



REQUEST FOR QUALIFICATIONS COVER SHEET & SIGNATURE PAGE

Date: October 2, 2017

Project Number: 17-002

Project Name: Professional Airport Planning Services

(Project No. and Name must be shown on outside of submittal package and on any email correspondence)

Submit Sealed SOQs to: For FedEx, UPS, or Courier:

Rock Springs - Sweetwater County Airport
ATTN: Devon Brubaker
382 HWY 370
Rock Springs, WY 82901

For USPS:

Rock Springs - Sweetwater County Airport
ATTN: Devon Brubaker
or
PO Box 1987
Rock Springs, WY 82902

PRE-PROPOSAL MEETING: There will be an optional Pre-Proposal Site Visit from 1:00 p.m. to 3:00 p.m. on October 25, 2017 at the Rock Springs-Sweetwater County Airport Conference Room, 382 HWY 370, Rock Springs, WY 82901.

RFQ Submission Deadline: November 17, 2017 at 2:00 PM (MT)
Note: Late submittals will not be accepted.
Proposers are responsible to ensure timely receipt within that time.

Project Manager: Devon Brubaker
Airport Manager
dbrubaker@rockspringsairport.com

Number of Copies To be submitted: Four (4) Hard Copies & One (1) Digital Copy

Purpose of Request for Qualifications

The Rock Springs-Sweetwater County Airport Joint Powers Board ("Airport Board") is soliciting Statements of Qualifications (SOQ) from qualified planning consultants to provide Planning Services and related incidental and special services at the Rock Springs-Sweetwater County Airport for a term of five years in accordance with all the terms and conditions contained in the Scope of Work herein. Please be advised that electronic submissions (i.e. fax, emails, etc.) will not be accepted as a sealed SOQ. Proposers are urged to read the attached solicitation documents thoroughly before submitting a SOQ.

The Airport Board reserves the right to reject any and all SOQs for any or all items covered in the Request for Qualifications, to waive informalities or defects in SOQs, or to accept any submittal as it shall deem to be in the best interest of the Airport Board. The procurement of these services shall be contingent upon appropriation of the necessary funds, and only after final approval and execution of an Agreement.

The undersigned, having carefully read and considered the Request for Qualifications (RFQ) for the above referenced project, does hereby offer to provide such goods and services on behalf of the Airport Board in the manner described and subject to the terms and conditions set forth in the attached RFQ. All Services will be provided at rates negotiated by all involved parties upon available funding in accordance with 49 USC § 47107 (a) (17) and 2 CFR § 200.320(d).

Proposer acknowledges that the company is qualified to provide these types of Services. At any time during the

selection and award process, the Airport Board may request information substantiating the indicated requirements. Failure to provide this information may result in a Consultant's SOQ being declared non-responsive.

Proposer acknowledges and accepts that all components of and responses to this RFQ will be included and become a part of the final agreement by reference.

The undersigned further states that this SOQ is made in good faith and are not founded on, or in consequence of, any collusion, agreement or understanding between themselves or any other interested party.

By signing below, Proposer certifies that he/she is an officer or duly authorized agent of the Proposer's firm with full power and authority to submit binding offers for the goods or services as specified.

MANDATORY – RETURN BOTH PAGES WITH YOUR RESPONSE. UNSIGNED SOQS WILL BE CONSIDERED NON-RESPONSIVE AND REJECTED. RESPONDER MUST ATTACH A CERTIFICATE OF GOOD STANDING FROM THE STATE WHEREIN RESPONDER WAS ORGANIZED.

Authorized Signature (required)

Company Name

Printed Name

Address

Title

City, State, Zip

Office Phone Number

Cell Phone Number

Company Email Address

Fax Number

For clarification of this SOQ contact:
(If different from above)

Contact Name

Email Address

Phone Number

TABLE OF CONTENTS

SECTION 1. ADMINISTRATIVE REQUIREMENTS & INFORMATION	4
1.1 Proposal Information, Requests for Clarification, and Addenda	4
1.2 Allegation of Misunderstanding.....	4
1.3 Omissions.....	4
1.4 Written Agreement.....	4
1.5 Rejection of SOQ.....	4
1.6 SOQ Ownership/Confidentiality.....	4
1.7 Debarment.....	4
1.8 Statement of Noncommitment	5
1.9 Preparation of SOQs	5
1.10 Insurance and Indemnity.....	5
SECTION 2. EVALUATION, SELECTION OF SUCCESSFUL PROPOSAL	6
SECTION 3. OBJECTIVE, SCOPE OF SERVICE, AND MANDATORY REQUIREMENTS	8
3.1 Background/Objectives.....	8
3.2 Qualifications	8
3.3 Contract Limitations	8
SECTION 4. STATEMENT OF QUALIFICATIONS FORMAT AND REQUIRED RESPONSES	8
4.1 RFQ Cover Sheet	9
4.2 Table of Contents	9
4.4 Disclosures.....	9
4.5 Statement of Qualification and Project Approach.	9

SECTION 1. ADMINISTRATIVE REQUIREMENTS & INFORMATION

1.1 Proposal Information, Requests for Clarification, and Addenda

All Statement of Qualification (SOQ) solicitation documents are posted on the Airport's website (www.rockspringsairport.com). Any changes or revisions to our published solicitation documents will be through written addendum posted on this website. It is entirely the Proposer's responsibility to check the airport's website for any Addenda that may be available.

It is also the Proposer's responsibility to make email, written or fax inquiries concerning this solicitation to obtain clarification of requirements; however, inquiries made by electronic mail are preferred. All inquiries must be made to the Project Manager listed on the first page of the RFQ no later than November 13, 2017 and must indicate the Project Number on the subject line.

1.2 Allegation of Misunderstanding

Proposers shall inform themselves of the conditions of the project site and the requirements of the project's scope of work before submitting their SOQ. No allowances shall be made by reason of any matter or thing concerning which they might not have been fully informed prior to the bidding. No Proposer will be heard after the opening of SOQs to assert that there was any misunderstanding as to the nature of the operation expected in this solicitation.

1.3 Omissions

Should the airport omit anything from the RFQ which is necessary for a clear understanding of the work, or should it appear that various instructions are in conflict, the Proposer submitting the SOQ shall secure clarification from the Project Manager no later than November 13, 2017.

1.4 Written Agreement

The selected consultant shall be required to enter into a Master Agreement for Planning Services and into a separate Professional Services Agreement for each service performed. Signature on the RFQ Response Cover sheet shall serve as an acknowledgment that the prospective Consultant is willing to enter into an agreement(s) with the Rock Springs-Sweetwater County Airport Joint Powers Board if their SOQ is accepted.

1.5 Rejection of SOQ

No SOQ shall be accepted from, or contract awarded to, any person, company or corporation that is in arrears to the Airport Board, upon debt or contract or that is a defaulter, as surety or otherwise, upon any obligation to the Airport Board, or that may be deemed irresponsible or unreliable by the Airport Board. Proposers may be required to submit satisfactory evidence that they have the necessary financial resources and experience to perform and complete the work outlined in this RFQ. The Airport Board reserves the right to request any additional information as needed to make a sound evaluation decision.

1.6 SOQ Ownership/Confidentiality

All SOQs, including inquiries, correspondence, attachments, supplementary materials, addenda, etc. shall become the property of the Airport Board and will not be returned to the Proposer. The Proposer must state specifically what elements of the SOQ are to be considered confidential or proprietary and must state the statutory basis for the request under the Public (open) Records Act. Confidential or Proprietary information must be readily identified, marked and separated from the rest of the SOQ. Co-mingling of confidential or proprietary and other information is not acceptable. Neither a SOQ, in its entirety, nor proposal price information will be considered confidential and proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

1.7 Debarment

By submitting this SOQ, the Proposer certifies that neither the company nor its principals is presently debarred, suspended, in the process of debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal, state or local government agency.

1.8 Statement of Noncommitment

All costs related to the preparation of the SOQs and any related activities are the sole responsibility of the Proposer. The Airport Board assumes no liability for any costs incurred by Proposers throughout the entire selection process or should the project be cancelled. Issuance of this RFQ does not commit the Airport Board to award a contract. The Airport Board reserves the right to reject any or all SOQs and to readvertise should the need arise. All SOQs will become property of the Airport Board.

1.9 Preparation of SOOs

The SOQ **MUST** be signed by the Proposer as an officer of the company legally authorized to bind the company contractually. Signature must appear on the RFQ Cover Sheet and Signature Page of this solicitation, signed in ink, preferably blue. Signature on this referenced form shall serve as acknowledgment that the Proposer is willing to enter into an agreement with the Airport Board and be governed by the Terms and Conditions set forth within this solicitation if their SOQ is accepted. Proposer acknowledges and accepts that all components of and responses to this RFQ will be included and become a part of the final agreement.

Failure to read the RFQ and these instructions will be at the Proposer's own risk. The person signing the SOQs must initial all corrections in ink. Corrections and/or modifications received after the specified solicitation closing time will not be accepted.

1.10 Insurance and Indemnity.

By signing the Request for Qualifications Cover Sheet and Signature Page, the Proposer acknowledges that they have the section of the attached sample agreement that pertains to the insurance requirement (labeled the same as the above referenced title) and agrees that they are in compliance, or will be upon award of contract, with these provisions.

SECTION 2. EVALUATION, SELECTION OF SUCCESSFUL PROPOSAL AND CONTRACT AWARD

The Airport Board reserves the right to make an award on receipt of initial SOQs. Proposers are encouraged to submit their most favorable SOQ at the time established for receipt of SOQs.

SOQs will be opened at the Airport Administration Office then presented to the appointed selection committee for evaluation. Selection will be determined by the apparent capability of Proposer to meet all the requirements that best meet the needs of the Airport Board. The decision of the Airport's selection committee shall be final and conclusive. Award will be by means of a written Notice of Award to the selected Proposer.

The Airport Board shall evaluate and select an planning firm to provide the required services based on the completed SOQ responses. The Airport Board shall be the sole judge in determining how the evaluation process shall be conducted and what firm shall be considered for award as deemed to be in the best interest of the Airport. Top firms may be invited to give presentations to the evaluation committee. A maximum of five (5) firms will be interviewed; however, firms will only be invited if their scores are over 75%.

The Airport Board may conduct such investigations, as the Airport Board considers necessary to assist in the evaluation of any SOQ to establish the responsibility, qualifications, and financial ability of any potential Proposer to perform the services specified under this RFQ within the prescribed time.

The evaluation criteria noted below are the criteria to be used for evaluation of this RFQ. Based on the evaluation process, a rank ordered list of responsive Proposers shall be established. The Proposers shall be rank ordered with the first ranked Proposer being considered the most responsive and the second ranked Proposer being considered the second most responsive. This process shall be continued until all Proposers have been rank ordered.

Evaluation Criteria: The Airport Board shall evaluate SOQs based upon an overall best value determination with the criteria listed below in relative order of importance:

Consultant Qualifications:

35%

- Primary staff qualification, education, and experience in the field as it relates to the expected scope of work, below.
- Primary POC identified
- Successful staff work history with airport projects within the last 3 years identified within the proposal
- Firm follows RFQ requests

Experience with Expected Scope of Work

35%

All experience demonstrated shall be recent, within the last 5 years.

- General:
 - Assistance in preparing Standard Applications for Federal Aviation Administration grants
 - Preparation of Disadvantaged Business Enterprise programs and reporting
 - Effective planning assistance to maximize Federal dollars with the use of available local and state dollars
 - Storm water management plan updates, or revisions.
 - Capital Improvement Plan Updates
- Planning and Special Services:
 - Development and creation of Airport Master Plans
 - Development and creation of Airport Layout Plan Updates
 - Development and creation of Terminal Feasibility Studies
 - Development and/or performance of special services related to the referenced projects in 3.1 and described in AC 150/5100-14F, Change 1, item 1.5.2.
- Any other items identified in 3.1, below

References

Identify a minimum of three references and include specific projects for which they are a reference. Reference name, title, organization, email, and phone number must be provided. The Rock Springs-Sweetwater County Airport may not be listed as a reference. References will be asked to rate the firm on its:

- Ability to meet schedules and deadlines 10%
- Capability to complete projects without having major cost escalations, overruns, or excessive change orders. 10%
- Responsiveness to requests and ability to communicate with the sponsor throughout the project. 10%

Interviews - Submittals will be reviewed and the committee will select a preliminary list of firms whose submissions appear to satisfy the requirements of this request. Preliminary listed firms will be notified of their selection and may be invited to personally interview, which will be scheduled as soon as possible after sufficient review of each submittal. Invited companies' key staff, including the proposed project manager must be in attendance at the interview.

Waiver and Release - By submitting a SOQ, the Proposer authorizes the Airport Board to obtain information concerning the Proposer's performance on other projects it has completed during the prior ten (10) years, including those identified in the submission and those not so identified, of which the Airport Board may become aware. By submitting its SOQ, the Proposer and sub-consultants also waives and releases all claims against owners, architects, and engineers, and their agents and representatives, relating to or arising from the furnishing of such information to the Airport Board concerning the Proposer's performance on prior projects. In order to effectuate the intent of this clause, each Proposer may be required by the Airport Board to execute information release authorization forms, which specifically release all information providers from all claims that arise from or relate to the information provided.

The Airport Board shall then determine whether the vendor's SOQ, with the highest ranking, can be accepted as is without negotiations. In the event the Airport Board determines that negotiation of the Proposer's proposal is necessary, the Proposer shall be notified and the negotiation process will begin. Should the Airport Board be unable to negotiate an acceptable service agreement with the highest ranked Proposer then the process described in this paragraph will begin with the second highest ranked Proposer. This process shall continue until a satisfactory service agreement is negotiated or until all negotiations with qualified ranked Proposers is

exhausted. The Airport Board shall be the sole judge in determining when negotiations are to be concluded.

SECTION 3. OBJECTIVE, SCOPE OF SERVICE, AND MANDATORY REQUIREMENTS

3.1 Background/Objectives

The contract for said services shall be for a five-year period.

This contract is for basic Planning Services as defined in Chapter 1, Types of Consultant Services, of the FAA Advisory Circular entitled “Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects” (AC 150/1500-14E, Change 1). The Airport Board reserves the right to inquire into the proposer’s ability to provide Incidental and Special Services, as defined in the above-mentioned Chapter 1 and paragraph of the same Advisory Circular, and to amend the Schedule of Projects and contract scope of work, in the Airport Board’s sole discretion, to include any, or all, of these above described Incidental or Special Services.

The Schedule of Projects, depending on Federal funding, may include:

- Airport Master Plan
- Airport Layout Plan Updates
- Airport Terminal Feasibility Studies
- Land Use Planning

Additionally, the successful planning firm shall prepare and maintain an electronic database (compatible with AutoCAD) that accurately represents all existing and future civil infrastructure for all projects completed under this contract. Awarded firm will provide a copy of said database to Airport Board at its request at any time after award of contract.

3.2 Qualifications

Proposals will be considered only from consultants who have experienced personnel able to provide the required services. The responses shall be evaluated and ranked in accordance with established criteria. Selection procedures shall be in accordance with FAA Advisory Circular 150/5100-14E, Change 1. The Airport Board may request additional information substantiating consultant’s qualifications after receipt of submittals.

3.3 Contract Limitations

This contract is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and the provisions of the Department of Transportation Regulation 49 CFR Part 26 (Disadvantaged Business Enterprise participation). All proposers are advised that the work will be accomplished over the course of several grant projects.

All proposers are advised that some of the services may not be required and that the sponsor reserves the right to initiate additional procurement action for any of the services included in the initial procurement.

The negotiations of the fee services shall occur at the time those services are needed. A third-party cost estimate shall be performed for each of these negotiations. If a price cannot be agreed upon between the sponsor and the selected firm, negotiations are terminated and a new procurement action may be initiated.

SECTION 4. STATEMENT OF QUALIFICATIONS FORMAT AND REQUIRED RESPONSES

The information set forth in the paragraphs below must be included with all SOQs. **Make sure to provide five (5) copies of the complete Proposal, (one digital and four hard copies)**, as specified below. Responses

shall be considered technical offers of what firms propose to provide and shall be incorporated in the contract award as deemed appropriate by the Airport. Please attach your responses to these items to the RFQ Cover Sheet and Signature Page. Failure of firms to respond to any of the following technical submittal requirements may be grounds for considering a proposal non-responsive.

This is a qualification based procurement process. Proposals will only be considered from firms that have documented experience of similar municipal or regional projects and qualified personnel who are capable of providing the required services.

4.1 RFQ Cover Sheet

The RFQ Cover Sheet and Signature Page must be completed and returned with the Responder's proposal. Failure to return the signed Cover Sheet is grounds for the Airport to reject a proposal. Responder must attach a Certificate of Good Standing from the state wherein Responder was organized.

4.2 Table of Contents

The Table of Contents must indicate the material included in the proposal by section and page number. A proposal's table of contents should mirror this section of the RFQ and must include all the items set forth in this section of the Request for Qualifications and be submitted in the following order.

- RFQ Cover Sheet
- Table of Content
- Submittal Summary
- Disclosure Statement
- Statement of Qualifications and Project Approach (attach résumés of key personnel)
- Certificate of Good Standing
- Signed Addenda (if any issued)

4.3 Submittal Summary

A letter providing the following information must be submitted with the proposal. The letter must include:

- A statement of the Proposer's understanding of the goals of this project and the service required by the Request for Qualifications listed in the Scope of Services.
- The names of the persons who are authorized to make representations on behalf of the Proposer (include their titles, addresses, fax number, e-mail addresses and telephone numbers).
- A statement that the individual who signs the transmittal letter is authorized to contractually bind the Proposer to contract with the Airport Board.

4.4 Disclosures.

If applicable, disclose any professional or personal financial interest, which could be a possible conflict of interest in providing products and services to the Airport. If not applicable, please make a brief statement indicating that.

4.5 Statement of Qualification and Project Approach.

Proposer's qualifications and intended approach to the project are a major portion of the evaluation process. Proposers are encouraged to submit their most favorable proposal and as much detail deemed necessary for the Airport to determine the qualifications of the consultant team.

4.5.1 Statement of Qualification:

4.5.1.1 Identify the primary firm's name, address, phone and contact person. Provide a brief history and overview of your company and its organizational structure, with special

emphasis on how this project will fit within that structure.

4.5.1.2 Identify the prime Consultant and all sub-consultants, including their roles and responsibilities in the project.

4.5.1.3 Identify the key individuals from each of the firms who will be the key contacts for this project. Describe their professional qualifications, availability for this project, and experience on similar projects (similar in size and scope).

4.5.1.4 Describe similar (in size and scope) or recent (within the last five years) projects for which the prime Consultant is responsible that demonstrate the firm's capability to meet schedule deadlines without delays, cost escalations or overruns and vendor claims. Submit references including the name, current telephone number, and email for all clients and projects listed as a reference.

4.5.1.5 Firms must be familiar with the public process and coordinate with the Airport, key community groups, and the Advisory Group in facilitating surveys, interviews and public meetings. Please provide the names and locations of at least three (3) locations and projects at which the proposer has conducted similar services and had similar requirements. Provide the names and contact information of specific individuals who we may contact for reference.

4.5.1.6 If your company does business within the City of Rock Springs, please provide a copy of your business license. If not currently licensed to do business within the City, the awarded firm will be required to apply for a business license upon award.

4.5.2 Project Approach

Provide information pertaining to how your firm intends on managing the projects as assigned. Provide a brief statement of the Consultant's understanding of the goals of this project and the services required of the Consultant. Indicate a sound understanding of the adherence to any proposed timeframe, and demonstrate a clear methodology of approach to the completion of any projects once final evaluation and update has been accepted by the Airport.