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**TXDOT CSJ No. 21MPCLBRN**

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

The City of Cleburne, 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 Cleburne Cleburne Regional Airport, TxDOT CSJ No. 21MPCLBRN. The TxDOT Project Manager is Bill Macke.

Scope: Prepare an Airport Master Plan Update which includes, but is not limited to, a public involvement program; environmental considerations in airport master planning; existing conditions; aviation forecasts; facility requirements and implementation plans; solid waste management; alternatives development and evaluation; airport layout plan updates; and a financial feasibility analysis. The Airport Master Plan Update should be tailored to the individual needs of the airport.

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 <http://www.dot.state.tx.us/avn/avninfo/notice/consult/index.htm> by selecting “Cleburne Regional 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.htm>.

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 May 18, 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-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 Sheri Quinlan, Grant Manager. For technical questions, please contact Bill Macke, 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](mailto: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?

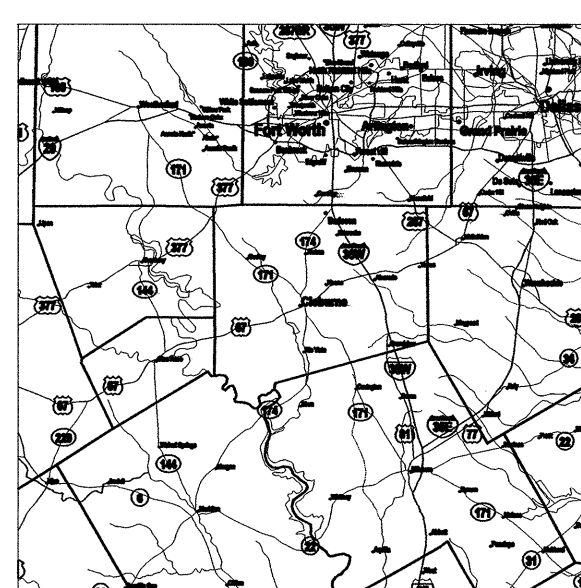
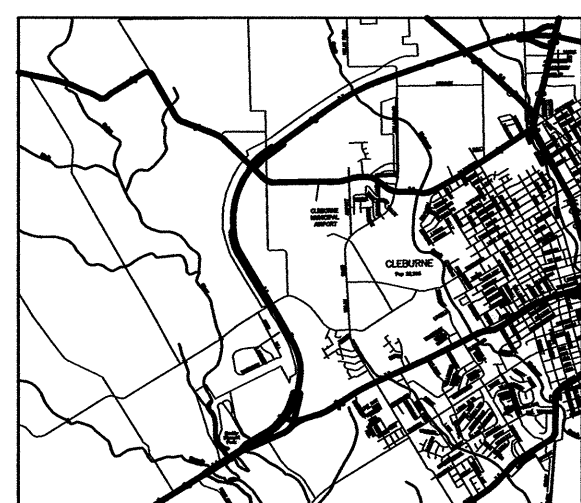
[Sources of information: Aviation Planning Team Form, Recent Relevant Airport Experience Form, Project Schedule Form, possibly the Optional Summary, and reference check.]

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.]

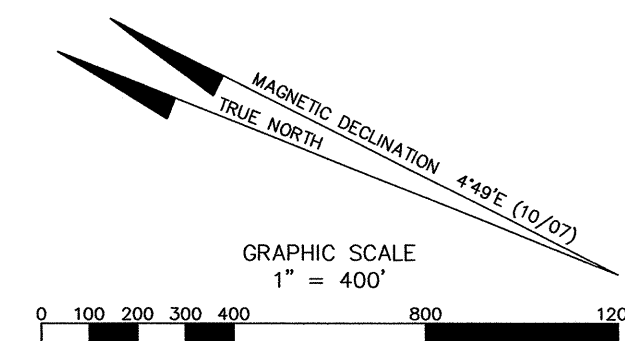


AIRFIELD MONUMENTS				
NO.	TYPE	DESIGNATION	LAT.	LONG.
①	PAC	CLEPORT	32°21'24.61"N	97°26'00.02"W
②	SAC	CLEPORT AZ MK	32°21'39.20"N	97°26'06.38"W
③	SAC	F18 A	32°20'57.53"N	97°25'48.73"W

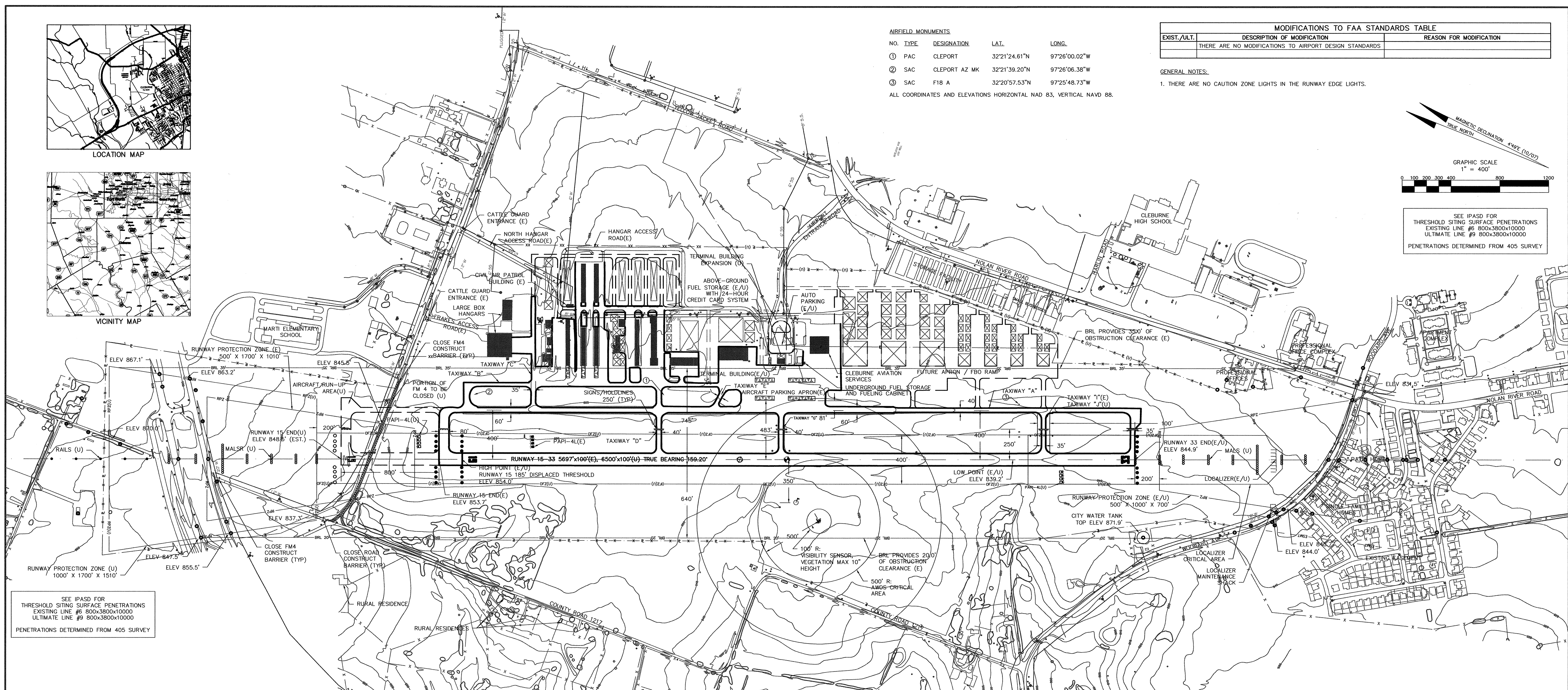
ALL COORDINATES AND ELEVATIONS HORIZONTAL NAD 83, VERTICAL NAVD 88.

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

GENERAL NOTES:  
1. THERE ARE NO CAUTION ZONE LIGHTS IN THE RUNWAY EDGE LIGHTS.



SEE IPASD FOR THRESHOLD SITING SURFACE PENETRATIONS  
EXISTING LINE #9 800x3800x10000  
ULTIMATE LINE #9 800x3800x10000  
PENETRATIONS DETERMINED FROM 405 SURVEY



SEE IPASD FOR THRESHOLD SITING SURFACE PENETRATIONS  
EXISTING LINE #9 800x3800x10000  
ULTIMATE LINE #9 800x3800x10000  
PENETRATIONS DETERMINED FROM 405 SURVEY

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 (REILS) VASI BUILDING RESTRICTION LINE (BRL) GROUND CONTOURS SIGNIFICANT OBJECT LOCATION TREES/BRUSH AWOS HOLD POSITION AND SIGN SURVEY MARKERS	

OBSTACLE FREE ZONE OBJECT PENETRATIONS TABLE
NONE

THRESHOLD SITING SURFACE OBJECT PENETRATIONS TABLE
SEE IPASD

DECLARED DISTANCE APPLICATION: IN ORDER FOR THE AIRPORT TO MEET RSA/OFA REQUIREMENTS DURING THE SHORT-TERM, AN INTERIM SOLUTION IS NEEDED. TOWARDS THAT END DECLARED DISTANCES WILL BE IMPOSED FOR THE TORA, ASDA, AND LDA FOR RUNWAY 33. SEE TABLE TO RIGHT FOR SAFETY AREA (RSA/OFA) OBSTRUCTION DETAILS.

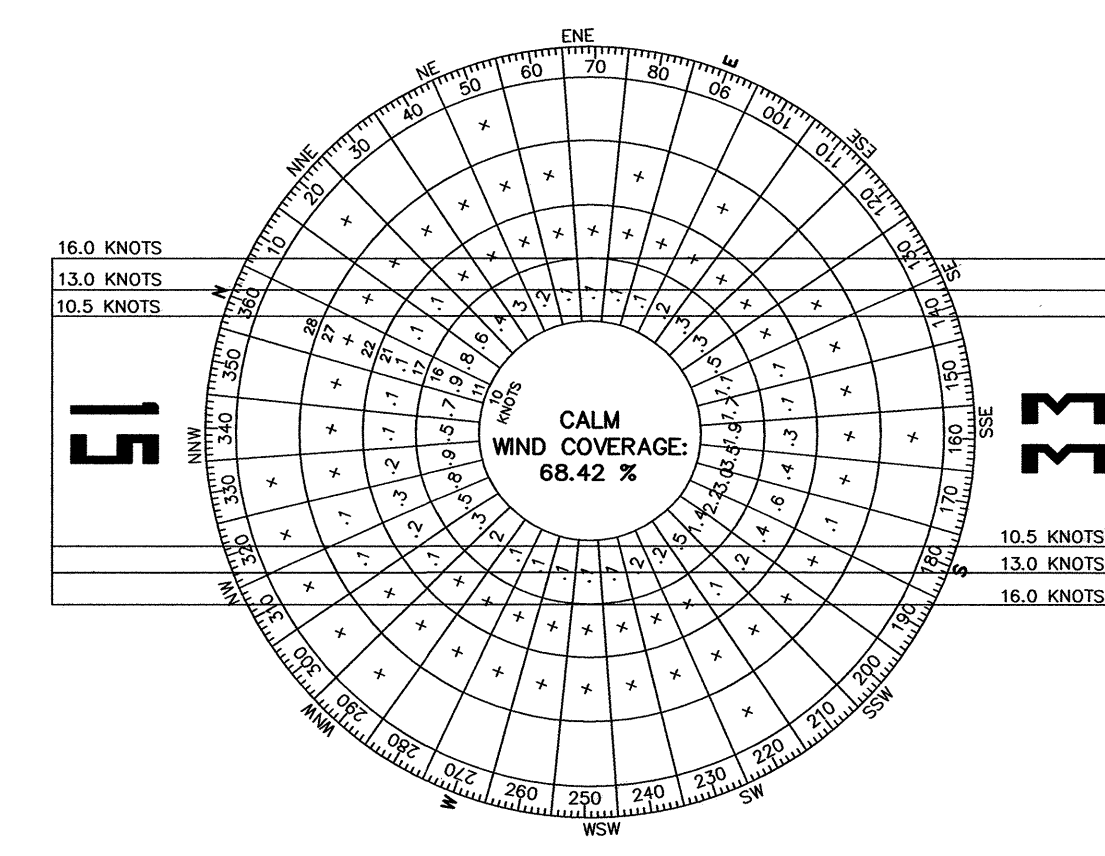
RUNWAY DATA TABLE	RUNWAY 15-33			
	EXISTING	ULTIMATE	EXISTING	ULTIMATE
RUNWAY LENGTH & WIDTH (FT)	5697' x 100'	6500' x 100'		
PAVEMENT DESIGN STRENGTH (LBS)	30,000 SW	60,000 DW		
RUNWAY LIGHTING	MIRL	MIRL		
PERCENT EFFECTIVE GRADE	0.2%	0.2%		
PERCENT WIND COVERAGE	99.61%	99.61%		
MAXIMUM ELEVATION ABOVE MSL	854.21'	853.54'		
RW SURFACE TYPE	ASPHALT	ASPHALT		
RSA - LENGTH BEYOND RW END	1000'	1000'		
OFA - LENGTH BEYOND RW END	1000'	1000'		
OFA WIDTH	800'	800'		
OFA Z - LENGTH BEYOND RW END	200'	200'		
OFA Z WIDTH	400'	400'		
RUNWAY END	15	33	15	33
RUNWAY MARKING	NP	NP	NP	NP
FAR PART 77 APPROACH CATEGORY	NPI-C	NPI-C	NPI-D	NPI-D
APPROACH TYPE	LOC/RNAV	RNAV	LPV	RNAV
RUNWAY VISUAL AIDS	PAPI-4L	NONE	PAPI-4L	PAPI-4L
APPROACH VISIBILITY MINIMA	1-MI	1-MI	3/4-MI	1-MI
TOUCHDOWN ZONE ELEVATION	854.2'	852.2'	854.2'	853.5'
TAKE-OFF RUN AVAILABLE (TORA)	5697'	5232'	6500'	6500'
TAKE-OFF DISTANCE AVAILABLE (TODA)	5697'	5697'	6500'	6500'
ACCELERATE STOP DISTANCE AVAILABLE (ASDA)	5697'	5232'	6500'	6500'
LANDING DISTANCE AVAILABLE (LDA)	5512'	5232'	6500'	6500'

AIRPORT DATA TABLE	EXISTING	ULTIMATE
	AIRPORT ELEVATION (MSL)	854.0'
AIRPORT NAVIGATION AIDS	LOC/GPS	LOC/GPS/LPV
MEAN MAX TEMP (Hottest Month T)	95.4°F	95.4°F
AIRPORT REFERENCE CODE (ARC)	C-II	C-II
TAXIWAY MARKING	STD W/REF	STD W/REF
TAXIWAY LIGHTING	MIL	MIL
WIND COVERAGE (%)	99.61%	99.61%
AIRPORT REFERENCE POINT COORDINATES	32° 21' 13.55" N 97° 26' 01.50" W	32° 21' 17.21" N 97° 26' 03.13" W

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

RUNWAY END COORDINATES AND ELEVATIONS				
RUNWAY END	LATITUDE	LONGITUDE	ELEVATION	
EXISTING END OF RWY 15	32° 21' 39.87" N	97° 26' 13.27" W	853.6'	
EXISTING DISPLACED THRESHOLD OF RWY 15	32° 21' 38.15" N	97° 26' 12.50" W	854.0'	
EXISTING END OF RWY 33	32° 20' 47.14" N	97° 25' 49.68" W	845.0'	
ULTIMATE END OF RWY 15	32° 21' 47.27" N	97° 26' 16.59" W	848.5'	
ULTIMATE END OF RWY 33	32° 20' 47.14" N	97° 25' 49.68" W	845.0'	

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



RUNWAY	WIND VELOCITY	WIND COVERAGE
15-33	10.5 KNOTS (ARC A-I AND B-I)	95.95%
	13.0 KNOTS (ARC A-II AND B-II)	98.33%
	16.0 KNOTS (ARC A-III, B-III, and C-I to D-III)	99.61%

CALM WINDS: 0-10 KNOTS - 68.42% WIND DATA SOURCE: NOAA / FAA FORT WORTH / MEACHAM, TX WIND DATA 1997-2006

NO.	REVISIONS	BY	CHK'D	DATE

TEXAS DEPARTMENT OF TRANSPORTATION AVIATION DIVISION

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

TITLE: AIRPORT LAYOUT DRAWING  
DATE: 7-13-10

PREPARED BY: [Signature] DATE: 8/16/10

DESIGNED BY: PLH DATE: 09/07/07

DRAWN BY: JAH DATE: 10/09/07

PLH DATE: 07/09/10

CHECKED BY: [Signature]

3010 Gaylord Pkwy • Suite 150 • Frisco, TX • 75034 • (972) 377-7480 • (972) 377-8380

**AIRPORT LAYOUT DRAWING**  
CLEBURNE MUNICIPAL AIRPORT  
CLEBURNE, TEXAS

SHEET 1 OF 7

# Instructions for Responding to an RFQ Solicitation

## Aviation Division

eGrants Workflow:	RFQ Response
eGrants Role:	Subgrantee Administrator (SA) Subgrantee Staff (SS)
eGrants link	<a href="https://apps2.dot.state.tx.us/apps/egrants2/logout2.aspx">https://apps2.dot.state.tx.us/apps/egrants2/logout2.aspx</a>
eGrants help:	eGrants help desk Monday – Friday 8AM – 4PM CD/ST (excluding state/federal holidays) <a href="mailto:avn-egrantshelp@txdot.gov">avn-egrantshelp@txdot.gov</a> or 1-800-687-4568

STEP	ROLE	ACTIONS	NOTES
01	SA	<p>Go to View Opportunities.</p> <ol style="list-style-type: none"> <li>Select <b>Apply Now</b> to the opportunity</li> <li>The RFQ Response Menu is opened</li> </ol>	<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"> <li>Select RFQ Applicant Form</li> <li>Confirm Project information and address</li> <li>Upload AVN-550 or 551 <b><u>PLEASE MAKE SURE YOU SELECT THE CORRECT PDF FILE BEFORE CHANGING STATUS.*</u></b></li> <li>Hit Save</li> </ol>	<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 <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	SA/SS	<p><b><u>WAIT</u></b> UNTIL A SELECTION NOTIFICATION IS SENT TO YOU</p>	
05	SS/SA	<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 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.