

**REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL ON-CALL AIRPORT PLANNING 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 On-call Airport Planning 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 airport planning services at the discretion of SUN for potential airport planning 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 comply with 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 professional On-call Airport Planning 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 airport planning services 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. Terminal Area Plan
- B. Landside development planning, i.e. auto parking, utilities, access.
- C. NEPA Planning including Environmental Assessments and/or Environmental Impact Statements
- D. Airport Master Plan Update
- E. Additional professional technical airport planning services required to support FMAA operational and management needs.

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 airport planning for future AIP-eligible project, to airport planning 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. Airport Minimum Standards and Rules and Regulations Updates.
2. General airspace planning, reviews and preparation of Form 7480 or 7460, and review of development proposals.
3. General instrument approach planning support.

4. Air Traffic Control Tower relocation support.
5. Updates to various airport manuals, i.e. certifications, SWPPP, DBE programs, airport signage and security plans, etc.
6. Review and update of Capital Improvement Program (CIP).
7. Act as a technical representative in review of on-airport private development proposals, i.e. hangars.
8. Technical review of documents prepared in association with other ongoing studies or efforts underway at the airport.
9. Participation in public information programs or meetings relating to airport development and planning projects.

Other airport planning services as may be required.

III. CONTRACT LIMITATIONS

- A. All parties competing for work are advised that the work may be completed with FAA/state grant funds or with local funds only. FAA/state funding projects 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.

Statements of Qualifications (SOQs) shall be limited to 20 double sided pages or 40 single sided pages. Covers, introduction letter, and table of contents do not count toward page limit.

Proposers shall submit five (5) hard copies and an electronic copy on a USB thumb drive of the SOQ. The format for SOQs shall be as follows:

1. **General description of firm.** Include company organizational structure, company history and background, size of company.
2. **Experience and Qualifications.** Provide a description of your firm's experience and qualifications in providing professional airport planning services. Include experience with FAA and State regulations and procedures applicable to the airport planning services being requested.
3. **Project Team.** Identify other firms that you plan to subcontract or joint venture with, if any, for this contract. Identify key person(s) in firm(s) who will work on needed airport planning

projects including the proposed Project Manager and Task Managers. Describe the role of key team members including backgrounds and experience.

4. **Airport Understanding/Familiarity.** Provide a general understanding of the airport, local conditions and issues. Identify potential challenges and concerns.
5. **References.** Provide three (3) references from other similar airports and projects including contact person, airport, project(s), address and phone number(s).

D. All submittals must be received at the address and by the date and time specified in Section VI below.

E. After review of submitted SOQs, 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. (20)
- B. Relevant experience with projects, and with similar size and type of airport(s) in similar environments. (25)
- C. Qualifications and experience of key personnel and ability to provide desired airport planning services (25).
- D. Understanding of projects and services required; understanding of special problems, needs of FMAA and SUN. (20)
- E. Reference Checks. (10)

VI. SUBMITTAL AND SELECTION SCHEDULE

SOQs must be received at the Airport Manager's Office by:

3:00 pm MDT, Thursday, July 18, 2019

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

All submittals must be sent to:

Chris Pomeroy
SUN Airport Manager
1616 Airport Circle
Hailey, Idaho 83333

Submittals must contain the name, address and daytime phone number for contact person(s) to whom additional selection process requests should be communicated.

Questions should be directed to the Airport Manager by phone or email by 5:00 pm MDT, Thursday, July 11, 2019 at:

Office: 208-788-9003
Email: chris@iflysun.com

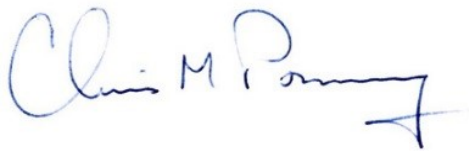
FMAA will endeavor to review SOQs and select the top ranked proposer at the regularly scheduled FMAA meeting on August 6 , 2019.

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 SOQ 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 SOQ documents received after the above date and/or time will be returned unopened. FMAA reserves the right to reject any and all SOQs and to accept any SOQs deemed to be in the best interest of FMAA.
- C. The contents of any SOQ shall not be disclosed so as to be available to competing proposers during the negotiations process.



Chris Pomeroy
SUN Airport Manager