

Advertisement
City of Sylvester, Georgia
Sylvester Airport
216 Airport Road
Sylvester, Georgia 31791
Airport Consulting Services-Planning

The City of Sylvester, Georgia requests "Statements of Qualifications" from qualified firms to engage in services of a consulting firm for planning and/or environmental services in connection with the Airport Capital Improvement Plan at the Sylvester Airport. Notices of Requests for Statements of Qualifications will only be provided to consulting firms that are currently prequalified with the GDOT in Area Classes 1.08 Airport Master Planning and 2.09 Airport Design. The complete Request for Qualifications may be obtained by sending an email with subject name "REQUEST FOR QUALIFICATIONS" to jboyd@cityofsylvester.com . This is NOT a request for a priced proposal. Statements must be sealed, delivered via mail or in person, and marked "Airport Consulting Engineering Services" on the outside of the envelope. Statements of Qualifications must be received at the Sylvester City Hall, Attention City Clerk, 101 North Main Street, Sylvester, GA 31791 by no later than 4:00 PM on October 15, 2026.

**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL ON-CALL AIRPORT PLANNING, ENGINEERING,
SERVICES
FOR SYLVESTER AIRPORT, SYLVESTER, GEORGIA**

The City of Sylvester is seeking a qualified aviation consulting firm to provide professional on-call Planning and/of Environmental Services, including, but not limited to, geotechnical/subsurface investigations and topographic surveying, environmental assessments, preliminary and final design, and bidding, at the Sylvester Airport in Sylvester, Georgia.

It is the intent of the City of Sylvester to enter into a Master Agreement with a consultant for the upcoming five-year period. The selected consultant will negotiate and enter into individual work authorizations/task orders for services based on the scope of work, with the City of Sylvester on an assignment-by-assignment basis during the term of the Master Agreement.

The services are limited to projects that the City of Sylvester 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 Sylvester reserves the right to initiate additional procurement actions for projects and work items included in the initial procurement.

The selection of the consultant will comply with 49 USC § 47107(a) (17), 2 CFR §200.320, and FAA Advisory Circular 150/5100-14 *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 Area Classes 1.08 Airport Master Planning.

The consultant and any subconsultants proposed shall not discriminate based on race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is required for federally funded projects over \$250,000. The DBE goal for FY 2027 is 0%. Proposed DBE firms are to be certified by the Georgia Uniform Certification Program. The consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of all Federally-assisted 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 the City of Sylvester deems appropriate.

The City of Sylvester 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 Sylvester. The City of Sylvester is not liable for any costs incurred by the consultant in the preparation or presentation of a response to this request.

The scope of work to be included in the Master Agreement may include, but is not limited to, the following:

- a. Airport system/master planning
- b. Airport noise compatibility planning
- c. Environmental assessments
- d. Airport data collection/facility inventories
- e. Aviation forecasts and demand/capacity analyses
- f. Facility requirements determination
- g. Airfield modeling for capacity and delay
- h. Airport layout and terminal area plan development
- i. Compatible land-use planning in the vicinity of airports
- j. Airport site selection studies
- k. Airport financial planning and benefit cost analysis.

Projects are limited to those in the attached project list and may be accomplished over multiple years, task orders, and Federal and State grants. Projects or work elements not included in this list or agreement may require additional procurement actions to ensure compliance with Federal and State requirements and to ensure qualification of staffing for specialized tasks. The addition of a similar project or work element without additional procurement action requires the Georgia Department of Transportation's written approval of the City of Sylvester'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 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 subconsultants in the past five (5) years at general aviation airports similar in nature to the Sylvester Airport.
5. Proximity to the Sylvester 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 three (3) current airport clients of the primary firm.
7. Regulatory Familiarity: Demonstrate familiarity with the Federal Aviation Administration (FAA) and State Aviation Programs.
8. Workload: Provide a brief summary of the primary firm's current workload and ability to meet schedules and deadlines.

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 and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of FAA and State 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.

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. Interviews, if conducted, may be conducted via phone, informal and/or formal in-person and a short list of Consultants selected for an interview shall be notified at least seven days prior to the interview date.

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

Submittal

All interested parties should submit three (3) copies of the Statement of Qualifications, which shall contain no more than twenty-five (25) pages, excluding tabs and a cover letter. Statements received after this deadline will not be considered.

Responses are to be addressed to:

***City of Sylvester
Attention Markesha Bivens
101 North Main Street
Sylvester, GA 31791***

The deadline for submittal is 4 PM, October 15, 2026. The Statement of Qualifications should be delivered in a sealed envelope or box clearly marked, "Airport Consulting Engineering Services." The City of Sylvester shall assume no responsibility for responses that are received after the deadline or submittals that are not properly addressed or identified.

All questions regarding this RFQ should be made prior to the submittal and addressed to the RFQ point of contact:

Jinny Boyd, jboyd@cityofsylvester.com

The deadline for questions is 4PM, October 7, 2026.

Responses to questions will be provided by 5PM, October 9, 2026

Responding firms shall have no contact related to this solicitation with the City of Sylvester elected or appointed officials, or Airport employees during this Statement of Qualifications process. Any such contact will subject the firm to immediate disqualification for consideration for this project. Contact may only be made to the designated point of contact for this RFQ listed above. Consultants can also request an airport site visit prior to the submitting.

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.**

Facility	UPIN	Airport ID	Associated City	State Project Nu	Title	Requested Yr	Requested Amo	Status	Allocated Year	Allocated Amount	Nation
Sylvester	BCA0013568	SYV	SYLVESTER		Design Apron Expansion	2027	\$60,000.00	Pending Verification/Scoring			54
Sylvester	BCA0013580	SYV	SYLVESTER		Construct Apron Expansion	2027	\$800,000.00	Pending Verification/Scoring			54
Sylvester	BCA0013581	SYV	SYLVESTER		Construct Shade Hangars	2027	\$100,000.00	Begin Application			30
Sylvester	BCA0013582	SYV	SYLVESTER		Design Runway Rehabilitation	2027	\$80,000.00	Pending Verification/Scoring			72
Sylvester	BCA0001809	SYV	SYLVESTER		Design 4-Unit T-Hangar Taxilane	2028	\$80,000.00	Begin Application			37
Sylvester	BCA0010405	SYV	SYLVESTER		Environmental Assessment for Parallel Taxiway	2028	\$120,000.00	Begin Application			62
Sylvester	BCA0013583	SYV	SYLVESTER		Rehabilitate Runway, including CA/CI Services	2028	\$1,000,000.00	Begin Application			72
Sylvester	BCA0007183	SYV	SYLVESTER		Design Parallel Taxiway, including lighting and signage	2029	\$120,000.00	Begin Application			62
Sylvester	BCA0010407	SYV	SYLVESTER		Justification Study for Runway 19 End Extension (475'x75')	2029	\$53,000.00	Application Underway			33
Sylvester	BCA0012620	SYV	SYLVESTER		Construct 4-Unit T-Hangar Taxilane, including CA/CI Services	2029	\$500,000.00	Begin Application			53
Sylvester	BCA0012624	SYV	SYLVESTER		Construct 4-Unit T-Hangar, including CA/CI Services	2029	\$1,000,000.00	Begin Application			30
Sylvester	BCA0013584	SYV	SYLVESTER		ALP Update	2029	\$250,000.00	Begin Application			35
Sylvester	BCA0007193	SYV	SYLVESTER		Land Acquisition (Reimbursement) T007002	2030	\$137,092.00	Begin Application			53
Sylvester	BCA0008180	SYV	SYLVESTER		Environmental Assessment for Runway 19 End Extension (475'x75'), excludes Mitigation Fees	2030	\$75,000.00	Review/Scoring Complete			75
Sylvester	BCA0008199	SYV	SYLVESTER		Construct Parallel Taxiway, including lighting, signage and CA/CI Services	2030	\$4,500,000.00	Begin Application			62
Sylvester	BCA0013585	SYV	SYLVESTER		Design Apron Rehabilitation	2030	\$40,000.00	Begin Application			60
Sylvester	BCA0001807	SYV	SYLVESTER		Design Runway 19 End Extension (475' x 75'), including Phasing and Electrical Rehabilitation	2031	\$125,000.00	Begin Application			66
Sylvester	BCA0008263	SYV	SYLVESTER		Obstruction Removal to Runway 1	2031	\$150,000.00	Begin Application			83

Facility	UPIN	Airport ID	Associated City	State Project Nu	Title	Requested Yr	Requested Amo	Status	Allocated Year	Allocated Amount	Nation
Sylvester	BCA0008264	SYV	SYLVESTER		Obstruction Removal to Runway 19	2031	\$255,000.00	Begin Application			83
Sylvester	BCA0010406	SYV	SYLVESTER		Mitigation Fees for Runway 19 End Extension (475x75')	2031	\$100,000.00	Begin Application			64
Sylvester	BCA0001790	SYV	SYLVESTER		Design Fuel Strategy	2032	\$85,000.00	Application Underway			35
Sylvester	BCA0001811	SYV	SYLVESTER		Construct Runway 19 End Extension (457'x75') Phase 1, including CA/CI Services	2032	\$2,000,000.00	Begin Application			66