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Floydada Municipal AIRPORT
TxDOT SOLICITATION NO.: RFQ26ALFLOYD00020

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

The City of Floydada 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 Floydada; TxDOT CSJ/Project No.: 26ALFLOYD. The TxDOT Project Manager is Yessica Nunez.

Scope: Prepare an Airport Layout Plan (ALP) Update with Narrative and include an 18B Obstruction Survey consistent with the latest version of the Federal Aviation Administration (FAA) Master Plan Advisory Circular, including Standard Operating Procedures 2.0, 3.0 and 8.0.

The DBE goal is set at **0%**.

To assist in your qualification statement preparation, the criteria are available online at *http://www.dot.state.tx.us/avn/avninfo/notice/consult/index.html* by selecting “Floydada 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.

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.

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 December 9, 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 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 Debra Woodruff, Contract Specialist. For technical questions please contact Yessica Nunez, 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.
http://www.txdot.gov/inside-txdot/division/aviation/projects.html**.**

Instructions for Responding to an RFQ Solicitation

Aviation Division

Grants Workflow:	RFQ Response
eGrants Role:	Subgrantee Administrator (SA) Subgrantee Staff (SS)
eGrants link eGrants help:	https://apps2.dot.state.tx.us/apps/egrants2/logout2.aspx 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 **Apply Now** to the opportunity b. The RFQ Response Menu is opened	It is 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. **PLEASE MAKE SURE YOU SELECT THE CORRECT PDF FILE BEFORE CHANGING STATUS.*** 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 Save and submit to CS review **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	**AFTER SELECTION NOTIFICATION IS RECEIVED.** 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 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.