

**REQUEST FOR QUALIFICATIONS
AIRPORT MASTER PLANNING
FOR
YELLOWSTONE REGIONAL AIRPORT – CODY, WYOMING**

DESCRIPTION OF WORK

Yellowstone Regional Airport is soliciting statements of qualifications and experience from firms experienced in Airport Master Plan services. The Airport will conduct an open engineering & planning selection process in accordance with the current FAA Advisory Circular 150/5100-14, *Architectural, Engineering and Planning Consultant Services for Airport Grant Projects*. The consultant shall have experience working under the guidance of the Federal Aviation Administration (FAA) and have knowledge of all project related requirements.

Master Plan: Preparation of the Airport Master Plan shall be accomplished in accordance with current FAA requirements and Advisory Circulars (ACs), including but not limited to FAA Order 5100.38, *Airport Improvement Program (AIP) Handbook*, AC 150/5070-6, *Airport Master Plan*, AC 150/5300-13, *Airport Design*, and AC 150/5300-18, *General Guidance And Specifications For Submission Of Aeronautical Surveys To National Geodetic Survey (NGS): Field Data Collection And Geographic Information System (GIS) Standard*.

The selection committee is particularly interested in reviewing and planning for:

- Airport Master Plan
- Airport Layout Plan
- Airport Obstruction Survey
- Airport Environmental Overview & Analysis.

INCURRING COSTS

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.

SUBMITTAL REQUIREMENTS

The consulting firm must submit a detailed qualification statement that meets the requirements as set forth in this RFQ. Interested consultants are to submit ten (10) complete copies by 4:00 p.m. local time on September 25, 2017. Electronic submittals will not be accepted. The Airport is not requesting elaborate or special brochures to be provided. The submittal should be clear and concise, not exceeding 15 single sided pages including transmittal letter, resumes, and cover letter. Section dividers containing any information will be included in the 15 page single sided count. Front & back proposal pages are not included in the 15 page single sided count. To facilitate review, SOQ submittals should conform to the following format and shall include, at a minimum, the following:

- A. **Submittal Quality and Completeness:** Detail and completeness of the submittal and overall quality of the response.

- B. **Experience and Qualifications:** Provide a description of your firm’s experience and qualifications in Master Plans. Include experience with FAA and State procedures and requirements regarding airport planning/development.
- C. **Consultant Team:** Identify proposed team members and responsibilities. Provide individual credentials and experience.
- D. **References:** Provide the name and phone number for four (4) references familiar with your Master Planning Consulting Services.
- E. **Airport Understanding:** Provide your general understanding of the airport and issues regarding the Master Plan. Identify potential challenges and concerns.
- F. **Support Data:** Include other information you feel relevant for the selection committee to form the basis of their selection.

Sealed proposals shall be clearly marked on the outside: **“Professional Consulting Services for Airport Master Planning”**.

SELECTION AND EVALUATION PROCEDURES

A Selection Committee will be appointed to evaluate the submittals received. The Selection Committee will review all submittals, evaluate required criteria, and prepare a consultant short list. The Selection Committee 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. If interviews are offered, firms to be interviewed will be notified an expected fourteen (14) days prior to the interview date.

Submittals will be evaluated using the Selection Criteria and Rating for the purpose of ranking each firm. Possible points are shown on each criterion to indicate the weighted value of the items. Each Selection Committee member will total the results of all criteria to determine the score of each member. The consultant with the highest overall score from the entire panel combined will be given the greatest consideration for first negotiations. In accordance with FAA selection procedures, selection will be qualification based. No rates, fees, or cost information is to be included as part of this SOQ.

SELECTION CRITERIA AND RATING

- 1. **Submittal Quality and Completeness:** 10 points.
- 2. **Experience and Qualifications:** 30 points.
- 3. **Consultant Team:** 15 points.
- 4. **References:** 15 points.
- 5. **Airport Understanding:** 30 points.

SELECTION

If the Selection Committee cannot make a clear choice of the best consultant based upon RFQ responses, then the top ranked firm or firms would be asked to make an oral presentation to the Committee. The final selection recommendation will be made following review and ranking of the submitted RFQ's and interviews (if required). After the selection of a consultant a negotiated scope of work and price shall be established. In the event the Airport and the consultant are unable to negotiate a final price for the specified services, the Airport shall have the right to negotiate with other consultants of the Airport's choice.

The Consultant shall not discriminate based on race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged.

PROJECT INQUIRIES

Questions regarding the scope or content of the RFQ should be directed to Mr. Bob Hooper, A.A.E., Airport Manager, 307.587.5096 ext. 5, or e-mail at: bobh@flyyra.com.