

TABLE OF CONTENTS
VAN ZANDT COUNTY REGIONAL AIRPORT
TXDOT SOLICITATION No.: RFQ-2610WLSPT-00090

1. REQUEST FOR QUALIFICATIONS SOLICITATION WITH HISTORICALLY UNDERUTILIZED BUSINESS PARTICIPATION
2. EVALUATION CRITERIA
3. INSTRUCTIONS FOR RESPONDING TO A SOLICITATION IN EGRANTS
4. PROJECT EXHIBIT

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

The City of Wills Point, through its agent, the Texas Department of Transportation (TxDOT), intends to engage a qualified firm for professional services pursuant to Chapter 2254, Subchapter A, of the Government Code. TxDOT Aviation Division will solicit and receive responses for the current aviation project as described below.

Current Project: City of Wills Point; TxDOT CSJ/Project No.: 2610WLSPT.

The TxDOT Project Manager is Earl Spurlock.

Scope: Provide engineering and design services, and at the agent's discretion, construction administration to:

1. Rehabilitate runway 17/35
2. Widen runway 17/35 to 60'
3. Construct electrical improvements: Install MIRLs Runway 17/35, Install PAPIs Runway 17/35
4. Install Miscellaneous Eligible Electrical Items.

In accordance with Texas Government Code §2161.252, responses that do not contain an up to date "HUB Subcontracting Plan (HSP)" are non-responsive and will be rejected without further evaluation. In addition, if TxDOT determines that the HSP was not developed in good faith, it will reject the response for failing to comply with material specifications based on the RFQ.

To assist in your response preparation, the criteria, 5010 drawing, project diagram, and most recent Airport Layout Drawing is available online at <http://www.txdot.gov/inside-txdot/division/aviation/projects.html> by selecting "Van Zandt County Regional Airport." The response should address a technical approach for the current scope only.

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. The project manager is required to be a Professional Engineer registered or licensed in Texas, by the submission deadline. If applicable to project, an Architect, is required to be registered or licensed in Texas, by the submission deadline. License number(s) must be included in the response submission.
 - 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 design 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. Project Design Schedule: Indicate the number of **weeks** (not months) necessary to design the project in accordance with "Project Design Schedule Information" below.

Respondent **must** include on the first page of its Response a written certification that the responding Company, or any of its holding companies or subsidiaries, is not

- (a) Listed in Section 889 of the 2019 National Defense Authorization Act;
- (b) Listed in Section 1260H of the 2021 National Defense Authorization Act; or
- (c) Owned by the government of a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R Section 791.4; or
- (d) Controlled by any governing or regulatory body located in a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R Section 791.4.

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

PROJECT DESIGN 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 design time to design the project. Some of the basic responsibilities within each design phase are included for reference. Do not include TxDOT review time. Assume, however, that your work will require some revision after TxDOT 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.

Preliminary Report Phase

- Attend pre-design conference
- Obtain and analyze necessary survey data
- Obtain and analyze necessary geotechnical data
- Prepare comprehensive report

Preliminary Design Phase

- Attend project meeting(s)
- Prepare project drawings (70%)
- Provide all technical specifications
- Provide project cost estimate

Final Design Phase

- Attend project meeting(s)
- Finalize drawings and contract documents (100%)
- Provide a revised opinion of probable total project costs
- Prepare a Construction Management Plan
- Update, if necessary, the Preliminary Report
- Prepare and submit airspace study to FAA

EVALUATION CRITERIA FOR ARCHITECTURAL/ENGINEERING QUALIFICATIONS

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?

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?

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?

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?

Submission Procedures

The completed submission must be received in the TxDOT Aviation eGrants system no later than April 15, 2026, 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 Aviation Division staff. The final selection by the committee will generally be made following the completion of review of Responses. The committee will review all Responses 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 Debra Woodruff, Contract Specialist. For technical questions, please contact Earl Spurlock, 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.

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. <http://www.txdot.gov/inside-txdot/division/aviation/projects.html>.

Historically Underutilized Business Participation

I.3.1 Introduction

The Agent is committed to promoting full and equal business opportunities for businesses in state contracting in accordance with the goals specified in the State of Texas Disparity Study. The Agent encourages the use of Historically Underutilized Businesses (HUBs) through race, ethnic and gender-neutral means.

Pursuant to [Texas Government Code §2161.181](#) and [§2161.182](#), and the Agent's HUB policy and rules, the Agent is required to make a good faith effort to increase HUB participation in its contracts. The Agent may accomplish the goal of increased HUB participation by contracting directly with HUBs or indirectly through subcontracting opportunities.

I.3.2 Agent's Administrative Rules

The Agent has adopted the CPA's HUB rules as its own. The Agent's HUB rules are located in [Title 43, Part 1, Chapter 9, Subchapter L](#) of the Texas Administrative Code, and the CPA rules are located in [Title 34, Part 1, Chapter 20, Subchapter D, Division 1](#). If there are any discrepancies between the Agent's administrative rules and this Request for Qualifications (RFQ), the rules shall take priority.

I.3.3 HUB Participation Goal

The CPA has established statewide HUB participation goals for different categories of contracts in [34 T.A.C. §20.284](#). In order to meet or exceed the HUB participation goals, the Agent encourages outreach to certified HUBs. Contractors shall make a good faith effort to include certified HUBs in the procurement process.

This contract is classified as a **Professional Services** contract under the CPA rule, and therefore has a HUB Annual Procurement Utilization Goal of **0%** per fiscal year.

I.3.4 Required HUB Subcontracting Plan

In accordance with Government Code, Chapter 2161, Subchapter F, each state agency that considers entering into a contract with an expected value of \$100,000 or more over the life of the contract (including any renewals) shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract.

In accordance with [34 T.A.C. §20.285\(a\),\(1\),\(C\)](#) of the HUB Rules. State agencies may determine that subcontracting is probable for only a subset of the work expected to be performed or the funds to be expended under the contract. If an agency determines that subcontracting is probable on only a portion of a contract, it shall document its reasons in writing for the procurement file.

The Agent has determined that subcontracting opportunities are probable for this Request for Qualifications (RFQ). As a result, the respondent must submit an HSP with its proposal. The HSP is required whether a respondent intends to subcontract or not.

In the HSP, a respondent must indicate whether it is a Texas certified HUB. Being a certified HUB does not exempt a respondent from completing the HSP requirement.

The Agent shall review the documentation submitted by the respondent to determine if a good faith effort has been made, in accordance with solicitation and HSP requirements. During the good faith effort evaluation, The Agent may, at its discretion, allow clarifications or enhancements to information submitted with the HSP.

If the Agent determines that the respondent's HSP was not developed in good faith, the HSP will be considered non-responsive and will be rejected as a material failure to comply with the advertised specifications. The reasons for rejection shall be recorded in the procurement file.

I.3.5 CPA Centralized Master Bidder's List

Respondents may search for HUB subcontractors in the CPA's [Centralized Master Bidders List \(CMBL\)/HUB Directory](#). For this procurement, the Agent has identified the following class and item codes for potential subcontracting opportunities:

NIGP Class/Item Code:

925-08,

925-86,

925-46

Respondents are not required to use, nor limited to using, the class and item codes identified above, and may identify other areas for subcontracting.

The Agent does not endorse, recommend nor attest to the capabilities of any company or individual listed on the CPA's CMBL. The list of certified HUBs is subject to change, so respondents are encouraged to refer to the CMBL often to find the most current listing of HUBs.

I.3.6 HUB Subcontracting Procedures – If a Respondent Intends to Subcontract

An HSP must demonstrate that the respondent made a good faith effort to comply with the Agent's HUB policies and procedures. The following subparts outline the items that the Agent will review in determining whether an HSP meets the good faith effort standard. A respondent that intends to subcontract must complete the HSP to document its good faith efforts.

I.3.6.1 Identify Subcontracting Areas and Divide Them into Reasonable Lots

A respondent should first identify each area of the contract work it intends to subcontract. Then, to maximize HUB participation, it should divide the contract work into reasonable lots or portions, to the extent consistent with prudent industry practices.

I.3.6.2 Notify Potential HUB Subcontractors

The HSP must demonstrate that the respondent made a good faith effort to subcontract with HUBs that have an active HUB certification. The respondent's good faith efforts shall be shown through utilization of all methods in conformance with the development and submission of the HSP and by complying with the following steps:

I.3.6.2.1 Divide the contract work into reasonable lots or portions to the extent consistent with prudent industry practices. The respondent must determine which portions of work, including goods and services, will be subcontracted.

I.3.6.2.2 Use the appropriate method(s) to demonstrate good faith effort. The respondent can use either method(s) 1, 2, or 3:

I.3.6.3 Method 1: Respondent Intends to Subcontract with only HUBs:

The respondent must identify in the HSP the HUBs, with an active HUB certification, that will be utilized and submit written documentation that confirms **100%** of all available subcontracting opportunities will be performed by one or more HUBs;

I.3.6.4 Method 2: Respondent Intends to Subcontract with HUBs and Non-HUBs (Meet or Exceed the Goal):

The respondent must identify in the HSP and submit written documentation that one or more HUBs, with an active HUB certification, will be utilized; and that the aggregate expected percentage of subcontracts with HUBs will meet or exceed the goal specified in this solicitation. Only HUB subcontractors that have an existing contract with the respondent for less than five years may be used to comply with the good faith effort requirements under this method.

When the aggregate expected percentage of subcontracts with HUBs meets or exceeds the goal specified in this solicitation, respondents may also use non-HUB subcontractors; **or**,

I.3.6.6 Method 3: Respondent Intends to Subcontract with HUBs and Non-HUBs (Does Not Meet or Exceed the Goal):

The respondent must identify in the HSP and submit documentation regarding both of the following requirements:

- Written notification to minority or women trade organizations or development centers to assist in identifying potential HUBs, with an active HUB certification, of the subcontracting opportunities the respondent intends to subcontract.

Respondents must give minority or women trade organizations or development centers at least seven (7) working days prior to submission of the respondent's response for dissemination of the subcontracting opportunities to their members. A list of minority and women trade organizations is located on the CPA's website under the [Minority and Women Organization link](#).

- Written notification to at least three (3) HUB businesses, with an active HUB certification, of the subcontracting opportunities that the respondent intends to subcontract. The written notice must be sent to potential HUB subcontractors prior to submitting proposals and must include:
 - a description of the scope of work to be subcontracted,
 - information regarding the location to review project plans or specifications,
 - information about bonding and insurance requirements,
 - required qualifications and other contract requirements, and
 - a description of how the subcontractor can contact the respondent.

Respondents must give potential HUB subcontractors a reasonable amount of time to respond to the notice, at least seven (7) working days prior to submission of the respondent's response unless circumstances require a different time period, which is determined by the agency and documented in the contract file;

Respondents must also use the CMBL, the HUB Directory, and Internet resources when searching for HUB subcontractors. Respondents may rely on the services of contractor groups; local, state and federal business assistance offices; and other organizations that provide assistance in identifying qualified applicants for the HUB program.

I.3.6.7 Written Justification of the Selection Process

The Agent will make a determination if a good faith effort was made by the respondent in the development of the required HSP. One or more of the methods identified in the previous sections may be applicable to the respondent's good faith efforts in developing and submission of the HSP. The Agent may require the respondent to submit additional documentation explaining how the respondent made a good faith effort in accordance with the solicitation.

A respondent must provide written justification of its selection process if it chooses a non-HUB subcontractor. The justification should demonstrate that the respondent negotiated in good faith with qualified HUB bidders, and did not reject qualified HUBs, with an active HUB certification, who were the best value responsive bidders.

I.3.7 Method 4: Respondent Does Not Intend to Subcontract

When the respondent plans to complete all contract requirements with its own equipment, supplies, materials and/or employees, it is still required to complete an HSP.

The respondent must complete the “Self-Performance Justification” portion of the HSP and attest that it does not intend to subcontract for any goods or services, including the class and item codes identified in Section I.3.5. In addition, the respondent must identify the sections of the proposal that describe how it will complete the Scope of Work using its own resources or provide a statement explaining how it will complete the Scope of Work using its own resources. The respondent must agree to comply with the following if requested by the Agent:

- Provide evidence of sufficient respondent staffing to meet the Request for Qualifications (RFQ) requirements,
- Provide monthly payroll records showing the respondent staff fully dedicated to the contract,
- Allow the Agent to conduct an onsite review of company headquarters or work site where services are to be performed, and,
- Provide documentation proving employment of qualified personnel holding the necessary licenses and certificates required to perform the Scope of Work.

I.3.8 Post-award HSP Requirements

The HUB Subcontracting Plan (HSP) shall be reviewed and evaluated prior to contract award and, if accepted, the finalized HSP will become part of the contract with the successful respondent(s).

After contract award, the Agent will coordinate a post-award meeting with the successful respondent to discuss HSP reporting requirements. The Consultant must maintain business records documenting compliance with the HSP, and must submit monthly subcontract reports by completing the HUB Monthly Progress Report within the eGrants system and submit a “**HUB Subcontracting Plan (HSP) Progress Compliance Form - 2579**”. This monthly report is required as a condition for payment to report to TxDOT the identity and the amount paid to all subcontractors.

As a condition of award the Consultant is required to send notification to all selected subcontractors as identified in the accepted/approved HSP. In addition, a copy of the

notification must be provided to the TxDOT Aviation Agent within 10 days of the contract award.

During the term of the contract, if the parties in the contract amend the contract to include a change to the scope of work or add additional funding, the Aviation Agent will evaluate to determine the probability of additional subcontracting opportunities. When applicable, the Consultant must submit an HSP change request for the Aviation Agent's review. The requirements for an HSP change request will be covered in the post-award meeting.

When making a change to an HSP, the Consultant will obtain prior written approval from the Aviation Agent before making any changes to the HSP. Proposed changes must comply with the HUB Program good faith effort requirements relating to the development and submission of an HSP.

If the Consultant decides to subcontract any part of the contract after the award, it must follow the good faith effort procedures outlined in Section I.3.6 of the original **RFQ** (e.g., divide work into reasonable lots, notify at least three (3) vendors per subcontracted area, provide written justification of the selection process, or participate in the Mentor Protégé Program).

For this reason, TxDOT encourages respondents to identify, as part of their HSP, multiple subconsultants who are able to perform the work in each area the respondent plans to subcontract. Selecting additional subconsultants may help the selected Consultant make changes to its original HSP, when needed, and will allow the Agent to approve any necessary changes expeditiously.

Failure to meet the HSP and post-award requirements will constitute a breach of contract and will be subject to remedial actions. The Agent may also report noncompliance to the CPA in accordance with the provisions of the Vendor Performance and Debarment Program ([see 34 T.A.C. §20.585 relating to Debarment](#)) and ([see 34 T.A.C. §20.586 relating to Procedures for Investigations and Debarment](#))



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	Go to View Opportunities. a. Select <u>Apply Now</u> 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	SA/SS	Click on View, Edit and Complete Forms a. Select RFQ Applicant Form b. Confirm Project information and address c. Upload RFQ response <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.
03	SA	When you are ready to submit your response, click on " <u>Save and submit to CS review</u> ". YOU ARE DONE	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	SA/SS	WAIT UNTIL A SELECTION NOTIFICATION IS SENT TO YOU	
05	SS/SA	<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 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 submission 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 submission, 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](#)

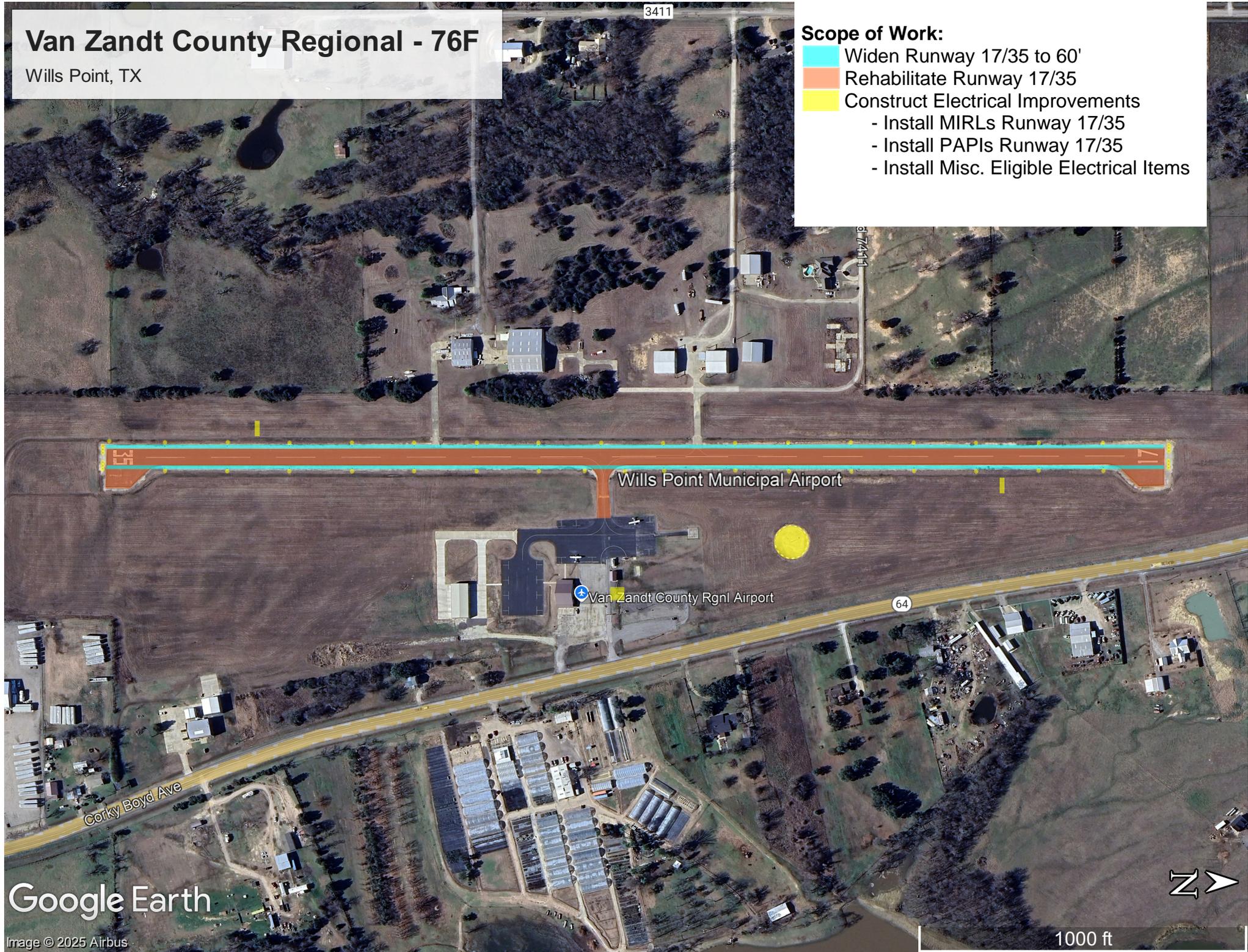
Some organizations will have many user members. Each organization should determine which user member will submit the completed submission in eGrants. After the opportunity is selected for the organization, it will no longer appear on any other user’s home page unless the initiating user cancels the response.

Van Zandt County Regional - 76F

Wills Point, TX

Scope of Work:

- Widen Runway 17/35 to 60'
- Rehabilitate Runway 17/35
- Construct Electrical Improvements
 - Install MIRLs Runway 17/35
 - Install PAPIs Runway 17/35
 - Install Misc. Eligible Electrical Items



3411

97441-1

64

Google Earth

Image © 2025 Airbus

1000 ft