REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL ON-CALL CONSULTING SERVICES
FOR Vidalia Regional Airport (KVDI), Vidalia, Georgia

The City of Vidalia/Vidalia Regional Airport is seeking qualified aviation-consulting firms to provide services supporting the Airport Capital Improvement plan at the Vidalia Regional Airport. Two separate qualification packages are requested:

1. Planning and environmental services.
2. Professional on-call engineering, architectural, and construction inspection/administration services.

Each submittal will be evaluated independently on its own merits. Two separate contracts will be awarded, which may be awarded to different firms.

It is the intent of the City of Vidalia to enter into a multi-year Master Agreement with a consultant for the upcoming five-year period. The selected consultant(s) will negotiate and enter into individual sub-agreements for services based on the scope of work, with the City of Vidalia on an assignment-by-assignment basis during the term of the Master Agreement.

The services are limited to projects the City of Vidalia expects to initiate within five years of the effective date of the Master Agreement. A list of the anticipated projects for the five-year period is attached. It is noted that some services may not be required. The City of Vidalia reserves the right to initiate additional procurement actions for projects and work items included in the initial procurement. Work authorizations/Task Orders that are executed within the five years may continue beyond the term of the Master Agreement; however, no new projects or Work Authorizations/Task Orders can be initiated after the 5-year period without additional procurement actions.

The selection of the consultant will comply with 49 USC § 47107(a) (17), 2 CFR §200.320, and FAA Advisory Circular 150/5100-14E *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects,* and applicable Georgia statutes and laws, as amended. Responding firms/teams must possess a current pre-qualification by the Georgia Department of Transportation in the applicable areas –

Aviation Planning Services:

- Area Classes No. 1.08 Airport Master Planning,

Aviation Development Architectural/Engineering Services:

- Area Class No. 2.09 Aviation Design
- Area Class No. 8.02 Airport Construction Administration and Observation
- Area Class No. 2.09b Airport Design - electrical

The prequalification is determined by the Vidalia Regional Airports project list and is required for any project(s) that will include State funding application.

Firms shall clearly identify which RFQ they are submitting for.

The consultant(s) and any sub consultants proposed shall not discriminate on the basis of race, color, national origin, or sex in the performance of the contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged. The consultant(s) shall carry out applicable requirements of 49 CFR 26 in the award and administration of all Federally assigned contracts. Failure by the consultant to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy as Sponsor deems appropriate.

The City of Vidalia reserves the right to reject any submissions to this RFQ, request clarification, or waive informalities/technicalities if they are deemed in the best interest of the City of Vidalia. The City of Vidalia is not liable for any costs incurred by the consultant(s) in the preparation or presentation of a response to this request.

Scope of Services

The scope of work to be included in the multi-year contract may include, but is not limited to, the following:

Aviation Planning Services:

1. Airport Master Planning
2. Airport Layou Plan
3. Environmental Planning
4. Runway and Taxiway Planning
5. Airport Property and Exhibit A Mapping
6. Obstruction and Wildlife Hazard Planning
7. Airport Lighting and Electrical Planning

Aviation Development Architectural / Engineering Services:

1. Drainage, stormwater and erosion control
2. Airfield lighting, signage, and electrical systems
3. Hangars, terminals, FBO facilities and maintenance buildings
4. Surveying, geotechnical engineering, and construction testing
5. Airfield pavement and safety improvements
6. Architectural, civil, structural, mechanical, electrical, and plumbing design
7. Fuel facilities and aviation support infrastructure

Projects are limited to those in the attached project list and may be accomplished over multiple years, contracts, and grants. Projects or work elements not included in this list or agreement require additional procurement actions. The addition of a similar project or work element without additional procurement actions requires Georgia Department of Transportation's written approval of the City of Vidalia's request and justification to forego a separate procurement action.

Submission Requirements

Required information is to be presented in a manner that clearly illustrates the following:

1. Team Description / Background: A general description of the submitting firm, including firm size, and general information regarding any and all sub-consultant firms on the team.
2. Organizational Chart: Include clear illustration as to the Project Manager and key personnel representing the primary firm.
3. Resumes: Include for key personnel. Indicate each individual's qualifications and experience.
4. Relevant Experience: Qualifications and experience of the primary firm and sub consultants in the past five (5) years at general aviation airports similar in nature to the Vidalia Regional Airport.
5. Proximity to the Vidalia Regional Airport: Geographical location of the office that will be primarily responsible for assigned projects and where the work will be accomplished, as well as the location of any supporting offices that will likely be involved in this contract.
6. References: Contact name, agency name, and telephone number of at least four (4) current airport clients of the primary firm.
7. Regulatory Familiarity: Demonstrate familiarity with the Federal Aviation Administration (FAA) and State Aviation Programs.
8. Present Workload: Provide a brief summary of the firms current workload and ability to meet schedules and deadlines
9. Supplemental Information: Any additional information that you feel is important for us to consider

Evaluation Criteria

The following criteria shall be used to select the consultant:

1. Capability to perform all or most aspects of the project and recent experience in airport projects comparable to the proposed tasks.
2. Key personnel's professional qualifications, experience, and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of FAA and GDOT regulations, policies, and procedures.
3. Capability to meet schedules or deadlines
4. Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns.
5. Qualifications and experience of sub-consultants regularly engaged by the consultant under consideration.
6. Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office.

7. Ability to furnish qualified inspectors for construction inspection.
8. Understanding of the projects' potential challenges and the sponsor's special concerns.
9. Degree of interest shown in undertaking the project and familiarity with and proximity to the geographic location of the airport.
10. Capability to incorporate and blend aesthetic and architectural concepts with the project design while accomplishing the basic requirements that transportation facilities be functional, safe, and efficient.
11. In meeting the Disadvantaged Business Enterprise (DBE) contract goal, evidence documenting the consultant met the DBE goal, or by documenting that it made adequate good faith efforts to meet the DBE goal.
12. Capability to conduct a Value Engineering (VE) study for projects that are particularly complex or have unique features.
13. Having an adequate past record of performance on similar projects, verifiable through references

Selection Process

Qualifications will be reviewed and evaluated by a Selection Committee based on the criteria listed herein.

At the discretion of the Selection Committee, consultants may or may not be invited to participate in an interview. Consultants selected for an interview shall be notified at least 7 days prior to the interview date.

The top-ranked firm will be invited to negotiate a contract with the City of Vidalia. A detailed scope of work will be developed and agreed to by the selected Consultant and the City of Vidalia.

This detailed scope of work and associated fee will be incorporated as part of the contract. The consultant shall not discriminate based on race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged.

All unsuccessful firms will be notified in writing no later than 14 days after the election and contracting process is completed.

The qualifications for each RFQ will be reviewed and evaluated independently by the selection committee.

Submittal

All interested parties should submit six (6) copies of the Statement of Qualifications, which shall contain no more than thirty (30) pages, excluding tabs, and a cover letter not exceeding two (2) pages. Submittals shall be printed single-sided on 8.5" x 11" paper. For each Area Class, all interested parties should submit six (6) copies of the Statement of Qualifications, which shall contain no more than thirty (30) pages, excluding tabs, and a cover letter not exceeding two (2) pages. A separate submittal will be required for both the planning and the engineering services, all interested parties should submit six (6) copies of the Statement of Qualifications, which shall

contain no more than thirty-five (35) pages, excluding tabs, and a cover letter not exceeding two (2) pages."
Responses should be addressed to:

Billy Ragan, Airport Manager
Vidalia Regional Airport
2921 Airport Road
Vidalia, GA 30474

The deadline for submittal is December 7, 2026, at 2:00pm. The Statement of Qualifications should be delivered in a sealed envelope or box clearly marked, "Airport Consulting Engineering Services." The City of Vidalia shall assume no responsibility for responses that are received after the deadline or submittals that are not properly addressed or identified.

Please submit any questions regarding this RFQ via email to Billy Ragan at bragan@vidaliaga.gov. The deadline for questions shall be 12p.m.EST on November 23, 2026. A summary of all questions will be issued to all firms who submitted by November 30, 2026, at 12p.m. EST.

Responding firms shall have no contact related to this solicitation with the City of Vidalia elected or appointed officials, members of the City of Vidalia Airport committee and City Council, or Airport employees during this Qualifications process. Any such contact will subject the firm to immediate disqualification for consideration for this project.

This is a Request for Qualifications only. In accordance with FAA selection procedures, all selections should be qualification based. **No overhead rate, fees, or any cost information should be identified as part of this submission.**