



**Department
of Aviation**

REQUEST FOR QUALIFICATIONS

**ARCHITECTURAL AND ENGINEERING
SERVICES**

**PROJECT SOLICITATION
NO. CIZ26-AVI-3220**

ISSUED: Friday, April 10, 2026

DUE: Friday, May 8, 2026, AT 1:00 PM CST

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SECTION I – BACKGROUND AND OBJECTIVE

The City of Dallas (COD), through its Department of Aviation (DOA), is soliciting Statements of Qualifications (SOQs) from Architecture and Engineering firms to establish a two-year pre-qualified short-list for the purposes of architecture and engineering services for projects across DOA facilities.

Firms selected for inclusion must possess the demonstrated experience, technical expertise, and organizational capacity necessary to deliver both planned and unplanned projects in compliance with established schedules, budgetary requirements, and applicable standards and specifications. DOA airport facilities include Dallas Love Field (DAL), a medium-sized commercial service airport with two runways and six parallel taxiways, and Dallas Executive Airport (RBD), a general aviation airport. Both facilities operate in compliance with applicable Federal Aviation Administration (FAA) regulations and requirements.

Included in this Request for Qualifications (RFQ) is a general scope of work indicating the disciplines for which consultants should identify and respond with qualifications. Firms may select one or more disciplines of interest. As specific projects become available, a Request for Proposals (RFP) will be issued to firms included in the relevant discipline.

Inclusion on the pre-qualified list is not a guarantee that the respondent will receive work. The number of projects will vary depending on authorized projects and funding. Firms must employ personnel licensed by the Texas Board of Professional Engineers and Land Surveyors or the Texas Board of Architectural Examiners, as applicable.

SECTION II – EVALUATION PROCESS

Statements of Qualifications (SOQs) will be evaluated by a committee of City of Dallas staff in accordance with the criteria set forth in Section VII. Interviews will not be conducted. Firms will be shortlisted by professional discipline and may be invited to submit proposals for future projects as needs arise.

The City reserves the right to amend this RFQ, waive any requirements or irregularities, and request clarifications or modifications to submittals, provided all respondents are treated equitably. The City further reserves the right to reject any or all SOQs at its discretion. All materials submitted in response to this RFQ are subject to public disclosure in accordance with the Texas Public Information Act upon completion of the solicitation process. Submission of an SOQ constitutes acceptance of the evaluation process.

SECTION III – SOLICITATION SCHEDULE AND DEADLINES

The following schedule has been established for this solicitation. The City reserves the right to modify the schedule at any time at its sole discretion. All solicitation materials are available on the City of Dallas, Office of Procurement Services (“OPS”) Bonfire/EUNA portal: <https://dallascityhall.bonfirehub.com/portal/?tab=openOpportunities>

Pre-Qualifications Meeting:

A virtual pre-qualifications meeting will be held on **Tuesday, April 21, 2026**, at **11:00 AM CST**. The meeting can be attended via Microsoft Teams at:

[Join the meeting now](#)

Meeting ID: 268 850 634 331 70Passcode: hR68Ey2U

Dial in by phone: 469567-075# Phone conference ID: 592 567 075#

| EVENT | DATE AND TIME |
|--|---------------------------------|
| Date RFQ Published | April 10, 2026 |
| RFQ Advertised (DMN, Bonfire/EUNA website) | April 10th, 17th, 24th |
| Pre-Qualification Meeting (Virtual) | April 21, 2026, at 11:00 AM CST |
| Questions and Clarifications Due | May 1, 2026, at 1:00 PM CST |
| Final Addendum Published | May 5, 2026 |
| Statement of Qualifications (SOQ) Submittal Due via the Bonfire/EUNA website | May 8, 2026, at 1:00 PM CST |

Attendance at the virtual pre-qualifications meeting is strongly encouraged. City staff will present an overview of the scope and respond to questions during the meeting. Questions posed during the pre-qualifications meeting shall not be deemed legally binding. All subsequent questions must be submitted in writing via the Bonfire/EUNA website in accordance with established procedures. No site visit shall be conducted in connection with the pre-qualifications meeting.

Statements of Qualifications shall be submitted electronically via the City of Dallas Office of Procurement Services Bonfire/EUNA portal no later than **Friday, May 8, 2026, at 1:00 p.m. CST**. Prospective respondents are advised to upload all required documentation no later than twenty-four (24) hours in advance of the submission deadline.

SECTION IV – SCOPE OF WORK

The City of Dallas, Department of Aviation is soliciting Statements of Qualifications from firms for architectural and engineering services related to construction, renovations, condition assessment and major maintenance of Aviation facilities. Work may include buildings, roadways, garages, electrical and mechanical systems, and other related projects for DOA facilities.

This Request for Qualifications (RFQ) will establish a shortlist of highly qualified firms for each discipline for two years from the date of the issued Notification of Selection Status letter. As specific projects are identified and budgeted, a Request for Proposals (RFP) will be issued to the firms shortlisted in the pertinent professional discipline. Interviews with the most qualified

firms may follow. It is expected that a wide variety of skills, capabilities, and expertise will be required.

No guarantee is expressed nor implied as to resulting projects available while the shortlist is in place. Assignment of consultants to the shortlist does not guarantee that any future work will be awarded.

A list of disciplines has been developed for consultants' consideration. Future contracts may require additional subconsultants for specific, currently unidentified specialties. Firms may submit qualifications on one or more disciplines. Respondents must designate **all** professional disciplines they are submitting their qualifications for. Multiple discipline selections are acceptable, and only one SOQ submission is required.

The City seeks qualifications across the following ten (10) disciplines:

| | |
|------------------------|----------------------------|
| Architecture | Civil Engineering |
| Electrical Engineering | Geotechnical Engineering |
| Land Surveying | Material Testing |
| Mechanical Engineering | Plumbing |
| Structural Engineering | Transportation Engineering |

Possible projects may include but are not limited to, the following examples:

- Arts
- Building Infrastructure (electrical, HVAC, plumbing) repairs, maintenance, or redesign
- Drainage Improvements
- Engineering/Architecture Programming, Design, or Study
- Fire and Alarm Systems
- GIS
- Hazardous Waste Remediation
- Interior Renovation and Design/Space Planning
- Pavement Evaluation
- Security and Information Technology
- Signage and Wayfinding
- Utilities

Consultants retained for potential future projects will be responsible for obtaining permits from authorities having jurisdiction (as required) prior to work being advertised for construction and for final “as built” plans in City-approved electronic form after achievement of Substantial Completion.

SECTION V – SUPPLIER DIVERSITY AND COMPLIANCE REQUIREMENTS

Developing Regional & Inclusive Vendor Enterprises (DRIVE) Policy

It is the policy of the City of Dallas to involve certified Small Business Enterprises (SBE) to the greatest extent feasible in the City’s contracting opportunities. The City further seeks to encourage the growth and development of SBEs, promoting local economic growth and increased competition. In alignment with this commitment the City has adopted the Developing Regional & Inclusive Vendor Enterprises (DRIVE) Policy for City of Dallas contracts.

- a. The aspirational SBE participation goal for this contract is **34.0%**.
- b. As a prerequisite for City Council award, the contractor must demonstrate and document its good faith effort (GFE) to meet the established participation goal. Any apparent low bidder who

fails to adequately document GFE or meet the participation goal may be denied award of the contract by the City based on the contractor's failure to be "responsive" and/or "responsible."

c. Assistance in preparing the DRIVE forms may be obtained by sending an email to: businessenterprisehub@dallas.gov.

Equal Employment Opportunity/Nondiscrimination

The selected bidder shall not discriminate against any employee or applicant for employment because of race, age, color, national origin, religion, marital status, sex, sexual orientation, military or veteran status, political opinions or affiliations, genetic characteristics, or disability, consistent with applicable laws. The selected bidder shall prohibit discrimination regarding, but not limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. The selected bidder shall also comply with all applicable requirements of the Americans with Disabilities Act, 42 U.S.C.A. §§12301-12233, as amended. The selected bidder agrees to post in conspicuous places available to employees and applicants, notices setting forth the provisions of this nondiscrimination clause.

SECTION VI – SUBMITTAL REQUIREMENTS AND FORMAT

Please read these requirements carefully. Statements of Qualifications which do not comply with these requirements may be deemed non-responsive and the firm may not be considered.

Submittals shall provide a clear and concise description of the respondent's qualifications and ability to meet the evaluation criteria outlined in Section VII.

All responses must be submitted electronically in Bonfire/Euna Procurement system. All communications and questions related to this solicitation must also be submitted through this platform.

The Statement of Qualifications (SOQ) document shall be limited to the respondent's narrative addressing the evaluation criteria only. Attachments shall not be combined within the SOQ. All required attachments including the Letter of Interest must be uploaded separately in accordance with the submission requirements.

Respondents are responsible for ensuring that all required attachments are complete and submitted in accordance with the detailed instructions provided within each form. This includes completing all required fields and action items, such as selecting applicable checkboxes, executing required strikethroughs, and providing all necessary signatures. Please refer below.

1. Statements of Qualifications must be on 8½" by 11" paper using Arial font with minimal font size of 11 point and may not exceed thirty-five (35) pages.
2. Provide a cover sheet (maximum 1-page) which includes the firm's full company name, address and phone number, and the email address of your primary and alternate contact person. The cover sheet should also indicate the name of the solicitation, the solicitation number assigned to the project, and the date.

3. Provide a letter of interest (maximum 1-page) that summarizes the firm's experience, key personnel, and attestation that all addenda and requirements have been reviewed. This must be signed by a managing partner, or owner of the Respondent firm.
4. Please identify your desired disciplines using the Firm Discipline of Interest Form. Do not alter this form in any way or identify other disciplines not listed.
5. All pages **except** for the front cover, the back cover, qualified divider sheets, and pages defined in the next paragraph **will be included** in the 35-page count.
 - a. To be considered as a qualified divider sheet, the page may have a description (i.e. Experience, etc.) or a numeral on the divider tab only.
 - b. Divider pages with photos, graphics, text, etc. **will be included** in the 35-page count.
 - c. Any supplemental information not required or requested from this solicitation **will be included** in the 35-page count.
 - d. Attachments and required forms **will not be included** in the 35-page count.
6. Statements of Qualifications may be deemed non-responsive and the firm may not be considered for reasons including, but not limited to, the following:
 - a. Exceeds the maximum length of 35 pages
 - b. Required forms are incomplete or not submitted
 - c. Includes unauthorized modifications to required forms

The following documents are required as part of the SOQ submittal:

1. Cover Sheet
2. Letter of Interest
3. Statement of Qualifications
4. Firm Discipline of Interest Form
5. Conflict of Interest Questionnaire
6. Acknowledgement of House Bill 89 and Senate Bill 252
7. Business Information Form - OPS-FRM-2128
8. OPS-FRM-640 Team Make-Up and Local Workforce Form
9. Environmental Stewardship Affidavit
10. SBE Affidavit- BEH-FRM-602
11. Local Participation & Workforce Impact Form- BEH-FRM-604
12. SBE Utilization Plan & Commitment to Local Economic Impact Form- BEH-FRM-605
13. Engagement Score and Past Commitment Form -BEH-FRM-606
14. SBE Good Faith Effort Documentation Form- BEH-FRM-607
15. PRIME Self Performance Declaration Form- BEH-FRM-609
16. Subcontractor Intent Form- BEH-FRM-610

SECTION VII – EVALUATION CRITERIA

Submittals will be rated based on the following evaluation criteria:

1. RESPONSE TO STATEMENT OF QUALIFICATIONS (10 points)

- a. Provide a Statement of Availability committing the Respondent's resources, principal(s), and all assigned professionals to undertake this project. This statement must be signed by a managing partner, or owner of the Respondent firm.
- b. Qualifications Statement - Provide the following information:
 - Legal Name of Respondent

- Date of formation and if applicable, dates of all subsequent changes in the legal name.
 - Date of opening primary home office, and Dallas area branch office (if applicable).
 - Current address of primary and branch office(s).
 - If Respondent is not located in Dallas, describe proposed means to achieve a Dallas presence.
 - Respondent's primary Representative with direct telephone number and email address.
 - Principal-in-Charge of the project with direct telephone number and e-mail address.
 - TBAE registration number for Principal-in-Charge.
 - Identify which office(s) of the Respondent will be providing services.
 - Identify Respondent's legal business structure (Sole Proprietor, Partnership, Corporation, Joint Venture, etc.) organized under laws of the State of (_____)
- c. Provide written attestation that all information provided above is true and correct. This statement must be signed by a managing partner, or owner of the Respondent firm.

2. CONSULTANT'S CAPABILITIES AND RESOURCES (20 points)

- a. Project team
- b. Provide names and resumes of key personnel proposed for the project team, including duration of tenure with Respondent's firm.
- c. Include a summary of duties and responsibilities for individuals proposed for project team. Identify available local and non-local resources.
- d. Specify whether additional personnel would need to be hired; if so, specify type (e.g., engineers, technicians, specialists, etc.) and quantity.
- e. Identify a time commitment percentage for each proposed Project Team Member, according to project phase.
- f. Describe Respondent's current staffing size by areas of expertise.
- g. Provide Respondent's current workload and 12-month projection, 12-month workload forecast for proposed project team members and capacity to perform services required for this RFQ.

3. CONSULTANT'S PROJECT EXPERIENCE WITH CITY OF DALLAS AND OTHER PUBLIC-GOVERNMENT AGENCIES (20 points)

- a. Provide a historical overview of the Respondent Firm.
- b. Provide a summary of projects completed within the past five years listing of projects currently underway. Specifically identify projects completed for COD and other public or governmental agencies.
- c. Key challenges and how they were addressed.
- d. Outcomes and alignment with City standards and expectations.
- e. Provide up to three (3) examples of projects with the City and other public government agencies. Outline the scope and complexity, illustrating the range of expression and level of quality produced by the firm.

Descriptions for each example should include:

- Project brief, concept statement or summary of design solution.
- Services provided by respondents.
- Date of completion, or current project status.
- Initial construction budget and final construction cost.
- Client name, knowledgeable representative for the client and their contact Information.

- Firm's percentage of change orders on the identified category or categories of interest during the past three to five years.
 - Specific strategies used to minimize cost overruns and schedule delays.
- f. For each example provide the names of project team personnel, complete with years with firm:
- Principal-in-Charge
 - Project Manager
 - Project Engineer/Architect

4. CONSULTANT'S SPECIFIC EXPERTISE RELATED TO AIRPORT PROJECTS (25 points)

- a. Provide up to three (3) verifiable examples of completed airport projects or work in progress. Scope descriptions for each example should include:
- Program brief, concept statement or summary of design solution.
 - Services provided by respondent.
 - Date of completion, or current project status.
 - Initial construction budget and final construction cost.
 - Client name, knowledgeable representative for the client and their contact information.
 - Firm's percentage of change orders on the identified category or categories of interest during the past three to five years.
 - Specific strategies used to minimize cost overruns and schedule delays.
- b. For each example provide the names of project team personnel, complete with years with firm:
- Principal-in-Charge
 - Project Manager
 - Project Engineer/Architect
- c. Firm's familiarity with and compliance strategy for FAA, TSA, NEPA, ADA, and City of Dallas regulations. Provide examples of:
- How your team navigated complex permitting or approval processes.
 - Steps taken to ensure continuous compliance during design and construction.
 - Experience coordinating with multiple agencies.

5. PROVIDE A HISTORY OF CURRENT OR PRIOR LITIGATION WITHIN THE PAST 10 YEARS INVOLVING MUNICIPAL PROJECTS, SPECIFICALLY NOTING ANY WITH THE CITY OF DALLAS. (5 points)

Include:

- a. Nature of the litigation (e.g., design, construction, management, etc.).
- b. Resolution and lessons learned.
- c. Identify current or pending contracts that may pose potential conflicts of interest, and your firm's procedures to manage and disclose conflicts.

7. CITY OF DALLAS REGIONAL & INCLUSIVE VENDOR ENTERPRISES (DRIVE) PLAN (20 points) See Section V

It is the policy of the City of Dallas to involve certified small business enterprises (SBEs) to the greatest extent feasible in the City's contracting opportunities. The City further seeks to encourage the growth and development of SBEs, promoting local economic growth and increased competition. In alignment with this commitment the City has adopted the Developing Regional & Inclusive Vendor Enterprises (DRIVE) Policy for City of Dallas contracts.

DRIVE evaluation points shall be awarded as follows:

- a. SBE Utilization – Up to 8 points
 - Proposed SBE Commitment
 - First-time Contracting
- b. Local Economic Impact – Up to 6 points
 - Local Workforce
 - Local Supply Chain Usage
 - Local Community Investment
- c. Engagement Score – Up to 6 points
 - Past Subcontractor Utilization
 - Documented Engagement Efforts
 - Past Timely Payments to Subcontractors

SECTION IX – ATTACHMENTS IN BONFIRE/EUNA

Administrative Requirements Forms and Information. If additional space is needed, multiple copies are allowed minding the page count limitations:

Administrative Requirements Forms:

- Firm Discipline of Interest Form
- Conflict of Interest Questionnaire
- Acknowledgement of House Bill 89 and Senate Bill 252
- Business Information Form – OPS-FRM-2128
- OPS-FRM-640 Team Make-Up and Local Workforce Form
- Environmental Stewardship Affidavit
- SBE Affidavit- BEH-FRM-602
- Local Participation & Workforce Impact Form- BEH-FRM-604
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- SBE Good Faith Effort Documentation Form- BEH-FRM-607
- PRIME Self Performance Declaration Form- BEH-FRM-609
- Subcontractor Intent Form- BEH-FRM-610

Information:

- Dallas Morning News RFQ Advertisement
- City of Dallas General Terms and Conditions OPS-FRM-2038
- FAA Provisions
- DRIVE Policy
- DRIVE Vendor FAQs - BEH-PUB-801.OUT
- Sample Architectural Contract – Aviation
- Sample Engineering Contract – Aviation
- Sample Insurance Requirements

- END -