



NORTHWEST ARKANSAS NATIONAL AIRPORT

REQUEST FOR QUALIFICATIONS FOR
ON-CALL ENGINEERING SERVICES

February 13, 2025

REQUEST FOR QUALIFICATIONS

INTRODUCTION

The Northwest Arkansas Regional Airport Authority (the Authority) is soliciting statements of qualifications and experience from firms and individuals to provide engineering services for airport development, and to provide special services beyond the scope of basic design services.

MINIMUM QUALIFICATIONS

Respondents must show experience in providing engineering services to airports certified under Part 139 of the Federal Aviation Regulations and Federal Highway Administration regulations. In particular, a Respondent must be knowledgeable of Federal Aviation Administration policies and procedures and be able to demonstrate experience in the various types of consultant services discussed in FAA Advisory Circular 150/1500-14E. To be eligible to submit a statement of qualifications for the work, respondents must meet the following minimum requirements:

1. Must have all applicable licenses and permits required by the Federal government, the State of Arkansas, and Benton County.
2. Must have adequate numbers of qualified personnel to accomplish the work.
3. Must comply with the Authority's policy and program for Disadvantaged Business Enterprises.

SCOPE OF SERVICES

The Authority proposes to accomplish a number of projects which may include, but are not limited to: additional taxiways, runways, ramps, maintenance and rehabilitation (pavement, roadway and facilities), airfield lighting, marking, parking envelopes, electrical vaults, electrical systems, drainage, storm water detention, drainage, parking lots, parking decks, revenue control systems, rental car facilities, upper level concourses, loading bridges, T-hangars, corporate hangars, ARFF stations and related expansions, security items which may include blast-proofing, studies, systems and components, infrastructure projects to include utility work, fuel storage and distribution, navigational aids and related installation, environmental projects, on airport roadways, highways, toll roads, right-of-way acquisition, survey, EGIS, A-GIS Surveys and geo-technical work, signage for both airside and landside projects, plan reviews, commissioning and other work as may be assigned. While many of the projects are expected to take place over a three-year period, the Authority reserves the right to extend the selection for an additional two years. The Authority also reserves the right to re-advertise for those services not under contract and select multiple firms.

The general scope of work shall consist of the various types of consultant services discussed in FAA Advisory Circular 150/1500-14E and Federal Highway Administration guidelines. The general tasks to be performed shall include, but not be limited to, the following:

Engineering Services for Airport Development Projects

- 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/or FHA 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 architectural and engineering studies required for preliminary design considerations.
 3. Developing overall project timeline and deliverables, 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 architectural, 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. Provide prequalification of contractors when needed.
3. Representing the Authority at preconstruction conferences.
4. Inspecting work in progress periodically and providing appropriate reports to the Authority.
5. Reviewing and approving shop and erecting drawings submitted by contractors for compliance with design concept.
6. Development of construction safety plans.
7. Quality assurance and quality control.
8. Reviewing, analyzing, and approving laboratory and mill test reports of materials and equipment.
9. Preparing and negotiating change orders and supplemental agreements.
10. Observing or reviewing performance tests required by specifications.
11. Determining amounts owed to contractors and assisting the Authority in the preparation of payment request.
12. Making final inspection and submitting a report of the completed project to the Authority.
13. Preparing as-built drawings.

Special Services

The development of some projects may involve activities or studies outside the scope of the basic design services routinely performed by the consultant. These special services may vary greatly in scope, complexity, and timing and may involve several different disciplines and fields of expertise. Consultants performing special services may be employed directly by the Authority to implement one or more phases of a project or may be employed by the principal consultant via a subcontractual agreement. In certain instances, these services may be performed by the principal consultant. Some examples of special services that might be employed for airport projects include:

- A. Soils investigations, including core sampling, laboratory tests, related analyses and reports.
- B. Detailed mill, shop, and/or laboratory inspections or materials and equipment.

- C. Land surveys, topographical maps, AGIS and EGIS surveys.
- D. Field and/or construction surveys.
- E. Photogrammetry surveys.
- F. Onsite construction inspection and/or management involving the services of a full-time resident engineer(s), inspector(s), or manager(s) during construction or installation phase of a project. This differs from the periodic inspection responsibilities included as part of the basic services.
- G. Special environmental studies and analysis.
- H. Expert witness testimony in litigation involving specific projects.
- I. Project feasibility studies.
- J. Public information and community involvement, surveys, studies, and special presentations to FAA.
- K. Preparation of as-constructed plans.
- L. Assisting the Authority in the preparation of necessary application for local, state and Federal grants.
- M. Preparation of or updating the airport layout plan.
- N. Preparation of property maps.
- O. Construction management.
- P. Preparation of quality control plan.
- Q. Land or Easement acquisition and associated relocation in accordance with federal guidelines.
- R. Preparation of final reports.

PERFORMANCE OF WORK.

The Authority and the selected consultant(s) will enter into a base contract that generally defines the terms and conditions of the parties' relationship. Any specific work to be performed pursuant to that base contract shall be performed by individual task order, and no obligation shall be deemed imposed on either party as to any work in the absence of a task order executed by both the Authority and the selected consultant. With respect to any work that requires approval by the Federal Aviation Administration, the Authority will generally reserve the right to withhold final payment to the selected contractor until such approval is given.

SELECTION PROCESS.

The Authority will establish a selection committee consisting of no fewer than three staff members knowledgeable of the services to be obtained. The committee will evaluate submissions and, if deemed necessary in the Authority's sole discretion, set one or more dates for interviews. In evaluation submissions, the committee will consider the following:

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| 35 Points | The specialized experience and technical competence of the firm with respect to the type of professional services required; |
| 30 Points | The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project(s); |
| 30 Points | The past record of performance of the firm with respect to such factors as control of cost, quality of work and ability to meet schedules and deadlines; and |
| 5 Points | The firm's proximity to and familiarity with the area in which the project is located |

The Authority will evaluate submissions based on the qualifications and criteria set forth herein to select the most qualified consultant(s). The Authority will then attempt to negotiate a contract with that consultant at a rate of compensation that is reasonable and fair to the Authority, taking into consideration the scope, complexity, professional nature, and estimated value of services to be provided. In the event that the Authority is unable to reach an agreement with the most qualified consultant, negotiations with that consultant shall terminate and the Authority will then enter into negotiations with the next most qualified consultant and so on until either an agreement is reached, or the Authority terminates or reopens the procurement process.

The Authority reserves the right to reject any or all submissions, to waive irregularities and technicalities of any kind, to re-advertise, or otherwise to proceed in the best interests of the Airport.

TITLE VI SOLICITATION NOTICE

The Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

NOTICE OF REQUIRED FEDERAL PROVISIONS.

Because the Authority is a federally obligated airport sponsor that receives federal funding under the Airport Improvement Program and other programs, certain provisions of federal law apply to this procurement and any contract resulting therefrom. Those provisions are contained in Exhibit "A" attached hereto and incorporated herein by reference.

STATEMENT OF QUALIFICATIONS FORMAT

Submissions in response to this RFQ shall be by a written Statement of Qualifications ("SOQ"). SOQs should be no longer than 30 pages, exclusive of any appendices utilized for the purpose of providing material that is representative of specific qualifications. SOQs should be organized as follows:

1. Cover Letter – The cover letter should introduce the submitting party to the Authority, provide all pertinent contact information for the submitting party, contain a certification that the information in the SOQ is true and correct as of the date of submission, and be signed by a submitter's authorized representative.
2. Project Description – A brief statement regarding the Consultant's understanding of this contract type, an expression of your firm's interest in undertaking this assignment.

In addition, describe your firm's project coordination procedure, data collection and data integrity processes, typical schedule deliverable, and any services that would be provided through a subcontractor.

3. Organizational Structure – The legal form of the Consultant's business organization, the resident state of incorporation or organization (if applicable), a list of current and anticipated long-term contracts, and an organizational chart.
4. Project Staff – Biographical summaries of key personnel who would be responsible for this contract throughout the effort and available to commence services immediately after being awarded a contract for services. Also include a listing of similar projects undertaken by the key personnel assigned

5. Facilities and Resources – A list of the firm’s resources considered advantageous to successful project completion. This might include management capabilities and experience, technical resources or equipment not assigned to this project but available for project consultation, if needed or required.
6. References – Information regarding previous work of similar nature performed by the organization or in conjunction with another organization. This would include a description of work performed and assignment breakdown, the dates and names, addresses and telephone numbers of previous and current clients available for contract. Standard Form 330 may be used, if preferred.
7. Additional Information - To the extent that the submitting party reasonably believes that information provided in response to the foregoing sections does not adequately describe its qualifications, additional information may be provided in this section.

Each submitting party shall submit three printed copies of its SOQ, bound in a three-ring binder or comparable presentation. Additionally, each submitting party shall submit a digital copy of its SOQ on a USB flash drive, along with an executed copy the certification form set out in Exhibit “B” hereto. Page sizes must be 8½” by 11”; provided, however, that drawings, renderings, or other similar material that would benefit from a larger page size may be on a page size of 11” by 17”, folded to 8½” by 11”.

This RFQ, along with any amendments and responses to questions will be maintained on XNA’s website at <https://www.flyxna.com/public-notice-procurements>. Submitting parties should check this site frequently to ensure that they have the most current information regarding this procurement.

Any questions regarding this RFQ must be emailed to Ben Perea, Chief Infrastructure Officer, at Ben.Perea@FlyXNA.com on or before 4:00 p.m. Central time on March 28, 2025. The Authority will provide response on or before 4:00 p.m. Central time on April 4, 2025.

SOQs must be received by the Authority at its administrative offices located at 1 Airport Blvd., Suite 100, Bentonville, AR 72713, **no later than 4:00 p.m. Central time on April 11, 2025.** Submissions should be directed to the attention of Ben Perea, Chief Infrastructure Officer.

IT IS A SUBMITTING PARTY’S RESPONSIBILITY TO ENSURE THAT ITS SUBMISSION IS RECEIVED BY THE AUTHORITY ON OR BEFORE THIS DEADLINE.

EXHIBIT "A"
MANDATORY FEDERAL REQUIREMENTS

The following provisions, if applicable, shall be part of this procurement and will be included to the extent required in any contract with a submitting party.

All references made herein to "Contractor", "Prime Contractor", "Bidder", and "Offeror" shall pertain to the submitting party.

All references made herein to "Subcontractor", "Sub-Tier Contractor" or "Lower Tier Contractor" shall pertain to any subconsultant under contract with the submitting party.

All references made herein to "Sponsor" and "Owner" shall mean the Northwest Arkansas Regional Airport Authority.

All references made herein to "this contract" shall include this RFQ and any contract that results from it between the Authority and the successful submitting party.

1. Disadvantaged Business Enterprises (Reference: 49 CFR Part 26)

- a. Solicitation Language (Race/Gender Neutral Means). The requirements of 49 CFR part 26 apply to this contract. It is the policy of the Authority to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. The Authority encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.
- b. Contractor Assurance. The Contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of any contract with the Authority. The Contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements will be considered a material breach of any contract with the Authority, which may result in the termination or such other remedy as the recipient deems appropriate, which may include, but is not limited to:
 - i. Withholding monthly progress payments;
 - ii. Assessing sanctions;
 - iii. Liquidated damages; and/or
 - iv. Disqualifying the Contractor from future bidding as non-responsible.

2. **Fair Labor Standards Act**. All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, et seq, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

The Contractor has full responsibility to monitor compliance to the referenced statute or regulation. The Contractor must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

3. Foreign Trade Restriction.

- a. By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror:
 - i. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
 - ii. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and
 - iii. has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC § 1001.

- b. The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.
- c. Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR § 30.17, no contract shall be awarded to an Offeror or subcontractor:
 - i. who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR; or
 - ii. whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list; or
 - iii. who incorporates in the public works project any product of a foreign country on such USTR list.
- d. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- e. The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign

country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous.

- f. This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

4. **Incorporated by Reference.** The following five Federal provisions are incorporated in this RFQ by reference:

- a. Buy American Preference (49 USC § 50101, Executive Order 14005, and Bipartisan Infrastructure Law (Pub. L. No. 117-58, Build America, Buy America (BABA));
- b. Davis-Bacon Requirements (2 CFR § 200, Appx. II(D), 29 CFR Part 5, 49 USC § 47112(b), and 40 USC §§ 3141-3144, 3146 and 3147);
- c. Debarment and Suspension (2 CFR Part 180 (Subpart B), 2 CFR Part 200, Appx. II(H), 2 CFR Part 1200, DOT Order 4200.5, and Executive Orders 12549 and 12689);
- d. Lobbying and Influencing Federal Employees (31 USC § 1352—Byrd Anti-Lobbying Amendment; 2 CFR Part 200, Appx. II(I), and 49 CFR Part 20, Appx. A); and
- e. Procurement of Recovered Materials (2 CFR § 200.322, 2 CFR Par 200, Appx. II(J), 40 CFR Part 247, and 42 USC § 6901 *et seq.* (Resource Conservation and Recovery Act))

EXHIBIT "B"
COMPUTER VIRUS AND MALWARE CERTIFICATION

Proposer Name: _____

I hereby certify that the proposal submitted on the USB flash drive accompanying this certification was scanned for computer viruses and malware using software that is commercially reasonable for such purpose, and that said flash drive is free of computer viruses and malware at the time of its delivery to XNA. I further certify that to the best of my knowledge any hyperlinks contained in the proposal may be safely accessed as of the date of this certification.

Signature of Authorized Representative

Date

Print name: _____

Print title: _____