



REQUEST FOR QUALIFICATIONS

For

**On-Call Program Management, Design and Engineering, and
Planning Services**

**For the Central West Virginia Regional Airport Authority
(CWVRAA)**

West Virginia International Yeager
Airport
100 Airport Road, Suite 175
Charleston, WV 25311

March 27, 2026

STATEMENTS OF QUALIFICATIONS DUE: May 1, 2026

POINT OF CONTACT:

**Andrew Gunnoe
Assistant Director / Chief Legal &
Chief Development Officer
andrew@flycrw.com
304-348-8033**



SECTION 1 INTRODUCTION

The Central West Virginia Regional Airport Authority (Authority) is soliciting **Statements of Qualifications** (SOQs) from qualified firms (the Proposers) to provide the following on-call services:

- 1) Airport Planning and Environmental Services**
- 2) Design and Engineering Services**
- 3) Comprehensive Program Management Services**
- 4) Project and Construction Cost Estimating**

The potential projects are subject to federal, state and local funding processes. The scope of services is described more fully below.

As a result of this competitive selection process, the Authority may award one or more contracts for on-call services, *including multiple contracts in each service area*. Each such contract for these services will have a term of up to five (5) years from the date of execution of a Professional Services Agreement (the Agreement), and selection will be conducted in accordance with Federal Aviation Administration (FAA) *Advisory Circular 150/5100-14E* and applicable local contracting and purchasing procedures.

Documentation for this RFQ will be posted on the CRW website at: <https://flycrw.com/business-at-crw/>

It is the Bidder's responsibility to monitor this site for addenda, updates, or additional information regarding this solicitation.

SECTION 2 AIRPORT OVERVIEW

West Virginia International Yeager Airport is owned and operated by the Central West Virginia Regional Airport Authority (Authority). The Airport opened for commercial service in 1947 and has since played a vital role in the region and the state by providing access to the world economy through four major airlines and a growing general aviation facility with U.S. Customs facilities. In addition, CRW serves as a base for the West Virginia Air National Guard's 130th Airlift Wing. CRW is West Virginia's largest and busiest commercial service airport, plays a central role in statewide business connectivity, tourism, and emergency preparedness, and generates over \$250 million in economic impact each year.

CRWNext: Terminal Modernization Program

The Authority is advancing *CRWNext*, a comprehensive terminal modernization and redevelopment program intended to significantly improve passenger experience, operational efficiency, airfield and passenger safety, and long-term airport sustainability. *CRWNext* represents the Authority's largest capital program over the next several years. It seeks to completely redefine the passenger experience from curb to gate.

CRWNext includes, but is not limited to:

- Terminal expansion, modernization, and rehabilitation
- Passenger hold room and concourse reconfiguration and expansion
- Mechanical, electrical, and building systems replacement
- SSCP construction, expansion, improvements via TSA coordination
- Vertical circulation, accessibility, and ADA enhancements
- Jet bridge and gate infrastructure upgrades, demolition/decommissioning of existing concourses
- Phased construction within an active terminal environment
- Acquisition and installation of automated exit lane technology

Additional Planned Capital Improvements

In addition to *CRWNext*, the Authority anticipates undertaking a range of aviation and non-aviation capital projects, including:

- All projects listed on the Airport's five year Capital Improvement Program (ACIP), including: RWY23, Taxiway A, and GA Apron pavement rehabilitation; Concourse A demolition/ decommissioning; Taxiway A reconfiguration; design and construction of new Commercial Deicing Pad; Airport Stormwater Modernization Program - drainage and slope area construction; RW 23 safety area planning and design; construction of a new Snow Equipment and Removal (SRE) Facility; and SRE equipment acquisition.

In addition, projects could include:

- Additional apron and TW construction and rehabilitation; airfield pavement rehabilitation and safety projects

- Baggage Handling System improvements and solutions; inline baggage system planning and design
- Design and construction of a New Rent-A- Car (RAC) Quick Turnaround (QTA)
- Planning, design, and construction of GA hangar and associated facilities
- Landside infrastructure improvements
- Expansion of the FOB's fuel farm facilities
- Food and Beverage Concessionaire (FAB) improvements and renovations
- Stormwater management program planning, design, and construction
- Aircraft deicing operations and environmental controls
- Drainage, slope stabilization, and landslide remediation
- ADA and accessibility facility reviews, code compliance, and needed improvements
- Utility, roadway, and site civil improvements
- Sustainability, resilience, and energy efficiency initiatives
- Projects supporting revenue diversification and non-aeronautical development
- Economic development initiatives and public-private partnerships
- Projects coordinated with the State of West Virginia, the WV Department of Transportation, and the WV Department of Tourism
- Revenue-generating opportunities, including but not limited to lodging, hospitality, restaurants, gas stations and fueling, and other commercial opportunities.

Passenger Focus

The Airport Authority is dedicated to providing a customer-focused and passenger-centered travel experience at West Virginia International Yeager Airport. As the airport continues to modernize and upgrade its facilities, it will focus on projects that improve the entire passenger journey—from arrival and parking to check-in, security, baggage handling, and departure. Future planning, design, and engineering efforts may include upgrades to baggage handling systems, parking areas, terminal amenities, passenger flow, and other infrastructure that support efficient and welcoming operations. These efforts aim not only to enhance functionality and service quality but also to create a unique sense of place, making sure the airport reflects the character, history, and natural beauty of West Virginia while offering travelers a comfortable, efficient, and memorable experience.



SECTION 3 SCOPE OF SERVICES

The Authority requires experienced aviation/airport consultant(s) to assist over the next five (5) years with all aspects of executing its capital program, including: facility planning, strategic planning, facility programming, feasibility studies, environmental analyses, cost estimating, preparation and submission of grant applications, design, engineering, procurement, construction administration and inspection, grant documentation and closeout, and other general airport needs. Broadly speaking, the scope of services is divided into four categories.

- A. Airport Planning and Environmental Services**
- B. Design and Engineering**
- C. Comprehensive Program Management Services**
- D. Project and Construction Cost Estimating**

The following narratives describe the services anticipated for these categories.

A. Airport Planning and Environmental

Scope of Services

The selected Consultant(s) shall provide comprehensive airport planning and environmental services in support of short-, intermediate-, and long-term development of the Airport. Services may include, but are not limited to:

i. Airport Planning

- Preparation and updates of Airport Master Plans and Airport Layout Plans (ALPs)
- Development of Capital Improvement Programs (CIP) and phasing plans
- Facility requirements analysis (airfield, terminal, landside, GA, cargo)
- Forecasting (aeronautical activity, enplanements, operations, fleet mix)
- Airspace studies and Part 77 evaluations
- Terminal area planning and apron utilization studies
- Landside access, parking, and roadway planning
- Coordination with FAA Airports District Office (ADO)

ii. Environmental Services

- Preparation of NEPA documentation (CATEX, EA, EIS)
- Environmental resource studies (wetlands, noise, historical, endangered species, hazardous materials, etc.)
- Environmental permitting and regulatory coordination
- Section 106 and Section 4(f) compliance support
- Stormwater, SWPPP, and environmental compliance planning
- PFAS regulatory guidance (as applicable)
- Public involvement support for environmental documents

Consultant(s) shall ensure all planning and environmental documents comply with current FAA Advisory Circulars, Orders, and applicable federal and state regulations.

B. Design and Engineering Services

Scope of Services

The selected Consultant(s) shall provide professional design and engineering services for airport infrastructure projects, including airfield, landside, and vertical development. Services may include:

i. General Professional Engineering Services

The Consultant(s) shall provide comprehensive architectural and engineering services necessary to plan, design, permit, bid, and support construction of airport infrastructure projects of varying scale and complexity. Services may be assigned on a task-order basis and may include feasibility studies, concept development, alternatives analysis, schematic design, design development, preparation of construction documents, and post-design support.

Services may include projects funded through FAA AIP, BIL, ATP, PFC, CFC, state, or locally funded programs.

ii. Multidisciplinary Engineering Capabilities

The Consultant(s) shall demonstrate the capability to provide, either directly or through subconsultants, the following professional disciplines as required by specific task orders:

- Civil engineering (airfield and landside)
 - Structural engineering
 - Mechanical, electrical, and plumbing (MEP)
 - Architectural services, including pre-design/feasibility, schematic design, design development, design support, and design review of existing plans and facilities
 - Airfield electrical engineering and lighting systems
 - Pavement design and evaluation
 - Geotechnical engineering coordination
 - Surveying and mapping (including ALTA and topographic surveys)
 - Utility coordination and design
 - Traffic engineering and roadway design
 - Fire protection and life safety systems
 - Security systems coordination (including TSA-related infrastructure)
 - Information technology and communications infrastructure (as applicable to facilities)
 - Sustainability and resiliency planning
 - Energy modeling and efficiency analysis
 - ADA compliance and accessibility design
-

iii. Airfield-Specific Design Services

Design assignments may include, but are not limited to:

- Runway, taxiway, and apron reconstruction or rehabilitation
- Pavement evaluation, PCI analysis, and load rating
- Airfield geometry modifications
- Aircraft movement modeling
- RSA/ROFA improvements
- Airfield lighting, signage, NAVAIDs coordination
- Electrical vault upgrades
- Drainage and stormwater systems
- Obstruction mitigation and grading
- Perimeter fencing and access control
- Snow removal equipment facilities

All airfield design shall conform to current FAA Advisory Circulars, Engineering Briefs, and applicable design standards.

iv. Terminal and Vertical Development

Services may include design for:

- Terminal renovations and expansions
- Architectural services, including pre-design/feasibility, schematic design, design development, design support, and design review of existing plans and facilities
- Curbside and landside access improvements
- Passenger processing areas (ticketing, baggage, security, holdrooms)
- Baggage handling systems coordination
- HVAC modernization and building system upgrades
- Public safety and maintenance facilities
- General aviation facilities
- Concession and tenant buildout coordination
- Sustainability and resiliency improvements

Consultant(s) shall coordinate with TSA, airlines, tenants, FAA, and other stakeholders as required.

v. Studies, Analysis & Technical Support

The Consultant(s) may be tasked with preparing technical studies and engineering analyses, including:

- Feasibility studies and alternatives analysis
 - Cost-benefit evaluations
 - Life-cycle cost analysis
 - Utility capacity analysis
 - Hydrologic and hydraulic modeling
 - Noise and compatibility coordination
 - Constructability reviews
 - Value engineering workshops
-

vi. Bid Phase and Construction Support

The Consultant(s) may provide support services during procurement and construction phases, including:

- Preparation of engineer's cost estimates
 - Bid package preparation and advertisement support
 - Responding to RFIs during bidding
 - Bid evaluation and award recommendation
 - Shop drawing and submittal review
 - Field visits and progress meetings
 - Change order review and technical support
 - As-built review and project closeout documentation
 - DBE documentation support and reporting
-

vii. Regulatory and Grant Compliance

The Consultant(s) shall ensure that all design work complies with applicable:

- FAA Advisory Circulars
- Grant assurances
- Federal, state, and local regulations
- Environmental commitments
- DBE and procurement requirements
- TSA and security standards (where applicable)

Consultant(s) shall assist in preparation of required FAA coordination documents, including design approvals, exhibit drawings, and grant documentation.

viii. Emerging and Specialized Services

To maintain flexibility over the term of the on-call contract, the Consultant may also be assigned services related to:

- New or revised FAA standards
- Emerging airfield technologies
- Electrification of ground support equipment
- Sustainable aviation initiatives
- Resiliency and climate adaptation planning
- Alternative delivery technical advisory support
- Small unmanned aircraft (UAS) infrastructure coordination

All design work shall conform to applicable FAA standards, ACs, TSA requirements (as applicable), and state/local building codes.

Firms may submit a comprehensive proposal for all services, or submit for a subset, or a combination thereof. For example, firms that specialize in vertical construction may choose to only submit for that category

C. Program / Project Management

Comprehensive Program Manager - Scope of Services

i. Overview

The Airport seeks qualified firms to provide comprehensive Program Management Services in support of its capital development program. The selected Consultant(s) shall function as an extension of Airport staff and provide strategic oversight, controls, coordination, and implementation support across the full lifecycle of capital projects, including FAA-funded and non-FAA-funded initiatives.

Program Management Services may include general advisory services, design management, preconstruction services, construction phase oversight, commissioning coordination, and operational readiness support.

Proposers may submit qualifications for the full range of Program Management Services or focus on one or more specific sections (e.g., FAA-funded projects only; non-FAA capital projects only; design-phase services only; construction-phase services only; commissioning support only). Firms with specialized expertise are encouraged to apply in their area(s) of expertise. The Airport reserves the right to award multiple on-call contracts to best fulfill its program needs.

ii. Program Governance & Controls

1. The Consultant may be tasked with establishing and maintaining structured program oversight systems, including:

2. Program Governance & Leadership

- Establishment or support of a Program Management Office (PMO)
- Development of decision-making protocols, reporting structures, and escalation procedures
- Integration with Airport leadership, Board reporting, and stakeholder coordination
- Development of policies, procedures, and best practices aligned with FAA requirements
- Preparing and presenting reports and updates to Airport Leadership, including Airport Board and Committee Meetings
- Implementing an effective communication process and project management tracking process - to include a weekly or bi-weekly meeting with airport staff to review the full agenda of projects and open PM items.
- Development, alignment, and implementation of the Airport's Capital Improvement Program

3. Program Controls & Reporting

- Implementation of integrated schedule, budget, and risk management systems
- Development of master program schedules and cost-loaded CPM schedules
- Change management tracking and earned value monitoring (as appropriate)
- Preparation of regular performance reports and executive dashboards
- Assistance with Independent Fee Estimates (IFEs) and cost validation

- Compliance and support with all aspects of the FAA Airport Improvement Program (AIP), including grant programming, grant reporting.
 - DBE/ACDBE compliance and reporting
 - 4. **Budget & Funding Coordination**
 - Support for CIP development and cash flow modeling
 - Coordination of FAA AIP, BIL, ATP, PFC, and other funding programs
 - Support with grant applications, reimbursement documentation, and compliance tracking
 - Monitoring cost trends and recommending corrective action when necessary
 - 5. **Risk Management**
 - Facilitation of risk workshops
 - Development and maintenance of risk registers
 - Identification and mitigation of schedule, funding, and operational risks
-

iii. Design Phase Management

The Consultant may provide oversight and coordination during planning and design phases, including:

1. **Design Oversight & Coordination**
 - Management of A/E consultant performance
 - Review of design submittals at key milestones
 - Schedule and budget alignment during design progression
 - Coordination across multiple concurrent design packages
 2. **QA/QC & Compliance**
 - Review for compliance with FAA Advisory Circulars, codes, airport standards, and regulatory requirements
 - Constructability reviews and value engineering facilitation
 - Coordination of permitting and agency approvals
 3. **Stakeholder Coordination**
 - Facilitation of design workshops with airlines, TSA, tenants, utilities, and operations staff
 - Integration of operational requirements into design development
-

iv. Preconstruction Services

For projects utilizing Design-Bid-Build, CMAR, Progressive Design-Build, or other delivery models, services may include:

1. **Preconstruction Strategy**
 - Advisory support for delivery method implementation
 - Coordination of preconstruction services agreements
 - Definition of roles among PM, A/E, CMAR, and Airport staff
 2. **Cost & Schedule Development**
 - Independent cost estimating and GMP review
 - Maintenance of cost-loaded CPM schedules
 - Evaluation of escalation, contingencies, and phasing strategies
 3. **Phasing & Logistics Planning**
 - Development of construction phasing plans to maintain safe airport operations
 - Coordination of staging, utilities, access, and enabling works
 - Planning for long-lead procurement items
 4. **Procurement Support**
 - Trade package strategy development
 - Support for DBE/ACDBE compliance reporting and planning (as applicable)
 - Bid evaluation support and documentation controls
-

v. Construction Phase Oversight

The Consultant may provide high-level construction oversight to protect the Airport's interests in cost, schedule, safety, and quality.

1. Construction Oversight Integration

- Coordination with Resident Project Representative (RPR) services
- Definition of roles between PM and inspection staff
- Oversight of contractor performance and compliance

2. Schedule, Cost & Change Management

- Monitoring contractor schedules and progress
- Review and validation of pay applications
- Evaluation of change orders and claims
- Tracking of contingency utilization

3. Safety & Operational Coordination

- Oversight of Construction Safety and Phasing Plan (CSPP) compliance
- Coordination with Airport operations to minimize disruptions
- Interface management with FAA, TSA, airlines, tenants, and utilities

4. Documentation & Reporting

- Maintenance of document control systems
 - Oversight of RFIs, submittals, change logs, and reporting dashboards
 - Executive-level briefings and Board updates
-

vi. Commissioning & Operational Readiness Support

The Consultant may provide coordination and management of commissioning and transition activities, including:

- 1. Commissioning Oversight**
 - Coordination with an independent Commissioning Agent
 - Development of commissioning plans and milestone tracking
 - Oversight of system testing and deficiency resolution
- 2. Documentation & Closeout**
 - Coordination of as-built documentation, O&M manuals, warranties, and training materials
 - Support for punch list development and closeout tracking
 - Integration of turnover documentation into Airport systems
- 3. Operational Readiness & Transition (ORAT) Advisory**
 - Advisory support for ORAT planning
 - Coordination of functional trials and stakeholder readiness activities
 - Support for integrated systems testing and transition planning

The Airport anticipates that technical commissioning services will be performed by a qualified independent Commissioning Agent; however, the Airport reserves the right to approve qualified personnel proposed by the Program Manager to perform these services.

vii. Flexibility of Assignment

The Airport reserves the right to:

- Assign services on a task order basis

- Utilize different Program Management consultants for FAA-funded and non-FAA-funded projects
- Engage specialized firms for discrete components of the program
- Scale services up or down depending on funding, complexity, and staffing needs
- Note: Selection for PM services under this RFQ does not guarantee a minimum volume of work

D. Project and Construction Cost Estimating

Scope of Services

The selected Consultant shall provide independent cost estimating services for airport development projects. Services may include:

- Conceptual, schematic, design development, and final engineer's estimates
- Independent cost validation for design packages
- Independent Fee Estimates (IFEs), prepared for the airport in accordance with FAA Advisory Circular and the AIP Handbook
- Construction cost modeling and escalation analysis
- Quantity takeoffs and unit price development
- Risk-based contingency analysis
- Value engineering support
- Change order cost analysis and negotiation support
- Construction claims cost evaluation
- Benchmarking against comparable airport projects
- Construction schedule review, analysis, and support

Estimates shall reflect current market conditions, labor availability, material escalation trends, and FAA eligibility considerations and be completed in accordance with applicable federal, state, and local rules and regulations.

SECTION 4 STATEMENTS OF QUALIFICATIONS
A. SOQ Content

Each Proposer shall prepare a Statement of Qualifications (SOQ) in accordance with the requirements outlined below. The Authority desires succinct submittals that address the specific content requirements.

To facilitate the review of all submittals, each SOQ shall be:

- Printed on 8-1/2" X 11" sheet size (folded 11" x17" exhibits are acceptable, however).
- Typewritten with no smaller than 12 point font size.
- No more than fifteen (15) single-sided pages (excluding attachments, the transmittal letter, the demonstration of minimum qualifications, and a cover page)

Each SOQ shall consist of the following elements in the prescribed order:

1. Transmittal Letter

The SOQ shall be transmitted with a cover letter, describing the team's interest and commitment to performing the on-call services. The transmittal letter shall not exceed two (2) pages. The person authorized by the firm to negotiate a contract with the Authority shall sign the cover letter. Address the cover letter as follows:

West Virginia International Yeager Airport
Attn: ON CALL SERVICES RFQ
100 Airport Road, Suite 175
Charleston, WV 25311

In the transmittal letter, the Bidder must clearly specify whether the SOQ is intended to cover all or only certain types of airport consulting services included in this RFQ

2. Project Team and Availability

The SOQ shall provide a brief written description of the proposed project team that describes the anticipated staffing for the duration of the project.

Each Proposer shall designate a Project Manager to act as the contact person for the Authority throughout the duration of the Agreement. The Project Manager must have recent, relevant experience with similar airport projects. Additionally, the Proposer shall identify the key team members within the organization, briefly describe their experience and qualifications (referencing the Minimum Qualifications if applicable), and specify their roles and responsibilities for the proposed project.

This section should also address the workload, both current and anticipated, for all key team members, and their capacity to perform the requested services for the project(s) according to the preliminary project schedule. For each key team member, include a resume in Attachment 1 of the SOQ. It should be noted that it is the Authority's expectation that all key personnel listed as part of this Section will actually be assigned to this project. Replacement of key team members should not occur without prior consultation with and approval by the Authority.

3. Minimum Qualifications - This section shall not count toward the page limit.

The Statement of Qualifications (SOQ) shall clearly demonstrate that the proposing firm/team meets the following Minimum Qualifications. Submittals that do not demonstrate compliance with these minimum requirements may be deemed non-responsive.

A. Team Composition and Key Personnel

The SOQ shall identify the proposed team, including project manager or team leader and any subconsultants, and designate key team members for each service category. At a minimum:

- A Project Manager shall be identified with overall responsibility for the delivery of on-call services.
- Key team members shall be assigned for each discipline relevant to the categories for which the firm is submitting.

For each key team member, provide:

- Name, title, firm affiliation, and role
- Years of relevant experience
- Professional registrations/licenses (as applicable)
- Location and availability

B. Minimum Experience Requirements

The proposing team must demonstrate the following minimum experience:

1. Relevant Project Experience
 - At least three (3) completed projects within the past ten (10) years that are:
 - Airport-related projects (preferred), or
 - Comparable infrastructure/transportation projects of similar scope and complexity
 - Experience should reflect the specific service category(s) for which the firm is submitting.
2. Key Personnel Experience
 - The proposed Project Manager shall have a minimum of 10 years of relevant experience, including demonstrated experience managing airport or comparable infrastructure projects.
 - Discipline leads/key staff shall have a minimum of 5 years of relevant experience in their respective fields.
3. Regulatory and Funding Experience (as applicable)
 - Demonstrated familiarity with federally funded projects, including:
 - Federal Aviation Administration AIP and/or Airport Terminal Program (ATP) requirements; other federal, state, and local funding sources
 - Applicable federal provisions (e.g., procurement, Buy America/BABA, environmental compliance)
 - Experience coordinating with federal, state, or local agencies on project delivery

C. Category-Specific Qualifications

The SOQ shall address each service category for which the firm is submitting and demonstrate:

- Relevant technical expertise and past performance
- Experience delivering similar services in an airport environment (or comparable setting)
- Capacity to perform on-call, task order-based work

Individual projects may be cited in multiple categories where applicable.

D. Emphasis on Key Personnel

Recognizing that professionals may change firm affiliations, evaluation will emphasize the experience of the proposed Key Personnel rather than solely the historical experience of the firm. Experience performed by Key Personnel at prior firms is

acceptable and should be clearly identified.

E. Additional Requirements

- Firms must demonstrate the ability to obtain and maintain all required licenses and certifications to perform work in the State of West Virginia.
- Firms shall disclose any organizational conflicts of interest or potential restrictions on their ability to perform services.
- Firms must demonstrate sufficient staffing capacity and availability to respond to multiple concurrent task orders, if required.

4. Project Management and Approach

The SOQ shall outline the team's proposed approach and management plan for delivering the services. The Proposer shall include an organization chart listing team members by their area of expertise. The Proposer shall explain how it will organize team members, utilizing their talents to effectively support the Authority. It should identify the processes and procedures that will be implemented to manage and coordinate among various entities, including engaging and informing the public. Each SOQ shall also demonstrate the Proposer's understanding of the unique environment at the Airport, including local conditions and challenges, as well as the Proposer's familiarity with and experience in applicable state and local codes and requirements relevant to the scope of services.

In addition, this section should discuss the firm's approach for completing the services for the project on-time and within budget.

Provide any other information that the Proposer may deem relevant. In particular, the Proposer is invited to describe any particular aspects of its organization that set its team apart from the competition.

5. References:

For each key team member, provide two (2) client references (names and current phone numbers) from recent work (previous five (5) years) that is relevant to the criteria in this RFQ. Include a brief (1-2 sentences) description of each project associated with the reference and the role of the respective team member.

The Proposer is advised that the Authority may request information from the Proposer's clients and any other available sources while investigating the Proposer's experience and qualifications. Submittal of the SOQ constitutes consent to such requests.

6. Appendix - This section shall not count toward the page limit.

- Attachment 1: Attach detailed resumes for all key team members identified in response to Section 2 of the SOQ.
- Attachment 2: Identify any potential conflicts of interest with the Authority, the Airport, or any other relevant parties.
- Attachment 3: Identify any legal actions against Proposer or any key team members that are pending, have been settled, or finalized in the last three years.

B. SOQ Submission Instructions

All SOQs must be received by the Authority on May 1st, 2026, no later than 4:00 PM (EST).

Each Proposer must submit five hard copies of the complete SOQ, along with one electronic version via a USB drive or a link referenced in the submission (such as Dropbox or cloud storage) in a PDF, Microsoft Word (.docx), or comparable format. SOQs not submitted as described here will be considered nonresponsive and may be rejected. SOQs submitted after the deadline specified in this RFQ will be rejected as late and will not be accepted. SOQs must be enclosed in a sealed envelope, box, or package clearly marked: "Statement of Qualifications - On-Call Airport Services." The business name and address of the Proposer should be written on the outside of the package. Proposers should be aware that they may be required to submit additional information if requested.

Proposers shall submit their SOQs to the following address.

West Virginia International Yeager Airport
Attn: Statement of Qualifications - On-Call Airport Services
100 Airport Road, Suite 175
Charleston, WV 25311

C. Inquiries and Questions

Communications between the Proposer and any Authority or Airport officials or

employees regarding this RFQ that occur during the selection process, except when and in the manner expressly authorized by the RFQ document, are strictly prohibited. Violation of this requirement is grounds for disqualification from the process. *The Authority will only accept written questions about the RFQ process and this RFQ content.*

The period for submitting written questions opens on April 6th at 8:00 am and closes on April 16, 2026, at 4:00 PM EST. Bidders are encouraged, but not required, to compile their questions into a single list when submitting. All questions shall be emailed to andrew@flycrw.com.

Questions received and written responses will be posted on the Authority's procurement website at: <https://flycrw.com/business-at-crw/>. Each Proposer is solely responsible for checking and reviewing questions and responses. Questions received after the deadline will not be considered.

D. Confidentiality

All documentation submitted with the SOQ will become the property of the Authority. During the selection process, all SOQs shall remain confidential. However, after a final selection, the entire process file will be available to the public as required by law. Confidential data, if designated by the Proposer, will remain confidential upon request, provided the request is included with the SOQ and the Authority determines that the data qualifies for confidentiality under the West Virginia Public Records Law. Proposers should assess which information may be exempt and mark such information as "Confidential." Proposers claiming confidentiality must state in their SOQ that:

"The Proposer agrees to indemnify and hold harmless the Authority, the Airport and their respective officers, officials, directors, employees, agents and volunteers, from any claims, liability or damages, including reasonable attorney's fees and court costs, against the Authority to defend the Authority against any challenge to such confidentiality claims.

E. Addendum and Changes to Schedule

The Authority will promptly post any addendum or changes to the RFQ at: <https://flycrw.com/business-at-crw/>.

The Authority will make efforts to widely disseminate, through normal means, any Addenda or revisions to the schedule; however, each Proposer is solely responsible for monitoring the above site and for being aware of any Addenda or changes that are issued.

SECTION 5 SELECTION PROCESS

All SOQs received will be evaluated by a selection committee comprised of up to five (5) members. The selection committee will evaluate each SOQ using the weighted criteria listed below. Separate evaluations will be conducted for each of the four proposed services covered by this RFQ. The Authority reserves the right to make such additional investigations as it deems necessary and may require the submission of additional information. Each Proposer/SOQ will be assessed using the following evaluation criteria:

A. Minimum Qualifications (Pass/Fail Phase)

The Authority will screen all SOQs to ensure compliance with the Minimum Qualifications, identified in Section 4 of this RFQ. A Proposer's SOQ will be deemed non-responsive and will be rejected without further evaluation if its SOQ does not meet these qualifications.

B. Evaluation Criteria (Scoring Phase)

The selection committee will score SOQs using the criteria outlined below:

| Item | Criteria | Weight Factor | Raw Score | Weighted Overall Score |
|------|---|---------------|-----------|------------------------|
| 1 | Firm Experience and Qualifications (Overall Experience and success of the team with similar projects) | 8 | (1-5) | (Max 40) |
| 2 | Project Understanding and Approach (Proposed approach and understanding of unique local conditions and the Airport's priorities) | 5 | (1-5) | (Max 25) |

| | | | | |
|--|---|---------------|----------------|------------------|
| 3 | Project Manager and Staff (<i>Qualifications, specific experience and availability of Project Manager and Staff</i>) | 5 | (1-5) | (Max 25) |
| 4 | Reference and Reputation (<i>Satisfaction of previous clients, with particular attention to completion of past projects on time and within budget</i>) | 2 | (1-5) | (Max 10) |
| | | | | |
| Raw Scoring: 5 - Outstanding 4 - Very Good 3 - Satisfactory 2 - Barely Acceptable 1 - Inadequate 0 - Unacceptable | | SCORE: | (Max 5) | (Max 100) |

The selection committee will review the written proposals based on the evaluation criteria listed above. They may choose to create a shortlist of the most qualified Proposers based on the SOQ responses and conduct interviews with those Proposers. If interviews occur, total scores will be determined by combining the initial SOQ scores (based on the above evaluation criteria) with the interview scores. However, the committee, at its sole discretion, may decide not to interview Proposers and instead base its selection solely on the SOQ scores. If interviews are held, each invited Proposer will have the opportunity to deliver a brief presentation about their proposal and answer questions from the committee. Proposers will be responsible for travel expenses, SOQ preparation, interview preparation, and interview costs.

C. Contract Award

Once the successful Proposer(s) has (have) been identified, the Authority will begin negotiating the Agreement(s) with the successful Proposer(s) in accordance with the requirements of FAA Advisory Circular 150/5100-14. If negotiations are unsuccessful, they will be terminated, and the next highest-ranked Proposer(s) may be invited to negotiate an Agreement with the Authority.

The Authority reserves the right, in its sole discretion, to award more than one contract to the most responsive and responsible Proposer(s). The Authority will issue Notice(s) to Proceed after completion of fully executed contract(s).

D. Schedule

The schedule for this RFQ process is outlined below. However, the Authority reserves the right to modify, change, or amend any of these dates and to alter or stop the

process at its sole discretion. Therefore, the schedule may change.

| | |
|----------------------------------|--|
| Issue RFQ | March 27, 2026 |
| RFQ Questions Deadline | April 16, 2026 |
| Responses to Questions Posted by | April 23, 2026 |
| SOQ Submission Deadline | May 1, 2026 @ 4:00pm EST |
| Firm Interviews (in person) | May 13 th to 22 nd , 2026, to be scheduled with individual firms |
| Notice of Selection | June 2026 |

The Agreement(s) will be negotiated promptly after the Notice of Selection has been announced to the Proposers.

SECTION 6 GENERAL CONDITIONS & FAA REQUIRED PROVISIONS

FAA SOLICITATION REQUIREMENTS

During the solicitation process, responding firms agree to comply with the Federal Aviation Administration (FAA) requirements set forth in this Section. For purposes of this Section, any reference to "Contract" shall include this Request for Qualifications and Statement of Qualifications (RFQ/SOQ). Any reference to "Owner" or "Sponsor" shall mean the Central West Virginia Regional Airport Authority (Airport Sponsor). Any reference to "Offeror," "Proposer," or "Contractor" shall include the responding firm.

TITLE VI SOLICITATION NOTICE

As a condition of a grant award, the Sponsor shall demonstrate that it complies with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq) and implementing regulations (49 CFR part 21) including amendments thereto, the Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et seq.), U.S. Department of Transportation and Federal Aviation Administration (FAA) Assurances, and other relevant civil rights statutes, regulations, or authorities, including any amendments or updates thereto. This may include, as applicable, providing a current Title VI Program Plan to the FAA for approval, in the format and according to the timeline required by the FAA, and other information about the communities that will be benefited and impacted by the project. A completed FAA Title VI Pre-Grant Award Checklist is required for every grant application, unless excused by the FAA.

The Sponsor shall affirmatively ensure that when carrying out any project supported by this grant that it complies with all federal nondiscrimination and civil rights laws based on race, color, national origin, sex, creed, age, disability, genetic information, in consideration for federal financial assistance. The Department's and FAA's Office of Civil Rights may provide resources and technical assistance to recipients to ensure full and sustainable compliance with Federal civil rights requirements. Failure to comply with civil rights requirements will be considered a violation of the agreement or contract and be subject to any enforcement action as authorized by law.

In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin, creed, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

DAVIS-BACON REQUIREMENTS

Certain work performed under contracts resulting from this solicitation may be subject to the Davis-Bacon Act (40 U.S.C. §§3141-3144, 3146, and 3147) where services are directly associated with federally funded construction activities.

Where applicable, Contractors and subcontractors must comply with the prevailing wage requirements established by the U.S. Department of Labor for the applicable locality.

Applicable wage determinations are available at: <http://www.sam.gov>

CERTIFICATION REGARDING DEBARMENT

By submitting a Statement of Qualifications under this RFQ, the responding firm certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

CERTIFICATION OF LOWER TIER CONTRACTORS REGARDING DEBARMENT

The successful firm must ensure that each lower-tier subcontract exceeding \$25,000 is treated as a "covered transaction" and that each participant is not presently debarred or otherwise excluded from participation in federally assisted projects.

Compliance may be accomplished by:

Checking the System for Award Management (SAM) at <http://www.sam.gov>

Collecting a certification similar to the Certification Regarding Debarment

Including an appropriate clause in each lower-tier subcontract

If the FAA determines that a lower-tier participant failed to disclose exclusion or disqualification at the time it entered the covered transaction, the FAA may pursue available remedies, including suspension or debarment.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS

In accordance with 49 CFR Part 26 and the U.S. Department of Transportation Interim Final Rule issued October 3, 2025, the Airport Sponsor has established a Disadvantaged Business Enterprise (DBE) participation goal of 0% for contracts resulting from this solicitation.

Accordingly:

There is no contract-specific DBE participation goal for this SOQ.

Offerors are not required to demonstrate good faith efforts.

Offerors are encouraged to utilize DBE firms and other small businesses where feasible.

The Airport Sponsor will continue to implement race-neutral measures designed to facilitate participation by DBE firms in FAA-assisted contracts.

All firms participating in the contract must comply with the requirements of 49 CFR Part 26, including nondiscrimination in contracting.

All firms participating shall comply with the Sponsor's approved DBE program, and any future amendments thereto.

FEDERAL FAIR LABOR STANDARDS ACT

All contracts and subcontracts resulting from this solicitation incorporate by reference the provisions of 29 CFR Part 201 et seq., the Federal Fair Labor Standards Act (FLSA).

The FLSA establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers.

The Consultant is responsible for ensuring compliance with these requirements and must address any claims or disputes directly with the U.S. Department of Labor, Wage and Hour Division.

TRADE RESTRICTION CERTIFICATION

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resulting contract, the Offeror:

Is not owned or controlled by one or more citizens of a foreign country included on the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);

Has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on the USTR list; and

Has not entered into any subcontract for any product used in the Federal project that is produced in a foreign country on the USTR list.

The Contractor agrees to incorporate this certification requirement in all lower-tier subcontracts.

If it is later determined that the Contractor knowingly submitted an erroneous certification, the FAA may direct the Owner to cancel the contract for default.

CERTIFICATION REGARDING LOBBYING

By signing and submitting its qualifications, the Offeror certifies that:

No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a Federal official or Member of Congress in connection with the awarding of a Federal contract or grant.

If non-Federal funds have been used for such purposes, the Offeror shall complete and submit Standard Form-LLL, Disclosure of Lobbying Activities.

The Offeror shall include this certification in all lower-tier contracts.

This certification is required under 31 U.S.C. §1352. Any person who fails to file the required certification may be subject to civil penalties ranging from \$10,000 to \$100,000 for each violation.

RECOVERED MATERIALS

Contractor and subcontractor agree to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and the regulatory provisions of 40 CFR Part 247. In the performance of this contract and to the extent practicable, the Contractor and subcontractors are to use products containing the highest percentage of recovered materials for items designated by the Environmental Protection Agency (EPA) under 40 CFR Part 247 whenever:

The contract requires procurement of \$10,000 or more of a designated item during the fiscal year; or

The contractor has procured \$10,000 or more of a designated item using Federal funding during the previous fiscal year.

The list of EPA-designated items is available at www.epa.gov/smm/comprehensive-procurement-guidelines-construction-products.

Section 6002(c) establishes exceptions to the preference for recovery of EPA-designated products if the contractor can demonstrate the item is:

- a) Not reasonably available within a timeframe providing for compliance with the contract performance schedule;
- b) Fails to meet reasonable contract performance requirements; or
- c) Is only available at an unreasonable price.

PROHIBITION OF COVERED UNMANNED AIRCRAFT SYSTEMS

The Proposer or Offeror certifies that they are aware of and comply with relevant Federal statutes and regulations, including those from the Federal Aviation Administration (FAA), for operating unmanned aircraft systems (UAS) in accordance, and in compliance with all related requirements in the FAA Reauthorization Act of 2024 (Public Law 118-63), section 936 (49 U.S.C. § 44801 note).

Contractor warrants that all UAS operations will be conducted in full compliance with all applicable Federal Aviation Administration (FAA) regulations, including but not limited to 14 CFR Part 107, and any other applicable local, state, or Federal laws and regulations.

Sponsors and subgrant recipients cannot use AIP grant funds to enter into, extend, or renew a contract related to covered unmanned aircraft systems (UAS). This includes both procurement and operational contracts, as well as contracts with entities that operate such systems.
