

**TALBOT COUNTY PUBLIC NOTICE  
REQUEST FOR STATEMENTS OF QUALIFICATIONS**

**TITLE:           REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR  
AVIATION CONSULTING SERVICES - EASTON/NEWNAM FIELD AIRPORT (ESN) –  
TALBOT COUNTY, MARYLAND**

**BID NO.:        26-06**

Sealed Statements of Qualifications for Aviation Consulting Services – Easton/Newnam Field Airport (ESN) – Easton, Maryland shall be accepted by the Office of the Talbot County Manager, South Wing, Talbot County Courthouse, 11 N. Washington Street, Suite 13, Easton, Maryland, 21601 until **11:00 a.m. on Friday, May 15, 2026**, at which time they shall be opened and read aloud. Emailed or faxed Statements shall not be accepted. Incomplete or untimely Statements shall not be considered. It is the responder’s responsibility to ensure that their Statement is complete and submitted in a timely manner. The County assumes no responsibility to notify responders of incomplete or untimely Statements.

Talbot County, Maryland is soliciting Statements of Qualifications from aviation consulting firms to provide, on an on-call basis, professional engineering, planning, architectural, environmental, and construction phase services at Easton/Newnam Field (ESN) in Easton, Maryland. Projects to be undertaken under this engagement include, but are not limited to, an extension of Runway 4/22, Runway Safety Area improvements, environmental documentation, aircraft parking and storage facilities, and pavement maintenance.

Eight (8) copies of the responder’s Statement of Qualifications shall be submitted in a sealed envelope marked “Bid 26-06, STATEMENT OF QUALIFICATIONS – AVIATION CONSULTING SERVICES – EASTON/NEWNAM FIELD AIRPORT (ESN) – EASTON, MARYLAND.”

All inquiries concerning this Request should be emailed to Micah Risher, Airport Manager, at [mrisher@talbotcountymd.gov](mailto:mrisher@talbotcountymd.gov). **The deadline for receipt of inquiries is Friday, May 8, 2026, at 4:00 p.m.** Submissions will be evaluated by the Airport Manager in conjunction with the Airport Advisory Board to select the firm most qualified, responsive, and experienced. Talbot County does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy), age, disability, sexual orientation, marital status, or any other status protected by law in the employment or provision of services.

The County Council of Talbot County reserves the right to reject any or all Statements or to accept any Statement, or portions thereof, when, in their judgment, the public will be better served.

**EASTON AIRPORT**

**REQUEST FOR STATEMENTS OF QUALIFICATIONS  
AVIATION CONSULTING SERVICES  
April 15, 2026**

**I. GENERAL**

The County Council of Talbot County, Maryland (hereafter known as “the Owner”) is seeking Statements of Qualifications from aviation consulting firms to provide professional planning, engineering, architectural, environmental, and construction administration services at Easton/Newnam Field Airport (ESN). The selected firm will provide the Owner with assistance in implementing airport improvement and maintenance projects over the next five (5) years. Projects to be undertaken under this contract include, but are not limited to: an extension of Runway 4/22, Runway Safety Area improvements, environmental documentation, aircraft parking and storage facilities, and pavement maintenance.

**II. SCOPE OF WORK**

The required services to be provided by the selected firm shall include all aspects of planning, design, architectural, and environmental services as follows:

1. The selected firm will be responsible for assisting the Owner in applying for, and obtaining, State and federal funding;
2. The selected firm will provide the Owner with full-service aviation consulting capabilities and will be available on an on call basis;
3. The selected firm must be knowledgeable about, and comply with, all pertinent local, State, and federal laws and guidelines. Familiarity with Federal Aviation Administration (FAA) regulations and criteria is required.

**III. CONTENT OF QUALIFICATIONS PACKAGE**

Firms submitting qualifications packages should include the following information:

1. The firm’s overall qualifications and specific experience of key personnel who will be assigned to the projects;
2. Information relative to the firm’s experience with FAA and Maryland Aviation Administration (MAA) funding programs;
3. List of on-going projects of the firm indicating location, general scope, and expected completion date;
4. A summary of projects, including references, completed within the last three (3) years with scopes similar to those included in the Scope of Work herein;

5. The firm's familiarity of Easton Airport, Talbot County, the Eastern Shore, and the State of Maryland; and

6. Information regarding the availability and location of the key personnel.

#### **IV. RESPONDENT EVALUATION**

Each respondent will be evaluated and ranked upon information submitted for Items 1- 6 above, with relative priority ranking being based upon the following:

1. Prior performance with similar planning, design, environmental, and construction projects at comparable airports;
2. Ability to provide full-service aviation consulting services;
3. Qualifications of the Project Manager and other key personnel;
4. Overall qualifications and prior performance of firm;
5. Experience with federal funding procedures.

#### **V. SELECTION PROCESS**

Submittals will be reviewed and firms will be ranked in order of preference. The selected firm will be required to enter into a master contract agreement with the Owner. Individual work authorizations, an outline of the scope of work, and a budget will be prepared for each project/task during the term of the master agreement.

#### **VI. RESPONDER EVALUATION**

Eight (8) copies of the responder's Statement of Qualifications shall be submitted in a sealed, envelope marked "**Bid 26-06, STATEMENT OF QUALIFICATIONS – AVIATION CONSULTING SERVICES – EASTON/NEWNAM FIELD AIRPORT (ESN) – EASTON, MARYLAND**" and will be accepted until **11:00 a.m. on Friday, May 15, 2026**, by the Office of the Talbot County Manager, South Wing, Talbot County Courthouse, 11 North Washington Street, Easton, Maryland 21601. Statements of Qualifications received after that time will be considered ineligible and will be returned unopened. Interested firms should limit their response to no more than 30 single sided 8.5 x 11 typed pages. Cover, cover letters, table of contents, and divider tabs used will not count toward the page limit. Failure to comply with providing the above-required information may result in disqualification.

All inquiries concerning this bid should be emailed to Micah Risher, Airport Manager, at [mrisher@talbotcountymd.gov](mailto:mrisher@talbotcountymd.gov). The deadline for receipt of inquiries is **Friday, May 8, 2026, at 4:00 p.m.**