

REQUEST FOR QUALIFICATIONS



**Airport Engineering Services
Statements of Qualifications Due
By 2:00 p.m.,
Friday, April 3, 2020**

**Yellowstone Regional Airport
2101 Roger Sedam Drive, Suite 1
Cody, WY 82414
Telephone: 307-587-5096 Ext. 5**

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE YELLOWSTONE REGIONAL AIRPORT

DESCRIPTION OF WORK

Yellowstone Regional Airport Joint Powers Board is soliciting statements of qualifications and experience from full service engineering consultants. The consultant shall provide services as specified and defined in FAA Advisory Circular 150/5100-14E § 1.4.2 and 1.4.3 Change 1, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. Projects contemplated include:

- Acquire Snow Removal Equipment
- Runway 04/22 Extension
- Widen Runway 04/22
- Replace Baggage Delivery System
- Expand Terminal Building Design
- Expand Terminal Building Construction
- Rehab General Aviation Aircraft Apron
- Expand General Aviation Aircraft Apron
- Construction General Aviation Taxiways
- Duggleby Drive Pavement Overlay & Drainage Improvement
- Acquire ARFF Equipment
- Acquire & Install Instrument Approach Equipment
- Prepare PFC (Passenger Facility Charge) Applications
- Upgrade Wildlife Fence
- Terminal Building Generator
- Commercial Aircraft Apron Mill & Overlay
- Pavement Seal Coat
- Pavement Marking
- Armory Area Site Development
- Armory Area Site Construction
- Develop General Aviation Hangar Areas
- Land acquisition for Airport Improvements
- ALP Updates resulting from above projects
- Environmental Documentation for above Construction Projects

Only firms having recent similar experience on airport projects should respond.

Federal funds will be used to accomplish most of the new improvements at the Airport. The Airport will conduct an open engineering selection process in accordance with FAA Advisory Circular 150/5100-14E § 1.4.2 Change 1. The consultant shall have experience working under the guidance of the Federal Aviation Administration (FAA) and have knowledge of all current environmental and other project related requirements.

CONTRACT TIME

The contract awarded, if any, to the selected consultant will be for a period of five years. The work will be accomplished over the course of several grant projects. The Airport reserves the right to terminate the contract or consultant services at any time during the term of the contract. The selected consultant will be required to enter into a consultant services contract within four (4) weeks of selection.

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. Written proposals are due no later than 10:00 a.m. on Friday, 04/10/2020. Ten (10) print copies and one electronic version of the completed submittal in a .pdf format is required (the electronic .pdf should be submitted on a jump drive with the written submittal). 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. The submittal shall include, at a minimum, the following, and shall be submitted in this order:

- A. A list of related airport projects that the consultant has completed in the last 5 years. Identify the start and end date of each project, and the owner or sponsor's contact person and telephone numbers.
- B. A detailed description of the planned utilization of local firms, if the consulting firm is not local (engineering, soil testing, construction administration, Q/C, surveying, etc.), include a contact person(s) and telephone numbers(s).
- C. A current resume for professional persons who would be working on the Airport projects, which includes a description of qualifications, skills and responsibilities. The list needs to include the facility planner, facility architect, environmental planner, project manager, design engineer, and resident engineer.
- D. A description of your firm's capacity to accomplish projects: 1) on a tight time schedule; 2) that overlap; and 3) where multiple projects are undertaken simultaneously. Provide examples if available.
- E. The names of the person(s) authorized to represent the consultant in negotiation and signing any contract that may result.
- F. Information on your firm's ability to meet project DBE goals.
- G. The location of the firm's home office and the locations where the work would likely be performed. Further describe how the on-site work would be staffed and the office location, i.e., field survey, project management, construction inspection and management, and materials testing.

- H. Your firm's experience in working with the Federal Aviation Administration, particularly the Northwest Mountain Region and the Denver ADO. Indicate the type of work your firm has completed (planning, environmental, design, construction administration, PFC, airspace analysis, etc.) and the FAA regions/district offices this work has been completed.
- I. The 15 single sided page count shall exclude the cover letter and table of contents and inclusive of the proposal and all resumes. Submit ten (10) copies each.

SELECTION AND EVALUATION PROCEDURES

The selection process shall be in accordance with Chapter 2, Procedures for Selection of Consultants, FAA Advisory Circular 150/5100-14E (inclusive of Change 1). Additionally, contracts will be subject to the provisions of Executive Order 112346 (Affirmative action to Ensure Equality Employment Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 23 (Disadvantaged Business Enterprise Participation) and 49 CFR Part 30 (Foreign Trade Restriction Clause). 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.

Each of the criteria listed under Selection Criteria and Rating will be evaluated by the Committee on how fully each submittal meets the requirement for the purpose of ranking. 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.

SELECTION CRITERIA AND RATING (100 points)

1. Detail and completeness of the submittal. Firm's related work experience on similar size Part 139 airports **(25 points)**.
2. The past performance record and qualification of the firm and the individuals involved, verifiable through references and resumes on similar projects. This includes identifying staff with experience in airport improvement projects and airport projects that include examples of facility planning, environmental issues, PFC, DBE, and CIP preparation, complex airport design, terminal architectural services, construction management, and surveying **(15 points)**.
3. Completion of airport projects similar to the Airport's future CIP and knowledge/ understanding of the Yellowstone Regional Airport **(25 points)**.
4. Past experience working with the Federal Aviation Administration and WYDOT Aeronautics Division **(15 points)**.
5. Firm's plan and ability to meet DBE goals and Affirmative Action Plan **(5 points)**.
6. Firm's organizational structure as it relates to the Airport (i.e., project team, use of sub-consultants, office location where YRA work will be accomplished, etc.) **(15 points)**.

SELECTION

The final selection recommendation will be made following review and ranking of the submitted RFQ's and interviews (if deemed necessary by the selection committee). After the selection of a consultant, task orders for each project will be prepared as appropriate and applicable based upon a negotiated scope of work and final price. In the event the Airport and the consultant are unable to negotiate a final price for consulting services, the Airport shall have the right to negotiate with other consultants of the Airport's choice.

PROJECT INQUIRIES

Questions regarding the scope or content of the RFQ should be directed to Mr. Bob Hooper, A.A.E., Airport Director, 307.587.5096 ext. 5, or e-mail at: bobh@flyyra.com. Airport tours will not be granted as they will not be necessary for preparation of the firm's Statement of Qualifications.

YELLOWSTONE REGIONAL AIRPORT
Cody, Wyoming

REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ)
AIRPORT ENGINEERING SERVICES

Yellowstone Regional Airport requests statements of qualifications from consultants to provide Airport Engineering Services for the Airport. Statements shall conform to a prepared set of specifications available from the Airport or on the Airport's website www.flyyra.com. Questions

