

**REQUEST FOR STATEMENTS OF
QUALIFICATIONS AND EXPERIENCE
FOR
PLANNING SERVICES
FOR THE
DELTA MUNICIPAL AIRPORT**

I. INVITATION

Delta City, Utah (referred to herein as "Sponsor"), as the owner of the Delta Municipal Airport, is requesting statements of qualifications and experience from consulting firms ("Proposers") qualified and experienced in the field of airport planning services.

The Sponsor plans to award a five-year contract for airport planning services subject to review on an annual basis for any and all planning projects subject to federal assistance under the Airport and Airway Improvement Act of 1982, as amended, or other sources of funding.

The contract will be for the basic airport planning consulting services as defined herein. Delta City reserves the right to inquire into the prospective proposal's ability to provide professional services, as defined below, and to amend the Schedule of Projects and contract Scope of Work at the sole discretion of Delta City, on behalf of the Delta Municipal Airport, to include any or all of the below listed services.

Contemplated projects under this contract may include any of the following projects:

- Airport Master Plan Update (including e-ALP submission if required)
- Airport Obstruction Survey
- Land Acquisition Assistance if required for Airport Development
- Environmental Assessment for Runway 17-35 Shift & Extension
- Serve as Sponsor's representative to outside agencies during completion of all projects including attendance at meetings as requested
- Professional Land Surveyor services including general surveying and mapping as needed

All projects are dependent upon federal Airport Improvement Program (AIP) funding, state funding, and approval from the Sponsor. Therefore, it shall be understood that some of the services related to the above listed projects may be deleted or modified. The Sponsor reserves the right to initiate additional services not included in the initial procurement.

II. BACKGROUND

Delta Municipal Airport is a general aviation airport 3.6 miles northeast of the junction of U.S. Highway 6 and U.S. Highway 50/6 on the east end of Delta City's Main Street. The Sponsor is seeking to implement improvements to accommodate existing and future aviation demand. The airport has one runway that is 5,502 feet in length, 75 feet wide, and serves 10 based aircraft.

III. SCOPE OF WORK

Proposers are required to set out their qualifications and to propose on the following scope of work.

Preliminary Phase: This phase involves those activities required for defining the scope of a project and establishing preliminary requirements, including, but not limited to, the following:

- Conferring with the Sponsor on project requirements, programming, finances, schedules, early phases of the project, and other pertinent matters, and meeting with the Federal Aviation Administration (FAA) and other concerned agencies and parties on matters affecting the project.
- Assisting the Sponsor in the preparation of necessary pre-applications, applications, and required documents for federal grants, including exhibits and Disadvantaged Business Enterprise (DBE) plan(s) and goals.
- Planning, procuring, and/or preparing necessary surveys, field investigations, and architectural and engineering studies required for preliminary design considerations.
- Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, preliminary layouts, and cost estimates.

Planning Phase: This phase includes all activities required to undertake and accomplish a full and complete project plan, including, but not limited to, the following:

- Conducting and attending meetings and design conferences with the Sponsor to obtain information and to coordinate or resolve design matters.
- Evaluation of engineering data and field investigation(s), geotechnical engineering, surveys, architectural engineering, and environmental studies prepared to support the design.
- Preparing necessary planning reports and recommendations.
- Preparing detailed airport layout plans, forecasts, technical specifications, and contract documents.
- Preparing short, mid and long-term project cost estimates.
- Providing copies of plans, specifications, and contract documents for review.

Proposers may be required to provide other technical services, or subcontract with third party individuals or companies for such services. Technical services include, but are not limited to, the following:

- Soils investigation, including core sampling, laboratory testing, related analyses, and reports.
- Detailed mill, shop, and/or laboratory inspections of materials and equipment.
- Land surveys and topographic maps.
- Field and/or construction surveys.
- Miscellaneous plans, studies, and assessment reports, including environmental, noise, drainage, etc.
- Assist Sponsor in preparing equipment (i.e. snow removal, Airport Rescue and Fire Fighting, etc.) specifications for procurement or procurement purposes.
- Prepare benefit-cost analysis.

IV. SELECTION PROCESS

The selection process will be in strict accordance with Federal Aviation Advisory Circular 150/5100-140, Architectural, Engineering and Planning Consultant Services for Airport Grant Projects, and 49CFR Part 18. Fees will be negotiated for projects on a task order basis as grants are obtained. Cost or fee information is not to be submitted with this proposal.

The contract issued to the successful consultant is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulation 49 CRF Part 26 (Disadvantaged Business Participation). DBE firms are encouraged to participate.

V. CONTENTS OF STATEMENT OF QUALIFICATIONS

Statements of Qualifications must be no more than **15** pages (single-sided), exclusive of cover letters or letters of transmittal containing introductory language only. The Statement of Qualifications should include:

- A cover letter.
- A narrative statement detailing the firm's understanding of the requirements of the Sponsor and the capability to perform all or most aspects of the engineering projects proposed.
- A general description of the firm, including company organizational structure, size of company, recent experience in comparable airport/aviation projects, and experience with projects funded by FAA AIP grants.
- Identification of those key individuals who will be involved in the proposed project(s), setting forth their qualifications, backgrounds, experience, and specific responsibilities.
- A representative list of previous clients and representative project comparable to the proposed engineering projects listed above. Include contact person, airport, projects(s), and phone numbers.
- Demonstrated capability to meet schedules/deadlines without delays, cost escalations, overruns, or contractor claims.
- Evidence of general liability and professional liability insurance.

The Sponsor invites firms to submit Statements of Qualifications to perform the above-described services. Interested firms should submit **five (5)** copies of the proposal no later than **Tuesday, February 11, 2014 at 4:00 p.m. MDT to:**

Mr. Alan Riding
Public Works Director
Delta City
76 North 200 West
Delta UT 84624-9440
ariding@delta.utah.gov

- Any submittal received after the identified date and time will be returned unopened.
- All packages must be submitted in a sealed envelope and clearly marked on the outside: "STATEMENT of QUALIFICATIONS FOR AIRPORT ENGINEERING SERVICES."

- Proposals must contain the name, address, email address, and daytime telephone number for contact person(s) to who additional selection process requests should be communicated.
- Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that the Proposer has requested, in writing, to remain confidential under applicable law.

VI. REQUESTS FOR CLARIFICATION

Any requests for clarification of additional information deemed necessary by any respondent to present a proposal shall be submitted in writing, via postal service, email, or fax, to Alan Riding (ariding@delta.utah.gov) referencing this request. Written requests must be received a minimum of five (5) calendar days prior to the submission deadline. Any requests received after this deadline will not be considered. All requests received prior to the deadline will be responded to, by Mr. Riding, in the form of an addendum addressed to all prospective respondents.

Direct contact with City elected officials, members of the Airport Board, or City staff (with the exception of the Director of Public Works / Airport Manager) during the selection process, except when and in the manner expressly authorized by the Request for Statement of Qualification documents, is strictly prohibited and may render the submittal as non-compliant. Violation of this requirement is grounds for disqualification from the process.

VII. SELECTION CRITERIA

Selection criteria contained in FAA Advisory Circular 150/5100-14D Chapter 2, will be applied in the following order of importance:

- Capability to perform all or most aspects for the project and provide consultant services as may become necessary to the Delta Municipal Airport. (15)
- Recent experience in Airport projects comparable to the proposed projects and experience with the FAA (Northwest Mountain Region and the Denver ADO) and UDOT. (15)
- Evidence that the consultant has established and implemented an Affirmative Action Program, and the consultant has experience in DBE requirements associated with Federal Grants. (5)
- Key personnel's professional background/reputation and successful relevant experience. (15)
- Demonstrated ability to meet schedules or deadlines, and to complete projects without having major cost escalations, overruns, or disputed claims. (10)
- Quality of projects previously undertaken. (10)
- Familiarity with the project(s) and the Delta Municipal Airport and an understanding of the project(s) potential problems and owner's special concerns. (15)
- Capability to furnish qualified inspectors with FAA project experience for construction inspection. (5)
- Demonstrated capability to properly administer projects funded by the FAA (references and examples). (10)

TOTAL 100 Points

A short list will be developed from submittals received. Consultants on the short list may be asked to attend an interview prior to final selection. A schedule of fees will be negotiated with the selected consultant for the services to be performed under the initial FAA or other grant(s). Subsequent fees will be negotiated on a task order basis as additional grants are obtained.

It is the intent of the Sponsor to enter into a contract with the most qualified firm no later than **March 1, 2014**. The consulting firm most qualified to perform engineering services for the contemplated projects will be selected, and consulting fees for each project will be negotiated in accordance with the FAA.