



**REQUEST FOR QUALIFICATIONS  
NORTH DAKOTA AERONAUTICS COMMISSION  
STATE-WIDE AIRPORT PAVEMENT CONDITION INDEX UPDATE**

**Issued: September 21<sup>st</sup> , 2023**

The North Dakota Aeronautics Commission (NDAC) is requesting Statement of Qualifications proposals from interested firms to conduct an update to the State-wide Pavement Condition Index.

The North Dakota Aeronautics Commission (NDAC) plans to hire an experienced consultant company to update the Pavement Condition Index (PCI) at 72 paved public airports. The project will contain 54 National Plan of Integrated Airport Systems (NPIAS) airports and 18 non-NPIAS airports. The NPIAS airports will be funded under an FAA planning grant with a planned start date of June 1<sup>st</sup>, 2024. The non-NPIAS airports will be funded by NDAC under a separate contract. All costs incurred in responding to this request are at the consultant's expense. This project will be completed in compliance with the following: Federal Aviation Administration (FAA) *Advisory Circular (AC) 150/5380-6C* (esp. App. A), *AC 150/5380-7B* and *ASTM Standard D5340-20*.

The firm shall evaluate and inspect airport runways, taxiways, and aprons through visual inspection to determine the PCI. A system for accomplishing these objectives includes:

- A systematic means for collecting and storing information regarding existing pavement structure and pavement condition.
- An objective and repeatable system for evaluating pavement condition.
- Procedures for predicting future pavement condition.
- Procedures for modeling both past and future pavement performance conditions.
- Procedures to determine the budget requirements to meet management objectives, such as the M&R budget required to keep a pavement at a specified pavement condition index (PCI) level or the M&R budget required to improve to a target PCI level.
- Procedures for formulating and prioritizing M&R projects.

The firm shall also calculate ACR/PCR values for all paved runways at Part 139 airports in North Dakota as outlined in *AC 150/5335-5D Reporting Airport Pavement Strength PCR*. PCR data shall be entered and shown on the Aeronautics Commission website and will replace the current PCN data for the Part 139 runways. Part 139 runways to be updated include:

- Bismarck (KBIS): Runways 13/31 & 03/21
- Devils Lake (KDVL): Runways 13/31 & 03/21
- Dickinson (KDIK): Runways 14/32 & 07/25
- Fargo (KFAR): Runways 18/36, 09/27, & 13/31
- Grand Forks (KGFK): Runways 35L/17R, 35R/17L, 09L/27R, & 09R/27L
- Jamestown (KJMS): Runways 13/31 & 04/22
- Minot (KMOT): Runways 13/31 & 08/26
- Williston (KXWA): Runways 14/32 & 04/22

The firm will also be responsible for updating the pavement histories since the 2021 construction period at the airports. Data shall be entered into Micro paver software, or an acceptable equivalent and statewide and individual PCI information shown on the commission's website shall be updated. The consultant will be expected to update either the current website or develop a similar website as to what is located at the link:

<https://idea.appliedpavement.com/hosting/northdakota/>

Upon completion of the website, the consultant shall provide a demonstration or other means of effective education on the best use of the information to applicable airport sponsors, consultants, FAA, and NDAC personnel. It is expected that a statewide executive summary and individual airport summary reports shall also be created and distributed.

Operational safety is a key component to the inspection work done on the airport pavements. The firm will need to comply with *AC 150/5370-2F Operational Safety on Airports* during Construction in which the firm will develop a Safety Plan Compliance Document for surveying on public airports.

The project is expected to be funded under an FY 2024 FAA Airport Improvement Program planning grant. The consultant will bear all costs incurred as a result of responding to this RFQ.

## GENERAL CONTACT INFORMATION:

The North Dakota Aeronautics Commission may be contacted for any questions relating to this RFQ.

**Primary Contact:** Grant Erwin, Airport Planner

**Phone:** 701-328-9655

**Email:** [gerwin@nd.gov](mailto:gerwin@nd.gov)

## SUBMITTAL REQUIREMENTS:

The NDAC intends to select a consulting firm based on review and judging of the submitted Statements of Qualifications but reserves the right to conduct interview of a short-list of firms before selecting a consulting firm.

The proposed project is intended to be funded in part by the FAA. If FAA grant funds are not available, the NDAC may delay or cancel aid project for lack of funding and/or changes in proposed project priorities.

If your firm is interested in providing professional services for the North Dakota PCI update, please submit one (1) electronic and six (6) printed copies of qualifications to:

North Dakota Aeronautics Commission

Mailing Address: P.O. Box 5020, Bismarck, ND 58502

Physical Address: 2301 University Dr. – Bldg 22, Bismarck, ND 58504

Attn. Grant Erwin

[gerwin@nd.gov](mailto:gerwin@nd.gov)

The statement of qualifications must be received by the North Dakota Aeronautics Commission no later than **5:00 PM, CST on November 3<sup>rd</sup>, 2023.**

The statement of qualifications shall not exceed twenty (20) pages (single sided) total in length (12-point font, single-spaced). A cover and/or index page may also accompany the document and those pages do not apply towards the 20-page limit. Late submittals will not be considered.

Keep proposals short and concise and must use the standard 8 ½ x 11 paper only. The proposal must contain the information listed in this section. ***Please organize your proposal in the same order and numbering format as shown below, which will assist the North Dakota Aeronautics Commission in reviewing your proposal.***

## PROJECT SCHEDULE:

The Project is anticipated to receive funding authority to begin by June 2024. Pavement Inspections will need to be completed by November 1<sup>st</sup>, 2024. Work is requested to be completed on the website and deliverables to be provided to the agency by March 1<sup>st</sup>, 2025.

- Issue RFQ September 21<sup>st</sup>, 2023
- Deadline for Receipt of Proposals November 3<sup>rd</sup>, 2023
- Evaluation Committee completes evaluation of written proposals December 2023
- Virtual Interviews (If requested) January 2024
- Scope Development, Fee Negotiations, Contract Review January – April 2024
- FAA Application Delivered to FAA May 2024
- Anticipated FAA Grant Announced June 2024
- Project Kick-Off & Implementation June – November 2024
- Final Deliverables March 2025
- Project Wrap-Up & Closeout Report Delivered to FAA December 2025

## PROPOSAL CONTENTS:

### A. GENERAL INFORMATION (20 points)

- 1) The consultant shall discuss the location at which project activities will be performed. All firms that are assigned with responsibility for the project shall be identified in the submittal with a brief company history and overview. Describe ownership, professional integrity, and competence of all the firms participating in this effort.
- 2) Describe the prime and sub-consultant's roles and Disadvantaged Business Enterprise (DBE)/small business involvement. The submittal shall include responsibility descriptions and an approximate percentage of the project for which each firm will be responsible. Please be sure to indicate DBE firms and/or description of the good faith effort utilized to obtain DBE participation. The disadvantaged business enterprise (DBE) participation goal for this project is 3.47% with 3.47% being race conscious and 0.0% being race neutral.

**B. FIRMS CAPABILITY AND EXPERIENCE (20 points)**

- 1) Submittals should indicate general and specific qualifications of the consultant(s) in planning, engineering and disciplines appropriate to this project. A brief narrative regarding the firms' capabilities to carry out this project, including special assets, areas of expertise, analytical tools, and data sources, etc. to which the firm may have access.
- 2) Include brief resumes of the key professional staff who will be assigned to this project, including their qualifications and experience in completing similar statewide pavement condition index work.
- 3) Provide a reference list and contact information of up to three recent clients.
- 4) Describe any recent experience of statewide airport pavement PCI work.
- 5) Explain the firm's experience in coordinating safe pavement inspections at commercial service and general aviation airports.

**C. PROJECT UNDERSTANDING (20 points)**

- 1) Provide an understanding of the pavement condition index update process and the benefits that the information has to multiple interest groups.
- 2) Provide an understanding of potential project problems that may result in the implementation phase.
- 3) Provide an understanding of capabilities required to comply with the following documents: (AC) 150/5380-6C (esp. App. A), AC 150/5380-7B and ASTM Standard D5340-20.
- 4) Provide an understanding of AC 150/5335-5D, and the steps required to calculate all Part 139 paved runway PCR values.
- 5) Describe the firm's experience and ability to provide an updated website for the dissemination of the PCI information.
- 6) Describe the firm's knowledge of FAA regulations and policies for PCI reporting.

**D. PROJECT IMPLEMENTATION (20 points)**

- 1) Describe the firm's ability to define and implement processes in providing quality control measures that meet FAA inspection criteria and uniform consistency in scoring pavement distresses.
- 2) Describe the firm's experience in documenting and providing PCI results to airport owners, state, and the FAA.

- 3) Describe the firm's experience and ability in utilizing and uploading data into Micro Paver or similar software.
- 4) Describe the firm's experience and ability to properly calculate PCR numbers for the requested runways and upload the data into the Aeronautics Commission's website.
- 5) Provide a description of the workload of individuals assigned to this project during the period of this study. Briefly describe the firm's ability to meet project schedules based on available staff and projected workload during the next 18 months. Describe the method the firm shall keep staff apprised of schedules, airport issues, and payment requests to the state.
- 6) Provide a project schedule that identifies key milestones and demonstrates the ability to complete airport inspections by November 1<sup>st</sup>, 2024 and completed deliverables of the website, and executive summary materials by March 1<sup>st</sup>, 2025.

E. **PROJECT INNOVATION (20 points)**

- 1) The submittal shall present a proposed approach for completing the North Dakota Pavement Condition Update. Innovative project proposals, a heightened degree of interest shown in undertaking the project, and the firm's familiarity with the geographic location of the project will be considered.
- 2) Describe any innovative approaches to implementation, deliverables, or public outreach phases that the firm recommends to complete the project.

**SELECTION PROCEDURE AND EVALUATION:**

A qualification-based selection process conforming to 49 CFR § 18.36 (2 CFR 200 Subpart D, Procurement Standards) and AC 150/5100-14E Change 1 will be utilized to select the most qualified firm or team. Fee information will not be considered in the selection process and must not be submitted with the statement of qualifications.

All proposals will be evaluated in accordance with the following factors:

- 1) General Information: .....**20 pts.**
- 2) Capability and Experience: .....**20 pts.**
- 3) Project Understanding.....**20 pts.**
- 4) Project Implementation: .....**20 pts.**
- 5) Project Innovation.....**20 pts.**

**100 pts. Total**

Following the review and evaluation of all proposals, the list of firms will be narrowed down to an appropriate short list and the selection board will determine if interviews with the short-listed firms is necessary. If an interview is found to be beneficial to the selection team, virtual interviews may be scheduled. Short-listed firms will be required to provide a presentation of their proposal before the selection committee. The presentation will be limited to 30 minutes in length and will be followed by a question-and-answer session by the Committee. The ND Aeronautics Commission will not accept incurred expenses from the pavement condition index update selection process.

Presentation/Interview (if needed): ..... **50 pts.**

Evaluation of the final proposals and potential presentation will determine the ranking order of firms based on the scoring system provided in this document. The top ranked firm will prepare a draft Scope of Work and project schedule that will be negotiated with state aeronautics commission at no cost to the state. If negotiations with the top ranked firm are unsuccessful, the state will negotiate with the next highest ranked firm until a contract agreement can be agreed upon.

**150 pts. Possible (if interviews are held)**