

Request for Statement of Qualifications and Experience For Professional Airport Engineering Services

The City of Riverton (Sponsor) is soliciting Statements of Qualifications and Experience from consulting firms to provide professional airport engineering and related services for the Riverton Regional Airport. The Sponsor will be entering into an agreement for engineering and related services for a period of five (5) years. Projects may include but are not limited to engineering, bidding, contract administration, construction observation, and other related services pertaining to the following projects (in no order of priority):

1. Reconstruction and Rehabilitation of Runway 10/28 to meet FAA standards and Associated Planning – Including Edge Lighting and Associated Signage
2. Pavement Maintenance Projects – Striping, Fog and Crack Seal (Local)
3. Runway 10/28 Connector and Bypass Taxiways
4. Acquire SRE Equipment (Plow Truck)
5. Acquire Maintenance Equipment (Deck Mower)
6. Acquire ARFF Equipment (ARFF Truck)
7. ARFF Building Modification
8. Rehabilitation of the General Aviation Apron
9. Additional General Aviation Taxilanes, Hangar Space and Aprons
10. Land Acquisition
11. Assistance with Other Federally, State, and Non-federally Funded Projects As Requested.

PROPOSAL EVALUATION:

All proposals received will be evaluated based on FAA Advisory Circular 150/5100-14D, and on compliance with this request. Selection will be based upon the following criteria:

- Qualifications of the firm including resumes, in-house services, technology used and capabilities.
- Degree of interest shown in undertaking the project.
- Familiarity with Riverton Regional Airport, the aviation needs of the community, the accepted approach to airport planning and design by the FAA and State of Wyoming and similar airport environments.
- Experience of the firm on comparable projects, verifiable through references.
- Firm's organizational structure as it relates to the Riverton Regional Airport projects (i.e., project team, use of subconsultants, etc.).
- Demonstrated knowledge and understanding of FAA and WYDOT regulations, policies, and procedures.

PROPOSAL REQUIREMENTS:

Statements of Qualifications and Experience shall be limited to a maximum of 20 pages, including all cover letters, tables of contents, resumes or any pre-printed or other promotional material included with the proposal whether bound or unbound. Pages left blank or dividers shall not be included in the page count. Interested consultants are to submit (6) six complete copies of the Statements of Qualifications and Experience by 4:00 P.M., January 10, 2014. Proposal documents should be clearly marked on the outside of the envelope with "Statements of Qualifications and Experience for Airport Engineering Services Consultant Selection". The information should be submitted to:

Mr. Paul Griffin
Airport Div. Manager
City of Riverton
816 North Federal Boulevard
Riverton, Wyoming 82501
Email: pgriffin@rivertonwy.gov

Proposals received after the deadline shall remain unopened and will under no circumstances be considered.

The proposal shall include, at a minimum, the following:

1. A cover letter.
2. A narrative statement detailing the Proposer's understanding of the requirements of the Sponsor and the capability to perform all or most aspects of the engineering projects and tasks contemplated.
3. A general description of the Proposer's firm, including company organizational structure, size of company, recent experience in comparable airport/aviation projects, and experience with projects funded by Federal Aviation Administration AIP grants.
4. Identification of those key individuals who will be involved in the contemplated projects and their qualifications, backgrounds, experience, and specific responsibilities.
5. A representative list of previous clients and representative projects comparable to the proposed planning and/or engineering projects listed above (include contact person, airport, brief project description(s), and phone numbers.
6. Demonstrated Knowledge and Understanding of FAA regulations, policies and procedures.
7. Demonstrated capability to meet schedules/deadlines, without delays, cost escalations or overruns, and claims.
8. Quality of service and capability to perform all or most aspects of the project.

The selection process will follow the guidelines contained in FAA Advisory Circular 150/5100-14D, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

A committee will be appointed to evaluate the submittals received. The committee may make a selection from the RFQ's submitted or possibly participate in interviews and then make a selection recommendation. The committee will present their recommendation to the Airport Board on Friday, January 24, 2014 during the 8:00 am board meeting. The Airport Board will then make their recommendation to the City Council for final approval on Tuesday, February 4, 2014 at the 7:00 pm meeting. A schedule of fees will be negotiated with the selected consultant for the services to be performed under the initial FAA or other grant or grants. 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. 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 FAA regulations.