

REQUEST FOR QUALIFICATIONS
ENGINEERING SERVICE CONSULTANTS
FOR JOHNSTOWN-CAMBRIA COUNTY AIRPORT AUTHORITY
JOHN MURTHA JOHNSTOWN-CAMBRIA COUNTY AIRPORT
JOHNSNTOWN, PENNSYLVANIA
July 22, 2026

The Johnstown Cambria County Airport Authority is requesting Statements of Interest with Qualifications and Experience from qualified airport engineering consultants to generally provide planning, design, construction administration, and inspection services and for the following specific design projects for the forthcoming five (5) year period:

- Acquire Snow Removal Equipment (20 FT Broom)
- Acquire Snow Removal Equipment (Snow Blower)
- Construct Terminal Parking lot (75-Spaces)
- Remove Obstructions in Runway Approaches
- Reseal Runway 15-33 (spall repair, joint repair, and pavement markings)
- Reseal (concrete portions) Taxiway B, B1, & M (spall repair, joint repair, and pavement markings)
- Construct Airfield Drainage Improvements
- Acquire Aircraft Rescue and Fire Fighting Vehicle
- ARFF Foam Conversion from AFFF to FFF and AFFF Foam Disposal
- Acquire Snow Removal Equipment (Plow Trucks)
- RJ Hangar/Innovation Center, Phase II
- RJ Hangar/Innovation Center, Phase III
- Expand TSA Screening/Passenger Waiting Area
- Construct GA Hangars
- Reconstruct Taxiway B, D, and E at Runway 5-23 Intersection
- Reconstruct Taxiways B2 and C (West) at Runway 15-33 Intersection

It is the intent of the Johnstown-Cambria County Airport Authority to enter into an agreement with the consultant for these services which may be separated by project or included in one master agreement. The selected consultant will negotiate and enter into individual sub-agreements or work orders for services, based on the scope of work, with the Johnstown-Cambria County Airport Authority on an assignment-by-assignment basis during the term of the Master Agreement for the projects. The selection of the consultant will be completed in accordance with FAA Advisory Circular 150/5100-14E and applicable Pennsylvania statutes and laws.

The consultant and any sub-consultant 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. 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 Johnstown-Cambria County Airport Authority deems appropriate.

The Johnstown-Cambria County Airport Authority reserves the right to reject any and all submittals in response to this request for any reason. The Johnstown-Cambria County Airport Authority 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 awards may include planning, environmental, design, bidding, and construction administrative services, resident project representation and any other special engineering or consulting services as needed for any project.

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 in the past five (5) years with design and construction of airport projects.
5. Brief description of partnerships/sub-contracting that would be utilized to complete tasks (i.e. environmental engineering, architectural, construction administration, etc.)
6. Proximity to the facilities of the Johnstown-Cambria County Airport Authority: 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 the contract.
7. References: Contact name, agency name, and telephone number of at least four (4) current airport clients of the primary firm at least one located in Pennsylvania.

8. Regulatory Familiarity: Demonstrate familiarity with the Federal Aviation Administration (FAA) and Pennsylvania Department of Transportation (PennDOT) Bureau of Aviation (BOA) Programs.
9. Workload: Provide a brief summary of the primary firm's current workload and ability to meet schedules and deadlines.
10. Disadvantage Business Enterprise (DBE) objectives for the potential contract.
11. Details pricing sheet for services will be required if you are selected, based upon your qualifications, in order to negotiate responsible compensation. Detailed pricing will not be required until that time.

General Requirements and Information

If a Joint Venture responds to a project advertisement, the Johnstown-Cambria County Airport Authority will not accept separate Letters of Interest from the joint venture constituents. A firm will not be permitted to submit on more than one (1) joint venture for the same project. Also, a firm that responds to a project as a prime may not be included as a designated subcontractor to another firm that responds as a prime to the project. Multiple responses under any of the foregoing situations will cause the rejection of all responses of the firm or firms involved. The above does not preclude a firm from being set forth as a designated subcontractor to more than one (1) prime responding to the project advertisement.

Each Letter of Interest must include the following information, and the information must be packaged and presented in the following order:

1. Transmittal Letter (maximum of three (3) 8 ½" X 11" typed pages, single-sided)
The subject heading of the transmittal letter must include the firm's legal name, fictitious name (if applicable), and the firm's federal identification number. The applicant must indicate in the body of their transmittal letter the names and Professional Licenses Number of individuals who are directing heads or employees of the firm who have responsible charge of the firm's engineering activities, and whose names and seals shall be stamped on all plans, specifications, plates, and reports issues by the firm.

2. Project Organizational Charts (one-page, single-sided, 8 ½" X 11")

This chart must show key staff from the prime and each subconsultant and their area of responsibility.

3. The Standard Form 330, "Architect-Engineer Qualifications" must be signed, dated, and filled out in its entirety, including Parts I and II.

4. Authorization Letters (for Construction Inspection(s) Services, if required)

If the advertisement requires a letter signed by individuals giving their approval to use their name in the Letter of Interest, the letters from proposed prime employees must be first, followed by subconsultant employees, in the same order as shown in Item 6 of Form 255.

5. Registration To Do Business

Firms with out-of-state headquarters or corporations not incorporated in Pennsylvania must include, with each Letter of Interest, a copy of their registration to do business in the Commonwealth as provided by the Department of State. Firms who are not registered to do business in Pennsylvania at the time of this advertisement must document that they have applied for registration to the Department of State, Corporation Bureau.

6. Additional Information

Additional information, not to exceed four (4) single-sided, 8 ½" X 11" pages or two (2) double sided 8 ½" X 11" pages may be included at the discretion of the submitting firm.

Evaluation Criteria

The following criteria summarized from FAA AC 150/5100-14E, Section 2-8, shall be used to select the consultants and therefore should be included in a Statement of Qualifications:

1. Capability to perform all or most aspects of the project and recent experience in airport projects comparable to the proposed tasks.
2. Key personnel's professional qualifications, experience, and availability for any projects; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures.
3. Capability to meet schedules or deadlines, attend meetings, inquiry responses and turnaround time.
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 consultants under consideration.

6. Capability and location of a branch office that will do the work and perform independently of the home office, or conversely, it's capability to obtain necessary support from the home office.
7. Ability to furnish qualified inspectors for construction inspection.
8. Understanding of the projects' potential challenges.
9. Ability to undertake the project, familiarity with, and proximity to the geographic location of the airport.
10. 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.
11. Meeting the Disadvantaged Business Enterprise (DBE) contract goal, evidence documenting that the consultant met DBE goal, or by documenting that it made adequate good faith efforts to meet the DBE goal.
12. Capability to control cost and to conduct a Value Engineering (VE) study for projects that are particularly complex or have unique features.

All interested parties should submit three (3) copies of the Statement of Qualifications, which shall contain no more than forty (40) pages, excluding tabs and a cover letter not to exceed three (3) pages. Submittals shall be printed single-sided on 8 ½"x 11" paper.

Responses are to be addressed to:

Cory C. Cree, Airport Manager
Johnstown-Cambria County Airport Authority
479 Airport Road, Suite 1
Johnstown, PA 15904

Deadline for Submittal is 12:00 Noon, August 24, 2026. Three (3) copies of the Statement of Qualifications, which shall contain no more than forty (40) pages, excluding tabs and a cover letter not exceeding three (3) pages should be delivered in a sealed envelope or box clearly marked "Airport Consulting Engineering Services." Submittals shall be printed single-sided on 8 ½" X 11" paper. The Johnstown-Cambria County Airport Authority shall assume no responsibility for responses that are received after the prescribed time, or that are not properly addressed or identified.

Please make sure upon downloading a copy of the RFQ that you email the Johnstown- Cambria County Airport Authority at info@flyjst.com

Please submit any questions regarding this RFQ via email to info@flyjst.com. The deadline for questions shall be 5:00 pm, August 17, 2026.

All respondents must disclose within their Statement whether any Johnstown-Cambria County Airport Authority Board Member or employee holds interest in the respondent's company or there has been any prior or current business relationship with Board members and/or employees.

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 Johnstown-Cambria County Airport Authority to select a ranking of consultants as a result of this effort. The evaluation process will comply with the Airport Authority policies and FAA Advisory Circular 150/5100-14E.

For additional information, contact the Johnstown-Cambria County Airport Authority Office via email at info@flyjst.com. The Johnstown-Cambria County Airport Authority reserves the right to reject any and all statements, waive technicalities and make the award in the best interest of the Johnstown-Cambria County Airport Authority.

Calendar of Events

The following is a tentative schedule of events for the qualification process. These dates are considered flexible and the Johnstown-Cambria County Airport Authority reserves the right to adjust the dates and timeframes, as necessary.

A non-mandatory airport site visit shall be conducted at 10:00 am, July 29th, 2026. If you plan to attend, please advise Airport Authority Office at 814-536-0002 EXT 2.

07-22-2026	Issue Request for Qualifications (RFQ)
07-29-2026	Site Visit if desired (Schedule with Airport Authority office)
08-17-2026	Last day to submit Questions
08-24-2026	Statement of Qualifications (SOQ) Due
09-01-2026	Selection Committee to Review SOQ
09-14-2026	Interviews, if applicable
09-15-2026	Airport Authority to Select Engineer-of-Record (EOR)
10-15-2026	EOR's submission of Master Agreement
11-17-2026	Airport Authority's Execution of Agreement