

Request for Qualifications - North Dakota Statewide Airport Pavement Condition Index Update

Issued October 9, 2026 | Statement of Qualifications due November 24, 2026 at 5:00 p.m. CST

1. PURPOSE AND ANTICIPATED FUNDING

The North Dakota Aeronautics Commission (NDAC) seeks qualifications from experienced firms to update its statewide airport pavement management program and pavement condition index (PCI) inventory. The anticipated field season is 2027, subject to funding and authorization. The project anticipates that analysis will be conducted at 72 paved public airports (54 National Plan of Integrated Airport Systems (NPIAS) and 18 non-NPIAS); the final airport list and pavement inventory will be confirmed during scope development. NPIAS work is anticipated to be supported by a Federal Aviation Administration (FAA) Airport Improvement Program planning grant, and non-NPIAS work by NDAC under a separate funding agreement or contract, as appropriate. NDAC may revise, defer, or cancel the procurement if funding or priorities change.

This is a qualifications-based selection. Do not include fees, rates, or cost proposals in the Statement of Qualifications (SOQ). Each respondent bears its own response and interview costs.

2. ANTICIPATED SERVICES

- Review the existing airport pavement management system (APMS), as-built drawings, grant and construction histories, maintenance records, prior PCI data, and airport mapping. Reconcile branches, sections, sample units, pavement types, dimensions, and work completed since the 2024 inspection. Incorporate new public-use pavements and maintain a complete, transferable pavement inventory and history database.
- Conduct ASTM D5340 PCI surveys of paved runways, taxiways, taxilanes, and aprons using documented sampling rates and consistent distress identification. Record representative, geo-referenced pavement and distress photographs by section; identify non-load-related unsealed cracking separately where useful for maintenance estimates. Coordinate access, radio communications, escorts, NOTAMs, work windows, and airport-specific safety measures with airport sponsors and air traffic control, as applicable.
- Apply documented quality assurance and quality control to field observations, distress quantities and severities, sample areas, photographs, GPS positions, maps, pavement histories, and data entry. Investigate unusual changes in condition and maintain consistent ratings among inspection crews and airports.
- Update pavement performance models using historical condition data and appropriate groupings; review critical PCI thresholds, maintenance policies, treatment costs, major rehabilitation costs, and prioritization rules with NDAC and FAA. Analyze pavement condition and distress causes statewide and by useful airport and pavement categories. Model current and future conditions under needs-based and constrained-budget scenarios.
- Prepare airport-level five-year repair plans that distinguish localized maintenance, surface treatments or nominal resurfacing, and major rehabilitation or reconstruction. Estimate near-term crack-sealing quantities and costs. Develop a statewide capital improvement plan identifying major rehabilitation needs in years 1-5 and 6-10, with documented assumptions and priorities.

- Provide a statewide executive summary, an individual report for each airport with PCI maps, deterioration forecasts, maintenance and rehabilitation recommendations, and sponsor responsibilities, GIS/CAD mapping, photographs, and supporting analytical files. Update the current NDAC pavement information website or offer a comparable accessible platform showing airport and statewide results. Include training, user guidance, a reviewable draft, final electronic files, and grant closeout support.

NDAC anticipates a kickoff, review of preliminary PCI results and analytical assumptions, review of website/report formats, and a final presentation provided to airport sponsors. The selected firm will provide regular progress, schedule, and budget reports, coordinate with NDAC and FAA, and document decisions affecting scope or deliverables.

3. APPLICABLE GUIDANCE

Perform work in accordance with applicable FAA AC 150/5380-6, AC 150/5380-7, AC 150/5370-2, ASTM D5340, and, if PCR analysis is included, AC 150/5335-5. FAA AC 150/5100-14E, Change 1, and applicable provisions of 2 CFR Part 200 govern federally funded consultant selection and agreement. The final grant and contract will control additional requirements.

4. PROCUREMENT SCHEDULE

(ANTICIPATED)

RFQ issued October 9, 2026

SOQs due November 24, 2026, 5:00 p.m. CST

Evaluation and optional virtual interviews - January 2027

Scope, fee negotiations, and contracting January - April 2027

Anticipated grant authorization / project kickoff Spring-Summer 2027

Field inspections By November 1, 2027

Draft reports, data, and website By February 1, 2028

Final deliverables By March 1, 2028

Grant closeout as required by grant agreement

Dates after SOQ receipt are planning targets and may change with FAA grant timing, weather, airport access, and scope.

5. SUBMISSION INSTRUCTIONS

Submit one electronic PDF SOQ by email to the designated NDAC contact below, with subject line "2026 Statewide Airport PCI RFQ - [Firm Name]." NDAC must receive it by 5:00 p.m. CST on November 24, 2026. Request an acknowledgment of receipt. Late SOQs may be rejected.

Contact for questions and submissions: Grant Erwin, Airport Planner, North Dakota Aeronautics Commission; gerwin@nd.gov; 701-328-9655.

Limit the SOQ to 20 single-sided letter-size pages, with a minimum 11-point body font; a cover page and table of contents do not count towards the page total. Identify the prime firm and all subconsultants. Organize the response under the following headings:

6. SOQ CONTENTS AND SCORING

NDAC will evaluate Statements of Qualifications (SOQs) using the five factors below, worth 20 points each. Organize the SOQ in this order. Provide enough detail to show how the proposed team would perform this project; general descriptions of firm capabilities alone will receive less weight than relevant examples and a specific approach. Do not include fees, billing rates, or a cost proposal.

A. Firm and team (20 points)

Identify the prime consultant and each subconsultant, including office locations, ownership, proposed roles, and approximate shares of the work. Name the project manager and key personnel responsible for field inspections, pavement analysis, data management, mapping, website delivery, and quality control. Explain how the team will coordinate its work and maintain continuity if key personnel become unavailable.

B. Relevant capability and experience — 20 points

Describe up to three comparable projects completed within the past five years, preferably statewide or multi-airport pavement management studies. For each, identify the client, project dates, airports or pavement area covered, principal deliverables, proposed team members who performed the work, and a client contact. Provide concise resumes for key personnel. Address experience conducting PCI inspections at active commercial service and general aviation airports; developing pavement performance models and maintenance plans; calculating PCR values, if required; and delivering useful web-based results. Explain how prior clients have continued to use the data after project completion.

C. Project understanding — 20 points

Explain the firm's understanding of NDAC's existing pavement management system and the work needed to update it. Describe the proposed approach to reconciling pavement inventories, construction and maintenance histories, branches and sections, and prior inspection data. Address sampling, distress identification, geo-referenced photographs, mapping, and quality control. Explain how the firm would develop condition forecasts, treatment policies, unit costs, airport repair plans, and statewide funding scenarios. Identify the principal technical or logistical risks and how the team would resolve them.

D. Implementation and capacity — 20 points

Provide a work plan with major tasks, decision points, review periods, and deliverables. Describe coordination with airport sponsors and air traffic control, field safety procedures, inspector training, and measures to achieve consistent ratings across crews and airports. Explain how data will be entered, checked, transferred to NDAC, and maintained. Describe the process for reviewing preliminary findings with NDAC and FAA, producing airport and statewide reports, updating the website, and training users. Identify each key person's anticipated availability and provide a schedule demonstrating completion of field inspections by November 2027 and final deliverables by March 2028.

E. Approach and value — 20 points

Describe features of the proposed approach that will make the results useful for airport sponsors, NDAC, and FAA. Examples may include project prioritization, more practical maintenance quantities, transparent assumptions behind condition forecasts and funding scenarios, easier access to airport-specific information, and methods for keeping the database current between statewide studies. Identify any optional analyses or enhancements separately and explain their value.

7. SELECTION AND NEGOTIATION

NDAC will review responsive SOQs and score them against the five published factors, for a maximum of 100 points. NDAC may select a firm based on the written submissions or invite a shortlist to virtual interviews. If interviews are held, NDAC will notify shortlisted firms of the format, time limit, topics, and scoring method before the interviews. Interview scores may add up to 50 points, for a maximum combined score of 150 points.

NDAC will rank firms based on the written evaluation and, if conducted, the interviews. It may verify references and request clarification of information already submitted. Fees, rates, and cost proposals will not be considered in determining the qualifications ranking.

NDAC will begin scope and fee negotiations with the highest-ranked firm. The negotiated scope will define the final airport inventory, deliverables, schedule, data and website requirements. NDAC will determine that the proposed fee is fair and reasonable before executing an agreement. If negotiations with the highest-ranked firm are unsuccessful, NDAC may end those negotiations and proceed to the next-ranked firm. Selection does not authorize work; award and notice to proceed depend on available funding, required approvals, and an executed agreement.