**REQUEST FOR QUALIFICATIONS FOR AIRFIELD ELECTRICAL SERVICES**

**[PROJECT NAME/**

**AIRPORT/**

**CONTRACT #]**

Example:

REQUEST FOR QUALIFICATIONS

AIRFIELD ELECTRICAL SYSTEMS CONTRACTOR

AT

JOHN SMITH STATE AIRPORT

CONTRACT NO. 34262

**Introduction:**

The [Airport Name ] is establishing a pool of qualified airfield electrical contractors for maintenance or construction projects on the airfield electrical systems.

[Airport Overview/ Include general information about the airport such as size, location, hours of operation, electrical equipment in use, runways, taxiways, as well as dates and descriptions of past projects to give an idea of the age and condition of specific areas at the airport. Include any other information on the current condition of the airport as it pertains to the project scope.]

This solicitation isn’t for a specific project, but only to obtain a list of qualified airfield electrical contractors for future electrical needs.

**Scope of Work and General Requirements:**

[Airport or Corporation] is seeking Qualifications from qualified and experienced airport electrical contractors aviation electrical contractors with capabilities to perform maintenance or construction on the airfield electrical systems.

All contractors shall be able to meet the following basic requirements for their RFQ to be considered:

1. All electrical work should be performed by workmen skilled in the electrical trade and licensed for the work in by the applicable state.  Credentials will be recognized of Journeyman Electricians with a valid current license from the applicable state or other licensing entity having established reciprocal agreements with this municipality or county.
2. By code, a licensed Master Electrician or a licensed Journeyman Electrician is required to be on the job site whenever any electrical work is performed.  Any airfield electrical work or associated electrical installations shall be accomplished under the direct supervision of a licensed Journeyman Electrician.
3. To ensure compliance with Paragraph "2" above, only a documented Electrical work force with a ratio of a maximum of three (3) licensed Apprentices for each licensed Journeyman Electrician should be allowed to work on the airfield electrical systems.
4. All airfield circuits will be handled throughout any improvement process by qualified licensed electrical personnel.
5. Every airfield lighting cable splicer shall be qualified in making airfield cable splices and terminations on cables rated above 1,000 volts A.C.
6. All splicing/terminating personnel must have had a minimum of eight (8) hours of technical training by authorized splice/termination kit manufacturer personnel.  Approved training shall include a thorough review of kit components and splicing/terminating techniques and procedures.
7. The Contractor performing construction on the airfield electrical work should have a minimum of five (5) years of experience on maintenance or construction of airport projects of similar type of work and of similar size and complexity.
8. Electrical contractor qualifications shall be based on previous work experience as follows:
9. Provide electrical vault upgrades specifically for 5KV equipment of similar size and capacity.
10. Perform construction activities within an active AOA.
11. Provide airfield lighting, signage, and infrastructure installation of similar size and complexity.

**Instructions to Contractors:**

Every contractor shall submit a proposal that is limited to a maximum of 20 pages which includes all of the following requested information. The proposal shall include, at a minimum, the following:

1. A list of related airport projects that the contractor has started or completed in the last five years.  Identify the year of each project, and the owner or sponsor’s contact person and telephone numbers.  Projects which are referred to as having been accomplished by your company shall be projects which were managed by personnel who are currently on staff.
2. A current resume for key professional persons who would be working on the airport projects, which includes a description of qualifications, skills and responsibilities.  The list needs to include at a minimum the project manager and all other personnel that will be in leadership roles.
3. The names of the person(s) authorized to represent the contractor in negotiation and signing any contract that may result.

 **Selection Process and Criteria:**

The Contractor Proposal is the first step in a two-step process for selecting qualified contractors. The RFQ provides information necessary for the contractor to submit qualifications for consideration, evaluation and ranking by [Airport or Corporation] based on the established criteria, each properly submitted proposal will be reviewed and evaluated.

ACRP Project 09-22

https://crp.trb.org/acrpwebresource20/

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