

Wilmington International Airport

On Call Planning and Noise Services RFP

March 24, 2023

REQUEST FOR QUALIFICATIONS:

The New Hanover County Airport Authority, dba Wilmington International Airport (ILM), is soliciting Statements of Qualifications for a Master Services Contract for planning and noise services as outlined below in the "Technical Requirements" section.

PROPOSAL FORMAT REQUIREMENTS:

To respond to this Request for Qualifications ("RFQ"), the Proposer shall submit a concise Statement of Qualifications (SOQ) for response to the following basic criteria:

A. To be acceptable, each SOQ shall be no more than 20 single sided pages or 10 double sided pages, using 12 point or greater font size, not including resumes. Each resume shall be a maximum of two-pages single-sided or one-page double-sided, using 12 point or greater font size. The Proposal(s) pages shall be numbered with Your Firm Name and RFQ title clearly indicated on the cover.

B. Separate each section of the SOQ(s) with a tab divider(s) that is/are labeled in accordance with the letter of the requirements specified below.

C. All SOQs must be emailed as a PDF to the following address: jbourk@flyilm.com

D. In each submission to the Airport, the Proposer shall use its FULL LEGAL NAME WITHOUT ABBREVIATIONS. Failure to comply with this requirement may lead to delays in contract award and contract payments, which shall be the responsibility of the Proposer.

E. Your SOQ must be submitted in sufficient time so that the Airport receives it no later than **April 4, 2023 by 5:00 PM Eastern Daylight Time (EDT)**. The Airport Reserves the right, over the term of this Program, and at the discretion of the Director to keep this solicitation open, or to reissue it in order to expand the list of awarded firms. Firms that are not awarded an Agreement as a result of the initial review period may submit a new, complete Proposal for consideration during subsequent review periods. Firms that are awarded an agreement will not be required to resubmit during subsequent review periods.

The outermost cover of your submittal must be labeled to include the RFQ title. The Airport assumes no responsibility for delays caused by any delivery services.

SUBMISSION REQUIREMENTS:

To respond to this RFQ, provide the following information:

B. Staff Qualifications and Experience: Resumes, including technical qualifications, of all full-time technical personnel (including subconsultants, if any) of your firm who will be assigned to perform the requested services.

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C. Include the name(s), and title(s) that would be in effect for professional and technical personnel of the Prime Proposer who will be assigned to perform any services requested.

D. Firm Qualifications and Experience: Identify the experience of your firm in providing services similar to those contemplated herein and at a similar sized commercial service airport. Identify comparable services performed during the last three (3) years, owners, contact information (for verification purposes), and indicate whether said projects were completed on schedule and within budget.

E. Management Approach: Provide your proposed Management Approach to performing the required services, being responsive to the client's needs, keeping the client apprised of the project status, and to ensuring the quality of the work product.

F. Firms should submit an DBE participation plan that outlines how your firm plans to meet the 8.5% DBE sub consulting goals as established by the Airport. If your firm is unable to identify specific firms or specific tasks at the time of proposal, your firm may submit a plan indicating if/how you plan to meet the good faith goals going forward. The DBE Plan submitted by the Consultant to the Airport shall contain, at a minimum, the following:

- Identification of DBEs: Provide the names and addresses of all MBE/WBEs included in the Plan. If none are identified, describe the process for selecting participant firms in order to achieve the good faith goals under this Agreement.
- Level of Participation: Indicate the percentage of DBE participation expected to be achieved with the arrangement described in the Plan.
- Scope of Work: Describe the specific scope of work the DBEs will perform.

All DBE subconsultants listed must be federally certified in order for the Consultant to receive credit toward the DBE goals.

SELECTION PROCESS:

This qualifications-based selection shall take into consideration the following technical criteria, (listed in order of importance) and subsequently cost, as appropriate:

1. Qualifications and experience of the staff proposed to perform services hereunder,
2. Qualifications and experience of the firm, including the quality of similar services provided to others including the demonstrated ability to complete the services in accordance with the project schedule;
3. Management approach to the performance of the contemplated services.

After consideration of these factors, the Airport may enter into negotiations with one or more firms deemed best qualified in terms of the foregoing factors to perform the required services. Proposal preparation costs are not reimbursable by the Airport. The Airport shall have no obligation to a firm except under a duly authorized agreement executed by the Airport.

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TECHNICAL REQUIREMENTS

The services of the Consultant shall generally consist of performing aviation related studies, analyses and project services on a “call-in” basis. Services shall include, but not be limited to: (1) preparing draft and final written reports documenting findings and recommendations; (2) preparing Quality Assurance and Quality Control (QA/QC) plans; (3) participating in stakeholder meetings; and (4) conducting presentations. These services shall be performed in one or more of the following areas:

- Planning Services for:
 - Landside and airside planning,
 - Terminal planning,
 - Baggage handling systems,
 - Roadways and parking,
 - Utilities,
 - Air cargo (airside and landside),
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- Sustainability and resiliency planning,
- Engineering feasibility studies and cost estimating,
- NEPA Environmental reviews (Categorical Exclusions, Section 163 review, EAs),
- Environmental permitting support
- Expertise related to aviation noise analysis, Noise Exposure Map (NEM), Noise Compatibility Program (NCP), and mitigation strategies,
- Communications and public outreach,
- Financial analysis in support of financing capacity, Capital Expenditures (CapEx), Operational Expenditures (OpEx), Passenger Facility Charge (PFC) applications, etc.,
- Airport forecasting (operations and passengers) in accordance with FAA requirements,
- Economic Impact Study,
- Air passenger surveys,
- Graphics and visualization; and,
- Specialized capabilities related to airfield and airspace modeling, Aviation Environmental Design Tool (AEDT) for noise and air quality, GIS, and traffic modeling.

SELECTED FIRMS

Selected firms will be invited to enter into a multi-year, on-call “Master Contract” covering all types of work indicated in the “Technical Requirements” section for a period of not more than 5 Years. Individual work authorizations will be negotiated for specific tasks on an as-needed basis under the Master Contract. The Airport anticipates immediate negotiations for initial planning tasks upon notification of selection.

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EVALUATION CRITERIA

The Airport will utilize the evaluation criteria provided below in determining the qualifications of responding firms.

ILM On Call Planning Proposal Evaluation

	Firm 1	Firm 2	Firm 3	Firm 4	Firm 5
1. Proposal Requirements (10 Points)					
a. Description of Tasks					
b. Personnel Chart					
c. Sample Projects and References					
2. Firm Qualifications (35 Points)					
a. Experience of Prime firm					
b. Experienced staff involved in project					
c. Team capabilities (subconsultants)					
d. MWBE/DBE Participation					
3. Project Proposal (45 Points)					
a. Understanding of Tasks					
b. Understanding of County and Airport					
c. On-call management approach					
d. Planning and Environmental Capability					
e. Demonstrated Experience and Expertise with Similar Airports					
f. Key staff and availability					
4. Location of Firm (10 Points)					
a. Office location					
b. Project Manager location					
Total Score	0	0	0	0	0

QUESTIONS AND CORRESPONDANCE

All questions and correspondence regarding this RFQ shall be made in writing to Mr. Jeff Bourk, AAE, Airport Director, at jbourk@flyilm.com.