

**NOTICE OF REQUEST FOR STATEMENT OF QUALIFICATIONS
PROFESSIONAL ON-CALL AIRPORT PLANNING/ENVIRONMENTAL SERVICES
Lagrange Callaway Airport
Troup County, Georgia**

The Troup County Board of Commissioners is seeking a qualified aviation consulting firm to provide professional on-call planning and environmental services in connection with the Airport Capital Improvement Plan at the Lagrange Callaway Airport in Troup County, Georgia.

It is the intent of the Troup County Board of Commissioners to enter into a multi-year Master Agreement with a consultant for the upcoming five (5) year period. The selected consultant will negotiate and enter into individual sub-agreements for services, based on the scope of work, with the Troup County Board of Commissioners on an assignment-by-assignment basis during the term of the Master Agreement.

The services are limited to projects that the Troup County Board of Commissioners expects to initiate within five (5) years of the effective date of the Master Agreement. A list of the anticipated projects for the period is attached. It is noted that some services may not be required. The Troup County Board of Commissioners 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 must possess a current pre-qualification by the Georgia Department of Transportation in Area Class No. 1.08 Airport Master Planning and must be able to provide plans stamped by a licensed Professional Engineer in the State of Georgia.

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 FY26 is 7.28%. 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 Troup County Board of Commissioners deems appropriate.

The Troup County Board of Commissioners reserves the right to reject any submissions to this RFQ, request clarification, or waive informalities/technicalities if they are deemed in its best interest. The Troup County Board of Commissioners is not liable for any costs incurred by the consultant in the preparation or presentation of a response to this request. The current Airport Layout Plan, Master Plan, and CIP were created by Alfred Benesch and Company.

Scope of Services-Planning/Environmental

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.
- l. Such other airport-related planning and environmental work as the Troup County Board of Commissioners may deem necessary.

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 Troup County Board of Commissioner'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 and general information regarding any sub-consultant firms.
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 in the past five (5) years at general aviation airports similar in nature to the Lagrange Callaway Airport.
5. Proximity to the Lagrange Callaway 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 located within Georgia or adjacent states.
7. Regulatory Familiarity: Demonstrate familiarity with the Federal Aviation Administration (FAA) Atlanta District Office and Georgia Department of Transportation (GDOT) Aviation Programs.
8. Workload: Provide a brief summary of the primary firm's current workload and ability to meet schedules and deadlines.

Evaluation Criteria

The criteria to be used in the selection of the consultant are as follows:

1. Firm Qualifications and Experience
2. Key Personnel Qualifications and Experience

3. Relevant Project Experience, with References
4. Geographical Location
5. References
6. Performance on Past Similar Projects
7. Familiarity with the FAA and GDOT Aviation Programs
8. Workload
9. Responsiveness to the RFQ

A copy of the rating sheet is attached in the Aviation Consultant Selection Guide.

All interested parties should submit two (2) paper copies and one (1) digital copy of the Statement of Qualifications, which shall contain no more than twenty-five (25) pages, excluding tabs and a cover letter. Submittals shall be printed single-sided on 8.5" x 11" paper.

RFQ Responses are to be addressed to:

Purchasing Department
100 Ridley Ave, Suite 3100
LaGrange, GA 30240

Statements must be sealed, delivered via mail or in person, and marked "**AIRPORT CONSULTING SERVICES RFQ 26- PLANNING**" on the outside of the envelope..

Deadline for submittal is Friday, July 17, 2026, 2:00pm. The Statement of Qualifications should be delivered in a sealed envelope or box clearly marked, "**Airport Consulting Services RFQ 26- PLANNING**". The Troup County Board of Commissioners. shall assume no responsibility for responses that are received after the prescribed time, or that are not properly addressed or identified. Late arrivals will not be accepted.

Responding firms shall have no contact related to this project with Troup County elected or appointed officials, airport employees or Troup County Department Heads 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 below. Consultants may request an airport site visit prior to the submitting.

This is a Request for Qualifications only. **No Price proposals, overhead rate, fees or any cost information should be identified as part of this submission.** Please submit any questions regarding this RFQ via e-mail only to Ramona Gillham, Purchasing Director, at rgillham@troupcountyga.gov The deadline for RFI's is Tuesday, July 7, 2026 by 5:00pm est.

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. It is the intent of the Troup County Board of Commissioners to select a consultant as a result of this effort.

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