

**Kingston-Ulster Airport,  
Inc.**

1161 Flatbush Rd.  
Kingston, NY 12401

August 23, 2022

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL AIRPORT  
ENGINEERING, ENVIRONMENTAL, AND PLANNING SERVICES  
KINGSTON-ULSTER AIRPORT (“**20N**”)

Kingston-Ulster Airport, Inc. is soliciting Qualification Statements for professional airport engineering, environmental and planning services for the Kingston-Ulster Airport. This Request for Qualifications (“**RFQ**”) is being distributed in accordance with Federal Aviation Administration (FAA) guidelines published in Advisory Circular 150/5100-14, *Architectural, Engineering and Planning Consultant Services for Airport Grant Projects*, September 25, 2015. This RFQ does not necessarily completely define the selection or contractual relationship to be entered into by Kingston-Ulster Airport, Inc. and the successful consultant. This is a non-project specific solicitation. Your submission should represent as completely as practicable, your experience in all areas of airport engineering, environmental planning and aviation planning. The term of the contract may be for a period of up to five (5) years, assuming continued satisfactory performance on the part of the consultant.

Kingston-Ulster Airport (20N), is a privately-owned, public-use airport located in Kingston, NY. 20N is served by runway 15/33, which is 3100’ long and 60’ wide, and a full-length parallel taxiway 25’ in width. It has medium intensity runway lighting, precision approach path indicators, runway end identifier lights, and a Super AWOS. Additionally, there are four hangars, ramp space for tiedowns, and 100LL and Jet A self-service fuel farms. Richmor Aviation, Inc. is the current Fixed Base Operator.

The following projects should be used as a guideline for determining the types of consulting, engineering, environmental, and planning services that will be needed during the next five (5) years:

1. obstruction lighting and removal,
2. runway rehabilitation and remarking, and
3. airport lighting system replacement design and construction.

Respondents are advised that not all of the indicated projects or services may be required and that Kingston-Ulster Airport, Inc. reserves the right to initiate additional procurement action for any of the individual services or projects undertaken at the airport.

The selection of a firm shall be based upon a review of qualifications provided in response to this RFQ. Kingston-Ulster Airport, Inc. will review and evaluate each Qualification

Statement to determine whether it meets the needs of the airport. Statements that do not meet the requirements of this RFQ will be deemed non-responsive. All non-responsive Qualification Statements may be rejected. Qualification Statements will be evaluated in accordance with the following criteria:

1. Capability to perform all or most aspects of the proposed projects and recent experience at comparable airports in the State of New York and in airport projects comparable in scope and nature to those proposed;
2. Key personnel's professional qualifications, experience, and availability for the proposed projects; their reputation, professional integrity and competence; as well as their demonstrated knowledge of FAA and NYSDOT regulations, policies, design standards, engineering requirements, and procedures, including FAA/NYSDOT grant application processes;
3. Current workload and demonstrated ability to meet schedules or deadlines;
4. Quality of projects previously undertaken and history of completing projects on time and on budget;
5. Qualifications and experience of outside consultants regularly engaged;
6. Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office;
7. Ability to furnish qualified inspectors for construction inspection;
8. Demonstrated ability to determine a project's potential problems, avoid those problems, as well as understand the sponsor's special needs and concerns;
9. Degree of interest shown in undertaking the projects as well as familiarity with and proximity to the Kingston-Ulster Airport, 20N;
10. Capability to incorporate and blend aesthetic and architectural concepts with the technical project designs while accomplishing the basic requirements that transportation facilities be functional, safe, and efficient;
11. Evidence documenting that the consultant met or made good faith efforts to meet Disadvantaged Business Enterprise ("**DBE**") goals (49 CFR, § 26.53) for the projects; and
12. Capability to conduct a Value Engineering ("**VE**") study for projects that are particularly complex or have unique features.

In order to be considered for selection, your Qualification Statement must include the following:

1. Name and overall size of firm.
2. Location of offices with a description of the size and specific location of the office that will provide the proposed services.
3. A list of a minimum of three references including name, address, and telephone number. The references should be for airport clients where the firm has provided airport services similar to those requested. Preference should be given to listing references familiar with your experience with the NYADO of the FAA and the NYSDOT, Aviation Bureau.
4. A list of airports presently served.
5. The resumes of those individuals proposed to provide services.
6. If applicable, the names of subconsultants or associate consultants, or joint venture partners who would be engaged by your firm, including their background and key personnel.

Interested firms wishing to be considered shall submit a minimum of four (4) copies of the qualifications and experience package to be received no later than 5:00 PM, EST, on September 30, 2022 to:

Address: Kingston-Ulster Airport  
1161 Flatbush Rd  
Kingston, NY 12401  
Attn: Todd Coggeshall

E-mail: [tcoggeshall@kingstonulsterairport.com](mailto:tcoggeshall@kingstonulsterairport.com)

Disadvantaged Business Enterprise firms are encouraged to respond to this Request for Qualification. All other firms are encouraged to use the services of DBE's.

Kingston-Ulster Airport, Inc. reserves the right to select the firm from the top five (5) firms rated upon the most beneficial to the Kingston-Ulster Airport.

Please feel free to call me at (845) 481-1559 if you have any questions.

Sincerely,



T. M. Coggeshall  
Manager, Kingston-Ulster Airport