

**NOTICE OF REQUEST FOR PROFESSIONAL AVIATION GRANT SUPPORT AND  
RELATED STRATEGIC BUSINESS SERVICES**

**April 11, 2017**

The Chester County Area Airport Authority (“Authority”) is seeking an individual or firm to submit a letter of interest and statement of qualification for airport business planning and strategic grant support services, on a part-time or as needed basis for the G.O. Carlson Airport (“Airport”) located in Coatesville, Chester County, Pennsylvania. The Airport is a general aviation airport owned and managed by the Authority. The Authority consists of a seven member board appointed by the County of Chester that meets the first Tuesday of each month. There is an approved Twelve Year Airport Capital Improvement Plan by which airport projects are prioritized. The Airport works with PennDOT’s Bureau of Aviation (BOA) to obtain funding for capital projects through the state aviation block grant program.

The individual or firm selected shall be awarded a one (1) year contract with options to renew, subject to approval by the Authority. The tasks to be undertaken by the consultant shall include strategic airport business planning in coordination with the Authority Board, grant identification and grant writing, and advocacy/liaison to federal, state and local officials. The selected party must agree to work cooperatively and respectfully with the current general engineering services contractor, Delta Airport Consultants.

Letters of Interest and Statements of Qualifications, not to exceed 25 pages, will be due at the office of the Airport Manager, Mr. Gary L. Hudson, by 2:00 pm on **May 26, 2017**. For additional information on the Scope of Services, Evaluation Criteria, and other submission requirements, see [www.ChesterCountyAirport.com](http://www.ChesterCountyAirport.com) or contact Mr. Gary L. Hudson:

Mr. Gary L. Hudson, Airport Manager  
Chester County Area Airport Authority  
1 Earhart Drive, Suite 2  
Coatesville, PA 19320  
Telephone: (610) 383-6057  
Fax: (610) 383-6931  
Email: [glhudson@scglobal.net](mailto:glhudson@scglobal.net)

## **REQUEST FOR QUALIFICATIONS FOR AIRPORT SERVICES (“RFQ”)**

The Chester County Area Airport Authority is soliciting qualifications from consultants for professional services that target grant application and fulfillment, consistent with identified airport capital projects. Anticipated project assignments are expected to be similar in nature to those listed under the listed Airport Challenges. Your submission should present as completely as practicable, your experience in all areas of airport strategic planning, knowledge of appropriate grant opportunities, successful grant writing, and representations to federal, state and local agencies. Responders should be mindful of the **15 page** limitation suggested in the Instructions. The term of the contract will be for a period of one (1) year, with optional one year extensions for a total of up to 3 years, assuming continued satisfactory performance on the part of the consultant.

The Airport will rely heavily on the consultant to assist in the strategic planning, coordination with the Board, grant writing and federal and state advocacy consistent with the growth envisioned for the airport. Demonstrated experience in these areas is essential.

The selection of the individual or firm shall be based upon a review of qualifications provided in response to this RFQ. Qualification statements will be evaluated in accordance with the following:

1. Capability to perform all or most aspects of anticipated projects, such as business planning, grant development, liaison to federal, state and local officials.
2. Recent experience in airport projects that demonstrate the listed capabilities (1.).
3. Key personnel’s professional background and experience.
4. Experience with PennDOT aviation grants (multimodal transportation, TAP, RCAP, etc.), PA Capital Budget process, and other opportunities.
5. Advocacy experience to federal and state legislators
6. Quality of projects previously undertaken.
7. Familiarity with the Chester County Area Airport, and demonstrated understanding of the Sponsor’s special concerns and key project issues.
8. Your narrative response to the challenges facing MQS, identified in the Addendum.

In order to be considered for selection, your qualification submittal must include the following:

1. Name and overall size of company.
2. Location of office(s) with a description of the size and specific location of the office that will provide the proposed services.
3. A statement of interest in performing the proposed services to include how you or your firm services airport clients.
4. A statement of qualifications to include recent specialized experience in aviation related projects including business planning, grant application support, and representation to federal, state and local officials.
5. Three references including name, address, and telephone number. The references should be for municipal airport or other business clients where the firm has provided services similar to those requested. Preference will be given where references include the PA Airport Council, the FAA Eastern Region and the PennDOT Bureau of Aviation.
6. A list of any airports presently served.
7. The resumes of the individual(s) providing services.

Three copies of the qualifications and experience package are to be submitted to the address indicated below no later than **2:00PM**, local time, by **May 26, 2017**.

Mr. Gary L. Hudson, Airport Manager  
Chester County Area Airport Authority  
1 Earhart Drive, Suite 2  
Coatesville, PA 19320

The Authority reserves the right to conduct or waive interviews at its discretion, depending upon the experience and qualifications received from each consultant.

**CONSULTANT SELECTION RATING CRITERIA, April 2017**

	<b>RELATIVE IMPORTANCE</b>	<b>RATING</b>	<b>SCORE</b>
1. Recent experience in comparable Airport projects and relative quality of such projects.	5		
2. Reputation for integrity and competence.	5		
3. Key personnel professional background and experience.	4		
4. Degree of project understanding & interest shown in undertaking the Scope of Work.	4		
5. Experience with grant opportunities: FAA, PennDOT (TAP, RCAP), PA Capital budget process, etc.	5		
6. Advocacy experience with federal and state aviation agencies, and local townships	4		
7. Demonstrated ability to work with stakeholders to develop a working plan.	4		
8. Familiarity with Chester County Area Airport.	4		
9. Narrative on MQS Challenges (addendum)	3		
<b>RELATIVE IMPORTANCE WEIGHTING</b>	5= Extremely Important 4= Very Important 3= Relatively Important 2= Important 1= Minor Importance	<b>TOTAL SCORE=</b>	
<b>RATING</b>	0= Unacceptable 1= Marginal Acceptance 2= Average Acceptance 3= Above Average Acceptance 4= Excellent Acceptance 5= Outstanding Acceptance		
<b>SCORE = Relative Importance x Rating</b>			

My Documents: RFQ Information (2017) Updated

## **Addendum**

### Challenges Facing MQS Airport Improvements & Development

According to the Airport Authority plan, MQS has several business and economic development opportunities that it needs to address going forward. The airport is carrying significant depreciation of its assets, and will require a large capital investment for strategic development to meet the growth goals of the airport. These are listed in order of priority as follows:

1. The single runway (29/11) is currently undergoing maintenance improvement to its base and surface to eliminate areas of upheaval and cracking. In addition, to better serve the corporate jets, the runway should be extended from 5400 ft to 6100 ft. A new runway is planned some 400 ft south of the existing runway. The projected cost to accomplish this goal approaches \$50M, with \$10M allocated to moving earth from the east to the west end. The Authority needs to communicate this vision to the federal and state legislators, so that they can fully understand the need and assist in accomplishing this vision.
2. The airport together with its neighbor, Sikorsky Global Helicopter, recognize a need for a control tower for the continued safe operations of the mix of jets, helicopters and piston powered aircraft in the pattern and on the field. To this end, the airport has submitted an application to the FAA for a federal contract tower (possibly, a remote tower) with the expectation of receiving approval to proceed. To be successful, the airport will need federal and state legislators to help bring this application to the FAA's attention.
3. To better serve the public and improve the look and feel of the airport, consistent with the stature of Chester County, the Authority is seeking to extend the terminal building and parking lot to provide additional space for the viewing public, the FBO, the restaurant and the Authority. A sketch plan exists for this expansion, but the Authority is now seeking a charette functional design, and a complete design for cost estimation, to be followed by construction bids and financing.
4. One of the Authorities goals is to increase its revenue stream in order to grow and maintain the airport. One element of this plan is the proposed development of new corporate hangars located at the west end of the field. The airport is seeking to offer hangar-ready sites that will attract corporations and individuals interested in re-locating their aircraft to MQS.
5. The airport owns property bordering Rt. 30 business and along Earhart Dr., which can be segregated from immediate airport activity, and can be slated for economic development. The Authority has a sketch plan for three parcels each accommodating approximately, 100,000 sf of office or light industrial space. The Authority needs to seek FAA/PennDOT BOA approval for the division and township support to accomplish this plan.
6. Finally, the new runway and existing South Apron parking areas sets the stage for development of the entire south side of the airfield. Additional corporate and T-hangars are envisioned along with aircraft support services to join the control tower on the south side of the airfield.

**Instructions:** Page Allocation for Individuals or Firms Bidding CCAAA Airport Support

Page Allocation

- 1 Professional Assignment & Contact Information
- 2-3 Firm's Location, Management Structure & Capabilities
- 4-7 Examples: Description of Recent Work Performed at Similar Airports or Businesses
- 8-10 Bio of Professional(s)
- 11-12 Discussion of Your Preliminary Thoughts on Addressing MQS Identified Challenges (see Addendum)
- 13-15 Pertinent Information Addenda to this Proposal