

REQUEST FOR QUALIFICATIONS

PROFESSIONAL CONSULTING SERVICES AIRPORT LAND USE DEVELOPMENT PLAN



County of Victoria - Victoria Regional Airport

609 Foster Field Drive

Victoria, TX 77904

Issued: December 13, 2020

Proposal Due Date: January 22, 2021 at 2:00 P.M.



609 Foster Field Drive, Suite F Victoria, Texas 77904
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REQUEST FOR QUALIFICATIONS PROFESSIONAL
CONSULTING SERVICES AIRPORT LAND USE
DEVELOPMENT PLAN

COUNTY OF VICTORIA - VICTORIA REGIONAL AIRPORT
609 Foster Field Drive
Victoria, TX 77904

I. **INTRODUCTION**

The County of Victoria, Texas, is requesting qualifications from all qualified respondents interested in providing professional consulting services for the implementation of the Airport Land Use Development Plan, and additional tasks as per the “Scope of Services” for the Victoria Regional Airport. Proposal will be due January 22, 2021 in accordance with proposal procedures and requirements outlined below.

II. **BACKGROUND**

The Victoria Regional Airport (VCT) is a public use airport owned and operated by the County of Victoria. VCT is a towered, fully operational FAA Part 139 airport that provides scheduled commercial service. SkyWest Airlines currently operates 50-seats Bombardier CRJ 200 aircraft to Houston Intercontinental airport. VCT is included in the National Plan of Integrated Airport Systems (NPIAS), which identifies existing and proposed airports that are considered significant to the national airspace system. The NPIAS currently classifies VCT as a Non-Primary Commercial Service airport.

As a former military installation, VCT has a number of unique assets that could help position the facility for economic development opportunities. Features that make the airport unique include the following:

- 9,111 foot long by 150 foot wide runway
- Runway 13 Instrument Landing System (ILS)
- Ample apron space capable of accommodating a broad range of aircraft
- Significant “hangar ready” development spaces located adjacent to apron
- Large and small parcels of land capable of accommodating non-aviation related industrial and commercial development.



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In 2019, VCT completed an Airport Master Plan Update that inventoried all facilities and provided a Capital Improvement Program to support the maintenance of aviation related facilities (i.e., runways, taxiways, aprons, etc.) VCT is currently in the process of preparing a in depth pavement inventory and Pavement Management Plan which will provide details regarding the pavement bearing capacity of the runways, taxiways, and apron areas.

The airport master plan and pavement management plan provide a wealth of information regarding the airport assets. The County and City of Victoria now want to identify suitable and potential users of the airport.

III. PROJECT DESCRIPTION

VCT is seeking a qualified consultant team for a comprehensive planning study to determine the highest and best use of airport property. The focus of the study will be on the non-aeronautical areas shown in Exhibit 1 as well as the potential expansion and growth of existing airport operations and for the possible introduction of new industry.

The total study area for the non-aeronautical areas is approximately 411 acres. For this area, the consultants will provide an assessment and recommendations for the following categories:

- Land Use Recommendations
- Terrain Analysis
- Infrastructure, Utilities and Roadway System Analysis
- Surface Water challenges related to Drainage and Storm water
- Suitable market sectors that would benefit from locating on or adjacent to the area.

New technologies within aviation have resulted in the introduction of new aircraft types, new methods for fueling and powering aircraft, and the potential for unmanned passenger aircraft in the future. The location of VCT near the Gulf of Mexico and suitable space for development and testing may make VCT a suitable location for R&D and/or production activities within this sector. The consultants will be expected to provide an assessment and recommendations regarding the potential for these activities at VCT.

The intent of this RFQ is to gather information and recommendations on the highest and best use of existing property within the study area to comply with FAA Order 5100.38D, Airport Development Program Handbook.



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IV. SCOPE OF SERVICES

A. Goals

- a. To provide a comprehensive planning document of the study areas that will recommend action for compatible land use and economic development.
- b. To provide a market study that will inform land use decisions and support the recruiting of appropriate new development.
- c. To provide an accurate analysis of the study areas that identifies constraints, opportunities, and direction of each of the four (4) focus categories listed above.
- d. To conduct aviation-related industry research & benchmarking in support of the growing and changing market.
- e. To undertake a gap analysis identifying potential improvements necessary to support identified target markets.
- f. To evaluate what role adjacent land (not owned by the airport) could play in the future development of the airport.

B. Deliverables

- a. Land Use Recommendations: Recommendations should be derived from market analysis, current trends and existing constraints and opportunities specific to the study areas.
- b. Terrain Analysis: The terrain in some of the study areas may need to be modified to accommodate the recommended facilities. The goal of this plan for the terrain analysis is to determine the feasibility and cost estimate of clearing, grubbing and grading of the existing terrain to allow for future development while still maintaining and considering airspace protection for the Airport's runways, taxiways and NAVAIDS.
- c. Infrastructure, Utilities and Roadway Systems: VCT is seeking a general analysis of the existing conditions of the infrastructure, utilities and roadway system in the study areas, as well as recommendations on future needs based on the land use recommendations. The recommended future needs should be compatible with airport operations and include a general cost estimate for development.
- d. Marketing Materials and Direction: Materials will be prepared to assist VCT with marketing the airport to suitable markets. Direction will be provided by the consulting team regarding conferences, organizations, etc. that will benefit VCT in moving the results of the study forward with the goal of positioning VCT for development opportunities.



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C. Meetings

- a. Consultants will be called on to participate in meetings with Airport and City stakeholders during the development of the plan.

V. **RESPONSE REQUIREMENTS AND PROCESS**

Request for Qualifications Format.

Qualification proposals must be prepared in the manner and detail specified in this RFQ, signed by an authorized official, enclosed in a sealed envelope or package, identified as follows, and mailed or delivered so as to be received by the Airport Executive Director, not later than 2:00 p.m. (CST) January 22, 2021:

QUALIFICATIONS AIRPORT LAND USE DEVELOPMENT PLAN

TO: Vinicio "Lenny" LLerena
Airport Executive Director,
609 Foster Field Drive
Victoria, TX 77904

FROM: Proposing Firm's Information

In order to assure uniformity in the submissions, each proposal should at a minimum, provide the following information in the order listed below:

- Project Understanding and Approach: Prepare a brief introduction including a general demonstration of understanding of the scope and complexity of the required work. Provide an approach to how services would be provided.
- Personnel: Identify individuals and list qualifications of key personnel who would be assigned to this project. Detail experience in work related to the proposed assignment. Specify the Project Manager who will serve as a contact person.
- Experience: Provide company contact information, how long you have been in business, and what services you provide. Identify and briefly describe related work completed in the last three years. Describe only work related to the proposed effort and include any examples of similar projects. Include evidence of satisfactory and timely completion of similar work performed for past projects.



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- Client References: Provide a minimum of three client references with contact names and phone numbers for which you have provided similar services as proposed herein.

Each submitting consultant may furnish any additional data, exhibits, statements, and information, which the proponent believes, will help ensure total understanding and evaluation of its proposal by the Airport. The qualification proposal should not be more than 20 pages in length and should clearly communicate necessary information to allow the project selection committee to select the most qualified project team. The RFQ's cover page and proposed personnel resumes will not count toward the 20-page limit.

Deadline for Receipt of Qualification Proposals.

Qualification proposals must be received at the address and point of contact no later than 2:00 p.m. (CST) on the above referenced due date. Late replies will not be accepted under any circumstances. Proposals must be submitted by mail or hand-delivered, and must be received by the point of contact by the required deadline.

Submittal by mail or hand-delivered: Send four (4) printed copies and one (1) USB of your Proposal in a sealed envelope to the contact mailing address contained on the cover page of this Request for Qualifications. The envelope should be marked in accordance with the requirements listed above. Submissions should be made to:

Vinicio "Lenny" LLerena
Airport Executive Director
609 Foster Field Drive
Victoria, TX 77904

It is the responsibility of the participating vendor to ensure that the point of contact has received a completed Proposal by the required deadline.

Standards.

It is not the intent of this RFQ to prohibit or discourage any prospective consultant from submitting a proposal, which is based upon its trade experience as to the scope of business operation to be undertaken and as to the manner in which such operation is to be conducted. All prospective consultants are advised, however, that any major deviation from the specifications of this RFQ may not be accepted. Further, the Victoria Regional Airport reserves the right to reject any offer. Proposals that do not contain the information requested in this Article may be rejected without further consideration.



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Evaluation Process.

Proposals received by the deadline will be reviewed and evaluated as soon as practicable. Additional information may be requested prior to final selection, and formal interviews might be requested from a short list of respondents. The Victoria Regional Airport reserves the right to reject any or all proposals, to negotiate with one or more parties, or to award the contract in the Airport's best interests, including proposed vendor's schedule. The Victoria Regional Airport reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals. Upon reviewing Proposals, The Victoria Regional Airport Selection Committee will recommend the selected consultant to the Victoria County Commissioners Court for consideration and approval.

Note: RFQ respondents must not include price or charges in their proposals.

Questions.

Questions and requests for clarification relating to this Request for Proposals may be made via e-mail to the following:

Vinicio "Lenny" LLerena
Executive Director
Victoria Regional Airport
Vllerena@vctx.org

Notification of Status.

Participating consultants who are not selected will be notified after the project has been awarded.

VI. CONDITIONS

Contract Requirements. The selected consultant will be required to execute a contract with the County of Victoria on the terms and conditions required by the County.

Indemnification.

The selected consultant will act in an independent capacity and not as an officer or employee of the County. To that end, the selected consultant will be required to indemnify, defend, and hold harmless the County, its officers, and employees from all liability and any claims, suits, expenses, losses,



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judgments, and damages arising as a result of the selected consultant's acts and/or omissions in the performance of the contract.

Insurance.

The selected consultant will be required to obtain insurance naming the County of Victoria as an additional insured with minimum limits as established by the County of Victoria.

Compliance with Law.

All proposals and work completed under the proposals must be performed in accordance with applicable rules, regulations, codes, and ordinances of local, state and federal authorities.

Limitation of Liability.

Any costs incurred by any person in preparing or submitting a proposal are the sole responsibility of that person. The Victoria Regional Airport assumes no responsibility or liability for costs incurred by potential vendors and will not reimburse any person for any costs incurred as a result of the preparation of proposals in response to this RFQ.

Public Records.

Please take note that any and all records submitted to the Victoria Regional Airport, whether electronic, paper, or otherwise recorded, are subject to the Texas Public Information Act.

Duration of Services.

The contract for services shall be limited to this RFQ.

VII. SELECTION PROCESS

The process is a Request for Qualifications, a selection committee formed from designees of the Victoria Regional Airport Commission, the City of Victoria, the Victoria Sales Tax Development Corporation, Victoria County Commissioners Court, and the Airport's management team (The Selection Committee) will review the submittals. Depending upon the number and proposals of respondents, the Selection Committee may select directly from the Proposals, or may develop a shortlist of firms and invite them to interviews for final selection. The decision as to the process, timing,



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and selection will be at the discretion of the Selection Committee.

Emphasis will be placed upon provided information concerning the consultants proposed project approach, similar projects the firm has recently performed and the availability and qualification of key staff.

The Selection Committee will review and evaluate the proposals submitted based in the following criteria and the weighted value assigned to each:

- 35% Project Understanding and Approach
- 15% Airport Specific Experience
- 25% Personnel
- 20% General Project Experience
- 5% Client References

VIII. NONDISCRIMINATION

The Consultant, with regard to the work performed hereunder, shall not discriminate on the grounds of race, color, creed, national origin, sex, sexual orientation, gender identity or expression, or age in the selection and retention of any employee or applicant for employment, and subcontractors, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by 49 C.F.R. Section 21.5 including employment practices when the Agreement covers a program set forth in appendix B of the regulations.



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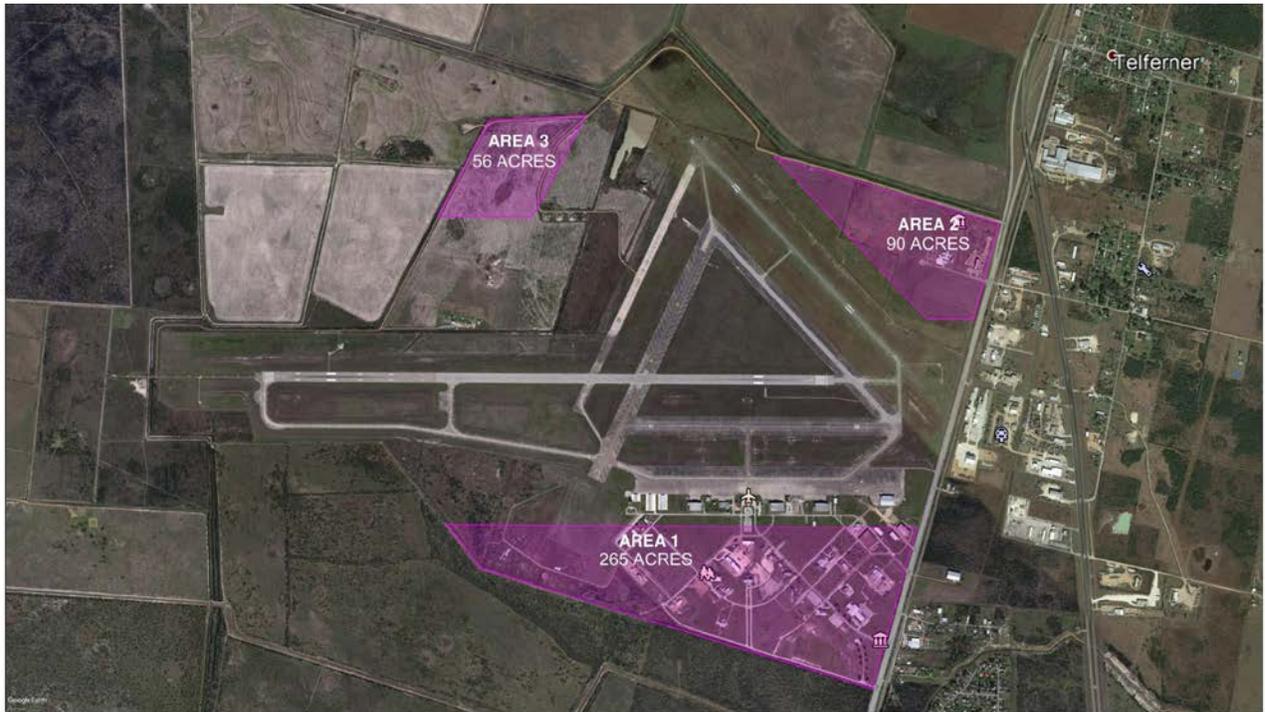


EXHIBIT 1 – NON – AERONAUTICAL STUDY AREAS