

**REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL SERVICES AT THE
FRIEDMAN MEMORIAL AIRPORT**

I. INTRODUCTION

The Friedman Memorial Airport Authority (FMAA) as a sponsor of a public use airport facility, is soliciting statements of qualifications from qualified aviation consulting firms for Engineering and Architectural Services at the Friedman Memorial Airport (SUN).

The purpose of this Request for Qualifications (RFQ) is to obtain information from qualified aviation consulting firms interested in providing expert professional, technical, and advisory services at the discretion of SUN for anticipated engineering services listed below. Services will be for a period not to exceed five (5) years. The information obtained will be utilized by SUN to evaluate each interested firm by utilizing the criteria outlined in this RFQ.

The selection process is intended to be in compliance with the FAA Advisory Circular (AC) 150/5100-14E, Architectural Engineering and Planning Consultant Services for Airport Grant Projects.

II. REQUIREMENTS/SCOPE OF WORK

This contract is for basic engineering and architectural services, along with necessary additional services, as defined below. FMAA reserves the right to inquire into the prospective proposer's ability to provide the desired professional services, as defined below and to amend the schedule of projects and contract scope of work, at FMAA's sole discretion, to include any or all of the below-listed services. The projects for which services to be provided may include, but are not limited to, the following:

- A. Runway Rehabilitation and Associated Elements
 - Paved shoulders
 - In-pavement temperature sensors
 - Drainage system modifications/improvements
 - Airfield lighting modifications/improvements
- B. Airfield Pavement Maintenance
- C. Relocate Air Traffic Control Tower
- D. Land Acquisition and Airfield Perimeter Fence Relocation
- E. Construct New Aircraft Parking Aprons and/or Hangar Development Area(s)
- F. Acquire Snow Removal Equipment (SRE)
- G. Other Equipment Acquisitions as may be needed i.e. ARFF, airport maintenance, deicing, pavement maintenance.
- H. Electrical, and lighting or security system improvements as may be needed.
- I. Miscellaneous civil improvements as may be needed.

- J. Miscellaneous Terminal and Airport Operations Building architectural or building additions and improvements as may be needed.
- K. Additional professional and technical services required to support FMA operational and management needs.

Engineering Services include basic engineering services including Preliminary Phase, Design Phase, Bidding and Negotiation Phase, Construction Phase, and the architectural and project management services normally required for airport development projects. These services may also require specialty sub-consultant services, (i.e., electrical, mechanical and geotechnical) and are considered incidental to basic engineering services.

Other Additional Services In addition to the basic services required to complete specific projects, the selected consultant must also demonstrate the ability to provide "Additional Services" to SUN. Additional Services may range from conceptual planning or formulation of a future AIP-eligible project, to technical support on non-AIP eligible operations and/or airport management issues. Type of services required may include but not necessarily be limited to the following:

1. Review and update of Capital Improvement Program (CIP).
2. Incidental project specific and non-AIP airport planning services.
3. Airspace planning, reviews and preparation of Form 7480 or 7460, and review development proposals.
4. Landside development planning, i.e. auto parking, utilities, access.
5. Updates to various airport manuals, i.e. certifications, SWPPP, DBE programs, airport signage and security plans, etc.
6. Updates to airport's Passenger Facility Charge application.
7. Act as SUN's technical representative in review of on-airport private development proposals, i.e. hangars.
8. Provide technical support to airport management personnel on short and long term airport development alternatives or proposals.
9. Miscellaneous surveys, both topographic and property.
10. Miscellaneous architectural services related to building improvements or modifications.
11. Participation in public information programs or meetings relating to airport development and planning projects.
12. Technical review of documents prepared in association with other ongoing studies or efforts underway at the airport.
13. Environmental analysis and support for specific projects and/or for general environmental issues, including preparation of FAA Categorical Exclusion Checklists for projects.

Other services as may be required.

III. CONTRACT LIMITATIONS

- A. All parties competing for work are advised that the work may be accomplished over the course of several grant projects.
- B. All parties are advised that some of the services may not be required and that the owner reserves the right to initiate additional procurement action for any of the services included in the initial procurement.
- C. The services are limited to those projects which are expected to be initiated within five (5) years of the date the first contract is signed by the sponsor.

IV. SELECTION PROCESS

- A. The selection of a consultant shall be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the services required.
- B. Statements of Qualifications.

For the RFQ, proposers shall submit five (5) hard copies and an electronic copy on a USB thumb drive of the below described statement of qualifications for engineering services at SUN response to this RFQ. The format for the qualifications statement shall be as follows:

1. General description of firm: Include company organizational structure, company history and background, size of company, Company's experience and capability to perform and/or administer all of the requirements for the described scope of services.
2. Recent experience in comparable airport/aviation projects, experience and familiarity with project in a similar environment, experience with federally funded projects, specifically FAA.
3. Affiliations with other firm(s): Identify other firms that you plan to subcontract or joint venture with, if any, for this contract.
4. Identify key person(s) in firm(s) who will work on the design and field engineering portion of the projects and who will be directly in charge of the project; describe the roles these key persons will fill, their background and their experience.
5. Technical Approach: A brief description of the tasks or steps that the consultant will undertake to accomplish the work described in the scope of work. Describe or highlight important considerations in completing successful projects at airports like SUN. Provide your general understanding of the SUN's local conditions and issues regarding implementation of projects.
6. References, from other similar airport projects, (include contact person, airport, project(s), address and phone number(s)).
7. Demonstrated capability to meet schedules/deadlines, without delays, cost escalations or overruns and contractor claims.
8. Evidence of establishment and implementation of Affirmative Action Program, specifically as it may apply to this contract.

- C. All submittals must be sent, and any questions or comments directed to:

Chris Pomeroy
SUN Airport Manager
1616 Airport Circle
Hailey, Idaho 83333
- D. All submittals must be received at the address and by the date and time specified herein.
- E. Submittals must contain the name, address and daytime phone number for contact person(s) to whom additional selection process requests should be communicated.
- F. After review of submitted Statements of Qualifications, FMAA may conduct either phone interviews or oral on-site interviews to complete the consultant selection process; however, the Selection Committee reserves the right to make a selection based solely upon the submittals received.

V. EVALUATION CRITERIA AND WEIGHING

Proposers shall be ranked based upon the following criteria and relative importance as applied by the Selection Committee to the material in the required submittals:

- A. Capability of the firm or firm(s) to perform all or most aspects of the services required. (10)
- B. Relevant experience in comparable airport projects, and experience with similar size and type airport(s) in similar environments. (20)
- C. Qualifications and experience of key personnel and ability to provide qualified onsite inspections with FAA or similar project experience. (10)
- D. Technical understanding of projects and services required; understanding of special problems, needs of FMAA and SUN, and considerations associated with performance of services. (25)
- E. Demonstrated ability to meet schedules and to complete schedules without major cost escalations or disputes and to support airports in project closeout requirements and documentation. (20)
- F. Demonstrated capability to properly administer projects funded by the Federal Aviation Administration (references and examples) (10)
- G. Evidence that engineer has assisted sponsors with establishing and implementing DBE requirements associated with federal grants (5)

VI. TIME SCHEDULE

Statements of Qualifications must be received at the Airport Manager's Office by:

3:00 pm, June 20, 2019

All envelopes must be clearly marked "Statement of Qualifications".

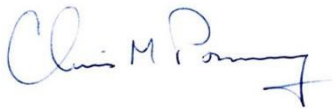
FMAA will endeavor to review Statements of Qualifications and select the top ranked proposer at the regularly-scheduled FMAA meeting on July 2, 2019.

VII. SELECTION COMMITTEE

A. A selection committee will be made up of members of FMAA, as appointed by the FMAA.

VIII. USE OF QUALIFICATIONS DOCUMENTS

- A. All Qualifications documents submitted shall become the property of FMAA and may thereafter be used by FMAA, without compensation to the proposers, for any lawful purpose.
- B. Any qualifications documents received after the above date and/or time will be returned unopened. FMAA reserves the right to reject any and all Statements of Qualifications and to accept any Statement of Qualifications that is deemed to be in the best interest of FMAA.
- C. The contents of any Statement of Qualifications shall not be disclosed so as to be available to competing proposers during the negotiations process.



Chris Pomeroy
SUN Airport Manager
