

HAYS REGIONAL AIRPORT REQUEST FOR QUALIFICATIONS NOTICE TO AIRPORT CONSULTANTS

The City of Hays, Kansas (Sponsor) is hereby soliciting Statement of Qualifications from airport consultants for a terminal area planning study for the Hays Regional Airport (HYS). The estimated cost of the study is \$350,000 and will be funded by the Sponsor with the potential to be grant-funded by the Federal Aviation Administration (FAA). The purpose of this study is to evaluate existing terminal facilities and provide a comprehensive analysis of current and forecasted needs to optimize existing facilities and guide future improvements and development of the terminal area. Work shall be in accordance with all applicable FAA regulations, Advisory Circulars, policies, and procedures.

A qualification-based selection process conforming to the most current edition of FAA Advisory Circular (AC) 150/5100-14, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, will be utilized. Fee information will not be considered in the selection process and must not be submitted with the Statement of Qualifications.

The specific work will follow tasks and fees negotiated during the scope of services prior to defining a contract. The Sponsor intends to select a consultant to provide all identified tasks to include any subconsultants. The work will begin in 2026.

Any subsequent contract with the City of Hays will be subject to the provisions of Section 2-576 through 2-580 of the City of Hays, Kansas, Code of Ordinances and is subject to applicable Federal Contract Provisions. These Federal Contract Provisions are found on the FAA's website at:

https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/

All materials submitted in response to this RFQ are subject to disclosure under the Kansas Open Records Act (K.S.A. 45-215 et seq.), subject to applicable exemptions. Firms should clearly mark proprietary information, acknowledging that the City will make a good-faith effort to protect such records to the extent permitted by law.

Evaluation Criteria

The criteria to be used in the selection of the consultant are as follows:

1. Capability to perform all or most aspects of the project and recent experience in airport projects comparable to the proposed task.
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.
7. Ability to furnish qualified inspectors for construction inspection if applicable.
8. Understanding of the project's potential challenges and the Sponsor's special concerns.
9. Degree of interest shown in undertaking the project and their familiarity with and proximity to the geographic location of the project.
10. In meeting the Disadvantaged Business Enterprise (DBE) contract goal, evidence documenting that 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 for projects that are particularly complex or have unique features.

Selection Process

Qualifications will be reviewed and evaluated by a Selection Committee based on the criteria listed herein. It is the intent of the Selection Committee to review and evaluate the Statement of Qualifications of the interested firms and make a selection based on the criteria listed herein. At the discretion of the Selection Committee, formal and/or informal interviews may be conducted by phone or in person as deemed necessary.

All unsuccessful firms will be notified in writing no later than five days after the selection and contracting process is completed.

Submission Requirements

Statements must be concise and contain no more than twenty-four (24) pages of material (12 sheets, double-sided). This excludes the front and back covers, the two-page cover letter (1 sheet of paper, double-sided), table of contents, section dividers, and resumes. Consultants must submit five (5) hard copies of their Statement and a PDF of their Statement (submitted via email) to the following person:

Jamie Salter, Airport Director
Hays Regional Airport
3950 E 8th St
Hays, KS 67601
jsalter@haysusa.com

All Statements must be received by 5:00 p.m. on September 14, 2026. Statements received after this deadline will not be considered. The Sponsor reserves the right to reject any and/or all Statements. Submittals will become property of the Sponsor.

Statements are to be provided in a package marked with "Airport Terminal Statement of Qualifications" in the lower left-hand corner and the sender's name and address in the

upper left-hand corner. Please make the email subject line: "Airport Terminal Statement of Qualifications" and request delivery/read receipts to confirm it was received on time.

All questions must be submitted via email to the above contact by 5:00 p.m. on September 4, 2026. Answers will be sent via reply email no later than 5:00 p.m. on September 8, 2026. For more information, please contact Jamie Salter at jsalter@haysusa.com or (785) 628-7370. Site visits are available upon request. Please provide a minimum of three (3) days' notice to schedule.

Schedule

All firms submitting responses will be notified of the status of their response and the recommendations of the Selection Committee according to the following tentative schedule:

- Deadline for Submission of Statement of Qualifications – September 14, 2026
- Notification of Selection – September 18, 2026
- Preparation of Work Services and Approval of Tasks – October 9, 2026
- Negotiation of Agreement – October 19, 2026
- Approval of Contract – November 12, 2026
- Notice to Proceed – November 13, 2026