

A REQUEST FOR STATEMENTS OF QUALIFICATIONS (SOQ)

For

On-Call Design & Engineering Services

For The

Texarkana Regional Airport Authority



TEXARKANA
— REGIONAL AIRPORT —

Issued By:

Texarkana Regional Airport Authority
201 Airport Drive
Texarkana, Arkansas 71854

Dated: May 17, 2024

SOQ QUESTIONS DEADLINE:

June 4, 2024, 5:00 PM CST

STATEMENTS OF QUALIFICATIONS DEADLINE:

July 5, 2024 11:00 AM CST

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TEXARKANA REGIONAL AIRPORT AUTHORITY REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR ON-CALL DESIGN & ENGINEERING SERVICES

Sealed proposals will be accepted until **4:00 PM CST, July 5, 2024**, by the Texarkana Regional Airport Authority (“Authority”), **201 Airport Dr. Texarkana, Arkansas 71854**, to provide the Texarkana Regional Airport (“Airport”) with on-call design & engineering services in accordance with the conditions stated in the Request for Statements of Qualifications (“SOQ”) package.

Copies of this request may be obtained from Ferdinand Paul Mehrlich III, A.A.E. ACE, Executive Director of Aviation, at the above address, by calling (870) 774-2171, or by email at directr@txkairport.com.

Sealed proposals, one (1) original and nine (9) copies, shall be submitted prior to 4:00 PM CST, Friday, July 5, 2024, to the above address and are to be marked: “Statement of Qualifications for On-Call Design & Engineering Services for the Texarkana Regional Airport Authority.” For informational purposes, firms responding to this request for SOQs are advised that the United States Postal Service and Express Mail Services may not deliver your SOQs in a timely manner. The Authority will not be responsible for delays caused by any delivery services that may be used or for any other reason. Responding firms are hereby directed to cause delivery of their SOQs prior to the SOQ opening time. The delivery of said SOQs to the Airport administration office prior to the time slated is solely and strictly the responsibility of the responding firm. The SOQ delivery time will be scrupulously observed. Electronic or faxed SOQs will not be considered. **Any SOQ received after the scheduled SOQ submission deadline will not be considered.**

The Authority reserves the right to reject any or all SOQs; to select one or more firms; to re-advertise this request; to postpone or cancel this process; to waive irregularities in the request process or in the SOQs submitted in response thereto; to negotiate with any firms; to accept any proposal considered to be in the best interest of the Authority, and to change or modify the SOQ schedule or process outlined herein at any time.

The Authority is an Equal Employment Opportunity (EEO) organization which does not discriminate against any prospective proposer on the basis of race, religion, color, sex, age, national origin, sexual orientation, or presence of any sensory, mental, or physical disability in the consideration of contract award. A successful proposer will be required to comply with all EEO, federal, state, and local laws and regulations.

TITLE: REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR ON-CALL DESIGN & ENGINEERING SERVICES FOR THE TEXARKANA REGIONAL AIRPORT AUTHORITY

SCHEDULE: Schedule Stated below is the schedule for this SOQ process. However, the Authority reserves the right to modify, change or amend any of these dates and to change or halt the process at its sole discretion. Therefore, the schedule is subject to change:

Issue Request for SOQs	May 17, 2024
Pre-SOQ Meeting	May 31, 2024
SOQ Questions Deadline	June 4, 2024
Addendum Published (optional)	June 7, 2024
SOQ Submission Deadline	July 5, 2024
Short-List Interviews (optional)	Week July 15, 2024
Notice of Selection	Aug 1, 2024

PRE-SOQ MEETING: A pre-SOQ meeting has been scheduled for **May 31, 2024, at 11:00AM CST**, in the Airport Administration Conference Room, **2600 TXK Blvd. Texarkana Arkansas, 71854** to discuss questions and the requirements of the request for SOQs. You may park in the long-term parking lot and bring your parking ticket to the meeting for validation.

If you have interest in sending a SOQ submittal, please notify Paul Mehrlich at director@txkairport.com. The Authority will send out an online meeting invite to any participant who cannot attend in person. By submitting a SOQ submittal to the Authority, each proposer agrees and represents that it has all information necessary to complete and submit its submittal to the Authority and is waiving any and all claims against the Authority and its members, officers, staff and employees relating to the submission of the proposer's submittal to the Authority. Proposer's bear all travels and other costs and expenses related to their attendance at the pre-SOQ meeting, or any meeting described in this request. SOQs submitted by proposer's that have not attended the mandatory pre-SOQ meeting will not be considered. **Verbal responses provided by Authority representatives during the pre-SOQ meeting are not formal and are not binding on the Authority.**

SOQ OPENING: **July 5, 2024, 11:00 AM/PM CST**

The Authority will not discriminate against individuals with disabilities. Any person needing special accommodations for attendance at the pre-SOQ meeting, or any meeting described in this request, should contact Paul Mehrlich, Executive Director of Aviation, Texarkana Regional Airport Authority at e-mail address director@txkairport.com, telephone (870) 774-2171 at least seven (7) days before each meeting.

SECTION I: INTRODUCTION

The Authority invites statements of qualifications from qualified firms to provide **ON-CALL DESIGN & ENGINEERING SERVICES** for the Airport. The Authority expects to proceed with large capital projects in the near future, including, but not limited to, a runway and taxiway extension, and other Airport improvements. The Airport also is continuing with construction of a new passenger terminal. The potential projects covered under the scope of services are likely to be subject to federal, state, and local funding processes, and may involve local approval prior to commencement. The likely scope of services is described more fully in **SECTION III**.

SECTION II: AIRPORT OVERVIEW

The Airport is a public-use airport owned and operated by the Authority. It is a general aviation and commercial service airport located approximately three (3) nautical miles (“NM”) Northeast of downtown Texarkana, USA. US Highway 67 and Interstate 49 provide quick access from the Texarkana metropolitan area to the airport. The Airport opened for commercial service in 1931 and has since played a vital role in the region and the state by providing access to the world economy through one major airline and a first-class general aviation facility. Since its opening in 1931, the Airport has accommodated more than 2 million passengers (approximate). Currently, one airline serves the Airport with non-stop service to Dallas/Fort-Worth International Airport and provides the Texarkana community endless connection possibilities through one of the biggest large hub airports in the world.

The Airport is located under Class Charlie airspace within the Texarkana Special Flight Rules Area (SFRA). The surrounding airspace provides hassle-free VFR aircraft arrivals and departures and is surrounded by numerous practice areas for flight training. According to FAA records, the Airport sees approximately 31,200 take offs and landings each year and has approximately 64 based aircraft.

Due to the growth in the number of passengers at the Airport since commercial airline service began in 1931, and the expected increase in passenger traffic in the future, the Authority is constructing a much larger state-of-the-art passenger terminal. The new passenger terminal is located across the airfield from the existing terminal and will consist of a multi-story building, of approximately 40,000 square feet, with two (2) passenger boarding bridges. The terminal will also include room for expansion opportunities, such as more airlines and concessions and will provide passengers direct access to I-49. The new terminal is on schedule to be completed by July 2024.

The Airport has begun to shift its focus to catering to the manufacturing makeup of the Texarkana metropolitan area by pursuing air cargo and the MRO industry. In addition to an abundance of surrounding undeveloped land, a major Union Pacific rail line abuts airport property. Furthermore, large economic development companies, such as the TexAmericas Center and AR-TX REDI are attracting major manufacturing and large-scale companies to the area. Following completion of construction of the new passenger terminal in 2024, the Airport is interested in extending and strengthening its primary runway to accommodate larger aircraft and attract air cargo businesses who feel the Airport can meet their needs.

Current airport facilities include a primary 6,601’ x 150’ grooved runway with 120,000 lbs. dual-wheel weight bearing capacity (RWY 4-22). The airport also has a secondary 5,200’ x 100’ grooved crosswind runway with 25,000 lbs. single-wheel weight bearing capacity (RWY 13-31). The Airport Reference Code is C-II. All Runways provide GPS approaches, and Runway 22 provides a CAT-I Instrument Landing System (“ILS”) approach. Currently the airport is equipped with an 18,000 SQ. FT. public use terminal, and perimeter fencing. The Airport is equipped with an FAA contracted air traffic control tower with operating hours of 0600-2300.

SECTION III: SCOPE OF PROFESSIONAL SERVICES

The Airport is growing rapidly, and the Authority has found it necessary to retain the professional services of a qualified airport design and engineering consulting firm tasked with providing design, professional civil engineering and project management services associated with improvements at the Airport, including, but not limited to apron, runway, and taxiway improvements; and terminal, hangar and FBO projects. Work will include coordination with the Authority and FAA; assisting with preparation of necessary pre-applications and required documentation for federal grants; planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, construction material testing, other field investigations required for preliminary design considerations; development of design schematics. The potential contract will be for a period of three (3) years with the option for two (2), one (1) year extensions. A more detailed list of potential services can be found on ATTACHMENT A.

A. Preliminary Phase – This phase involves those activities required for defining the scope of a project and establishing preliminary requirements. Some examples of activities within this phase of a project include:

1. Conferring with the Authority on project requirements, finances, schedules, early phases of the project, and other pertinent matters; and meeting with FAA and other concerned agencies and parties on matters affecting the project.
2. Planning, procuring and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and engineering studies required for preliminary design considerations.
3. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations and preliminary layouts and cost estimates.

B. Design Phase – This phase includes all activities required to undertake and accomplish a full and complete project design. Examples include:

1. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
2. Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; and engineering, and special environmental studies.
3. Preparing necessary engineering reports and recommendations.
4. Preparing detailed plans, specifications, and cost estimates.
5. Printing and providing necessary copies of engineering drawings and contract specifications.

C. Bidding or Negotiation Phase – These activities are sometimes considered part of the construction phase. They involve assisting the Authority in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on the award of contracts and preparing contract documents.

D. Construction Phase – This phase includes all basic services rendered after the award of a construction contract, including, but not limited to, the following activities:

1. Providing consultation and advice to the Authority during all phases of construction.
2. Representing the Authority at preconstruction, construction and other meetings or conferences.
3. Inspecting work in progress periodically and providing appropriate reports to the Authority.
4. Reviewing and approving shop and erecting drawings submitted by contractors for compliance with design concept.

5. Development of construction safety plans including SMS requirements as they may now exist or be modified in the future.
6. Quality assurance and quality control.
7. Reviewing, analyzing, and approving laboratory reports of materials and equipment.
8. Preparing and negotiating change orders and supplemental agreements.
9. Observing or reviewing performance tests required by specifications.
10. Conduct Construction Material Testing (QA testing)
11. Determining amounts owed to contractors, assisting the Authority in preparation of payment requests.
12. Making final inspections and submitting a report of the completed project to the Authority.
13. Preparing as-built drawings.

SECTION IV: RESPONSE FORMAT

Preparation of Proposal

Proposals shall be submitted on 8" 1/2 x 11" sheet size (folded 11" x 17" exhibits are acceptable, however), typewritten with no smaller than 12-point font size, with tabs separating the major sections of the proposal and shall be **no longer than thirty (30) pages of text single sided or 15 pages double sided**, including an organizational chart, staff resumes, statements, descriptions, discussions, as hereinafter required. Divider tabs, required forms (ie, certificate of insurance, anti-lobbying affidavit, reference letters, financial information and etc.) do not count toward the page limit. Sections should be separated by divider tabs; labeled as below (e.g., Minimum Qualifications, Letter of Submittal, Management Proposal). Pages should be numbered. Submittal information should be stapled or bound (not clipped). The major sections of the submittal are to be included in the order noted below:

- A. Minimum Requirements**
- B. Letter of Submittal**
- C. Management Proposal**

Proposals shall provide information in the same order as presented in this section with the same headings. This will not only be helpful to the evaluators of the submittal but should assist the potential firm in preparing a thorough response. Submission of prior work samples included with the proposal must be by electronic media only (thumb drive, CD, or DVD, and must be in a common file format, (i.e., **.pdf, .doc, .jpg, .wav, .mov**). Work samples that have been redacted to remove confidential information are appropriate and will be accepted, although please ensure the sample maintains sufficient information to allow for review and evaluation by the Authority.

SECTION V: MINIMUM REQUIREMENTS

To be considered a qualified submittal and be included in the final selection process, proposers must meet the following minimum requirements:

1. Demonstrated success (5 airport projects within the last 10 years) conducting relevant airport services.

2. A statement that the proposer will meet all insurance requirements under **ATTACHMENT B** of this request for SOQs, and as may be reasonably required by the Authority. The proposer is specifically advised that it must maintain all required insurance for the entire duration of its contract with the Authority.
3. A statement as to whether the proposer's firm is a party to any pending or current litigation that might adversely affect its performance of the services described in this request for SOQs.
4. A statement, signed under the pains and penalties of perjury, identifying and describing all local, state and federal criminal investigations or proceedings, or any other administrative, judicial, or regulatory matter currently pending against the proposer's firm, (to include officers, members, directors, and partners, "Principals") or concluded adversely to any of them, or any of its Principals, within the past five (5) years, that might reasonably be construed to reflect adversely on the fitness or integrity of any of them to perform this contract. Failure to respond properly and accurately to this requirement may, in the Authority's sole discretion, result in rejection of your submittal.
5. Information which serves to demonstrate the financial stability of the proposer including but not limited to, information documenting that the proposer has been in business for at least five (5) years, and a current statement of conditions from the President and/or the CFO, and a statement as to whether the proposer has filed for the protection of a U.S. Bankruptcy Court in the last seven (7) years. If this statement is in the affirmative, the proposer must describe the circumstances that led to the filing, the ultimate disposition of the matter (e.g., a reorganization with a payment plan to creditors), the current situation and substantial, detailed evidence of the proposer's financial ability to complete contract if selected. The submittal should contain such other information that, in the proposer's judgment, is necessary and sufficient to show its financial stability (e.g., bank references, insurance references). Failure to provide this information may, in the Authority's sole discretion, result in rejection of your submittal.

SECTION VI: LETTER OF SUBMITTAL

The Letter of Submittal shall include the firm's name and the label: "**Statement of Qualifications for On-call Design & Engineering Services for the Texarkana Regional Airport Authority,**" and be signed and dated by a person authorized to legally bind the firm to a contractual relationship, (e.g., the president or executive director of a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship). Along with introductory remarks, the Letter of Submittal is to include the following information about the firm and any proposed subcontractors:

- A. Legal name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
- B. Legal status of the firm (sole proprietorship, partnership, corporation, etc.).
- C. Location of the facility from which the firm would operate.
- D. Identify any current or former Airport employees employed by or on the firm's governing board as of the date of the proposal or during the previous twelve (12) months.
- E. A discussion of the client-oriented approach, understanding of the work to be performed, the firm's interest and commitment to performing the on-call services, commitment to

responsiveness of firm employees, and an understanding of the Authority's goals and objectives. Describe in detail the firm's approach to the facilitation of the services covered under this request for SOQs, which includes the most critical steps needed for their successful completion.

SECTION VII. MANAGEMENT PROPOSAL

The Management Proposal shall contain sufficient detail to convey to members of the selection committee the firm's project management expertise and professional experience to complete the projects in the scope of services.

Submission of prior work samples with any confidential information redacted must be by electronic media only (thumb drive, CD, or DVD, and must be in a common file format (i.e., .pdf, .doc, .jpg, .wav, .mov), and must be subject to public dissemination and display with no restrictions.

The Management Proposal shall contain a comprehensive description that addresses the following elements:

7.1 Project Management

- A. **PROJECT MANAGER DESCRIPTION** - Provide the name, address, and telephone number as well as a description of one (1) person currently employed by the firm who will serve as the individual Project Manager and the point of contact for the Authority for the duration of the contract, responsible for the timely provision of all services and to whom all communications will be directed. The Project Manager should be an experienced individual with the availability (if requested by the Authority) to dedicate a reasonably responsive amount of time when needed to the services required for this contract, to be given the contract authority to bind the firm orally and in writing, and who can only be removed as Project Manager upon written request or concurrence of the Authority. The Project Manager shall be available on demand throughout the term of the contract. The management proposal should provide the office location where the Project Manager is currently working, total number of years of experience by the Project Manager, the number of years the Project Manager has been employed by this firm, and education, including any degrees (list institutions) and certifications (i.e., P.E., AICP, AIA, C.M., A.A.E.) the Project Manager has.
- B. **STAFF QUALIFICATIONS / EXPERIENCE** – Identify key team members who will be assigned to the potential contract supporting the Project Manager as needed, indicating the responsibilities and qualifications of such personnel. Provide resumes (not to exceed two (2) pages per person) for the named staff, which include information on the individual's particular skills related to the scope of services, education (including any degrees), certifications (i.e., P.E., AICP, AIA, C.M., A.A.E.), experience (both with this firm and others, as well as specific airport experience, previous titles, and responsibilities), significant accomplishments, and any other pertinent information. The firm shall commit that staff identified in its submittal will perform the assigned work. Provide a general statement/description of the experience and qualifications of the proposed team members that will serve as support staff and why the firm believes they are fit to conduct the work covered under the scope of services.
- C. **PROJECT TEAM STRUCTURE / INTERNAL CONTROLS** - Provide a description of the proposed team structure to be used to carry out any projects in the scope of services, including

any subcontractors. Provide an organizational chart of the team structure indicating lines of authority for personnel proposed to perform the scope of services and relationships of the firm's staff or sub-contractors to other programs or functions of the firm. Describe how it will organize team members, using the talents available to effectively assist the Authority. Identify the processes and procedures that will be implemented to manage and coordinate between team members, and various entities, including an involved and informed public. Address the workload, both current and anticipated, for all key team members, and their capacity to perform the requested services. Finally, address the firm's understanding of the unique environment of the Airport, including local conditions and challenges, and the understanding of an experience with applicable state and local codes and requirements that may pertain to work conducted under the scope of services.

7.2 Experience of the Proposer

- A. Describe the experience of the firm and any subcontractors in the following areas:
1. Experience in performing projects relevant to the scope of services. Include specific examples.
 2. Ability to perform projects/services on-time and under budget. Include specific examples.
 3. Understanding of the potential contract and identify and discuss the firm's and the project manager's ability to complete the proposed scope of services.
- B. Provide other relevant experience that indicates the qualifications of the firm.
- C. Include a list of projects/contracts the firm has worked on during the last ten (10) years that best demonstrates the firm's ability to perform the services needed under this request for SOQs. List contract reference numbers, brief contract descriptions, total project/contract cost, role/responsibility of the firm on the project/contract, contract period of performance, current and valid names of contact persons, telephone numbers, and fax numbers/e-mail addresses. The proposer shall grant permission to the Airport to contact the client list.

7.3. References

List current (within the last five (5) years), valid names, addresses, telephone numbers, and fax numbers/e-mail addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided. By submitting such references, the firm grants permission to the Authority to contact any or all such persons. Do not include current Airport staff as references. The Authority may evaluate references at the Authority's discretion.

7.4. Related Information

Proposers are also requested to provide a discussion on the following information to assist the Authority in reviewing responses to this request:

- Timeliness of completing quick turn assignments.
- Experience and success with DBE participation in contracts
- Ability to meet project budget and scheduling demands.
- Knowledge of local codes, regulations, and permit requirements

- Knowledge of TSA, FAA and ADA regulations and requirements.

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SECTION VIII: SOQ SUBMISSION INSTRUCTIONS

All SOQs must be received by the Authority on **July 5, 2024**, no later than **11:00 AM CST**. Each proposer must submit 10 hard copies of the entire SOQ, along with one (1) electronic version on flash storage USB device, CD or DVD in a PDF, Microsoft Word (.docx) or comparable format. SOQs not submitted in the manner described herein (including SOQs sent solely by facsimile or other electronic means) will be considered nonresponsive and subject to rejection. SOQs submitted after the specified due date and time in this request will be rejected as late and will not be accepted. SOQs must be enclosed in a sealed envelope, box or package that is clearly marked **“Statement of Qualifications for On-Call Design & Engineering Services for the Texarkana Regional Airport Authority.”** Include the business name and address of the proposer on the outside of the package. Proposers are advised that they may be required to submit additional information, upon request.

Proposers shall submit their SOQs to the following address:

**Texarkana Regional Airport Authority
Attn: Paul Mehrlich III, A.A.E. ACE
201 Airport Dr.
Texarkana, Arkansas 71854**

Communications between the proposer and any Authority or Airport officials or employees regarding this request that occur during the selection process, except when and in the manner expressly authorized by the request document is strictly prohibited. Violation of this requirement is grounds for disqualification from the process. The Authority will only accept written questions about the request process. All questions/ correspondence shall be e-mailed to director@txkairport.com. The deadline for filing questions is on **June 7, 2024, at 5:00 PM CST**.

SECTION IX: SELECTION PROCESS

All SOQs received will be evaluated by a staff selection committee comprised of up to five (5) members. The committee will evaluate each SOQ using the weighted criteria listed in **Section 9.2**. The Authority reserves the right to make such additional investigations as it deems necessary and may require the submission of additional information. Each SOQ will be assessed using the following evaluation criteria:

9.1 Minimum Qualifications (Pass/Fail Phase)

The Authority will screen all SOQs to ensure compliance with the Minimum Qualifications, identified in Section 5 of this request. A proposer’s SOQ will be deemed non-responsive and will be rejected without further evaluation if its SOQ does not meet these qualifications.

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9.2 Evaluation Criteria (Scoring Phase)

The selection committee will score SOQs using the criteria outlined below:

Item	Criteria	Weighting Factor	Raw Score	Weighted Overall Score
1	<u>Experience and Qualifications</u> (Experience of the team with similar airport projects)	6	(1-5)	Max (30)
2	<u>Understanding and Approach</u> (Proposed approach and understanding of Scope of Services)	5	(1-5)	Max (25)
3	<u>Project Manager</u> (Qualifications, specific experience, and availability of Project Manager)	5	(1-5)	Max (25)
4	<u>Reputation</u> (Satisfaction of previous clients, with particular attention to completion of past projects on time and under budget)	2	(1-5)	Max (10)
5	<u>DBE</u> (Evidence of DBE effort)	1	(1-5)	Max (5)
6	<u>Location/Familiarity</u> (Proximity to TXK for meetings, projects, etc.,)	1	(1-5)	Max (5)
Raw Scoring 5 – Outstanding 4 – Very Good 3 – Satisfactory 2 – Barely Acceptable 1 - Unacceptable		SCORE:	(Max 30)	(Max 100)

9.3 Proposer Evaluation

The selection committee shall meet to review the SOQs, using the weighted criteria above. After reviewing all submitted SOQs, the selection committee may “shortlist” the two-to-three most qualified proposers based upon the SOQ responses and conduct interview(s) of the short-listed proposer(s). Each invited proposer will have an opportunity to make a brief presentation about its proposal and answer questions from the selection committee. However, the selection committee, at its sole discretion, may decide to not interview proposers and make its selection based on the SOQ scores. If interviews are conducted, the total scores will be determined by combining the initial scores of the SOQs (using the weighted criteria above) with the scores of the interviews. The selection committee will then forward all SOQs to the Airport Board of Directors for review. During that review, the selection committee chair may make recommendations to the Airport Board of Directors. In accordance with the Board approved Texarkana Regional Airport Authority purchasing policy, the final selection rests solely with Airport Board of Directors. Costs for travel expenses, SOQ preparation, interview preparation and interview time shall be borne by the proposer.

9.4 Contract Award

Once the successful proposer(s) has(have) been determined, the Authority will start negotiating the contract(s) with the successful proposer(s) consistent with the requirements of FAA Advisory Circular 150/5100-14 (or as amended). If the negotiations are not successful, negotiations will be terminated, and the next highest ranked proposer(s) may be asked to negotiate a contract with the Authority.

The Authority reserves the right to award more than one contract at its sole discretion, to the most responsive and responsible proposer(s). The Authority will issue Notice(s) to Proceed after completion of fully executed contract(s).

SECTION X GENERAL CONDITIONS

10.1 Inquiries

Communications between the proposer and any Authority or Airport officials or employees regarding this SOQ that occur during the selection process, except when and in the manner expressly authorized by the SOQ document is strictly prohibited. Violation of this requirement is grounds for disqualification from the selection process. The Authority will only accept written questions about the SOQ process. All questions/correspondence shall be e-mailed to Paul Mehrlich at director@txkairport.com.

10.2 Binding Offer

Each responding firm's submittal will be considered a binding offer to perform the required services contained herein, assuming the terms of a contract are negotiated satisfactorily. The submission of a SOQ shall be taken as a prima facie evidence that the responding firm has familiarized itself with the contents of this request. SOQs may be withdrawn by written request, e-mailed, faxed, or sent U.S. Mail dispatched by the responding firm and delivered prior to the time fixed for the opening of SOQs.

Negligence on the part of the responding firm in preparing the SOQ confers no right of withdrawal or modification after the SOQ has been opened at the appointed time and place by the Authority. Any such withdrawn SOQ shall not be resubmitted.

10.3 Confidentiality

All documentation submitted with the SOQ will become the property of the Authority. During the selection process, all SOQs shall remain confidential unless disclosure is required by law. However, following a final selection, the entire selection process file shall be available to the public upon request and as provided by law. Confidential data, if identified as such by the proposer, will be kept confidential upon request, if the request is made as part of the SOQ and if the Authority determines that the data meet the requirements for confidentiality treatment under Arkansas State Law. Proposers should self-evaluate what information may be exempt and should mark such information "Confidential." Proposers claiming confidentiality must state in their SOQ:

The proposer agrees to indemnify and hold harmless the Authority, the Airport and their respective officers, officials, directors, employees, agents, and volunteers, from any claims, liability or damages, including reasonable attorney's fees and court costs, against the Authority to defend the Authority against any challenge to such confidentiality claims.

10.4 Disadvantaged Business Enterprise (DBE)

The Authority is firmly committed to effectively implementing DBE participation. The Authority's DBE goals will be established on a task-by-task basis after award of the prime contract based on funding, availability of workforce, specialization of required services, etc.

It is the policy of the Authority that DBEs will have full and fair opportunities to compete for an participate in the performance of contracts on federally funded and non-federally funded Authority capital projects including the provision of materials and supplies. The Authority will encourage all current and prospective contractors, consultants, subcontractors, and subconsultants to assist in implementing this policy by taking the necessary measures to ensure meaningful and equitable participation by DBEs and to encourage the development of existing and new DBEs.

10.5 Assignment of Contract

The selected firm may not assign the contract entered as a result of this request for SOQs and any attempt to assign the obligations resulting from this request for SOQs without the prior written authorization of the Authority will be grounds for immediate termination of the contract.

10.6 Non-Exclusivity of Contract

By responding to this request for SOQs, any selected firm understands and agrees that any resulting contractual relationship is nonexclusive, and that the Authority reserves the right to seek similar or identical services elsewhere if deemed in the best interest of the Authority.

10.7 Indemnification

The selected firm shall protect, defend, indemnify, and hold the City of Texarkana, Arkansas and Texarkana, Texas, Texarkana Regional Airport Authority, and their respective Boards of directors, officers, agents and employees completely harmless from and against any and all debts, expenses, penalties, costs including, but not limited to, reasonable attorney's fees that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the firm, or anyone performing any act required of the firm in connection with performance of the contract awarded pursuant to this request for SOQs, except where such claims, or damages result from the gross negligence, or willful, wanton, or intentional misconduct of City of Texarkana, Arkansas and Texarkana, Texas, Texarkana Regional Airport Authority, and their respective Boards of directors, officers, agents and employees. These obligations shall survive acceptance of any goods, services, and/or performance and payment therefore by the Authority.

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10.8 No Lobbying

All proposers are hereby placed on notice that the Authority Board of Directors, and all Authority employees (with the exception of the Airport Executive Director of Aviation designated to receive requests for interpretations or corrections) are not to be lobbied, either individually or collectively, regarding this request for SOQs and any proposers in violation of this warning shall be automatically disqualified from further consideration for this request for SOQs. During the entire procurement process, all firms and their subcontractors, subconsultants, or agents are placed on notice that they are not to contact any persons listed above for such purposes as holding meetings for introduction, dinners, etc., if they intend to submit or have submitted SOQs for this request. **All firms and their subcontractors, subconsultants, and any agents must submit individual affidavits with their management proposal in their SOQs, stating that they have not engaged in lobbying activities or prohibited contacts in order to be considered for this request for SOQs.**

10.9 Non-Discrimination Clause

Pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI the Civil Rights Act of 1964; the Restoration Act of 1987, and as said regulations may be amended, the Contractor/Consultant must assure that “no person in the United States shall on the basis of race, color, national origin, sex, creed or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity,” and in the selection and retention of subcontractors/subconsultants, including procurements of materials and leases of equipment. The contractor/consultant will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

10.10 General Civil Rights Clause

The Authority, 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 proposers that it will affirmatively ensure that any contract entered pursuant to this SOQ solicitation. Disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

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ATTACHMENT A
SCOPE OF PROFESSIONAL SERVICES LIST

For the purposes of this SOQ solicitation, the following list represents projects that **could** occur at Texarkana Regional Airport over the next five years. The final determination and outcome of these projects will be dependent upon available funding, industry conditions, changes in activity, changes in conditions, and any number of determining variables. Some of the projects listed below are not included in the Airports FAA Airport Capital Improvement Program because they have not been determined to be eligible for AIP funding and subsequently these will be funded by other sources as determined by the Texarkana Regional Airport Authority.

A. Engineering Services

1. Capital Improvement Program Management
2. Expansion of Passenger Terminal
3. Remodel or reconstruction of old Passenger Terminal
4. Grant Administration and Management
5. Construction Management
6. Construction of Parking Lots, Parking Garages, Rental Car Facilities
7. Taxiway, Runway Construction
8. Taxiway Extension, Runway Extension Construction
9. Aircraft Taxiway, Aircraft Runway Rehabilitation/Reconstruction
10. Aircraft Apron Construction, Rehabilitation
11. Construction, Reconstruction, Rehabilitation of Landside Pavement and Roadways
12. Aircraft Taxiway, Aircraft Runway Lighting System Construction/Rehabilitation
13. General Airfield Lighting Rehabilitation
14. Airfield Electrical System Upgrades
15. Airfield Markings, Signage Rehabilitation
16. Electrical Vault Construction
17. Soils Investigations, Core Sampling, Lab Tests
18. Land Surveys & Topographical Maps
19. Field/Construction Surveys
20. Photogrammetry Surveys
21. Project Feasibility Studies
22. Security Fencing Improvements/Construction
23. Runway Safety Areas and Object Free Areas Evaluations
24. Taxiway Safety Areas and Object Free Areas Evaluations
25. Obstruction Removal
26. Drainage Studies
27. Drainage Improvements
28. Prepare All Early Project Development Administrative Requirements such as:
 - a. Sponsor Certification(s)
 - b. Environmental Assessment(s) and Coordination with Resource Agencies
 - c. Airspace Analysis and Construction Safety Phasing Plan
 - d. Disadvantaged Business Enterprise Plan and Goals
 - e. Compliance Study(s)
29. Airfield Drainage and Erosion Control Improvements
30. Comprehensive Design and Construction Services for Airport Improvements such as:
 - a. Corporate Hangars
 - b. T-Hangars
 - c. Rental Car Facilities
 - d. Parking Garage

- e. General Aviation Facility
- f. Maintenance, Repair, and Overhaul Facility
- g. Snow Removal/Operations Building
- h. Taxiways, Runways, Aprons
- i. Development of Conceptual and/or Detailed Drawings for Landside Development Projects

ATTACHMENT B
INSURANCE REQUIREMENTS

The selected firm and all subcontractors shall at all times during the term of the contract maintain, at its expense, the following minimum levels and types of insurance.

Airport Liability or Commercial General Liability

Policy shall include Bodily Injury, Personal and Advertising Injury Independent Contractors, Broad Form Property Damage and Broad Form Contractual liability and XCU coverage.

Bodily Injury	\$1,000,000 per occurrence & \$5,000,000 per aggregate
Products & Completed Operations	\$2,000,000 per occurrence
General	\$5,000,000 per aggregate

The policy shall be endorsed to include the following additional insured language “The Texarkana Regional Airport Authority, its officers, officials and employees are to be covered as an additional insured with respect to liability arising out of the “Work” or operations performed by or on behalf of the firm, including materials, parts or equipment furnished in connection with such Work or Operations.”

Business Automobile Liability Insurance

Bodily injury and property damage for any owned, hired and non-owned vehicles used in performance of any contract awarded under this SOQ.

Bodily Injury	\$1,000,000 per occurrence
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The policy shall be endorsed to include the following additional insured language: “The Texarkana Regional Airport Authority, its officers, officials and employees are to be covered as an additional insured with respect to liability arising out of the activities performed by or on behalf of the firm.”

Workers' Compensation and Employer's Liability Insurance

Each Accident	\$1,000,000 per occurrence
Disease Each Employee	\$1,000,000 per occurrence

The policy shall contain a waiver of subrogation against the Texarkana Regional Airport Authority.

The Texarkana Regional Airport Authority shall be listed as certificate holder

Certificate of Insurance shall contain language stating “written notice of cancellation shall not be less than 30 days.

Insurance is to be placed with insurers duly licensed or authorized to do business with the State of Arkansas, and with an “A” Best Rating of not less than A-VII.

The selected firm shall furnish the Authority with certificates of insurance as required by this SOQ. All certificates and any required endorsements are to be received and approved by the Authority before work commences. Each insurance policy required by this SOQ must be in effect at or prior to commencement of work under this SOQ and remain in effect for the duration of the contract. All renewal certificates of insurance shall be sent directly to the Texarkana Regional Airport Authority, 201 Airport Dr. Texarkana, AR 71854 or by e-mail to director@txkairport.com. The Authority reserves the right to require complete, certified copies of all insurance policies required by this SOQ at any time.