

**TABLE OF CONTENTS**  
**SAN MARCOS REGIONAL AIRPORT**  
**TxDOT CSJ No. 17HGSMRCO**

1. REQUEST FOR QUALIFICATIONS SOLICITATION
2. EVALUATION CRITERIA
3. 5010 DRAWING
4. PROJECT DIAGRAM
5. AIRPORT LAYOUT PLAN
6. [FORM AVN-550](#)-(PLEASE BE SURE TO DOWNLOAD THE MOST RECENT REVISED FORM DATED 8/2016)

[HTTP://WWW.TXDOT.GOV/INSIDE-TXDOT/DIVISION/AVIATION/PROJECTS.HTML](http://www.txdot.gov/inside-txdot/division/aviation/projects.html)

## Texas Department of Transportation

### Aviation Division - Request for Qualifications for Professional Architectural / Engineering Services

The City of San Marcos, through its agent, the Texas Department of Transportation (TxDOT), intends to engage a professional architectural/engineering firm for services pursuant to Chapter 2254, Subchapter A, of the Government Code. TxDOT Aviation Division will solicit and receive qualification statements for services described below.

Airport Sponsor: City of San Marcos TxDOT CSJ No. 17HGSMRCO; Scope: Provide architectural and engineering/design services, including construction administration, to construct a city-owned box hangar at San Marcos Regional Airport in San Marcos, Texas.

The Agent, 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 it will affirmatively ensure that any contract entered into pursuant to this advertisement, that disadvantaged business 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 contract is subject to 49 CFR Part 26 concerning the participation of Disadvantaged Business Enterprises. The DBE goal for the design phase is set at 13%. The goal will be re-set for the construction phase. The TxDOT Project Manager is Stephanie Kleiber, P.E.

To assist in your qualification statement preparation, the criteria, 5010 drawing, project diagram, and most recent Airport Layout Plan are available online at <http://www.txdot.gov/inside-txdot/division/aviation/projects.html> by selecting "San Marcos Regional Airport."

#### **AVN-550 Preparation Instructions:**

Interested firms shall utilize the latest version of Form AVN-550, titled "Qualifications for Aviation Architectural/Engineering Services." The form may be requested from TxDOT, Aviation Division, 125 E. 11th Street, Austin, Texas 78701-2483, phone number, 1-800-68-PILOT (74568).

The form may be emailed by request or downloaded from the TxDOT website at <http://www.txdot.gov/inside-txdot/division/aviation/projects.html>. The form may not be altered in any way. Firms must carefully follow the instructions provided on each page of the form. Qualifications shall not exceed the number of pages in the AVN-550 template. The AVN-550 consists of eight pages of data plus one optional illustration page. A prime provider may only submit one AVN-550. If a prime provider submits more than one AVN-550, that provider will be disqualified. Responses to this solicitation WILL NOT BE ACCEPTED IN ANY OTHER FORMAT.

ATTENTION: To ensure utilization of the latest version of Form AVN-550, firms are encouraged to download Form AVN-550 from the TxDOT website as addressed above. Utilization of Form AVN-550 from a previous download may not be the exact same format. Form AVN-550 is a PDF Template.

The completed Form AVN-550 **must be received** in the TxDOT Aviation eGrants system no later than October 25, 2016, 11:59 p.m. (CDST). Electronic facsimiles or forms sent by email or regular/overnight mail will not be accepted.

Firms that wish to submit a response to this solicitation must be a user in the TxDOT Aviation eGrants system no later than one business day before the solicitation due date. To request access to eGrants, please complete the Contact Us web form located at <http://txdot.gov/government/funding/egrants-2016/aviation.html>

An instructional video on how to respond to a solicitation in eGrants is available at <http://txdot.gov/government/funding/egrants-2016/aviation.html>

Step by step instructions on how to respond to a solicitation in eGrants will also be posted in the RFQ packet at <http://www.txdot.gov/inside-txdot/division/aviation/projects.html>

The consultant selection committee will be composed of local government representatives. The final selection by the committee will generally be made following the completion of review of AVN-550s. The committee will review all AVN-550s and rate and rank each. The Evaluation Criteria for Engineering Qualifications can be found at <http://www.txdot.gov/inside-txdot/division/aviation/projects.html> under Information for Consultants. All firms will be notified and the top rated firm will be contacted to begin fee negotiations for the design and bidding phases. The selection committee does, however, reserve the right to conduct interviews for the top rated firms if the committee deems it necessary. If interviews are conducted, selection will be made following interviews.

Please contact TxDOT Aviation for any technical or procedural questions at 1-800-68-PILOT (74568). For procedural questions, please contact Beverly Longfellow, Grant Manager. For technical questions, please contact Stephanie Kleiber, Project Manager.

For questions regarding responding to this solicitation in eGrants, please contact the TxDOT Aviation help desk at 1-800-687-4568 or [avn-egrantshelp@txdot.gov](mailto:avn-egrantshelp@txdot.gov)

## **EVALUATION CRITERIA FOR ARCHITECTURAL/ENGINEERING QUALIFICATIONS**

TxDOT Aviation recommends that the Selection Committee, in evaluating detailed qualifications from the listed architects/engineers, use the following criteria. They should suffice for most projects. You will notice that we have proposed scoring values for each criterion. Should there be special circumstances, criteria and their respective scoring values may be adjusted. Your TxDOT project manager will be glad to help should this be the case.

**1. Recent experience of the project team with comparable airport projects within the past ten 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? [Sources of information: Aviation Project Design Team Form, Recent Relevant Airport Experience Form, and possibly the Optional Summary.]

**2. Proposed technical approach (30 points)**

Does the architect/engineer provide evidence of understanding of the project; and any unique architectural/engineering aspects associated with the proposed project and how to address them? [Sources of information: Proposed Technical Approach to Project, and possibly the Optional Summary.]

**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 firm demonstrated an ability to meet design schedules in the past? Reasonableness of proposed schedule [Sources of information: Aviation Project Design Team Form, Recent Relevant Airport Experience Form, Project Design Schedule Form and possibly the Optional Summary.]

**4. Construction Management Experience (20 points)**

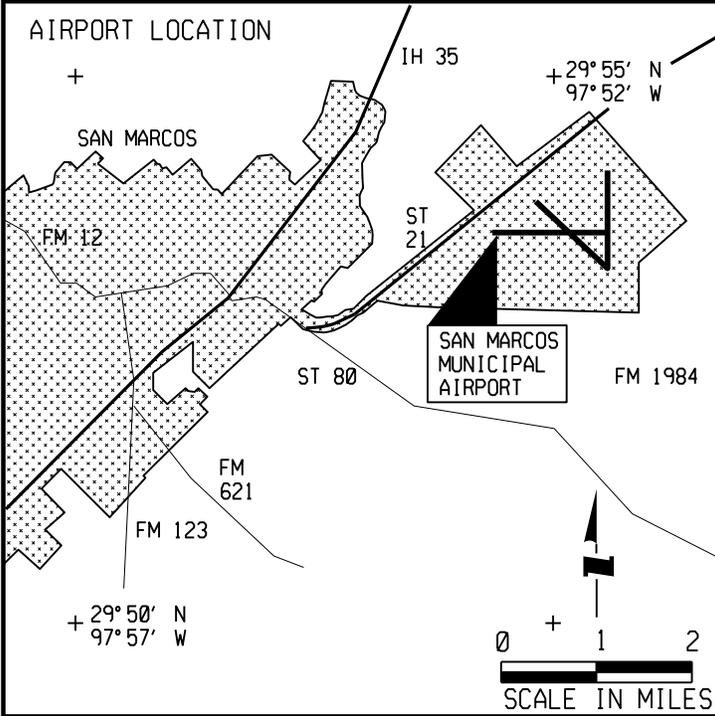
The architect/engineer will oversee the airport construction. Therefore, it is critical that the architect/engineer be involved in the day-to-day construction activities through a full-time resident project representative and periodic site visits. What evidence do the qualifications provide as to the architect/engineer's commitment to proactive and consistent representation during construction? [Source of information: Relevant Airport Experience form; proposed Technical Approach to Project; and possibly the Optional Summary]

SAN MARCOS, TX

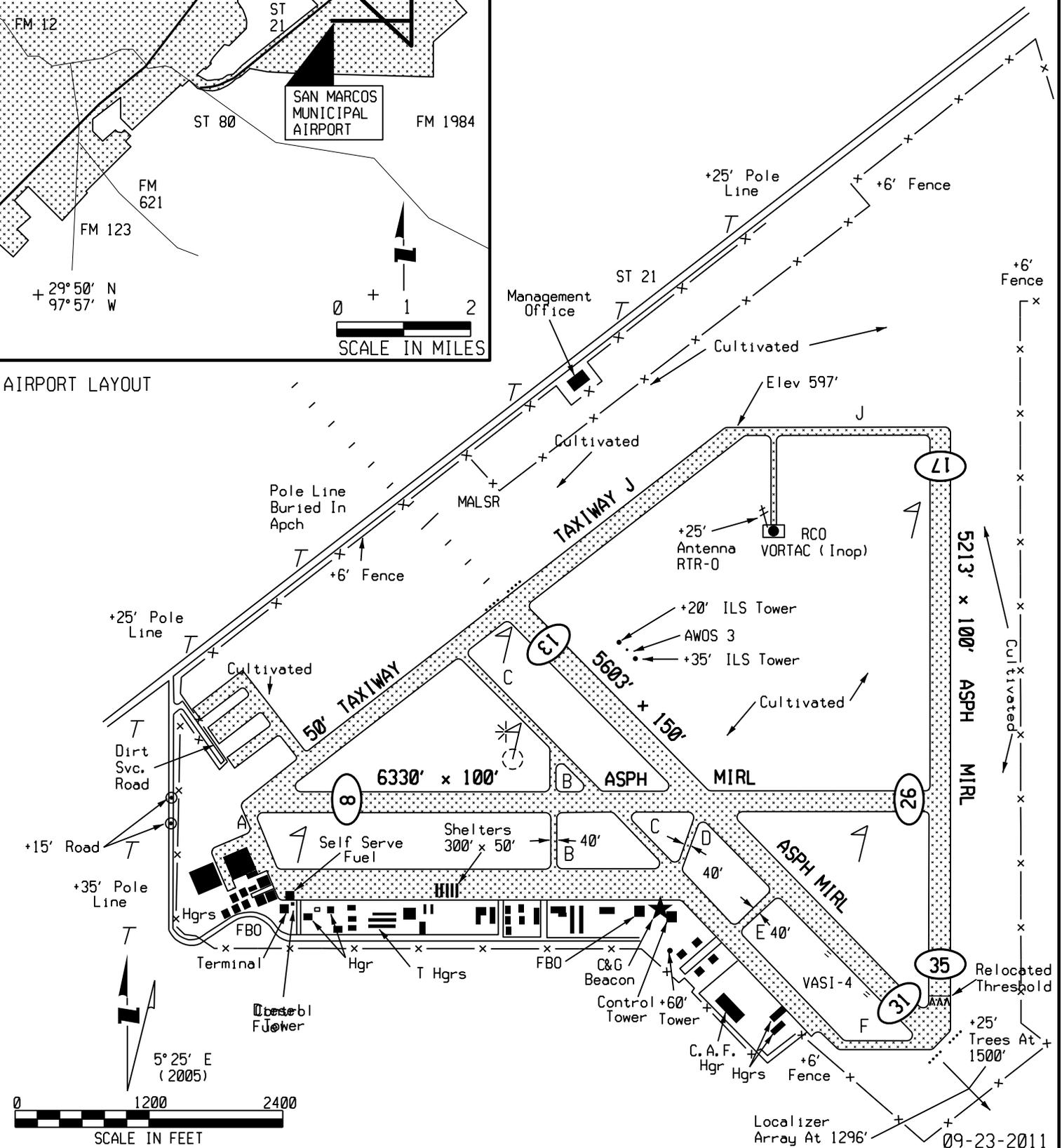
SAN MARCOS MUNICIPAL AIRPORT

(HYI)

AIRPORT LOCATION



AIRPORT LAYOUT





> 1 ASSOC CITY: SAN MARCOS 4 STATE: TX LOC ID: HYI FAA SITE NR: 24732.\*A  
> 2 AIRPORT NAME: SAN MARCOS MUNI 5 COUNTY: CALDWELL TX  
3 CBD TO AIRPORT (NM): 04 E 6 REGION/ADO: ASW/TEX 7 SECT AERO CHT: SAN ANTONIO

<u>GENERAL</u>		<u>SERVICES</u>		<u>BASED AIRCRAFT</u>	
10 OWNERSHIP: PU		> 70 FUEL: 100LL A		90 SINGLE ENG: 73	
> 11 OWNER: CITY OF SAN MARCOS				91 MULTI ENG: 22	
> 12 ADDRESS: 630 E. HOPKINS STREET		> 71 AIRFRAME RPRS: MAJOR		92 JET: 3	
SAN MARCOS, TX 78666		> 72 PWR PLANT RPRS: MAJOR		TOTAL: 98	
> 13 PHONE NR: 512-216-6039		> 73 BOTTLE OXYGEN: LOW		93 HELICOPTERS: 0	
> 14 MANAGER: TEXAS AVIATION PARTNERS		> 74 BULK OXYGEN: LOW		94 GLIDERS: 0	
> 15 ADDRESS: 4400 HWY 21, SUITE 200		75 TSNT STORAGE: HGR, TIE		95 MILITARY: 0	
SAN MARCOS, TX 78666		76 OTHER SERVICES: AVNCS, CHTR, INSTR, RNTL, SALES		96 ULTRA-LIGHT: 0	
> 16 PHONE NR: 512-216-6039					
> 17 ATTENDANCE SCHEDULE:					
ALL ALL SR-SS					
		<u>FACILITIES</u>		<u>OPERATIONS</u>	
18 AIRPORT USE: PUBLIC		> 80 ARPT BCN: CG		100 AIR CARRIER: 0	
19 ARPT LAT: 29-53-33.9000N ESTIMATED		> 81 ARPT LGT SKED: SEE RMK		102 AIR TAXI: 317	
20 ARPT LONG: 097-51-46.8000W		> 82 UNICOM:		103 G A LOCAL: 32,710	
21 ARPT ELEV: 594.7 SURVEYED		> 83 WIND INDICATOR: YES-L		104 G A ITNRNT: 21,160	
22 ACREAGE: 1303		84 SEGMENTED CIRCLE: YES		105 MILITARY: 2,300	
> 23 RIGHT TRAFFIC: NO		85 CONTROL TWR: YES		TOTAL: 56,487	
> 24 NON-COMM LANDING: NO		86 FSS: SAN ANGELO		OPERATIONS FOR 12	
25 NPIAS/FED AGREEMENTS:NGPY		87 FSS ON ARPT: NO		MONTHS ENDING 03/31/2014	
> 26 FAR 139 INDEX:		88 FSS PHONE NR:			
		89 TOLL FREE NR: 1-800-WX-BRIEF			

<u>RUNWAY DATA</u>				
> 30 RUNWAY IDENT:	08/26	13/31	17/35	
> 31 LENGTH:	6,330	5,601	5,214	
> 32 WIDTH:	100	150	100	
> 33 SURF TYPE-COND:	ASPH-G	ASPH-G	ASPH-G	
> 34 SURF TREATMENT:				
35 GROSS WT: SW	80.0	60.0	20.0	
36 (IN THSDS) DW				
37 DTW				
38 DDTW				
> 39 PCN:				
<u>LIGHTING/APCH AIDS</u>				
> 40 EDGE INTENSITY:	MED	MED	MED	- / -
> 42 RWY MARK TYPE-COND:	NPI - F / NPI - F	PIR - F / PIR - F	NPI - G / NPI - G	/ /
> 43 VGSi:	/	P2L / P2L	P2L /	/ /
44 THR CROSSING HGT:	/	57 / 60	55 /	/ /
45 VISUAL GLIDE ANGLE:	/	3.00 / 3.00	3.00 /	/ /
> 46 CNTRLN-TDZ:	- / -	- / -	- / -	- / -
> 47 RVR-RVV:	- / -	- / -	- / -	- / -
> 48 REIL:	N / N	/	/	/ /
> 49 APCH LIGHTS:	/	MALSR /	/	/ /
<u>OBSTRUCTION DATA</u>				
50 FAR 77 CATEGORY:	D / D	PIR / D	C / D	/ /
> 51 DISPLACED THR:	/	/	/	/ /
> 52 CTLG OBSTN:	ROAD /	/	/	/ /
> 53 OBSTN MARKED/LGTD:	/	/	/	/ /
> 54 HGT ABOVE RWY END:	15 /	/	/	/ /
> 55 DIST FROM RWY END:	660 /	/	/	/ /
> 56 CNTRLN OFFSET:	0B /	/	/	/ /
57 OBSTN CLNC SLOPE:	30:1 / 50:1	50:1 / 50:1	50:1 / 50:1	/ /
58 CLOSE-IN OBSTN:	N / N	N / N	N / N	/ /
<u>DECLARED DISTANCES</u>				
> 60 TAKE OFF RUN AVBL (TORA):	/	/	/	/ /
> 61 TAKE OFF DIST AVBL (TODA):	/	/	/	/ /
> 62 ACLT STOP DIST AVBL (ASDA):	/	/	/	/ /
> 63 LNDG DIST AVBL (LDA):	/	/	/	/ /

(>) ARPT MGR PLEASE ADVISE FSS IN ITEM 86 WHEN CHANGES OCCUR TO ITEMS PRECEDED BY >

> 110 REMARKS:

A 014 STEPHEN ALEXANDER PRIMARY CONTACT.

A 016 EMERGENCY CONTACT: CITY OF SAN MARCOS POLICE DISPATCH - 512-753-2108

A 070 100LL SELF SERVICE WITH MAJOR CREDIT CARD.

A 081 RWY APT MRL RYS 08/26, 13/31 & 17/35 PRESET LOW INTST; TO INCR INTST AND ACTVT MALSR RY 13; PAPI RY 31; PAPI RY17 - CTAF.

A 110-001 EQUIVALENT ARFF INDEX A EQUIPMENT AVBL ON REQUEST.

A 110-002 6'-8' CULTIVATION OCCASIONALLY OBSTRUCTS APCHS.

111 INSPECTOR: ( C ) 112 LAST INSP: 04/07/2014 113 LAST INFO REQ:

# San Marcos Regional Airport (HYI)



Taxiway Kilo



Construct 200' x 50' nested box hangar

State Highway 21

Airport Entrance Road



# Instructions for Responding to a Solicitation in eGrants

<p>TxDOT Aviation eGrants webpage:  <a href="https://apps2.dot.state.tx.us/apps/egrants2/logout2.aspx">https://apps2.dot.state.tx.us/apps/egrants2/logout2.aspx</a></p> <p>eGrants help desk Monday –Friday 8AM – 5PM  <b>1-800-687-4568</b></p>	<p>If you are not set up in eGrants and wish to respond to a posted solicitation, please complete the eGrants webform available at  <a href="https://form.jotform.com/62164883455160">https://form.jotform.com/62164883455160</a></p>
--	---

STEP	ACTION(S)	NOTES
	<p><b><u>CONSULTANTS SHOULD HAVE AN OPPORTUNITY ON THEIR HOME PAGE WHEN THE USER LOGS IN. WITH MULTIPLE RFQS POSTED, PLEASE ENSURE YOU SELECT THE CORRECT OPPORTUNITY</u></b></p>	
01.	<p>Go to View Opportunities.            a. Select <b>Apply Now</b> to the opportunity            b. The RFQ Response Menu is opened</p>	<p>Very important to click on the name of the document and not the organization name</p> <p>Make a note of the opportunity due date to ensure you respond in time</p>
02.	<p>Click on View, Edit and Complete Forms            a. Select RFQ Applicant Form            b. Confirm Project information and address            c. Upload AVN-550 or 551 <b><u>PLEASE MAKE SURE YOU SELECT THE CORRECT PDF FILE BEFORE CHANGING STATUS.*</u></b>            d. Hit Save</p>	<p>Note: you will change the status to submit the response</p> <p>You should print the proposal document to a PDF so that it becomes un-editable. Or, you may upload a scanned copy of the AVN-550/551.</p>
03.	<p>Click on document name next to document information</p>	
04.	<p>Select view status options under the change the status menu</p>	
05.	<p>Select to change status to <b>RFQ response in CS Review (submit response) <u>YOU ARE DONE</u></b></p>	<p>You will get an email saying the response was successfully submitted; the status must be changed to <b>RFQ Response in CS Review</b> by the due date and time posted in the solicitation.</p>
06.	<p><b><u>WAIT</u></b> UNTIL A SELECTION NOTIFICATION IS SENT TO YOU</p>	
07.	<p><b><u>AFTER SELECTION NOTIFICATION IS RECEIVED</u></b> Log in to view status of response. Once the scores are verified, TxDOT will move the response to an interview, selected or not selected status of which you can log in to see the status of your response.</p>	<p>The selection notification will refer users to eGrants to view the status of their response. User may also view the TxDOT website for selection information.</p>

If you are not set up in eGrants and wish to respond to a posted solicitation, you may contact the aviation help desk for assistance by using the webform available at <https://form.jotform.com/62164883455160>

**SOME ORGANIZATIONS WILL HAVE MANY USER MEMBERS. EACH ORGANIZATION SHOULD DETERMINE WHICH USER MEMBER WILL SUBMIT THE COMPLETED AVN-550/551 IN EGRANTS. AFTER THE OPPORTUNITY IS SELECTED FOR THE ORGANIZATION, IT WILL NO LONGER APPEAR ON ANY OTHER USER'S HOME PAGE UNLESS THE INITIATING USER CANCELS THE RESPONSE.**

\*If the responder posts the incorrect file.

- If status has been changed and the due date for the response has not expired, contact the help desk to ask for the status to be administratively changed back to Response in Process.
- If the incorrect file was posted, the incorrect file may be deleted and the correct one posted as long as the status has not been changed to Response in CS Review. Respondent will need to check the "delete" box and hit save. The page refreshes. Then post the correct file, save, and change the status.