

OFFICERS
Dale Becker, Mayor
Forrest Neuerburg, City Manager
Rob Vance, Public Works Director



Surrounded *by* Inspiration

95 W. First Ave.
Monte Vista, CO 81144
719-852-2692
cmv@ci.monte-vista.co.us

THE CITY OF MONTE VISTA, COLORADO

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR AIRPORT PLANNING SERVICES FOR THE MONTE VISTA MUNICIPAL AIRPORT

I. INTRODUCTION

The City of Monte Vista, CO, as sponsor of a public use airport facility, is soliciting qualification-based sealed Statements of Qualifications for the selection of a principal airport consultant to provide Planning Services and related incidental special services for the Monte Vista Municipal Airport. Submittals will be accepted until 2:00 p.m. April 25, 2018, in the office of:

ROBERT VANCE
CITY OF MONTE VISTA
95 W. FIRST AVE.
MONTE VISTA, CO 81144
719-852-2692 EXT. 103

The contract for said services shall be for up to a five (5) year period. All projects undertaken will depend upon available funding from various sources, which may include the FAA, the State of Colorado Department of Transportation Aeronautics Division and the City of Monte Vista. No project listed is guaranteed to take place under the time-frame of this contract. The City of Monte Vista also reserves the right to amend the Schedule of Projects and contract Scope of Work at the sole discretion of City of Monte Vista, on behalf of the Monte Vista Municipal Airport. Our selection process is intended to be in compliance with the current version of FAA Advisory Circular AC-150/5100-14, "*Architectural Engineering and Planning Consultant Services for Airport Grant Projects.*"

II. BACKGROUND

Monte Vista Municipal Airport is a general aviation airport located on the east edge of Monte Vista. The Sponsor is seeking to plan improvements to accommodate existing and future aviation demand. The airport has one runway that is 4,700 feet in length and 60 feet wide.

III. SCOPE OF WORK

This contract is for basic Planning services, as defined below. The City reserves the right to inquire into the proposer's ability to provide Architectural, Engineering, Incidental and Special Services, as defined below, and to amend the Schedule of Projects and contract scope of work, at the City's sole discretion, to include any or all of the following services:

- A. Architect/Engineer Services: include the basic A/E and project management services normally required for airport planning projects. The following are the anticipated projects which may be needed for the next five years:

Airport Master Plan
Update Airport Layout Plan

The Airport Master Plan will identify strategies for the short, medium and long-terms providing the framework needed to guide future development at the airport and address existing and future aviation demand. The Airport Master Plan report and accompanying Airport Layout Plan will be prepared in accordance with current Federal regulations, policy, Advisory Circulars (ACs) and guidance, including the FAA Airports Standard Operating Procedure (SOP), Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) (ARP SOP 2.00); FAA Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps (SOP 3.00); FAA AC 150/5070-6B, Airport Master Plans; AC 150/5300-13A, Change 1, Airport Design; AC 150/5060-5, Airport Capacity and Delay; and AC 150/5325-4B, Runway Length Requirements for Airport Design; 14 CFR Part 77, Safe, Efficient Use, and Preservation of the Navigable Airspace; FAA Order 5100.38D, AIP Handbook; FAA Order 1050.1F, Environmental Impacts: Policies and Procedures, FAA Order 5050.4B, NEPA Implementing Instructions for Airport Actions, and the 2015 FAA Environmental Desk Reference.

An aerial obstruction survey, including photogrammetry and mapping, will be required in accordance with current FAA Advisory Circulars (AC), including FAA AC 150/5300-16A, "General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey;" AC 150/5300-17C, "Standards for Using Remote Sensing Technologies in Airport Surveys;" and AC 150/5300-18B, "General Guidance and Specifications for Submission of Aeronautical Surveys to NGS": "Field Data Collection and Geographic Information System (GIS) Standards." Data collected will be used for base mapping, inventory, alternatives analysis, in the preparation of the ALP drawing set and will be submitted to FAA Airports GIS.

- B. Basic A/E services will be conducted in phases:

1. Planning Services. This category involves studies under the broad heading of master planning and includes, without limitation, such services as airport data collection; aerial obstruction survey; aviation activity forecasts; facility requirements determination; airport layout and terminal area plans; environmental assessment studies/reports, airport noise compatibility plans; compatible land use planning in the vicinity of the airport; airport financing planning; update of the Exhibit 'A' Property Map; and participation in public information programs.

2. Special Services. These services are performed by the airport consultant (or through its sub-consultants) from time to time at the request of the sponsor and may include, without limitation, such services as soils investigations; land surveys, topographic maps, and photogrammetric; environmental studies; land title searches; expert witness testimony; project feasibility studies; preparation of as-built drawings; and miscellaneous plans, studies and assessment reports including environmental, noise, etc.

IV. CONTRACT LIMITATIONS

- A. All parties competing for the work are advised that the work may be accomplished over the course of several grant projects.
- B. All parties are advised that some of the services listed may not be required and that the sponsor reserves the right to initiate additional procurement actions for any services not included in the initial procurement.
- C. The services are limited to those projects which are expected to be initiated within five years of the date the contract is signed by the consultant.
- D. Do not include any information regarding your fee structure with your proposal. The negotiations of the fee services, i.e., those included in this procurement action but not in the initial contract, shall occur at the time those services are needed. A cost analysis shall be performed for each of these negotiations. If a price cannot be agreed upon between the sponsor and the selected firm, negotiations may be terminated and a new procurement action initiated.
- E. A formal contract will be entered into with the selected proposer.

V. SELECTION PROCESS

The selection process will be in strict accordance with the current version of AC 150/5100-14, *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 CFR Part 26 (Disadvantaged Business Participation). DBE firms are encouraged to participate.

- A Requirements for Package: Provide seven (7) sets of Statements of Qualifications. Each set shall be limited to 30 pages, excluding cover letter and tabs. Tabs shall not

include any additional information other than section number and/or section title. Any additional content will be considered extra pages.

VI. CONTENTS OF STATEMENT OF QUALIFICATIONS

- A. Statements of Qualifications must be no more than 30 pages, exclusive of cover letters or letters of transmittal containing introductory language only. The Statement of Qualifications should include:
1. A cover letter.
 2. A narrative statement detailing the firm's understanding of the requirements of the Sponsor and the capability to perform all or most aspects of planning projects proposed.
 3. 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 requirements and AIP grants.
 4. Identification of those key individuals who will be involved in the proposed project(s), setting forth their qualifications, backgrounds, experience, and specific responsibilities.
 5. 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.
 6. Demonstrated capability to meet schedules/deadlines without delays, cost escalations, overruns, or contractor claims.
 7. Evidence of general liability and professional liability insurance.
 8. All submittals must be received at the address and by the date and time specified herein. Submittals must contain the name, address, and daytime telephone number for the individual authorized to enter into a contract with the sponsor.
- B. The Sponsor invites firms to submit Statements of Qualifications to perform the above- described services. Interested firms should submit seven (7) copies of the Statement of Qualifications no later than April 25, 2018 at 2:00 p.m. MDT to:

ROBERT VANCE
CITY OF MONTE VISTA
95 W. FIRST AVE.
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- C. Any submittal received after the identified date and time will be returned unopened.
- D. All packages must be submitted in a sealed envelope and clearly marked on the outside: **"STATEMENT OF QUALIFICATIONS FOR AIRPORT PLANNING SERVICES"**.
- E. 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.
- F. 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.

VII. 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 Robert Vance, Public Works Director 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 Robert Vance in the form of an addendum addressed to all prospective respondents.

Direct contact with City elected officials, members of the Board of Trustees, or City staff (with the exception of the City 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.

VIII. SELECTION CRITERIA

Selection criteria contained in the FAA Advisory Circular 150/5100-140 will be applied in the following manner: DBE firms are encouraged to apply.

CRITERIA	<u>POINTS POSSIBLE</u>
Reputation	35
Ability to meet schedules within budget	20
Quality of previous airport projects undertaken	20
Familiarity with the project location understanding of the airport	30
Approach to proposed project	20
TOTAL POSSIBLE POINTS:	125

Firms will be evaluated on the following criteria:

1. Capability and experience in preparing Airport Master Plan Studies and Airport Layout Plans.
2. Background and capabilities in dealing with the various local, state, and Federal agencies that may be involved in the study.
3. Reputation of firm and key people to be utilized in this project.
4. Interest shown and availability of key people to perform the needed tasks.
5. Quality of work and recommendations of clients on previous projects.
6. Ability to meet project schedule.

A short list will be developed from submittals received. If a decision cannot be made based on written materials, Consultants on the short list may be asked to attend an interview prior to final selection.

It is the intent of the Sponsor to enter into a contract with the most qualified firm no later than July 1, 2018. The consulting firm most qualified and experienced to perform planning services for the contemplated projects will be selected, and consulting fees for each project will be determined through negotiations following selection, in accordance with FAA policies and procedures.

This contract 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 Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation) and to foreign trade restrictions. DBE firms are encouraged to submit.

IX. Insurance Requirements

A. Consultant shall provide at their own expense the following insurance in connection with their work under this project:

1. Worker's Compensation: Statutory
2. General Liability: \$1,000,000 each occurrence and aggregate
3. Auto Liability Insurance: \$150,000 each occurrence and \$600,000 aggregate
4. Professional Liability: \$1,000,000 aggregate

B. Consultants shall indemnify and hold harmless the City against and from all liability, claims, damages, demands and cost, including attorney fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this contract.

X. General Conditions

- A. Any person or agency on the US Attorney General's list of ineligible contractors will not be considered.
- B. The consultant awarded this contract shall be required to comply with all State and Federal requirements related to the contract.
- C. Statements shall be considered public information unless advised otherwise by the consultant. The consultant shall include a separate letter stating which parts of the Proposal are deemed confidential and/or proprietary information not to be released.
- D. The submitted statement will become a part of any contract or Purchase Order issued for these projects
- E. The submitted statement will become a part of any contract or Purchase Order issued for these projects.
- F. The City of Monte Vista reserves the right to reject any or all submitted statements, to waive informalities or irregularities, in the statements received, and to reject non-conforming, non-responsive, conditional or qualified statements, and to award of contract to the consultant, which in the City's judgment, best serves the interest of the City of Monte Vista and its citizens.