

**Request for Qualifications  
for Professional Aviation Consulting Services**

**Air Traffic Control Tower Replacement Project  
Friedman Memorial Airport**

**I. INTRODUCTION**

The Friedman Memorial Airport Authority (FMAA) as the governing entity of the Friedman Memorial Airport (SUN), is soliciting Statements of Qualifications for professional aviation consulting services associated with the construction of a new, traditional Air Traffic Control Tower at the Airport. The selection process will be in compliance with FAA Advisory Circular (AC), 150/5100-14E, *Architectural Engineering and Planning Consultant Services Grant Projects*.

**II. BACKGROUND AND SCOPE OF WORK**

SUN currently operates with several FAA approved Modifications to Standards (MOS) in place. One such MOS is a non-standard Runway Object Free Area (ROFA) on the east side of the runway. The ROFA is penetrated by the airport's existing Air Traffic Control Tower (ATCT). As part of the MOS for the ROFA, the FAA is mandating FMAA relocate the existing ATCT as soon as possible as a condition of the MOS. Exacerbating this problem is the fact that the ATCT does not meet the siting requirements of FAA Order 6480.4 nor OSHA/EOSH requirements, and the structure has reached the end of its useful life. SUN is currently in the process of siting a traditional ATCT via the FAA's Virtual Immersive Siting Tower Assessment (VISTA) process.

An additional element of this effort will include associated airspace planning services. Based on SUN's location in a constrained mountainous environment, radar coverage for air traffic control services is limited. FMAA desires to supplement a new tower with ADS-B technology. The addition of this surveillance technology at SUN will result in an increase in the level of safety, efficiency, and capacity at the airport.

FMAA requires the assistance of a qualified aviation consultant to provide specialized aviation consulting services related to air traffic control tower relocation and airspace planning.

Specific aviation consulting services desired include but are not limited to the following:

- Aviation planning services including general ATCT and site planning;
- Airspace planning and coordination related to the incorporation and implementation of ADS-B at SUN as part of the ATCT relocation and construction effort;
- NEPA planning support including Phase 1 Environmental Site Assessment;
- Funding and Capital Improvement Program (CIP) planning support related to legacy ATCT tower funding;
- ATCT siting assistance;
- ATCT and support facilities design;
- Planning and support for utilities, access roads, and required security;
- Project permitting/project bidding;
- Project construction administration;
- ATCT facility commissioning;
- Demolition and removal of current ATCT and;
- Additional miscellaneous and support aviation consulting services related to tower relocation and airspace as deemed necessary by FMAA.

### **III. CONTRACT LIMITATIONS**

- A. All parties competing for work are advised that the work may be accomplished with FMAA over the course of several FAA Airport Improvement Program (AIP) grant funds and projects and/or with FMAA funds, subject to availability.
- 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. Upon final decision of the selected firm, contract negotiations for a Professional Services Agreement will be initiated. The length of this Professional Services Agreement will be for services within five (5) years from the date of the first contract execution.
- D. Based on a combination of the evaluation of the Statement of Qualifications and results of the presentation and interview, the Selection Committee shall select the highest ranked aviation consulting firm to proceed with the development of the scope of work and contract negotiations. If an agreement cannot be successfully negotiated with the highest ranked firm, negotiations may be terminated with that firm and the Authority may enter negotiations with the next highest ranked firm until an agreement is reached or an impasse is declared.
- E. The public is authorized to receive information that is not classified by law as private, confidential, or non-public data. The proposer is responsible to clearly identify any data classified by law as private, confidential, or non-public data and to provide the specific basis for the classification when the data is submitted to FMAA.

- F. FMAA reserves the right to reject any and all Statements of Qualifications or to re-advertise for additional Statements of Qualifications.

#### **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

Proposers shall submit five (5) hard copies and one electronic copy on a USB thumb drive of the below-described Statement of Qualifications for air traffic control tower and airspace planning services at SUN in response to this Request for Qualifications (RFQ). The format for the Statement of Qualifications 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. Consultant Team: Identify proposed team members and responsibilities. Provide individual resumes with credentials and experience.
3. Experience and Qualifications: Provide a description of your firm's experience with air traffic control tower replacement projects with similar aviation consulting service needs, and airspace planning.
4. Airport Understanding/Familiarity: Provide your general understanding of SUN, including local conditions and issues regarding tower relocation efforts and existing airspace challenges. Identify potential challenges and concerns.
5. Provide the name and phone number for three (3) references familiar with your planning consulting services.
6. All submittals must be sent to:

**Chris Pomeroy  
Airport Director  
Friedman Memorial Airport  
1616 Airport Circle  
Hailey, Idaho 83333**

Questions should be sent to:

**Becca Lynn**  
**Airport Business Operations Coordinator**  
[becca@iflysun.com](mailto:becca@iflysun.com)  
**208-788-4956**

7. All submittals must be received at the address and by the date and time specified herein.
8. Submittals must contain the name, address and daytime phone number for contact person(s) to whom additional selection process requests should be communicated.
9. After review of submitted Statements of Qualifications, the 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 WEIGHTING**

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. Qualifications and experience of key personnel and ability to provide qualified planning services. (15)
- C. Relevant experience in comparable projects. (25)
- D. Familiarity with SUN and an understanding of special problems, needs and considerations associated with performance of these planning services. (35)
- 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. (10)
- F. Submittal quality and completeness/References (5)

**VI. DEADLINES**

Statements of Qualifications must be received at the Airport Director's Office by: **6:00 p.m., Thursday, May 9, 2024.**

The Authority will endeavor to review Statements of Qualifications and potentially select the top ranked proposer at the regularly-scheduled FMAA meeting on June 4, 2024, if selecting based on submittals.

**VII. SELECTION COMMITTEE**

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

**VIII. USE OF QUALIFICATIONS DOCUMENTS**

- A. All Qualifications documents submitted shall become the property of the FMAA and may thereafter be used by the FMAA, without compensation to the Proposers, for any lawful purpose.
- B. Any Statements of Qualifications documents received after the above date and/or time specified in **Section VI** will be returned unopened.

All envelopes must be clearly marked "Statement of Qualifications". The FMAA reserves the right to reject any and all Statements of Qualifications and to accept the submittal that is deemed to be in the best interest of the FMAA.

- C. The contents of any Statements of Qualifications shall not be disclosed or made available to competing proposers during the negotiations process.
- D. The Airport is not liable for any cost incurred by the consultant in the preparation of the Statement of Qualifications and interview, if interviews are conducted.



Chris Pomeroy  
Airport Director  
Friedman Memorial Airport