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**CADDO MILLS MUNICIPAL AIRPORT**  
**TxDOT CSJ No. 2101CADDO**

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

The City of Caddo Mills, through its agent, the Texas Department of Transportation (TxDOT), intends to engage a professional engineering firm for 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 Caddo Mills; TxDOT CSJ No. 2101CADD0.**

The TxDOT Project Manager is Stephanie Kleiber, P.E.

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

1. Reconstruct & Mark Apron
2. Re-mark Runway 13-31
3. Re-mark Runway 18-36

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 for the design phase of the current project is 7%. The goal will be re-set for the construction phase.

To assist in your qualification statement preparation the criteria, project diagram, and most recent Airport Layout Plan are available online at <http://www.dot.state.tx.us/avn/avninfo/notice/consult/index.htm> by selecting “«AirportName».” 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.

## **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, 1-800-68-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-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 letter 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 completed Form AVN-550 must be received in the TxDOT Aviation eGrants system no later than April 27, 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 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 1-800-68-PILOT (74568). For procedural questions, please contact Sheri Quinlan, Grant Manager. For technical questions, please contact Stephanie Kleiber, P.E., TxDOT, 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](mailto:avn-egrantshelp@txdot.gov).

## **EVALUATION CRITERIA FOR ARCHITECTURAL/ENGINEERING QUALIFICATIONS**

TxDOT Aviation recommends that the Selection Committee, in evaluating detailed qualifications from the listed architects/engineers, use the following criteria. They should suffice for most projects. You will notice that we have proposed scoring values for each criterion. Should there be special circumstances, criteria and their respective scoring values may be adjusted. Your TxDOT project manager will be glad to help should this be the case.

### **1. Recent experience of the project team with comparable airport projects within the past ten years.**

#### **(25 points)**

Do the qualifications indicate that the project team has recent direct experience on other general aviation airports designing similar improvements to those proposed at this location? [Sources of information: Aviation Project Design Team Form, Recent Relevant Airport Experience Form, and possibly the Optional Summary.]

### **2. Proposed technical approach (30 points)**

Does the architect/engineer provide evidence of understanding of the project; and any unique architectural/engineering aspects associated with the proposed project and how to address them? [Sources of information: Proposed Technical Approach to Project, and possibly the Optional Summary.]

### **3. Project design schedule and ability to meet schedules and deadlines (25 points)**

Does the proposed design team have sufficient time to work on this project? Has the firm demonstrated an ability to meet design schedules in the past? Reasonableness of proposed schedule [Sources of information: Aviation Project Design Team Form, Recent Relevant Airport Experience Form, Project Design Schedule Form and possibly the Optional Summary.]

### **4. Construction Management Experience (20 points)**

The architect/engineer will oversee the airport construction. Therefore, it is critical that the architect/engineer be involved in the day-to-day construction activities through a full-time resident project representative and periodic site visits. What evidence do the qualifications provide as to the architect/engineer's commitment to proactive and consistent representation during construction? [Source of information: Relevant Airport Experience form; proposed Technical Approach to Project; and possibly the Optional Summary]



2662

2616

Reconstruct & Mark Apron

1565

ReMark Runway 13-31

2615

ReMark Runway 18-36

2626



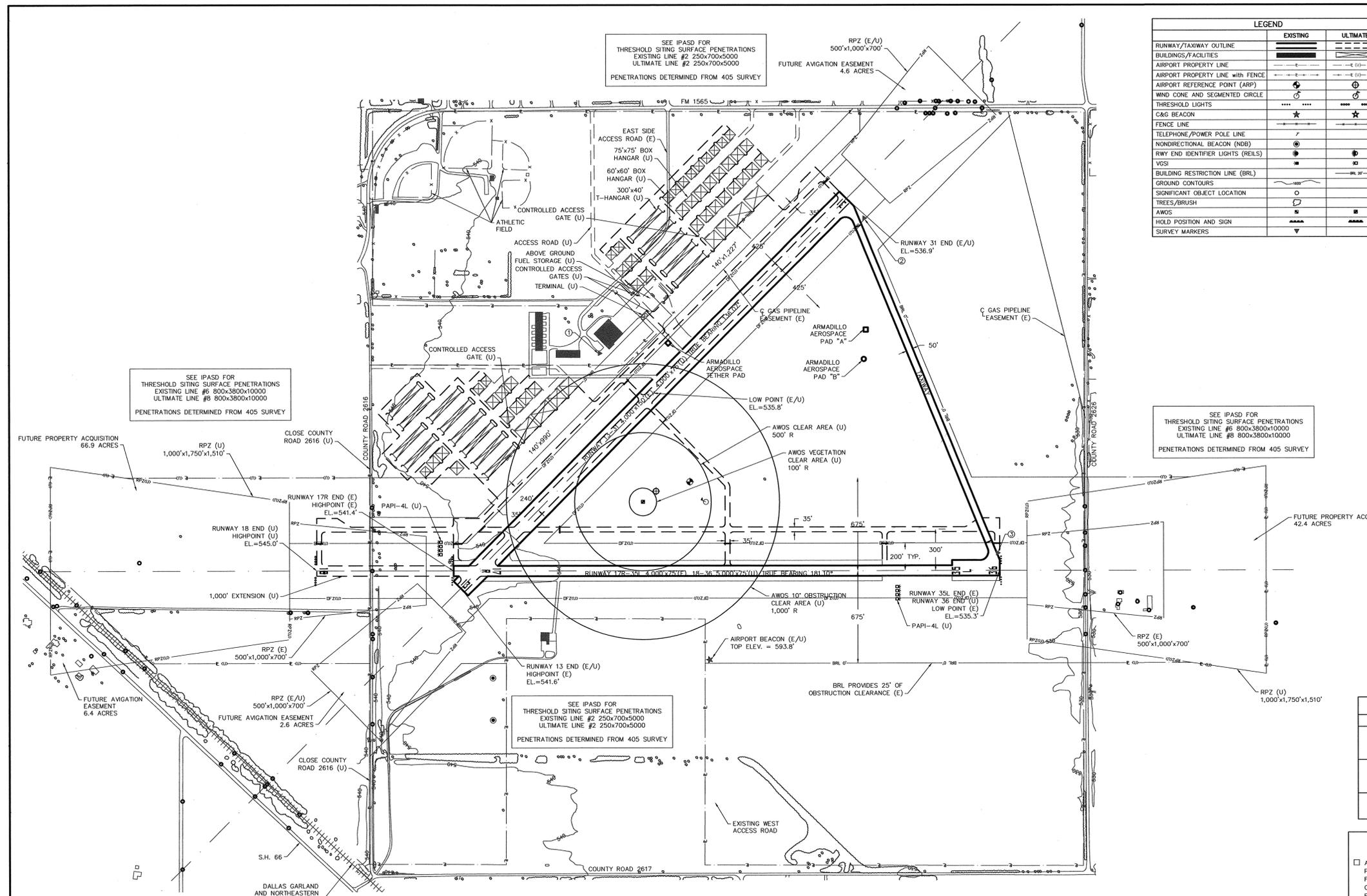
Google Earth

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2000 ft

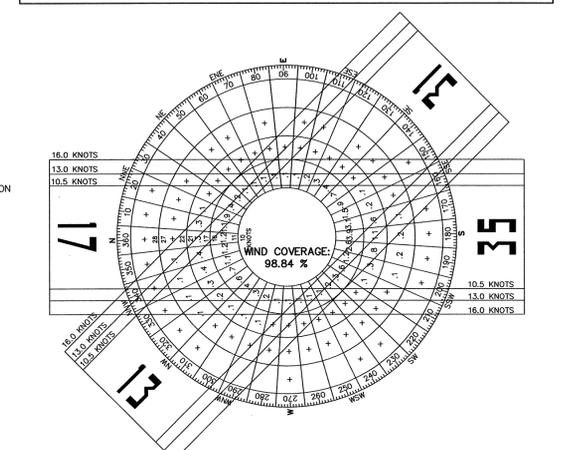
**CADDO MILLS MUNI**  
Caddo Mills, TX (7F3)





LEGEND	EXISTING		ULTIMATE	
	SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
—	Runway/Taxiway Outline	Runway/Taxiway Outline	—	Runway/Taxiway Outline
—	Buildings/Facilities	Buildings/Facilities	—	Buildings/Facilities
—	Airport Property Line	Airport Property Line	—	Airport Property Line
—	Airport Property Line with Fence	Airport Property Line with Fence	—	Airport Property Line with Fence
—	Airport Reference Point (ARP)	Airport Reference Point (ARP)	—	Airport Reference Point (ARP)
—	Wind Cone and Segmented Circle	Wind Cone and Segmented Circle	—	Wind Cone and Segmented Circle
—	Threshold Lights	Threshold Lights	—	Threshold Lights
—	C&G Beacon	C&G Beacon	—	C&G Beacon
—	Fence Line	Fence Line	—	Fence Line
—	Telephone/Power Pole Line	Telephone/Power Pole Line	—	Telephone/Power Pole Line
—	Nondirectional Beacon (NDB)	Nondirectional Beacon (NDB)	—	Nondirectional Beacon (NDB)
—	Rwy End Identifier Lights (REILs)	Rwy End Identifier Lights (REILs)	—	Rwy End Identifier Lights (REILs)
—	VGSI	VGSI	—	VGSI
—	Building Restriction Line (BRL)	Building Restriction Line (BRL)	—	Building Restriction Line (BRL)
—	Ground Contours	Ground Contours	—	Ground Contours
—	Significant Object Location	Significant Object Location	—	Significant Object Location
—	Trees/Brush	Trees/Brush	—	Trees/Brush
—	AWOS	AWOS	—	AWOS
—	Hold Position and Sign	Hold Position and Sign	—	Hold Position and Sign
—	Survey Markers	Survey Markers	—	Survey Markers

RUNWAY DATA TABLE	RUNWAY 13-31				RUNWAY 17R-35L			
	EXISTING		ULTIMATE		EXISTING		ULTIMATE	
DESIGN AIRCRAFT & ARC	KING AIR		KING AIR		FALCON 50 (C-II)		FALCON 50 (C-II)	
BALANCED FIELD LENGTH	3,945'		3,945'		4,812'		4,812'	
RUNWAY LENGTH & WIDTH (FT)	4,000' x 150'		4,000' x 75'		4,000' x 75'		5,000' x 75'	
PAVEMENT DESIGN STRENGTH (LBS)	26,000(S)		26,600(S)		26,000(S)		26,600(S)	
RUNWAY LIGHTING	—		MIRL		—		MIRL	
PERCENT EFFECTIVE GRADIENT	0.1%		0.1%		0.2%		0.2%	
PERCENT WIND COVERAGE	99.29%		SAME		99.48%		SAME	
MAXIMUM ELEVATION ABOVE MSL	541.6'		541.6'		541.4'		545.0'	
RW SURFACE TYPE	CONC		CONC		CONC		CONC	
RSA - LENGTH BEYOND RW END	300'		300'		300'		300'	
RSA - WIDTH	150'		150'		150'		150'	
GFA - LENGTH BEYOND RW END	300'		300'		300'		300'	
GFA WIDTH	500'		500'		500'		500'	
DFZ - LENGTH BEYOND RW END	200'		200'		200'		200'	
DFZ WIDTH	400'		400'		400'		400'	



ALL WEATHER WIND ROSE ANALYSIS			
RUNWAY	WIND VELOCITY	VFR WIND COVERAGE	IFR WIND COVERAGE
13-31	10.5 KNOTS (ARC A-I AND B-II)	93.51%	95.97%
	13.0 KNOTS (ARC A-II AND B-II)	97.14%	98.17%
	16.0 KNOTS (ARC A-III, B-III, and C-I to D-III)	99.29%	99.45%
17R-35L	10.5 KNOTS (ARC A-I AND B-II)	96.86%	95.93%
	13.0 KNOTS (ARC A-II AND B-II)	98.37%	97.94%
	16.0 KNOTS (ARC A-III, B-III, and C-I to D-III)	99.48%	99.46%

WIND DATA SOURCE: MCKINNEY, TEXAS - 1998-2008  
78,710 ALL-WEATHER OBSERVATIONS

AIRPORT DATA TABLE		
	EXISTING	ULTIMATE
AIRPORT ELEVATION (MSL)	541.6'	545.0'
AIRPORT NAVIGATION AIDS	GPS	GPS LPV
MEAN MAX TEMP (Hottest Month F)	96.2F	96.2F
AIRPORT REFERENCE CODE (ARC)	B-II	B-II
TAXIWAY MARKING	STD W/REF	STD W/REF
TAXIWAY LIGHTING	—	MIL
AIRPORT REFERENCE POINT COORDINATES	33° 02' 10.40" N 96° 14' 35.30" W	33° 02' 12.85" N 96° 14' 36.12" W

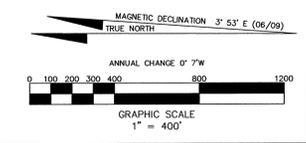
RUNWAY END COORDINATES AND ELEVATIONS			
RUNWAY END	LATITUDE	LONGITUDE	ELEVATION
EXISTING/ULT END OF RWY 13	33° 02' 27.15" N	96° 14' 44.00" W	541.9'
EXISTING/ULT END OF RWY 31	33° 01' 58.64" N	96° 14' 11.42" W	536.9'
EXISTING END OF RWY 17R	33° 02' 27.65" N	96° 14' 42.49" W	541.4'
EXISTING END OF RWY 35L	33° 01' 48.08" N	96° 14' 43.39" W	535.3'
ULTIMATE END OF RWY 13	33° 02' 37.54" N	96° 14' 42.27" W	545.0'
ULTIMATE END OF RWY 36	33° 01' 48.08" N	96° 14' 43.39" W	535.3'

ALL COORDINATES AND ELEVATIONS HORIZONTAL NAD 83, VERTICAL NAVD 88.

- AIRFIELD MONUMENTS
- | NO. | TYPE | DESIGNATION    | LAT.          | LONG.         |
|-----|------|----------------|---------------|---------------|
| ①   | PAC  | M 1495         | 33°02'16.95"N | 96°14'24.39"W |
| ②   | SAC  | WILLIAMS A2 MK | 33°01'57.79"N | 96°14'12.81"W |
| ③   | SAC  | WILLIAMS       | 33°01'48.23"N | 96°14'41.91"W |
- ALL COORDINATES AND ELEVATIONS HORIZONTAL NAD 83, VERTICAL NAVD 88.

MODIFICATIONS TO FAA STANDARDS TABLE		
EXIST/ALT	DESCRIPTION OF MODIFICATION	REASON FOR MODIFICATION
	THERE ARE NO MODIFICATIONS TO AIRPORT DESIGN STANDARDS	

- GENERAL NOTES:
- FOR BUILDING LEGEND SEE TERMINAL AREA DRAWINGS.
  - NO OBSTACLE FREE ZONE PENETRATIONS EXIST.
  - THERE ARE NO CAUTION ZONE LIGHTS IN THE RUNWAY EDGE LIGHTS.



TEXAS DEPARTMENT OF TRANSPORTATION  
AVIATION DIVISION

AIRPORT SPONSOR

CURRENT AND FUTURE DEVELOPMENT DEPICTED ON THIS ALP IS APPROVED AND SUPPORTED BY AIRPORT SPONSOR

City Manager, Mike Sump  
TITLE: AIRPORT SPONSOR REPRESENTATIVE  
SIGNATURE: [Signature]  
DATE: 11/10/2010

PREPARED BY: [Signature]  
DATE: 11/23/10

DESIGNED BY: CTM DATE: 07/14/09  
DRAWN BY: JAH DATE: 08/17/09  
CHECKED BY: PLH DATE: 07/09/10

3010 Gaylord Pkwy • Suite 190 • Frisco, TX • 75034 • (972) 377-7480 • (972) 377-8380

**AIRPORT LAYOUT DRAWING**  
CADDO MILLS MUNICIPAL AIRPORT  
CADDO MILLS, TEXAS

TEXAS Department of Transportation  
Aviation Division

SHEET 1 OF 8

# Instructions for Responding to a Solicitation in eGrants

<p>TxDOT Aviation eGrants webpage:  <a href="https://apps2.dot.state.tx.us/apps/egrants2/logout2.aspx">https://apps2.dot.state.tx.us/apps/egrants2/logout2.aspx</a></p> <p>eGrants help desk Monday –Friday 8AM – 5PM  <b>1-800-687-4568</b></p>	<p>If you are not set up in eGrants and wish to respond to a posted solicitation, please complete the eGrants webform available at  <a href="https://form.jotform.com/62164883455160">https://form.jotform.com/62164883455160</a></p>
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STEP	ACTION(S)	NOTES
	<p><b><u>CONSULTANTS SHOULD HAVE AN OPPORTUNITY ON THEIR HOME PAGE WHEN THE USER LOGS IN. WITH MULTIPLE RFQS POSTED, PLEASE ENSURE YOU SELECT THE CORRECT OPPORTUNITY</u></b></p>	
01.	<p>Go to View Opportunities.            a. Select <b>Apply Now</b> to the opportunity            b. The RFQ Response Menu is opened</p>	<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.	<p>Click on View, Edit and Complete Forms            a. Select RFQ Applicant Form            b. Confirm Project information and address            c. Upload AVN-550 or 551 <b><u>PLEASE MAKE SURE YOU SELECT THE CORRECT PDF FILE BEFORE CHANGING STATUS.*</u></b>            d. Hit Save</p>	<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.	<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.	<p><b><u>WAIT</u></b> UNTIL A SELECTION NOTIFICATION IS SENT TO YOU</p>	
05.	<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 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 <https://form.jotform.com/62164883455160>

**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.**

\*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.