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LEVELLAND MUNICIPAL AIRPORT
TxDOT SOLICITATION No.: RFQ-24ALLEVEL-00048

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

The City of Levelland 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 Levelland ; TxDOT CSJ/Project No.:25ALLEVEL. The TxDOT Project Manager is Luis Camargo.

Scope: ALP with Narrative and 18B Obstruction Survey

1. Prepare an ALP with Narrative to include an 18B obstruction survey consistent with the most current FAA Advisory Circulars and Standard Operating Procedures, to include the following sheets:
 - a. Coversheet
 - b. Airport layout drawing
 - c. Data sheet
 - d. Terminal area plan
 - e. Airport airspace drawing
 - f. Inner portion of the approach surface drawing
 - g. On-airport land use drawing
 - h. Off-airport land use drawing
 - i. Airport property map (Exhibit A)
 - j. Runway departure surface drawing
 - k. Utility drawing
 - l. Airport access plans
 - m. Other sheets as necessary
2. Incorporate FAA AGIS 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. Establish phased, attainable goals for airport improvements and development based on a forecast for aviation demand and current and future critical aircraft; and
5. Consider the emergence of Unmanned Aircraft Systems and Advanced Air Mobility and incorporate any planning in the narrative, to include vertiport siting;
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. Complete and submit the Runway Safety Inventory for Non-certificated Airports, Appendix A, in accordance with FAA ARP SOP 8.0.

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 “Levelland Municipal Airport.”

Response Procedure:

The successful firm will be selected on the basis of a Response. A prime provider may only submit one Response. If a prime provider submits more than one Response, that prime provider will be deemed non-responsive. The Response must contain the required information, and should address the recommended information, as listed below. Response submissions will be scored accordingly. If the Response is non-compliant with any of the following requirements, the Response may be deemed non-responsive.

1. Qualifications Statement (QS) – The QS shall contain no more than **nine 8.5x11-inch single-sided pages**.
 - a. QS Format:
 - i. Readability – The submitter has latitude in formatting the QS for visual effectiveness. Graphics, tables, photos, and other visual aids are permitted within the nine allotted pages, except that Quick Response (QR) codes or other external link(s) are not permitted. There is no specific font, font size, color, or other formatting requirements, although a font size smaller than 10 is not recommended. Selection committee members may consider legibility and readability when scoring. Unreadable text will not be considered and may cause the QS to be deemed non-responsive. **It is the submitter’s responsibility to provide a legible, readable document.**
 - b. QS Content - It is recommended the QS include:
 - i. The RFQ number, airport name, name of firm, firm address, email address, telephone number and contact information for key personnel. The response shall also identify each proposed project team member, each proposed member’s time commitment to this project as a percentage of their total work

- week, and whether the proposed member is an employee of the responding firm or a sub-contractor to that firm.
- c. QS Content – For scoring purposes, the QS **must** include:
- i. Information showing the firm’s project understanding and technical approach, including similar project-related experience of the project manager and each task leader responsible for a major work category. For each project referenced, identify either the project manager’s or the task leader’s specific role(s) and work contributed.
 - ii. In addition to individual project-related experience of the project manager and task leaders required under (ii), list no more than ten relevant projects performed by the responding firm within the last 10 years. This shall include project start date, airport name, location, phone number, and airport contact person’s name, title, and phone number. It shall also include the original project completion time estimate vs. the actual completion time for the cited project, as well as a brief narrative description of the project and whether or not your firm served as the prime or the sub on each project cited.
 - iii. Proposed Project Schedule: Indicate the number of **weeks** (not months) necessary to complete the project in accordance with “Proposed Project Schedule” information below.

The Response must be submitted in eGrants following the Submission Procedures at the end of this notice.

Proposed Project Schedule

Based on the published project scope and your technical approach, indicate below the number of **weeks** (not months) necessary for each phase and total time to complete the project. Some of the basic responsibilities within each planning phase are included for reference. Do not include review time. Assume, however, that your work will require some revision after review, and that the time required to address these comments should be included within your schedule. If time is required for specialized studies, indicate the additional time.

NOTE: This proposed schedule may set the basis for the contract deadlines in the professional services agreement if your firm is selected. A draft contract will be sent out to the selected firm to begin the fee proposal/negotiations phase.

Kick-Off; Establish Goals and Strategic Plan

- Conduct target market and SWOT analysis; establish objectives
- Strategic vision – Airport vision, mission, and value statements
- Create public outreach program with digital component

Phase I: Airport Role and Planning Standards

- Update aviation demand forecasts – based aircraft and operations
- Determine current and future critical design aircraft
- Airfield design and landside hangar/business market assessment

Phase II: Airport Facility and Land Use Alternatives

- Evaluate highest and best uses of airport property
- Develop airside and landside facility requirements/alternatives
- RSA Evaluations

Phase III: Development Plan, CIP, ALP, HHZ, Etc.

- Recommend concept plan and CIP for short- and long-term periods
- Height/hazard and land use compatibility
- Update Airport Layout Plan (ALP), Final Documents, and Meetings

EVALUATION CRITERIA FOR AIRPORT PLANNING QUALIFICATIONS

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?

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?

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 and engineering 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?

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 and engineering? Is the schedule appropriate to accomplish the project?

Submission Procedure

The Response must be received in the TxDOT Aviation eGrants system no later than **April 10, 2025, 2:00 PM. (CST)**.

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>

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 responses. The committee will review all submissions responses 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 Noemi Rios, Contract Specialist. For technical questions please contact Luis Camargo, 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

Respondents are responsible for checking the TxDOT Aviation website regularly for any changes to the RFQ documents, such as Addenda. Here is a link to the TxDOT Aviation website for your convenience.
at <http://www.txdot.gov/inside-txdot/division/aviation/projects.html>.



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 – 4PM CD/ST (excluding state/federal holidays) avn-egrantshelp@txdot.gov or 1-800-687-4568

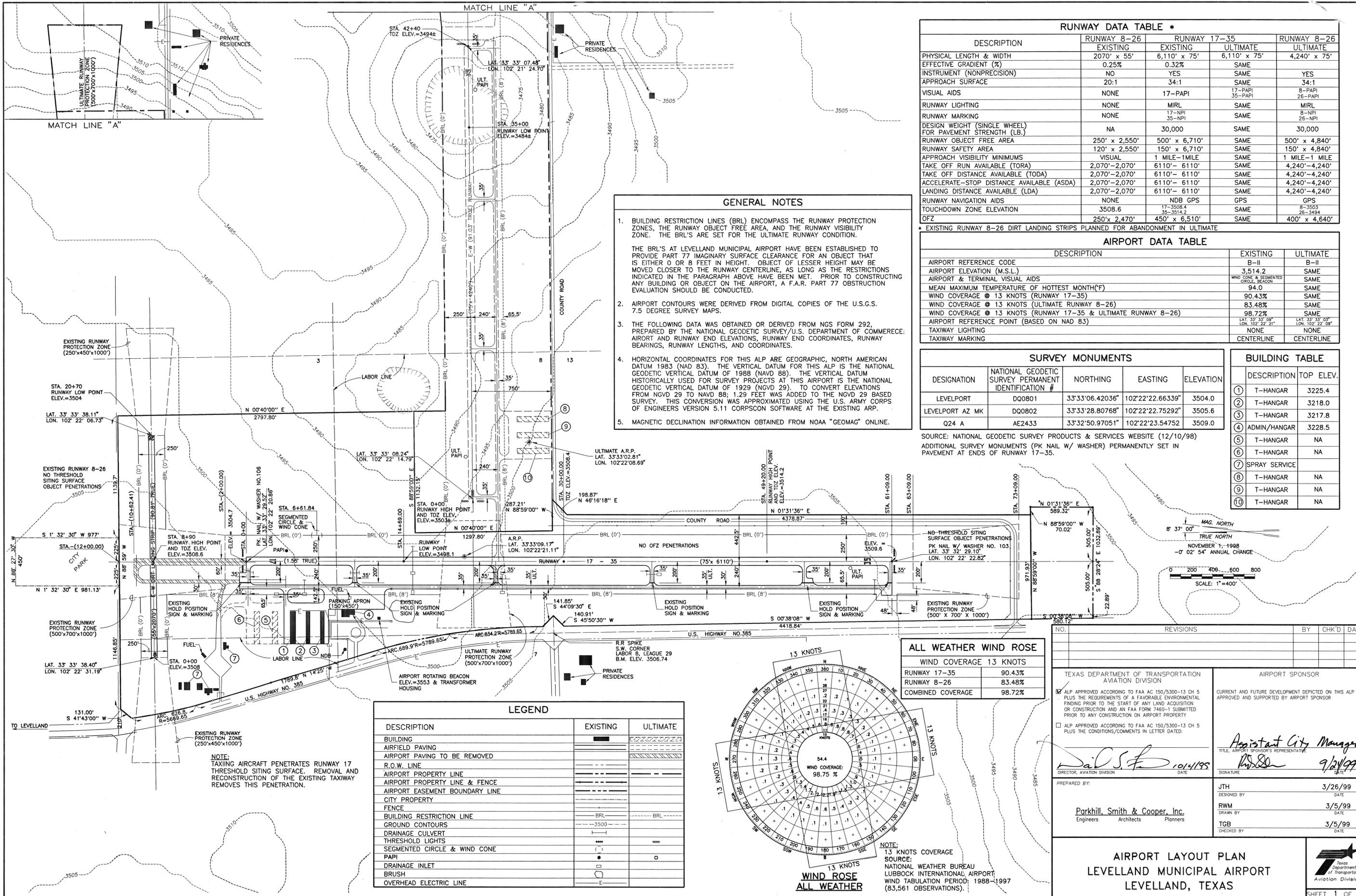
STEP	ROLE	ACTIONS	NOTES
01	SA	<p>Go to View Opportunities.</p> <ol style="list-style-type: none"> Select Apply Now to the opportunity The RFQ Response Menu is opened 	<p>Very important to click on the name of the document and not the organization name</p> <p>Make a note of the opportunity due date to 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 RFQ Response. <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.</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 RFQ response 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.



GENERAL NOTES

- BUILDING RESTRICTION LINES (BRL) ENCOMPASS THE RUNWAY PROTECTION ZONES, THE RUNWAY OBJECT FREE AREA, AND THE RUNWAY VISIBILITY ZONE. THE BRL'S ARE SET FOR THE ULTIMATE RUNWAY CONDITION.
- THE BRL'S AT LEVELLAND MUNICIPAL AIRPORT HAVE BEEN ESTABLISHED TO PROVIDE PART 77 IMAGINARY SURFACE CLEARANCE FOR AN OBJECT THAT IS EITHER 0 OR 8 FEET IN HEIGHT. OBJECT OF LESSER HEIGHT MAY BE MOVED CLOSER TO THE RUNWAY CENTERLINE, AS LONG AS THE RESTRICTIONS INDICATED IN THE PARAGRAPH ABOVE HAVE BEEN MET. PRIOR TO CONSTRUCTING ANY BUILDING OR OBJECT ON THE AIRPORT, A F.A.R. PART 77 OBSTRUCTION EVALUATION SHOULD BE CONDUCTED.
- AIRPORT CONTOURS WERE DERIVED FROM DIGITAL COPIES OF THE U.S.G.S. 7.5 DEGREE SURVEY MAPS.
- THE FOLLOWING DATA WAS OBTAINED OR DERIVED FROM NGS FORM 292, PREPARED BY THE NATIONAL GEODETIC SURVEY/U.S. DEPARTMENT OF COMMERCE: AIRPORT AND RUNWAY END ELEVATIONS, RUNWAY END COORDINATES, RUNWAY BEARINGS, RUNWAY LENGTHS, AND COORDINATES.
- HORIZONTAL COORDINATES FOR THIS ALP ARE GEOGRAPHIC, NORTH AMERICAN DATUM 1983 (NAD 83). THE VERTICAL DATUM FOR THIS ALP IS THE NATIONAL GEODETIC VERTICAL DATUM OF 1988 (NAVD 88). THE VERTICAL DATUM HISTORICALLY USED FOR SURVEY PROJECTS AT THIS AIRPORT IS THE NATIONAL GEODETIC VERTICAL DATUM OF 1929 (NGVD 29). TO CONVERT ELEVATIONS FROM NGVD 29 TO NAVD 88; 1.29 FEET WAS ADDED TO THE NGVD 29 BASED SURVEY. THIS CONVERSION WAS APPROXIMATED USING THE U.S. ARMY CORPS OF ENGINEERS VERSION 5.11 CORPSCON SOFTWARE AT THE EXISTING ARP.
- MAGNETIC DECLINATION INFORMATION OBTAINED FROM NOAA "GEOG" ONLINE.

RUNWAY DATA TABLE *

DESCRIPTION	RUNWAY 8-26		RUNWAY 17-35	
	EXISTING	ULTIMATE	EXISTING	ULTIMATE
PHYSICAL LENGTH & WIDTH	2070' x 55'	6,110' x 75'	6,110' x 75'	4,240' x 75'
EFFECTIVE GRADIENT (%)	0.25%	0.32%	SAME	SAME
INSTRUMENT (NONPRECISION)	NO	YES	SAME	YES
APPROACH SURFACE	20:1	34:1	SAME	34:1
VISUAL AIDS	NONE	17-PAPI	17-PAPI 35-PAPI	8-PAPI 26-PAPI
RUNWAY LIGHTING	NONE	MIRL	SAME	MIRL
RUNWAY MARKING	NONE	17-NPI 35-NPI	SAME	8-NPI 26-NPI
DESIGN WEIGHT (SINGLE WHEEL) FOR PAVEMENT STRENGTH (LB.)	NA	30,000	SAME	30,000
RUNWAY OBJECT FREE AREA	250' x 2,550'	500' x 6,710'	SAME	500' x 4,840'
RUNWAY SAFETY AREA	120' x 2,550'	150' x 6,710'	SAME	150' x 4,840'
APPROACH VISIBILITY MINIMUMS	VISUAL	1 MILE-1 MILE	SAME	1 MILE-1 MILE
TAKE OFF RUN AVAILABLE (TORA)	2,070'-2,070'	6110'- 6110'	SAME	4,240'-4,240'
TAKE OFF DISTANCE AVAILABLE (TODA)	2,070'-2,070'	6110'- 6110'	SAME	4,240'-4,240'
ACCELERATE-STOP DISTANCE AVAILABLE (ASDA)	2,070'-2,070'	6110'- 6110'	SAME	4,240'-4,240'
LANDING DISTANCE AVAILABLE (LDA)	2,070'-2,070'	6110'- 6110'	SAME	4,240'-4,240'
RUNWAY NAVIGATION AIDS	NONE	NDB GPS	GPS	GPS
TOUCHDOWN ZONE ELEVATION	3508.6	17-3508.4 35-3514.2	SAME	8-3503 26-3494
OFZ	250'x 2,470'	450' x 6,510'	SAME	400' x 4,640'

* EXISTING RUNWAY 8-26 DIRT LANDING STRIPS PLANNED FOR ABANDONMENT IN ULTIMATE

AIRPORT DATA TABLE

DESCRIPTION	EXISTING	ULTIMATE
AIRPORT REFERENCE CODE	B-II	B-II
AIRPORT ELEVATION (M.S.L.)	3,514.2	SAME
AIRPORT & TERMINAL VISUAL AIDS	WIND CONE & SEGMENTED CIRCLE, BEACON	SAME
MEAN MAXIMUM TEMPERATURE OF HOTTEST MONTH(°F)	94.0	SAME
WIND COVERAGE @ 13 KNOTS (RUNWAY 17-35)	90.43%	SAME
WIND COVERAGE @ 13 KNOTS (ULTIMATE RUNWAY 8-26)	83.48%	SAME
WIND COVERAGE @ 13 KNOTS (RUNWAY 17-35 & ULTIMATE RUNWAY 8-26)	98.72%	SAME
AIRPORT REFERENCE POINT (BASED ON NAD 83)	LAT. 33° 33' 09" N LONG. 102° 22' 21" W	LAT. 33° 33' 03" N LONG. 102° 22' 09" W
TAXIWAY LIGHTING	NONE	NONE
TAXIWAY MARKING	CENTERLINE	CENTERLINE

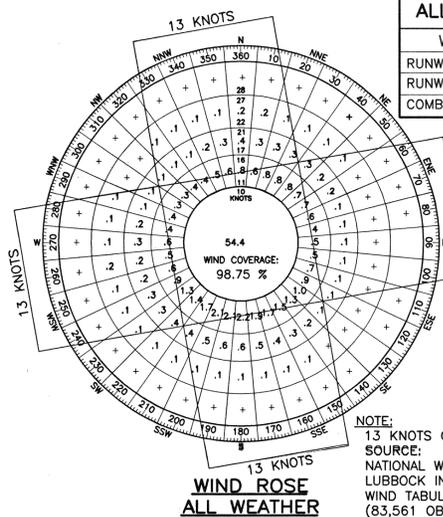
SURVEY MONUMENTS

DESIGNATION	NATIONAL GEODETIC SURVEY PERMANENT IDENTIFICATION #	NORTHING	EASTING	ELEVATION
LEVELPORT	DQ0801	33°33'06.42036"	102°22'22.66339"	3504.0
LEVELPORT AZ MK	DQ0802	33°33'28.80768"	102°22'22.75292"	3505.6
Q24 A	AE2433	33°32'50.97051"	102°22'23.54752"	3509.0

BUILDING TABLE

DESCRIPTION	TOP ELEV.
① T-HANGAR	3225.4
② T-HANGAR	3218.0
③ T-HANGAR	3217.8
④ ADMIN/HANGAR	3228.5
⑤ T-HANGAR	NA
⑥ T-HANGAR	NA
⑦ SPRAY SERVICE	NA
⑧ T-HANGAR	NA
⑨ T-HANGAR	NA
⑩ T-HANGAR	NA

SOURCE: NATIONAL GEODETIC SURVEY PRODUCTS & SERVICES WEBSITE (12/10/98)
ADDITIONAL SURVEY MONUMENTS (PK NAIL W/ WASHER) PERMANENTLY SET IN PAVEMENT AT ENDS OF RUNWAY 17-35.



ALL WEATHER WIND ROSE

WIND COVERAGE 13 KNOTS	
RUNWAY 17-35	90.43%
RUNWAY 8-26	83.48%
COMBINED COVERAGE	98.72%

LEGEND

DESCRIPTION	EXISTING	ULTIMATE
BUILDING	[Solid Black]	[Dotted]
AIRFIELD PAVING	[Hatched]	[Dotted]
AIRPORT PAVING TO BE REMOVED	[Hatched]	[Dotted]
R.O.W. LINE	[Dashed]	[Dotted]
AIRPORT PROPERTY LINE	[Dashed]	[Dotted]
AIRPORT PROPERTY LINE & FENCE	[Dashed]	[Dotted]
AIRPORT EASEMENT BOUNDARY LINE	[Dashed]	[Dotted]
CITY PROPERTY	[Dashed]	[Dotted]
FENCE	[Dashed]	[Dotted]
BUILDING RESTRICTION LINE	[Dashed]	[Dotted]
GROUND CONTOURS	[Dashed]	[Dotted]
DRAINAGE CULVERT	[Symbol]	[Symbol]
THRESHOLD LIGHTS	[Symbol]	[Symbol]
SEGMENTED CIRCLE & WIND CONE	[Symbol]	[Symbol]
PAPI	[Symbol]	[Symbol]
DRAINAGE INLET	[Symbol]	[Symbol]
BRUSH	[Symbol]	[Symbol]
OVERHEAD ELECTRIC LINE	[Symbol]	[Symbol]

NO.	REVISIONS	BY	CHK'D	DATE
TEXAS DEPARTMENT OF TRANSPORTATION AVIATION DIVISION				
<input checked="" type="checkbox"/> 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.		AIRPORT SPONSOR CURRENT AND FUTURE DEVELOPMENT DEPICTED ON THIS ALP IS APPROVED AND SUPPORTED BY AIRPORT SPONSOR		
[Signature] 10/4/99 DIRECTOR, AVIATION DIVISION		[Signature] 9/24/99 TITLE, AIRPORT SPONSOR'S REPRESENTATIVE		
PREPARED BY: Parkhill, Smith & Cooper, Inc. Engineers Architects Planners		DESIGNED BY: JTH 3/26/99 DATE DRAWN BY: RWM 3/5/99 DATE CHECKED BY: TGB 3/5/99 DATE		

03-26-99
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