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MINERAL WELLS REGIONAL AIRPORT
TxDOT SOLICITATION No.: RFQ-23MPMNWLS-00063

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<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 Mineral Wells 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 Mineral Wells, Mineral Wells Regional Airport; TxDOT CSJ/Project No.: 23MPMNWLS. The TxDOT Project Manager is Sean Newton.

Scope:

1. Prepare a Master Plan consistent with the most current FAA Advisory Circulars and Standard Operating Procedures, to include incorporating sustainability and recycling, reuse, and waste reduction;
2. Incorporate FAA AGIS requirements and data collection as needed;
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 and 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;
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.

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%.

A voluntary pre-submittal meeting is scheduled from 10:00 AM to Noon on January 10, 2023, at Mineral Wells Regional Airport, 5300 Airport Road, Mineral Wells, Texas 76067. There will be an opportunity for interested firms to ask questions followed by an airport site visit.

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 “Mineral Wells 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.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 January 19, 2023, 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>.

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 Mirelda Cavazos, Grant Manager. For technical questions please contact Sean Newton, 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)**

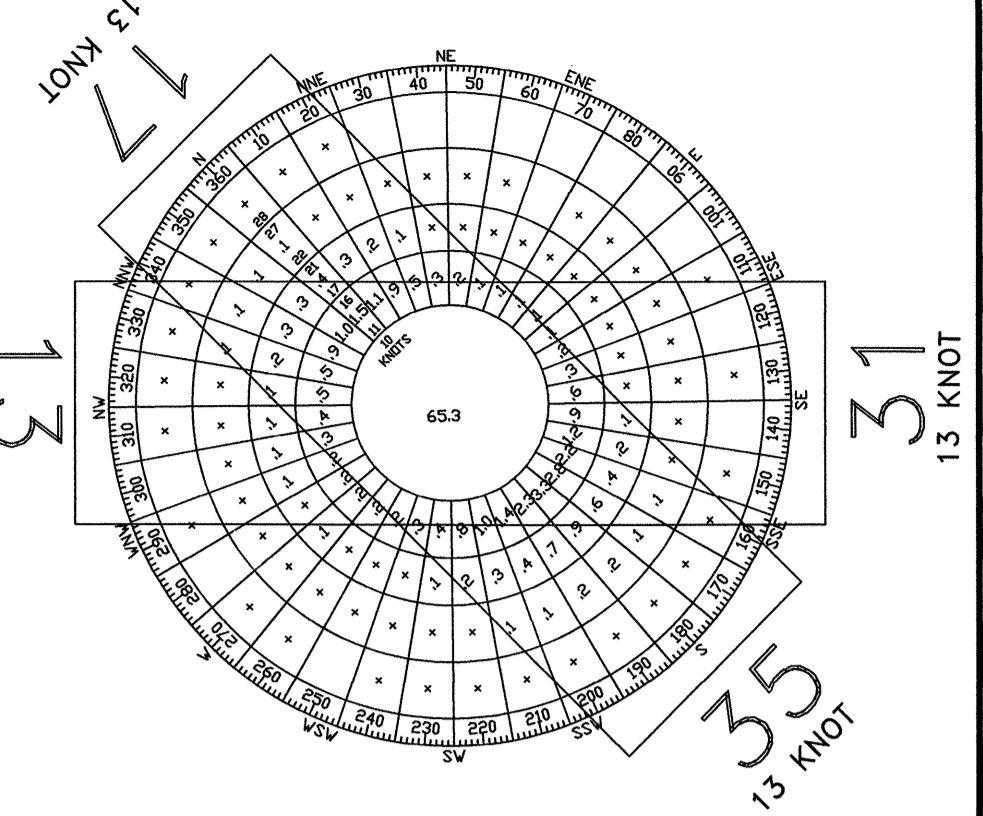
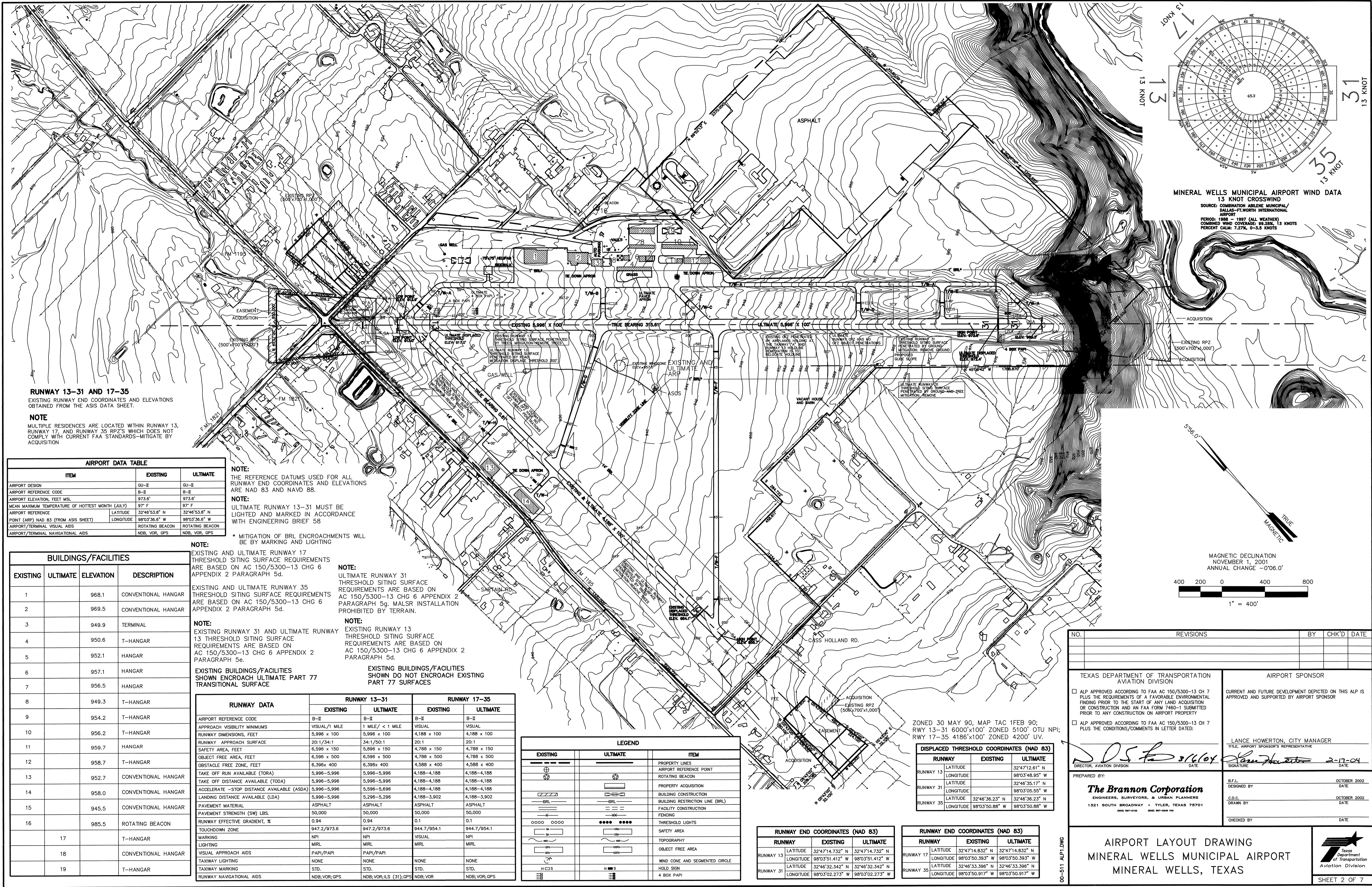
Does the consultant have direct experience developing general aviation airport plans similar to those proposed for this location? [Sources of information: Aviation Planning Team Form, Recent Relevant Airport Experience Form, and possibly the Optional Summary.]
- 3. Ability to meet the schedules and deadlines 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.]



MINERAL WELLS MUNICIPAL AIRPORT WIND DATA
 13 KNOT CROSSWIND
 SOURCE: COMBINATION ARLING WINDPOLL/
 DALLAS-FORT WORTH INTERNATIONAL
 AIRPORT
 PERIOD: 1988 - 1997 (ALL WEATHER)
 COMBINED WIND COVERAGE: 99.28%, 13 KNOTS
 PERCENT CALM: 7.27%, 0-3.5 KNOTS

RUNWAY 13-31 AND 17-35
 EXISTING RUNWAY END COORDINATES AND ELEVATIONS
 OBTAINED FROM THE ASIS DATA SHEET.

NOTE
 MULTIPLE RESIDENCES ARE LOCATED WITHIN RUNWAY 13,
 RUNWAY 17, AND RUNWAY 35. RPZ'S WHICH DOES NOT
 COMPLY WITH CURRENT FAA STANDARDS-MITIGATE BY
 ACQUISITION

| AIRPORT DATA TABLE | | | |
|--|-------------------------|-----------------|--|
| ITEM | EXISTING | ULTIMATE | |
| AIRPORT DESIGN | GU-II | GU-II | |
| AIRPORT REFERENCE CODE | B-II | B-II | |
| AIRPORT ELEVATION, FEET MSL | 973.6' | 973.6' | |
| MEAN MAXIMUM TEMPERATURE OF HOTTEST MONTH (JULY) | 97° F | 97° F | |
| AIRPORT REFERENCE | LATITUDE 32°46'53.8" N | 32°46'53.8" N | |
| POINT (ARP) NAD 83 (FROM ASIS SHEET) | LONGITUDE 98°03'38.6" W | 98°03'38.6" W | |
| AIRPORT/TERRAIN VISUAL AIDS | ROTATING BEACON | ROTATING BEACON | |
| AIRPORT/TERRAIN NAVIGATIONAL AIDS | NDB, VOR, GPS | NDB, VOR, GPS | |

NOTE:
 THE REFERENCE DATUMS USED FOR ALL
 RUNWAY END COORDINATES AND ELEVATIONS
 ARE NAD 83 AND NAVD 88.

NOTE:
 ULTIMATE RUNWAY 13-31 MUST BE
 LIGHTED AND MARKED IN ACCORDANCE
 WITH ENGINEERING BRIEF 58

* MITIGATION OF BRL ENCROACHMENTS WILL
 BE BY MARKING AND LIGHTING

| BUILDINGS/FACILITIES | | | |
|----------------------|----------|-----------|---------------------|
| EXISTING | ULTIMATE | ELEVATION | DESCRIPTION |
| 1 | | 968.1 | CONVENTIONAL HANGAR |
| 2 | | 969.5 | CONVENTIONAL HANGAR |
| 3 | | 949.9 | TERMINAL |
| 4 | | 950.6 | T-HANGAR |
| 5 | | 952.1 | HANGAR |
| 6 | | 957.1 | HANGAR |
| 7 | | 956.5 | HANGAR |
| 8 | | 949.3 | T-HANGAR |
| 9 | | 954.2 | T-HANGAR |
| 10 | | 956.2 | T-HANGAR |
| 11 | | 959.7 | HANGAR |
| 12 | | 958.7 | T-HANGAR |
| 13 | | 952.7 | CONVENTIONAL HANGAR |
| 14 | | 958.0 | CONVENTIONAL HANGAR |
| 15 | | 945.5 | CONVENTIONAL HANGAR |
| 16 | | 985.5 | ROTATING BEACON |
| | 17 | | T-HANGAR |
| | 18 | | CONVENTIONAL HANGAR |
| | 19 | | T-HANGAR |

NOTE:
 EXISTING AND ULTIMATE RUNWAY 17
 THRESHOLD SITING SURFACE REQUIREMENTS
 ARE BASED ON AC 150/5300-13 CHG 6
 APPENDIX 2 PARAGRAPH 5d.

NOTE:
 EXISTING AND ULTIMATE RUNWAY 35
 THRESHOLD SITING SURFACE REQUIREMENTS
 ARE BASED ON AC 150/5300-13 CHG 6
 APPENDIX 2 PARAGRAPH 5d.

NOTE:
 EXISTING RUNWAY 31 AND ULTIMATE RUNWAY
 13 THRESHOLD SITING SURFACE
 REQUIREMENTS ARE BASED ON
 AC 150/5300-13 CHG 6 APPENDIX 2
 PARAGRAPH 5e.

EXISTING BUILDINGS/FACILITIES
 SHOWN ENCR OACH ULTIMATE PART 77
 TRANSITIONAL SURFACE

NOTE:
 ULTIMATE RUNWAY 31
 THRESHOLD SITING SURFACE
 REQUIREMENTS ARE BASED ON
 AC 150/5300-13 CHG 6 APPENDIX 2
 PARAGRAPH 5g. MALS R INSTALLATION
 PROHIBITED BY TERRAIN.

NOTE:
 EXISTING RUNWAY 13
 THRESHOLD SITING SURFACE
 REQUIREMENTS ARE BASED ON
 AC 150/5300-13 CHG 6 APPENDIX 2
 PARAGRAPH 5d.

EXISTING BUILDINGS/FACILITIES
 SHOWN DO NOT ENCR OACH EXISTING
 PART 77 SURFACES

| RUNWAY DATA | RUNWAY 13-31 | | RUNWAY 17-35 | |
|---|---------------|-------------------------|--------------|---------------|
| | EXISTING | ULTIMATE | EXISTING | ULTIMATE |
| AIRPORT REFERENCE CODE | B-II | B-II | B-II | B-II |
| APPROACH VISIBILITY MINIMUMS | VISUAL/1 MILE | 1 MILE/ < 1 MILE | VISUAL | VISUAL |
| RUNWAY DIMENSIONS, FEET | 5,996 x 100 | 5,996 x 100 | 4,188 x 100 | 4,188 x 100 |
| RUNWAY APPROACH SURFACE | 20:1/34:1 | 34:1/50:1 | 20:1 | 20:1 |
| SAFETY AREA, FEET | 6,596 x 150 | 5,896 x 150 | 4,788 x 150 | 4,788 x 150 |
| OBJECT FREE AREA, FEET | 6,596 x 500 | 6,596 x 500 | 4,788 x 500 | 4,788 x 500 |
| OBSTACLE FREE ZONE, FEET | 6,396x 400 | 6,396x 400 | 4,588 x 400 | 4,588 x 400 |
| TAKE OFF RUN AVAILABLE (TORA) | 5,996-5,996 | 5,996-5,996 | 4,188-4,188 | 4,188-4,188 |
| TAKE OFF DISTANCE AVAILABLE (TODA) | 5,996-5,996 | 5,996-5,996 | 4,188-4,188 | 4,188-4,188 |
| ACCELERATE - STOP DISTANCE AVAILABLE (ASDA) | 5,996-5,996 | 5,996-5,996 | 4,188-4,188 | 4,188-4,188 |
| LANDING DISTANCE AVAILABLE (LDA) | 5,996-5,996 | 5,296-5,296 | 4,188-3,902 | 4,188-3,902 |
| PAVEMENT MATERIAL | ASPHALT | ASPHALT | ASPHALT | ASPHALT |
| PAVEMENT STRENGTH (SW) LBS. | 50,000 | 50,000 | 50,000 | 50,000 |
| RUNWAY EFFECTIVE GRADIENT, % | 0.94 | 0.94 | 0.1 | 0.1 |
| TOUCHDOWN ZONE | 947.2/973.6 | 947.2/973.6 | 944.7/954.1 | 944.7/954.1 |
| MARKING | NPI | NPI | VISUAL | VISUAL |
| LIGHTING | MIRL | MIRL | MIRL | MIRL |
| VISUAL APPROACH AIDS | PAPI/PAPI | PAPI/PAPI | | |
| TAXIWAY LIGHTING | NONE | NONE | NONE | NONE |
| TAXIWAY MARKING | STD. | STD. | STD. | STD. |
| RUNWAY NAVIGATIONAL AIDS | NDB; VOR; GPS | NDB; VOR; ILS (31); GPS | NDB; VOR | NDB; VOR; GPS |

| LEGEND | | |
|----------|----------|---------------------------------|
| EXISTING | ULTIMATE | ITEM |
| --- | --- | PROPERTY LINES |
| ○ | ○ | AIRPORT REFERENCE POINT |
| ○ | ○ | ROTATING BEACON |
| ▨ | ▨ | PROPERTY ACQUISITION |
| ▨ | ▨ | BUILDING CONSTRUCTION |
| ▨ | ▨ | BUILDING RESTRICTION LINE (BRL) |
| ▨ | ▨ | FACILITY CONSTRUCTION |
| ▨ | ▨ | FENCING |
| ○ | ○ | THRESHOLD LIGHTS |
| ○ | ○ | SAFETY AREA |
| ○ | ○ | NPI |
| ○ | ○ | VISUAL |
| ○ | ○ | MIRL |
| ○ | ○ | TOPOGRAPHY |
| ○ | ○ | OBJECT FREE AREA |
| ○ | ○ | WIND CONE AND SEGMENTED CIRCLE |
| ○ | ○ | HOLD SIGN |
| ○ | ○ | 4 BOX PAPI |

| RUNWAY END COORDINATES (NAD 83) | | | |
|---------------------------------|---------------------------|-----------------|--|
| RUNWAY | EXISTING | ULTIMATE | |
| RUNWAY 13 | LATITUDE 32°47'14.732" N | 32°47'14.732" N | |
| | LONGITUDE 98°03'51.412" W | 98°03'51.412" W | |
| RUNWAY 31 | LATITUDE 32°46'32.342" N | 32°46'32.342" N | |
| | LONGITUDE 98°03'02.273" W | 98°03'02.273" W | |

| DISPLACED THRESHOLD COORDINATES (NAD 83) | | | |
|--|--------------------------|----------------|--|
| RUNWAY | EXISTING | ULTIMATE | |
| RUNWAY 13 | LATITUDE 32°47'12.61" N | 32°47'12.61" N | |
| | LONGITUDE 98°03'48.95" W | 98°03'48.95" W | |
| RUNWAY 31 | LATITUDE 32°46'35.17" N | 32°46'35.17" N | |
| | LONGITUDE 98°03'05.55" W | 98°03'05.55" W | |
| RUNWAY 35 | LATITUDE 32°46'36.23" N | 32°46'36.23" N | |
| | LONGITUDE 98°03'50.88" W | 98°03'50.88" W | |

| NO. | REVISIONS | BY | CHK'D | DATE |
|-----|-----------|----|-------|------|
| | | | | |

TEXAS DEPARTMENT OF TRANSPORTATION
 AVIATION DIVISION

ALP APPROVED ACCORDING TO FAA AC 150/5300-13 CH 7 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 7 PLUS THE CONDITIONS/COMMENTS IN LETTER DATED:

NOV 16 2004

THE BRANNON CORPORATION
 ENGINEERS, SURVEYORS, & URBAN PLANNERS
 1521 SOUTH BROADWAY • TYLER, TEXAS 75701
 (409) 987-2111 (409) 987-2346 FAX

AIRPORT SPONSOR
 LANCE HOWERTON, CITY MANAGER
 TITLE: AIRPORT SPONSOR'S REPRESENTATIVE

PREPARED BY: J. D. S. FOR 11/16/04
 DATE: 11-16-04

DESIGNED BY: J. D. S.
 DATE: OCTOBER 2002

C.D.C.
 DRAWN BY: J. D. S.
 DATE: OCTOBER 2002

CHECKED BY: J. D. S.
 DATE: OCTOBER 2002

AIRPORT LAYOUT DRAWING
MINERAL WELLS MUNICIPAL AIRPORT
MINERAL WELLS, TEXAS

TEXAS Department of Transportation
 Aviation Division

SHEET 2 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 | 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, 551 or 551D <u>PLEASE MAKE SURE YOU SELECT THE CORRECT PDF FILE 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-550/551/551D.</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, 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.