

REQUEST FOR QUALIFICATIONS (RFQ) FOR AVIATION PROFESSIONAL ENGINEERING SERVICES

City of Castroville, Texas – Castroville Municipal Airport

SECTION 1.0 – INTRODUCTION

The City of Castroville (“City”) is soliciting Statements of Qualifications (SOQs) from qualified Aviation Professional Engineering firms to provide design, planning, and construction administration services for projects at Castroville Municipal Airport. The City intends to establish a long-term partnership through a Master Services Agreement (MSA) for on-call services over a five-year period. Individual projects will be contracted via task orders or Statements of Work (SOWs).

The City seeks firms with demonstrated experience in FAA-funded airport development projects, compliance with TxDOT Aviation Division standards, and the ability to deliver projects on time and within budget.

SECTION 2.0 – SCOPE OF SERVICES

The selected firm(s) will provide professional engineering services for airport projects, which may include:

- Runway, Taxiway, and Apron Design & Rehabilitation
- Drainage Improvements
- Lighting and Electrical Upgrades (MITL, signage, NAVAIDs)
- Hangar Design and Construction
- Environmental Assessments and Permitting
- Pavement Condition Evaluation
- Construction Administration and Resident Project Representation
- Emergency Repair Design for Safety-Related Issues
- Planning Studies (ALP updates, Master Plans)
- Geotechnical Investigations
- Public Engagement Support
- Advanced Air Mobility (AAM) and UAS Infrastructure Planning

Facility	UPIN	Airport ID	Associated City	State Project ...	Title	Requested...	Requested A...	Status	Allocated ...	Allocated Amount	National Prior.
Castroville Muni	BCA0011912	CVB	CASTROVILLE	2515CASTR	Drainage Study (ILJA)	2025	\$200,000.00	Open	2025	\$200,000.00	0
Castroville Muni	BCA0012602	CVB	CASTROVILLE		(Design) Airfield Lighting System (ILJA)	2027	\$250,000.00	Review/Scoring Complete			79
Castroville Muni	BCA0012603	CVB	CASTROVILLE		(Construct) Airfield Lighting System	2028	\$1,600,000.00	Review/Scoring Complete			79
Castroville Muni	BCA0011933	CVB	CASTROVILLE		Design for Drainage Improvement	2030	\$150,000.00	Begin Application			41

SECTION 3.0 – EXPECTATIONS

Interested firms must:

- Demonstrate successful experience with FAA and TxDOT-funded airport projects.
- Provide licensed professional engineers in Texas with aviation expertise.
- Maintain professional liability insurance of at least \$1,000,000 per claim.
- Commit to DBE participation goals per federal and state requirements.

SECTION 4.0 – SUBMISSION REQUIREMENTS

SOQs shall include:

- Firm Profile & Background – Legal name, address, contact information, overview of aviation engineering experience.
- Project Team – Key personnel resumes (Principal-in-Charge, Project Manager, RPR), organizational chart and staffing plan.
- Relevant Experience – List of comparable airport projects within the past 10 years, at least five references with contact details.
- Technical Approach – Understanding of airport projects and regulatory requirements, approach to design, permitting, and construction administration.
- Project Management – Schedule control, cost management, and quality assurance strategies.
- Additional Capabilities – Sustainability initiatives, grant management, and innovative solutions.

Format:

- Maximum 50 pages (excluding cover and table of contents).
- Submit three (3) hard copies and one electronic copy.

SECTION 5.0 – EVALUATION CRITERIA

Submissions will be evaluated based on:

- Experience & Background – 50 points
- Technical Approach – 30 points
- Project Management & Schedule Control – 10 points
- Additional Benefits – 10 points
- Total: 100 points

SECTION 6.0 – SCHEDULE

RFQ Issued: November 20, 2025

Questions Due: 10 days before due date

SOQ Submission Deadline: December 10, 2025, 4:00 p.m.

Selection & Notification: January 13, 2025 (subject to City Council review and approval)

SECTION 7.0 – SUBMISSION ADDRESS

City of Castroville – City Secretary

Attn: Debra Howe

1209 Fiorella Street

Castroville, TX 78009

SECTION 8.0 – INQUIRIES

Submit written questions to:

Michael Haley, Airport Manager

Email: Michael.haley@castrovilletx.gov

Deadline: 10 business days prior to submission date.

SECTION 9.0 – CONTRACT TERMS

Selected firm will execute a Master Services Agreement.

Insurance and bonding per Texas Government Code and City requirements.

Compliance with FAA, TxDOT, and City standards.