



Request for Qualifications

Waycross – Ware County Airport

ISSUED BY THE WARE COUNTY BOARD OF COMMISSIONERS

Proposals to be submitted before: July 27, 2026 by 2:00 p.m.

Ware County Board of Commission

305 Oak Street, Suite 227

Waycross, GA 31501

NOTICE OF REQUEST FOR STATEMENT OF QUALIFICATIONS AIRPORT CONSULTING SERVICES

The Ware County Board of Commissioners is seeking a qualified aviation consulting firm to provide professional planning, engineering, architectural, and construction administration services in connection with the Airport Capital Improvement Plan at the Waycross-Ware County Airport in Waycross, Georgia.

It is the intent of the Ware 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 Ware County Board of Commissioners on an assignment-by-assignment basis during the term of the Master Agreement. The selection of the consultant is being done in accordance with FAA Advisory Circular 150/5100-14D and applicable Georgia statutes and laws. **Responding firms must possess a current pre-qualification by the Georgia Department of Transportation in Area Classes No. 1.08 Airport Master Planning and No. 2.09 Aviation.**

The consultant and any sub-consultants proposed shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged. 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 Ware County Board of Commissioners deems appropriate.

The Ware County Board of Commissioners reserves the right to reject any and all submittals in response to this Request for any reason. The Ware 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.

Scope of Services

The scope of work to be included in the multi-year contract may include, but is not limited to, the following:

- a. DBE Plan Update FY27-FY29
- b. Runway 1-19 Electrical – Design w/new PAPI's and Beacon Light
- c. Obstruction Clearing – Construction
- d. Runway 1-19 Electrical – Construction w/new PAPI's and Beacon Light
- e. Terminal Building – Design (Phase I)
- f. Terminal Building – Phase I – Bid and Construction
- g. Taxiway A Rejuvenation and Lighting w/Conduit – Design
- h. Terminal Building – Phase 2 – Design
- i. Terminal Building – Phase 2 – Bid and Construction
- j. Taxiway A Rejuvenation and Lighting w/Conduit – Construction
- k. New AWOS
- l. Runway 5-23 Pavement Rehabilitation - Design
- m. Airport Layout Plan Update

- n. Land Acquisition
- o. Such other airport-related work as the Ware County Board of Commissioners may deem necessary.

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, including firm size, 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 of regional significance (i.e. GASP Level 3 or larger) similar in nature to the Waycross-Ware County Airport and other airports in Georgia.
5. Proximity to the Waycross-Ware County 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.
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 following criteria summarized from FAA AC 150/5100-14E, Section 2-8, shall be used to select the consultant and therefore should be included in a Statement of Qualification:

1. Capability to perform all or most aspects of the project and recent experience in airports projects comparable to the proposed tasks.
2. Key personnel's professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures.
3. Capability to meet schedules or deadlines
4. Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns.
5. Qualifications and experience of sub-consultants regularly engaged by the consultant under consideration.
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. Ability to furnish qualified inspectors for construction inspection.
7. Understanding of the projects' potential challenges and neighboring properties.
8. Degree of interest shown in undertaking the project and familiarity with and proximity to the geographic location of the airport.

9. Capability to incorporate and blend aesthetic and architectural concepts with the project design while accomplishing the basic requirements that transportation facilities be functional, safe, and efficient
10. Meeting the Disadvantaged Business Enterprise (DBE) contract goal, evidence documenting the consultant met the DBE goal, or by documenting that it made adequate good faith efforts to meet the DBE goal
11. Capability to conduct a Value Engineering (VE) study when the need arises.

All interested parties should submit four (4) copies of the Statement of Qualifications, which shall contain no more than thirty (30) pages, excluding tabs and a cover letter not exceeding two (2) pages. Submittals shall be printed single-sided on 8.5" x 11" paper.

Responses are to be addressed to:

James Shubert
COUNTY MANAGER
WARE COUNTY BOARD OF COMMISSIONERS
305 OAK STREET, SUITE 227
WAYCROSS, GEORGIA 31501

Deadline for submittal is 2:00pm, Monday, July 27, 2026. The Statement of Qualifications should be delivered in a sealed envelope or box clearly marked, "**Airport Consulting Engineering Services - Planning.**" The Ware 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.

Please submit any questions regarding this RFQ via e-mail to Mr. James Shubert at jshubert@warecountyga.gov. The deadline for questions shall be 2:00pm on Monday, July 27, 2026. **Responding firms shall have no contact related to this project with Ware County Board of Commissioners elected or appointed officials, members of the Waycross-Ware County Airport employees during this Statement of Qualifications process.** Any such contact will subject the firm to immediate disqualification for consideration for this project.

This is a Request for Qualifications (RFQ) only. Price proposals are not required at this time.

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 Ware County Board of Commissioners to select a consultant as a result of this effort.