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CLEVELAND MUNICIPAL AIRPORT
TxDOT CSJ No. 2020CLVND

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

The City of Cleveland, 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 Cleveland; TxDOT CSJ No.: 2020CLVND.

The TxDOT Project Manager is Steve Harp, P. E.

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

1. Reconstruct and mark 850 feet of taxiway;
2. Replace MIRLs on Runway 16-34; and
3. Replace PAPI-4's on Runway 16-34.

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 9%. The goal will be re-set for the construction phase.

Utilizing multiple engineering/design and construction grants over the course of the next five years, future scope of work items at the Cleveland Municipal Airport may include the following: reconstruct taxiway pavement.

The City of Cleveland 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, 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 "Cleveland 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.

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. 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 completed Form AVN-550 must be received in the TxDOT Aviation eGrants system no later than December 2, 2020 at 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 (800)-68-PILOT (74568). For procedural questions, please contact Dawn Denson, Grant Manager. For technical questions, please contact Steve Harp, P. E., 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 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]

CLEVELAND MUNICIPAL

Cleveland, TX (6R3)

1000 ft



2204

Reconstruct & Mark ~ 850'
Taxiway

Replace MIRLs & PAPI-4s Runway 16-34

Instructions for Responding to a Solicitation in eGrants

<p>TxDOT Aviation eGrants webpage: https://apps2.dot.state.tx.us/apps/egrants2/logout2.aspx</p> <p>eGrants help desk Monday –Friday 8AM – 5PM 1-800-687-4568</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 https://form.jotform.com/62164883455160</p>
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STEP	ACTION(S)	NOTES
	<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>	
01.	Go to View Opportunities. <ol style="list-style-type: none"> a. Select Apply Now 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.	Click on View, Edit and Complete Forms <ol style="list-style-type: none"> a. Select RFQ Applicant Form b. Confirm Project information and address c. Upload AVN-550 or 551 <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-550/551.
03.	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.	<u>WAIT</u> UNTIL A SELECTION NOTIFICATION IS SENT TO YOU	
05.	<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 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.