

Moore County Airport Authority

Request for Qualifications

This **REQUEST FOR QUALIFICATIONS** (“RFQ”) from the Owner named below invites the submittal of a Statement of Qualifications (“SOQ”) from firms interested in providing design-build services for the Project described below. By submitting an SOQ, the Offeror represents that it has carefully read the terms and conditions of this RFQ and all attachments and Addenda and agrees to be bound by them. This RFQ is not an offer to enter into a contract, but merely a solicitation of persons interested in submitting an SOQ to the Owner for the Project.

OWNER:

*Moore County Airport Authority
7825 Aviation Drive
Carthage, NC 28327*

PROJECT:

***Corporate Hangar and
Maintenance Building
at Moore County Airport***

OWNER CONTACT PERSON:

Offerors shall submit the SOQ to
*Mr. Rick Cloutier
Airport Manager
7825 Aviation Drive
Carthage, NC 28327
910.692.3212 ext. 1002
rcloutier@moorecountyairport.com*

SOQ DUE DATE AND TIME

Offeror’s SOQ shall be submitted no later than: 2:00 p.m., Friday, May 16, 2025.

Submit four (4) bound copies and one USB drive with the SOQ in PDF format in a sealed envelope.

SECTION 1: OWNER DESCRIPTION

1.1 General

The Moore County Airport is a general aviation airport located 4 miles north of Southern Pines, NC and 5 miles northeast of Pinehurst, NC. The Airport is owned by Moore County, NC and is operated by the Moore County Airport Authority.

1.2 Funding/Authority

It is anticipated the Moore County Airport Authority will fund the cost of the Corporate Hangar with local funds and the cost of the Maintenance Building with State Capital and Infrastructure funds (SCIF).

SECTION 2: OVERVIEW OF PROJECT

2.1 General

2.1a Hangar. To accommodate demand for additional aircraft storage, the Authority has elected to construct a 10,000 square foot hangar (100' x 100'). The new hangar will be located approximately 1,700 feet northwest of the Airport Terminal Building at the location shown on the attached Exhibits. Depending on availability of additional funding, the Airport may consider adding to the scope a 100' x 20' attached office/administrative space.

The general site preparation work for the hangar building should include hangar aircraft parking apron, sidewalks, access road and auto parking, utilities, utility connections, etc.

2.1.b Maintenance Building. The Airport has previously purchased a (approximately) 60' x 80' pre-engineered metal building for the Maintenance Building, which is currently on site. The work involves the contractor providing the equipment, materials, labor, etc. to satisfactorily erect the building, plus the access to the building, site work, and utilities.

2.2 Scope of Work

The Moore County Airport Authority is looking to receive SOQs from qualified Design-Build (DB) firms to deliver and complete design, pre-construction, and construction delivery services. The work includes but is not limited to design development; development of construction documents; cost estimating; constructability review; material procurement; site access/utilization; project scheduling, construction delivery and quality acceptance testing/documentation. The scope of work for Design Build services required is described further below.

The hangar phase of the project consists of one, 10,000 square foot aircraft storage hangar and the associated site work necessary to enable full operation of the hangar. Associated site work is anticipated to include, but is not limited to, construction of hangar slabs and foundations, access road/parking, concrete aircraft apron, pedestrian sidewalks, site grading, utilities, utility connections (water, sewer, electrical, comm.) and extension of the existing taxilane. See the attached Exhibit 1 and Exhibit 2 for the hangar site location and layout.

The Maintenance Building phase of the project consist of the erection of the on-site approximately 2,400 square foot equipment maintenance/storage building and the associated site work necessary to enable full operation of the building. The pre-engineered metal maintenance building was previously purchased by the Airport and delivered to the site. The contractor will perform an inventory/documentation of the onsite materials and coordinate with the building manufacturer to resolve any deficiencies, and provide the equipment, materials, labor, and work necessary to complete the erection/completion of the building and site work to meet the Airport's operational requirements. These requirements will be confirmed/refined during the project design phase. As a minimum, it is anticipated the building site work will involve earthwork, fill, drainage, hangar floor slab, roadway paving and site stabilization.

The DB team must have experience as the design builder for the construction of a minimum of four (4) projects using this type of construction, with two (2) of those projects comparable in size and function. Recent experience constructing on an active airfield is helpful, but not mandatory.

It is anticipated the specific scope of work for the selected DB for the Project will be further defined in the design-build agreement; however, at minimum, the following services are required of the DB:

- Provide design-build services including design development and construction documents, cost estimating, value-engineering, constructability reviews, scheduling, and obtaining permits, etc. Coordinate design elements with the Owner.
- Based on available funding, the Owner may approve one or both projects (buildings) design and construction. If awarded (and since the building is already on-site), the Maintenance Building work may be authorized to proceed without delay.
- Contractor shall include pre and post construction topographic site surveys. As a minimum, perform soil borings/testing for building footings/foundation and roadway, parking, aircraft apron, and taxiway pavement designs.
- The work should also include project plans clearly outlining the project layout, lines, grades, details and other construction requirements of the engineer. The specifications shall mirror the requirements of currently accepted design and construction methodologies/standards and have clearly stated acceptable construction materials, methods, and quality acceptance testing requirements. The taxiway extension and aircraft parking apron should be designed and constructed in accordance with current requirements of the Federal Aviation Administration (FAA).
- As the work progresses, contractor shall perform quality control/acceptance testing for compliance with the specifications. Deficient work not meeting the plan/specification requirements shall be brought into compliance.
- Upon completion of the project, the quality control/acceptance testing laboratory shall provide the Airport a summary of all passing tests and provide statement whether the work performed was tested in accordance with and meets the engineering design requirements.

- Develop, distribute, and maintain a summary of meeting minutes and decisions.
- Develop and maintain a project schedule.
- Construction of the project including but not limited to all labor, equipment, and materials to perform the construction work in accordance with this RFQ.
- Preparation of shop drawings and submittals, which should be reviewed with the Owner and maintained in the project files.
- All design and drawings shall be performed and sealed by a professional engineer licensed in North Carolina. Note, Owner has sealed drawings for the Maintenance/Storage Building structure (only), copies of which will be provided the Contractor. The Contractor shall review and confirm the structural drawings and calculations for use in obtaining permit(s) for the building.
- Design and construction of hangar parking apron and the taxilane extension should be performed in accordance with Federal Aviation Administration criteria for Group C-II aircraft, weighing 30,000 lbs. or less. At the discretion of the of the Airport, the preliminary design, specifications, and grades for these two items will be provided to the Contractor by the Airport.
- In coordination with Airport staff, develop a project safety plan to separate construction activities from airport operations. Complete and submit FAA Form 7460.
- Obtain Sedimentation and Erosion Control Plan and other required approval/permits
- Provide construction management and general contracting services.
- Establish and maintain quality control standards, and a record of passing quality control tests.
- Provide record documents of as-built conditions on the project, including plans, post construction surveys and quality acceptance testing results. Provide a signed statement from the Contractor's Engineer the work performed was in compliance with the project design requirements.

2.3 **Estimated Budget**

The estimated budget for the Scope of Work referenced in Section 2.2 is currently \$500,000.00 for the Maintenance Building and \$1,500,000.00 for the Hangar.

2.4 **Project Procurement Schedule**

The following is the Project Procurement Schedule. The Owner reserves the right to modify the Project Procurement Schedule via Addenda issued prior to the date set forth below.

Date	Activity
Wednesday, April 9, 2025	Issue RFQ
Monday, April 21, 2025	Pre-SOQ Meeting (1:00pm)
Wednesday, April 30, 2025	Last Date to Submit Questions Regarding the SOQ
Friday, May 16, 2025	SOQ Due Date
Friday, May 30, 2025	Notification of Selection
Wednesday, June 11, 2025	Award of Design-Build Contract *

*It is anticipated the Owner will utilize Agreement DBIA 544 or other comparable agreement.

2.5 **Pre-SOQ Meeting**

A Pre-SOQ meeting for anyone interested in submitting a SOQ will be held at 1:00pm on Monday, April 21, 2025, meeting in the conference room in the Airport Terminal Building, 7825 Aviation Drive, Carthage, NC 28324, or via zoom (venue to be announced). Attendance at the pre-SOQ meeting is not mandatory but is strongly encouraged.

2.6 **Questions and Addenda**

All questions about the meaning or intent of the RFQ shall be submitted and directed to Mr. Rick Cloutier, Airport Manager in writing, by e-mail (rcloutier@moorecountyaairport.com); reference to this Request for Qualifications is required. The deadline for submitting questions is 2:00 pm on Wednesday, April 30, 2025. Only questions answered by formal written Addenda will be binding.

2.7 **Minority Business Participation Program**

A Minority Business Enterprise (MBE) and Womens Business Enterprise (WBE) goal will be required as part of the construction phase of the project. Goal percentages will be set during the design phase and will be coordinated with the applicable state agencies.

SECTION 3: PROCUREMENT PROCESS

3.1 **General Information**

3.1.1 Compliance with Legal Requirements

This Procurement will be in accordance with NCGS 143-128 and all applicable federal, state, and local laws, and Owner policies and procedures.

3.1.2 Conflict of Interest and Communications with the Owner

- a. Consultants who assisted the Owner with the RFQ may not propose or participate on any Design-Build Team on this Project.
- b. Offerors are required to conduct the preparation of their SOQs with professional integrity and free of lobbying activities. Communication with the Owner regarding this Project shall be via email or regular mail only and directed to the following Owner's Representative: *Mr. Rick Cloutier, Airport Manager 7825 Aviation Drive Carthage, NC 28327 Phone: 910.692.3212 ext. 1002 email: rcloutier@moorecountyairport.com.*

3.1.3 Expenses of Offeror and Payment of Stipend

The Owner accepts no liability for the costs and expenses incurred by firms in responding to this Procurement. Each Offeror that enters into the Procurement process shall prepare the required materials, the SOQ, and the Proposal at its own expense and with the express understanding that the Offeror cannot make any claims whatsoever for reimbursement from the Owner for the costs and expenses associated with the process, even in the event the Owner cancels this Project or rejects all Proposals.

3.1.4 Public Disclosure

All documentation and submittals provided to the Owner may be considered public documents under applicable laws and may be subject to disclosure. Offerors recognize and agree that the Owner will not be responsible or liable in any way for any losses that the Offeror may suffer from the lawful disclosure of information or materials to third parties.

3.2 Owner Rights and Procurement Conditions

As allowed by law, the Owner reserves without limitation, and may exercise at its sole discretion during this Procurement process the right to reject incomplete or inadequate responses, to waive formalities and technicalities, to make revisions/changes, and to take any action affecting the RFQ process or the Project that is determined to be in the Owner's best interests.

3.3 Evaluation and Ranking of Offerors

In the evaluation and ranking of Offerors, the Owner will consider the information submitted in the SOQ as well as the meetings with the Offerors with respect to the evaluation criteria set forth in the RFQ. The result of the evaluation will be a comparative ranking of Offerors.

For the purpose of selecting and evaluating Offerors, the evaluation criteria will be given the following relative weights:

Evaluation Criteria	Weight
Minimum Qualifications – Bonding, Insurance, License (Section 5.2)	Pass/Fail
Company Qualifications and Team Organization (Section 5.3)	20%
Past Performance with Successful Projects of Similar Scope and Complexity (Section 5.4)	20%
Design-Build Design, Engineering, and Permitting Past Performance (Section 5.5)	25%
Project Understanding and Approach (Section 5.6)	15%
Proposed Project Schedule (Section 5.7)	20%

3.4 Contract Format

The Owner will enter into negotiations for the Design-Build Agreement with the Preferred Offeror. Unless otherwise agreed, the Airport Authority anticipates agreements similar to **Design-Build Institute of America Progressive Design-Build Agreement**, Form Number 544, and the DBIA Standard Form of General Conditions of Contract Between Owner and Design-Builder, Form Number 535, or other mutually agreed upon document.

It is the intent of the Owner to proceed with Construction of both the Corporate Hangar and Maintenance Building upon completion and approval of design documents. However, exact timeline of commencing construction on the Corporate Hangar will be dependent on funding availability.

SECTION 4 : SOQ DOCUMENT FORMAT

4.1. SOQ Requirements

- a. The body of the SOQ shall be organized in accordance with the Evaluation Criteria.
- b. The body of the SOQ shall be limited to a maximum of twenty (20) single-sided pages (8.5 x 11) excluding cover letter, dividers, and documentation of Offeror's proper contracting license and ability to meet bonding and insurance requirements.

SECTION 5: SOQ DOCUMENT, EVALUATION CRITERIA AND SUBMITTAL INFORMATION

5.1 Letter of Interest (No points)

The SOQ must include a cover letter containing the name, address, telephone number, fax number, and e-mail address of the Offeror and the principal contact person. The Letter of Interest

shall also include the following: (1) name, address, telephone number, fax number, and e-mail address for all listed consultants, subconsultants and/or subcontractors for the Project; and (2) the type of firm or organization (corporation, partnership, joint venture, etc.) that will serve as the prime contracting party. The letter of interest may be a maximum of two (2) pages.

5.2 Minimum Qualifications

- a. Provide documentation of ability to obtain both a performance bond and a payment bond in an amount up to \$2,500,000.
- b. Provide documentation of ability to meet the minimum insurance requirements as set forth in the attached draft Insurance Requirements (Attachment A).
- c. Provide documentation of proper North Carolina contracting license.

5.3 Company Qualifications and Team Organization

- a. Provide a brief background on the Offeror's company and discuss the Offeror's experience in doing this type of work.
- b. Identify the design-build team members, location, and provide information on their level of experience and their responsibility for this project.
- c. Identify individual team members, their level of experience, and job responsibilities. Provide brief resume for each.
- d. Describe the Design-Builder's plan to incorporate minority participation in the project.

5.4 Past Performance with Successful Projects of Similar Scope and Complexity

- a. Describe the Team's past performance in successfully managing design-build (or a similar integrated delivery model) Projects of Similar Scope and Complexity that include management and communications of an integrated team of design consultants, specialty subcontractors, and trade contractors. Include a description of any issues or problems that arose on the projects and how those issues or problems were resolved and managing costs.
- b. Provide at most four examples, with at least two being of comparable size and function. For each example, describe the project, discuss success/issues of the project, whether it was completed on schedule and within budget and provide contact information of the owner.

5.5 Design-Build Design, Engineering, and Permitting Past Performance

- a. Describe the Team's past performance with designing and permitting projects of similar Scope and Complexity.
- b. Describe the software used by the Team for design services.
- c. List professional registrations and/or certifications that are relevant to the design and construction of this project. Project Understanding and Approach

5.6 Project Understanding Approach

- a. Describe your understanding of the project.
- b. Identify and discuss critical issues during design and construction.
- c. Identify and discuss methods to mitigate those problems.
- d. Describe the work you anticipate self-performing and the work you anticipate being performed by subconsultants/subcontractors.
- e. Describe your approach to minimizing negative impacts on Airport operations during construction.

5.7 Proposed Project Schedule

- a. Provide a tentative project design and construction schedule.
- b. Identify important milestones and decisions points.
- c. Identify potential supply chain issues and possible options to help mitigate. Identify options that may help to accelerate the design or construction schedule.

SECTION 6: LIST OF ATTACHMENTS

Attachment A - Insurance Requirements and Instructions

Exhibit 1 – Project Vicinity Map

Exhibit 2 – Hangar and Maintenance Building Layout

Attachment A
Insurance Requirements and Instructions

A. **INSURANCE:** The selected Design-Builder shall purchase and maintain such comprehensive general liability, comprehensive automobile liability, professional liability and other insurance as is appropriate for the Work being performed and furnished and as will provide protection from claims set forth below which may arise out of or result from selected Design-Builder's performance and furnishing of the Work and selected Design-Builder's other obligations under the Contract Documents, whether it is to be performed or furnished by selected Design-Builder, by any Subcontractor, by anyone directly or indirectly employed by any of them to perform or furnish any of the Work, or by anyone for whose acts any of them may be liable. Provide insurance satisfactory to the Airport Authority providing the minimum coverage as required below, including the Moore County Airport Authority, consultants and staff as named insured where appropriate:

B. **COVERAGES:** The limits of liability for the insurance required by Paragraph A. above shall provide for not less than the following amounts or greater where required by law:

(1) Workers' Compensation:

- | | |
|--------------------------|----------------------------------|
| (a) State: | Statutory |
| (b) Applicable Federal | Statutory (e.g., Longshoreman's) |
| (c) Employer's Liability | \$500,000 |

(2) Comprehensive General Liability:

- (a) Bodily Injury and property Damage: \$2,000,000
Combined Single Limit (Per Occurrence)
- (b) The selected Design-Builder's General Liability insurance shall provide coverage for the following: (1) Premises – Operations, (2) Independent Contractors, (3) Products/Completed Operations Hazard, (4) Underground Hazard, (5) Broad Form Property Damage, (6) Where applicable, Explosion and Collapse Hazard, and (7) Personal Injury.

(3) Comprehensive Automobile Liability:

- (a) Bodily Injury and Property Damage: \$2,000,000
Combined Single Limit (Per occurrence)
- (b) The selected Design-Builder's Comprehensive Automobile Liability Insurance shall provide coverage for Bodily Injury and Property Damage per Occurrence for owned, hired, and non- owned vehicles.

(4) Protective Liability Insurance

- (a) The selected Design-Builder shall obtain in the name of the Owner, Owner's Protective Liability Insurance which will have the same limits of coverage for the same period as that required in Paragraph C(2)(b) above for the Contractor's general liability coverage, including liability for acts of Subcontractors and Subordinated Contractors.
- (b) The selected Design-Builder shall purchase and maintain such Protective and Contractual Bodily Injury Liability Insurance and such Protective and Contractual Property Damage Liability Insurance as shall be required by any public bodies or utility companies whose property, facilities, or right-of-way may be affected by the Work to be done under this Contract.

(5) Professional Liability Insurance: \$1,000,000

- (a) Maintain professional liability coverage for damages as a result of the selected Design-Builder's negligent acts, errors, or omissions.

(6) Builder's Risk Insurance

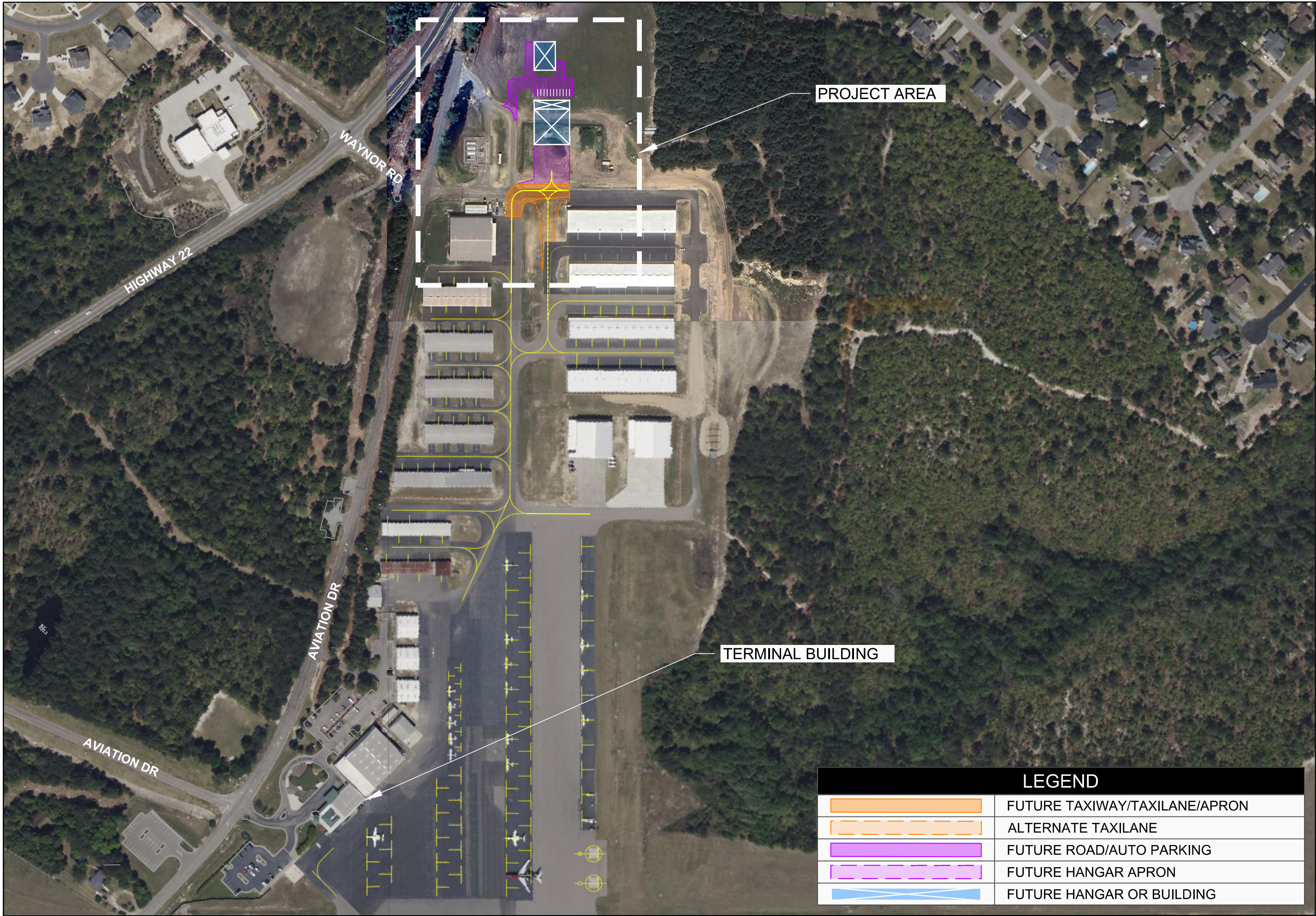
- (a) Maintain in the names of Moore County Airport and the selected Design-Builder, fire, vandalism and extended coverage insurance upon the entire structure or structures on which the work of this Contract is to be done and upon all material in or adjacent thereto and intended for use thereon to one hundred percent (100%) of the Contract amount.

(7) General Requirements

- (a) The selected Design-Builder will provide such additional information in respect of insurance provided by him as the Owner may reasonably request.

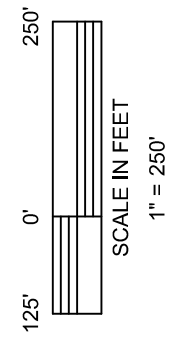
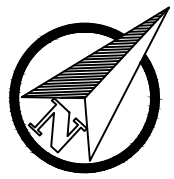
The selected Design-Builder's insurance provider shall edit the Certificate of Insurance standard cancellation clause from "...the issuing company will endeavor to mail days written notice to the certificate holder..." to "...the issuing company will mail 30 days written notice to the certificate holder..."

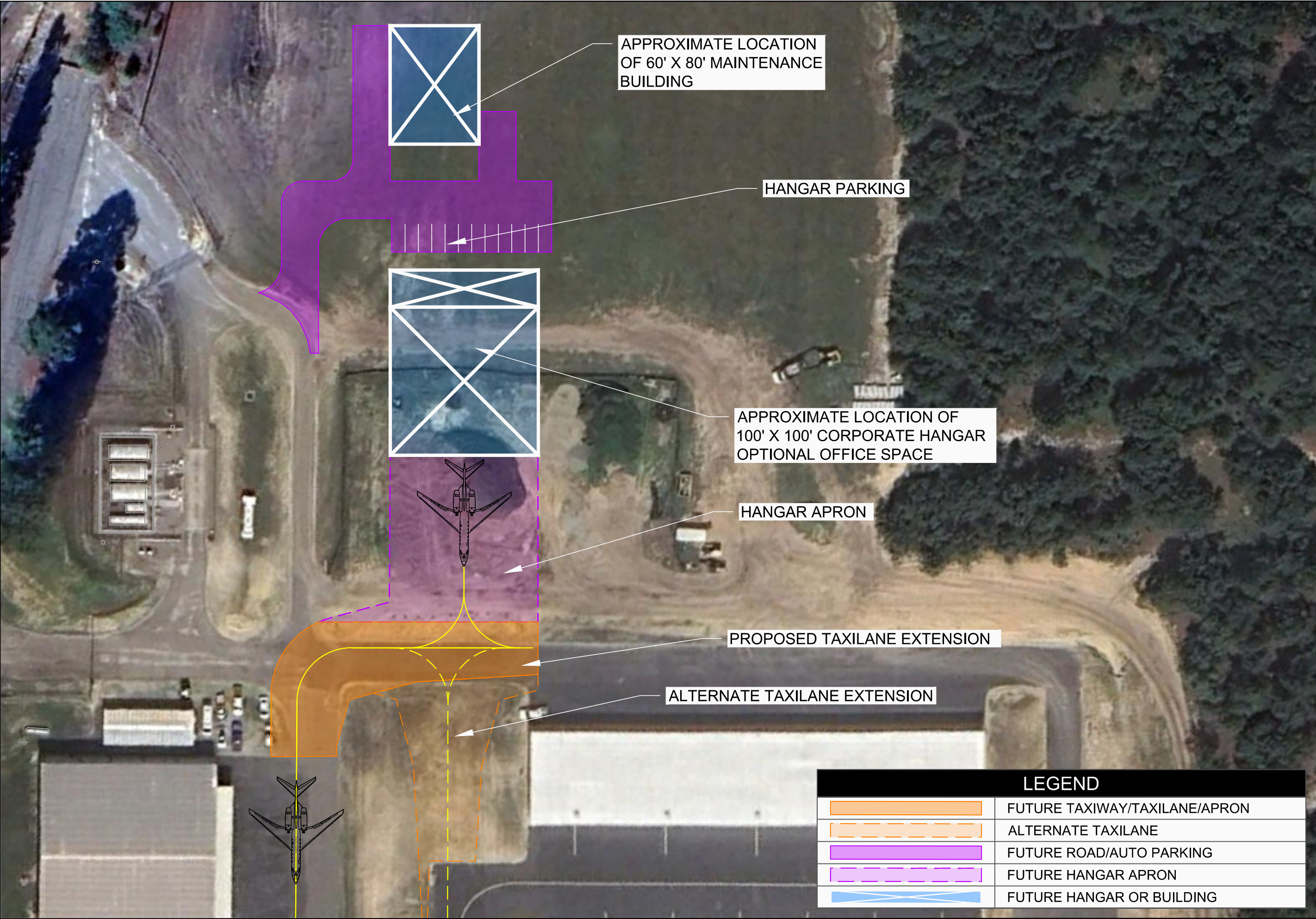
No certificate will be accepted which exculpates the issuer or reduces any rights conferred on the Owner by the above certificates, nor will they be accepted unless the certificates bear a live signature of a direct representative of a company authorized to do business in North Carolina.



LEGEND	
	FUTURE TAXIWAY/TAXILANE/APRON
	ALTERNATE TAXILANE
	FUTURE ROAD/AUTO PARKING
	FUTURE HANGAR APRON
	FUTURE HANGAR OR BUILDING

MOORE COUNTY AIRPORT
CARTHAGE, NORTH CAROLINA
Exhibit 1 - Project Vicinity Map





MOORE COUNTY AIRPORT
CARTHAGE, NORTH CAROLINA

Exhibit 2 - Corporate Hangar and Maintenance Building Layout

MARCH 2025

TALBERT & BRIGHT, INC.

60'
0'
30'

SCALE IN FEET

1" = 60'