

**REQUEST FOR QUALIFICATIONS
Engineering/Planning Services for
Martin County Airport**

April 7, 2021

The County of Martin, North Carolina is requesting submittals from qualified firms for airport consulting/engineering services (including planning, design, and construction administration services for airside and landside improvements) at the Martin County Airport.

SCOPE OF SERVICES

The improvements may include, but are not limited to the following: Runways, taxiways, taxi-lanes, fencing, NAVAIDS, terminal buildings, utilities, aircraft aprons, aircraft hangars, pavement overlays, access roads, auto parking facilities, and land acquisition, as well as planning and other tasks and projects as deemed necessary by Martin County.

This selection will be for a period of five (5) years, more or less.

EVALUATION CRITERIA

The Qualification Statements will be reviewed and ranked by members of a selection committee in accordance with the evaluation criteria. The committee reserves the right to request interview sessions with shortlisted firm if desired.

The following criteria should be addressed in the submittal and shall be used to select the consultant/firm:

- A. Qualifications and Experience of Staff Assigned to Martin County Airport
- B. Firm Qualifications and Experience
- C. History/Aviation Experience of the Firm

SUBMITTAL REQUIREMENTS

Format:

All Statements of Qualifications are limited to twelve (12) pages exclusive of cover sheet and shall be typed, 8½" x 11" sheets, single-spaced, single sided with font of 11 point Times New Roman. In addition, up to five (5) single page resumes for key staff that will

be assigned to this effort may be included in an appendix. In order to reduce costs and to facilitate recycling, cover stock, binders, dividers, tabs, etc., are prohibited. One staple in the upper left-hand corner is preferred. Martin County reserves the right to reject Statements of Qualifications that do not meet these requirements.

Cover/Introductory Letter:

The introductory letter should be addressed to Mr. U. James Bennett, County Manager. This letter is limited to one (1) page.

Evaluation Factors:

This section is limited to 11 pages and should include the information requested below:

- A. Qualifications and Experience of Staff Assigned to Martin County Airport
 - 1. Provide an Organizational Chart for your team
 - 2. Detail Engineer / Project Manager's experience
 - 3. Brief description of other key staff (as previously discussed, five (5) single page resumes may be included in an appendix to supplement staff descriptions)

- B. Firm Qualifications and Experience
 - 1. Provide qualifications to provide services as listed above
 - 2. Provide examples of RECENT (last 5 years) experience on similar scope projects on general aviation airports
 - 3. Provide examples of recent experience, if any with the FAA Southern Region, NCDOT or coordinating agencies

- C. History/Aviation Experience of the Firm
 - 1. Provide a brief history of the firm
 - 2. Provide evidence of aviation industry experience
 - 3. Provide demonstrated ability to coordinate projects with the FAA and North Carolina Division of Aviation.

Interested firms should submit six (6) copies of their Statements of Qualifications by the close of business on April 16, 2021.

Submit all proposals to the following address:

U. James Bennett, County
Manager Martin County
PO Box 668
(305 East Main Street)
Williamston, NC 27892