



Request for Qualifications (RFQ)
RFQ # 25-006
Engineering and Design Services in Support of Airport
Development
Release Date – Thursday, February 6, 2025
Due Date – Thursday, February 27, 2025

OVERVIEW

The City of Brenham (City) invites qualified and experienced airport consultants to submit qualifications to accomplish the following task that is contingent on the appropriation and granting of funds by TxDOT Aviation:

1. Design the apron and taxilane pavement improvements for multiple hangars and vehicle access road.

BACKGROUND AND SCOPE OF WORK

In accordance with the Brenham Airport Master Plan, the City has begun preparations to use our FY22 IIJA AIG allocation to complete the design of an extension to Aviation Way and apron and taxilane pavement improvements for multiple hangars. The attached excerpts from the Brenham Airport Master Plan and project diagram depict the areas identified for near-term development.

The intent of this RFQ is to complete the design and environmental documentation for apron and taxiway construction and the extension and possible relocation of portions of Aviation Way. To meet demand in hangar storage space, new hangars are on multiple areas of the airport. This project plans for new taxilanes to connect to new apron areas to support planned hangars. To provide vehicle access for future tenants, Aviation Way is planned to be extended, with portions of the existing Aviation Way perhaps being relocated, to serve this new development area and to provide roadway access to existing hangars.

Not all of the projects shown in the attached may be designed through this RFQ. Scope development with the selected consultant will determine which project(s) and element(s) of each can be constructed within the financial limits of our FY23-26 IIJA AIG funds (estimated to be \$1,150,000 in total).

The City intends to engage a professional engineering firm for services pursuant to Chapter 2254 of the Texas Government Code. The City will solicit and receive qualification statements to provide

engineering, design, and environmental services related to airfield infrastructure improvements to support future airfield development at the Brenham Municipal Airport.

The City, 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 respondents that all enterprises will be afforded full and fair opportunity to submit in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The proposed contracts under this RFQ are not subject to 49 CFR Part 26 concerning the participation of Disadvantaged Business Enterprises (DBE). Because the City: 1) will be the agent for projects conducted through the result of this RFQ; and 2) does not intend to award federal contracts in excess of \$250,000.00 for this federal fiscal year, the City is exempt from DBE requirements as detailed in 49 CFR 26.21(a)(3) and Section 3.2.2 of FAA Advisory Circular 150/5100-21, *State Block Grant Program*. TxDOT Aviation will be the agent for the construction phase, and DBE will apply to the construction phase. TxDOT will set the goals and requirements for the construction phase. This RFQ and any resulting projects do not include construction administration for any resulting projects for which TxDOT will be the agent.

Note: The contract and negotiated fees for these projects must be completed and provided to TxDOT Aviation for its review by April 18, 2025. The design and environmental documentation of these projects must be completed and ready for bid by March 27, 2026, to include all City and TxDOT reviews and FAA approvals (airspace studies, CSPP, NEPA, etc.).

SUBMISSION OF QUALIFICATIONS

The successful firm will be selected based on qualifications. 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 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. The qualification statement should address a technical approach for the detailed scope only. Firms shall use Recent Airport Experience to list relevant past projects.

Interested agencies are requested to submit a comprehensive statement of qualifications, at no cost to the City of Brenham, consisting of the following:

1. Qualifications Statement (QS) – The QS shall contain no more than ten (10) 8.5 x 11-inch single-sided or pages or no more than five (5) 8.5 x 11-inch double-sided or 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 (9) allotted pages, except that Quick Response (QR) codes or other external link(s) are not permitted. There are no specific font, color, or other formatting requirements, although a font size smaller than 10 is not permitted. 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 – The QS must include:

- i. The RFQ number, name of firm, firm address, and the 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.
- ii. 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. The project manager is required to be a Professional Engineer licensed in Texas or an engineering firm registered in Texas, by the submission deadline. If an architect is included in the response, the architect is required to be registered or licensed in Texas, by the submission deadline. License number(s) must be included in the response submission.
- iii. In addition to individual project-related experience of the project manager and task leaders required to be documented in the response, list no more than ten (10) relevant projects performed by the responding firm within the last ten (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 budget and time estimate vs. the actual completion cost and time for the cited design project, as well as a brief narrative description of the project and whether the firm served as the prime or the subcontractor on each project cited.

The Response must be submitted to the City of Brenham following the Submission Procedures detailed below.

PROJECT DESIGN SCHEDULE

Indicate the number of weeks (not months) necessary to design the project in accordance with "Project Design Schedule Information" below. Based on the published project scope and your technical approach, indicate the number of **weeks** necessary for each phase and total design time to design the project. Some of the basic responsibilities within each design phase are included for reference. Do not include City or TxDOT review time. Assume, however, that your work will require some revision after City and TxDOT 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 will set the basis for the contract deadlines in the professional services agreement if your firm is selected.

Preliminary Report Phase

Attend pre-design conference
Obtain and analyze necessary survey data
Obtain and analyze necessary geotechnical data
Prepare comprehensive report

Preliminary Design Phase

Attend project meeting(s)
Prepare project drawings (70%)
Provide all technical specifications
Provide project cost estimate

Final Design Phase

Attend project meeting(s)
Finalize drawings and contract documents (100%)
Provide a revised opinion of probable total project costs
Prepare a Construction Management Plan
Update, if necessary, the Preliminary Report Prepare and submit airspace study to FAA

Submission Instructions

Proposers shall submit **one (1) original and two (2) copies** of their Proposal along with a flash drive containing their complete Proposal and nothing else on the drive. The Proposal must be clearly marked “**Proposal for RFQ No. 25-006 Engineering, Design, and Environmental Services in Support of Airport Development**” and include an original signature, in ink, in order to be accepted. Proposals must be received in the City Secretary’s Office no later than **3:00 p.m. (CST) on Thursday, February 27, 2025**. It is the Proposer’s sole responsibility to assure that the Proposal is delivered in a timely fashion. Proposals received after this time will be rejected and returned unopened.

The proposals will be opened and read aloud at 3:00 p.m. on Thursday, February 27, 2025, in Conference Room 1C located at 200 W. Vulcan Street, First Floor, Brenham, Texas 77833. Any proposal received after 3:00 p.m. (CST) on Thursday, February 27, 2025, shall not be considered.

To the extent allowed by applicable law, and subject to the ruling of any administrative agency or court having jurisdiction, the City intends that trade secrets and confidential information contained in the proposals and clearly identified as “Confidential” in **bolded font** will not be open for public inspection at any time, even after a contract has been awarded and executed, whether or not the proposer wins the contract.

Proposals should be prepared simply, providing straightforward, concise description of the Proposer’s approach and capabilities necessary to satisfy the requirements of the RFQ. Technical literature and elaborate promotional materials, if any, must be submitted separately. Emphasis in the proposal should be on completeness, clarity of content and adherence to the presentation structure required by the RFQ. Proposers are encouraged to suggest creative and economical means to provide the services requested in the RFQ.

Proposals shall be delivered using one of the following methods:

Hand-deliver to:

200 W. Vulcan Street
Suite 203
Brenham, TX 77833

Mail to:

P.O. Box 1059
Brenham, TX 77834-1059
ATTN: City Secretary

Ship to (FedEx, UPS, DHL, etc.):

200 W. Vulcan Street
Brenham, TX 77833
ATTN: City Secretary

Qualifications will be accepted until 3:00 pm on February 27, 2025. Late qualification submissions will not be accepted.

A voluntary pre-submittal meeting will be held at the airport terminal, 2001 Aviation Way, Brenham, TX 77833, from 1:00 p.m. to 4:00 p.m. on February 13, 2025.

EVALUATION CRITERIA AND AWARD

The statements of qualification received will be evaluated and ranked according to the following criteria:

1. **Recent experience of the project team with comparable airport projects within the past ten (10) years. (25 points)**

Do the qualifications indicate that the project team has recent direct experience on other general aviation airports designing similar improvements to those proposed at this location?

2. **Proposed technical approach (25 points)**

Does the project team provide evidence of understanding of the project and any unique aspects associated with the proposed project and how to address them?

3. **Project design schedule and ability to meet schedules and deadlines (25 points)**

Does the proposed design team have sufficient time to work on this project? Has the team demonstrated an ability to meet design schedules in the past? Reasonableness of proposed schedule?

4. **Qualifications and experience of the individuals listed in the statement of qualifications (25 points)**

Do the individual team members listed in the statement of qualifications have the qualifications, professional background, and recent experience to complete projects awarded under this RFQ?

The consultant selection committee will be composed of City representatives. The final selection by the committee will be made following the completion of review of Responses. The committee will review all Responses and rate and rank each. All firms will be notified and the top-rated firm will be contacted to begin fee negotiations.

TERMS AND CONDITIONS

The City of Brenham reserves the right to change, amend, supplement, or withdraw this RFQ, as well as to reject any or all qualifications and either reissue the RFQ or discontinue the search for an agency.

The City of Brenham may request additional information or clarification from agencies and reserves the right to consider qualifications or modifications thereof received at any time before an award is made if such action will be in the best interest of the organization, costs and other factors

considered.

The content of the qualification by the selected agency shall become contractual obligations if a formal contract ensues. Failure of the successful contractor to accept these obligations may result in the award's cancellation.

APPROXIMATE TIMELINE OF RFQ PROCESS

Release of RFQ: February 6, 2025

Voluntary pre-submittal meeting at the airport: February 13, 2025 @ 1:00pm (CST)

Deadline for questions: February 17, 2025 @ 5:00pm (CST)

Any questions and/or inquiries about this RFQ shall be emailed to kbranham@cityofbrenham.org

Answers will be available to the public until February 20, 2025

All responses due and opened: February 27, 2025, 3:00pm (CST)

Final selection: March 7, 2025

1. Construct/relocate vehicle access road
2. Construct taxiway and apron pavement for future hangars
3. Remove direct access from ramp to runway





Future Runway Design Code: B-II-4000

LEGEND	
	Runway Object Free Area (ROFA)
	Runway Obstacle Free Zone (ROFZ)
	Runway Protection Zone (RPZ)
	AWOS Critical Area
	Pavement to be Removed
	Runway Safety Area (RSA)
	Airport Property Line
	Future Airport Property Line
	10' Contour Lines
	Existing Easement
	Potential Aeronautical Development
	Non-Aeronautical Reserve
	Short-Term Development
	Intermediate-Term Development
	NP
	Not Pictured



SHORT-TERM DEVELOPMENT

- 1 Acquire Property to Protect Safety Areas and Relocate/Replace AWOS
- 2 Airfield Lighting & Signage Upgrades; Relocate Wind Cones and Segmented Circle
- 3 Runway Pavement Rehabilitation - NP
- 4 Construct Apron and Taxiway Pavement for Executive Hangars; Construct Vehicle Access Road (Phase 1)
- 5 Mitigate Direct Access Points, Construct Taxiway and Apron Pavement
- 6 Terminal Building Improvements - HVAC Replacement - NP
- 7 Security, Technology, and Camera Upgrades to Airport - NP
- 8 Install MITL and PAPI-4 (Runway 16)

INTERMEDIATE-TERM DEVELOPMENT

- 9 Expand Terminal Apron and Construct Access Road
- 10 Construct Holding Bay on Taxiway A
- 11 Construct Apron and Taxiway Pavement for Executive Hangars; Construct Vehicle Access Road (Phase 2)
- 12 Construct Ultimate Taxiway B1 and Apron to Support West Side Development
- 13 Drainage Master Plan - NP
- 14 Terminal Building Improvements - New Exterior Paint and Roof - NP
- 15 Terminal Building Expansion (Option #1) and Parking Lot Expansion
- 16 Acquire Property for Future Landside Development
- 17 Routine Pavement Maintenance - NP

Note: Acreages depicted are approximations.

SCALE IN FEET
Photos: Google Earth 3/2022