
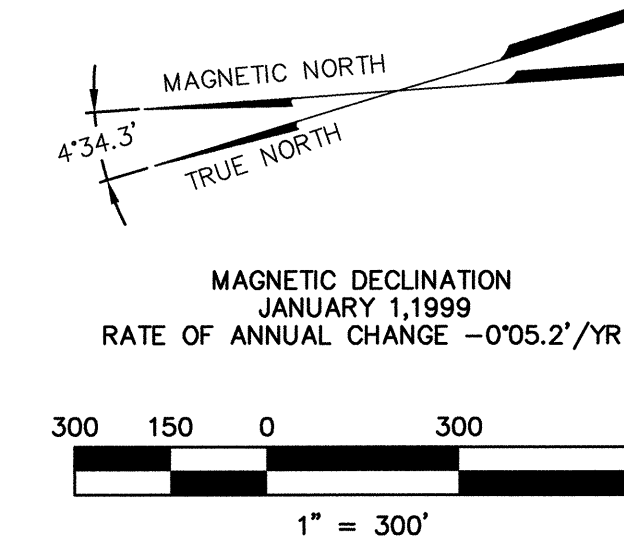
4. Proposed Technical Approach and Schedule to Accomplish the Project. (25 points)

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?

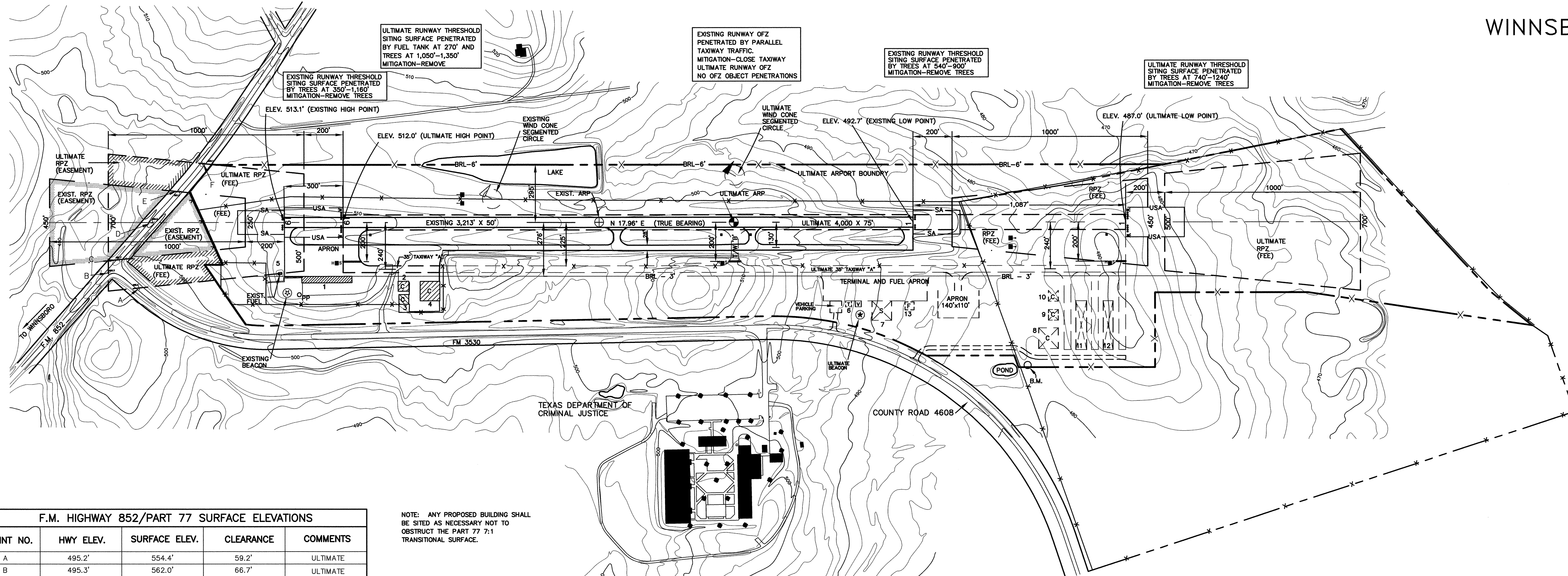
[Sources of information: Proposed Technical Approach Form, Proposed Schedule Form, and possibly the Optional Summary.]

BUILDINGS/FACILITIES				
EXISTING	ULTIMATE	ELEVATION	PROPOSED OBJECT DISPOSITION	DESCRIPTION
1		531.5	REQUEST FAA AERONAUTICAL STUDY	T-HANGAR/PILOT LOUNGE (CITY OWNED)
2		528.1	REQUEST FAA AERONAUTICAL STUDY	F.B.O. HANGAR (THRU THE FENCE)
3		525.9	REQUEST FAA AERONAUTICAL STUDY	CONVENTIONAL HANGAR (THRU THE FENCE)
4		530.0	REQUEST FAA AERONAUTICAL STUDY	CORPORATE HANGAR (THRU THE FENCE)
5			REQUEST FAA AERONAUTICAL STUDY	ABOVE GROUND FUEL FACILITY
6				TERMINAL/PILOT LOUNGE
7				F.B.O. HANGAR
8				CORPORATE HANGAR
9				CONVENTIONAL HANGAR
10				CONVENTIONAL HANGAR
11				T-HANGAR
12				T-HANGAR
13				ABOVE GROUND FUEL FACILITY

NOTE: BUILDING RESTRICTION LINE IS CONTIGUOUS WITH PROPERTY LINE ON THE EAST SIDE OF THE RUNWAY



WINNSBORO MUNICIPAL WIND DATA
 10.5 KNOT AND 13 KNOT CROSSWIND
 SOURCE: COMBINATION OF DALLAS/FT. WORTH 1985-1994 SHREVEPORT 1981-1992
 WIND COVERAGE: 94.73% 10.5 KNOT 97.49% 13 KNOT
 PERCENT CALM 13.82%



POINT NO.	HWY ELEV.	SURFACE ELEV.	CLEARANCE	COMMENTS
A	495.2'	554.4'	59.2'	ULTIMATE
B	495.3'	562.0'	66.7'	ULTIMATE
C	496.7'	544.9'	48.2'	EXISTING
D	500.3'	536.7'	36.4'	EXISTING
D	500.3'	550.6'	50.3'	ULTIMATE
E	501.0'	530.3'	29.3'	EXISTING
F	502.1'	538.0'	35.9'	ULTIMATE

NOTE: ANY PROPOSED BUILDING SHALL BE SITED AS NECESSARY NOT TO OBSTRUCT THE PART 77 TRANSITIONAL SURFACE.

- NOTES
- DEPICTION OF FEATURES AND OBJECTS, INCLUDING RELATED ELEVATIONS AND CLEARANCES, WITHIN THE RUNWAY PROTECTION ZONES ARE DEPICTED ON THE INNER PORTION OF THE APPROACH SURFACE PLANS.
 - RECOMMENDED LAND USES WITHIN THE AIRPORT ENVIRONS ARE DEPICTED ON THE AIRPORT LAND USE PLAN.
 - BUILDING RESTRICTION LINE (BRL) IS ESTABLISHED IN ACCORDANCE WITH F.A.R. PART 77 CRITERIA. BUILDING HEIGHT SHOWN IS HEIGHT ABOVE THE ADJACENT RUNWAY CENTER LINE ELEVATION.

RUNWAY DATA	RUNWAY 1-19	
	EXISTING	ULTIMATE
APPROACH CATEGORY	A-I	B-II
APPROACH VISIBILITY MINIMUMS	V - V	1 MILE - 1 MILE
RUNWAY DIMENSIONS, FEET	3,213 x 50	4,000 x 75
RUNWAY APPROACH SURFACE	20:1	
SAFETY AREA, FEET	3,693 x 120	4,600 x 150
OBJECT FREE AREA, FEET	3,693 x 400	4,600 x 500
OBSTACLE FREE ZONE, FEET	3,613 x 250	4,400 x 250
TAKE OFF RUN AVAILABLE (TORA)	3,213 - 3,213	4,000 - 4,000
TAKE OFF DISTANCE AVAILABLE (TODA)	3,213 - 3,213	4,000 - 4,000
ACCELERATE - STOP DISTANCE AVAILABLE (ASDA)	3,213 - 3,213	4,000 - 4,000
LANDING DISTANCE AVAILABLE (LDA)	3,213 - 3,213	4,000 - 4,000
PAVEMENT MATERIAL	ASPHALT	ASPHALT
PAVEMENT STRENGTH (SW) LBS.	12,000	
RUNWAY EFFECTIVE GRADIENT, %	0.62	0.625
TOUCHDOWN ZONE	512.4\513.1	504.7\512.0
MARKING	V	NPI
LIGHTING	LIRL	MIRL
VISUAL APPROACH AIDS	NONE	PAPI-2/REIL
TAXIWAY LIGHTING	NONE	NONE
TAXIWAY MARKING	NONE	CENTERLINE, SIGNAGE
RUNWAY NAVIGATIONAL AIDS	VOR	GPS

RUNWAY	EXISTING	ULTIMATE
RUNWAY 19	LATITUDE 32°56'34.901" N LONGITUDE 95°16'38.108" W	LATITUDE 32°56'32.077" N LONGITUDE 95°16'39.194" W
RUNWAY 1	LATITUDE 32°56'04.659" N LONGITUDE 95°16'49.737" W	LATITUDE 32°55'54.430" N LONGITUDE 95°16'53.670" W

ITEM	EXISTING	ULTIMATE
AIRPORT DESIGN	BU-II	GU-I
AIRPORT REFERENCE CODE	A-I	B-II
AIRPORT ELEVATION, FEET MSL	513.1	512.0
MEAN DAILY MAXIMUM TEMPERATURE - AUGUST	94° F	94° F
AIRPORT REFERENCE POINT (ARP) NAD 83	LATITUDE 32°56'20" N LONGITUDE 095°16'44" W	LATITUDE 32°56'13" N LONGITUDE 095°16'46" W
TAXIWAY LIGHTING	NONE	NONE
TAXIWAY MARKING	NONE	STD. W/REFLECTORS
AIRPORT/TERMINAL VISUAL AIDS	ROTATING BEACON	ROTATING BEACON
AIRPORT/TERMINAL NAVIGATIONAL AIDS	VOR	VOR/GPS

EXISTING	ULTIMATE	ITEM
⊕	⊕	PROPERTY LINES
⊙	⊙	AIRPORT REFERENCE POINT
⊗	⊗	ROTATING BEACON
⊘	⊘	AVIGATION EASEMENT (IF APPLICABLE)
▭	▭	BUILDING CONSTRUCTION
—	—	BUILDING RESTRICTION LINE (BRL)
—	—	FACILITY CONSTRUCTION
—	—	FENCING
○○○○	●●●●●●	THRESHOLD LIGHTS
—	—	2 BOX PAPI
—	—	RUNWAY END IDENTIFIER LIGHTS (REIL)
—	—	WIND CONE AND SEGMENTED CIRCLE
SA	USA	SAFETY AREA
—	—	TOPOGRAPHY
—	—	ELECTRIC VAULT
—	—	FUEL STORAGE AREA
—	—	HOLD SIGNS
—	—	GUIDANCE SIGNS

NO.	REVISIONS	BY	CHK'D	DATE

TEXAS DEPARTMENT OF TRANSPORTATION AVIATION DIVISION

AIRPORT SPONSOR

□ ALP APPROVED ACCORDING TO FAA AC 150/5300-13 CH 5 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 5 PLUS THE CONDITIONS/COMMENTS IN LETTER DATE:

Dayne Redding 3/12/20
 DIRECTOR, AVIATION DIVISION DATE

Dayne Redding 2/18/20
 AIRPORT SPONSOR'S REPRESENTATIVE SIGNATURE DATE

PREPARED BY: **The Brannon Corporation**
 ENGINEERS, SURVEYORS, & URBAN PLANNERS
 1321 SOUTH BROADWAY • TYLER, TEXAS 75701

B.F.L. DESIGNED BY: APRIL 1999
 DATE

B.F.L. DRAWN BY: APRIL 1999
 DATE

B.F.L. CHECKED BY: APRIL 1999
 DATE

AIRPORT LAYOUT DRAWING
 WINNSBORO MUNICIPAL AIRPORT
 WINNSBORO, TEXAS

SHEET 2 OF 8



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 – 5PM 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 Apply Now 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 or 551 <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-550/551.</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 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.