

REQUEST FOR QUALIFICATIONS (RFQ)
AIRPORT MASTER PLAN
Caldwell Industrial Airport

The City of Caldwell, Idaho, is seeking proposals from qualified firms to provide planning services in the development of an Airport Master Plan and Airport Layout Plan for the Caldwell Industrial Airport, in Caldwell, Idaho. Since project funding is in part from the Federal Aviation Administration (FAA), final consultant selection is contingent upon final approval of the funding. All work is required to comply with FAA requirements and regulations.

BACKGROUND:

The Caldwell Industrial Airport completed its last Airport Master Plan and Airport Layout Plan in 2010. The Airport has completed many projects related to this Plan based on demand and funding. The Airport would like to update its Master Plan with a focus on future growth, land use, safety, sustainability, and compliance with FAA guidelines.

GENERAL SCOPE OF SERVICES:

The Consultant will follow the guidance in FAA AC 150/5070-6B Change 2 "Airport Master Plans" (or most current version) in the preparation of the Airport Master Plan. Elements of content for inclusion will be, at a minimum:

- Airport Geographic Information System (AGIS) Survey *
- Public Involvement Program
- Existing Conditions
- Environmental Considerations
- Aviation Forecasts
- Facility Requirements
- Alternatives Development and Evaluation
- RPZ Memo Alternatives Analysis (if applicable)
- Airport Layout Plan (ALP) Drawing Set **
- Facilities Implementation Plan
- Financial Feasibility Analysis
- Land Compatibility

*The AGIS survey must be compliant with FAA ACs 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 "General Guidance and Specifications for Aeronautical Surveys: Airport Imagery Acquisition and Submission to the National Geodetic Survey," and AC 150/5300-18B "Survey and Data Standards for Submission of Aeronautical Data Using Airports GIS" with emphasis on the Table 2-1. "Survey Requirements Matrix" column labeled "Instrument Procedure Development".

**The ALP drawing set must be developed per FAA Standard Operating Procedure (SOP) 2.00 "Standard Procedure for FAA Review and Approval of Airport Layout (ALPs)" and SOP 3.00 "Standard Operating Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps."

SUBMITTAL REQUIREMENTS:

Submittals may be no more than 15 double-sided pages (plus appendix) and shall include, but are not limited to, the following:

1. Key personnel's professional qualifications and experience in airport planning and their role anticipated for the proposed project; their knowledge of FAA regulations, policies, and

procedures;

2. Qualifications and experience of sub-consultants under consideration to be engaged by the consultant;
3. A list of all current airport planning projects, as well as any that have been completed in the last three years. List the project manager you assigned to each project. Identify the starting dates for all projects, the completion dates and location (may be in an appendix);
4. Capability to perform all or most aspects of the project and recent experience in airport master planning projects;
5. Demonstrated ability to meet schedules or deadlines;
6. Understanding of the project's potential challenges and the sponsor's special concerns;
7. Degree of interest shown in undertaking the project and their familiarity with and proximity to the geographic location of the project; and,
8. A list of references with contact information (may be in an appendix).

ADDITIONAL INFORMATION:

No cost or fee schedules may be submitted with your proposal. Consultants will be selected based on their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants will be evaluated, and the best-qualified consultant selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee. Sponsor will obtain an Independent Fee Estimate using the agreed upon scope of services.

SELECTION PROCESS AND CRITERIA:

The selection process shall be in accordance with FAA Change 1 to Advisory Circular (AC) 150/5100-14E "Architectural, Engineering and Planning Consultant Services for Airport Grant Projects."

The City of Caldwell in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantage business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

CONSULTANTS WILL BE SELECTED BASED ON THE FOLLOWING CRITERIA:

1. Qualifications of the Project Manager and Project Team;
2. Recent experience in airport projects, including special project areas (e.g., airport master planning, airport layout plans, airport obstruction surveys);
3. Demonstrated understanding of the project's potential problems and the airport owner's special concerns;
4. Demonstrated all necessary professional engineering, architectural, surveying, planning and project management services related to performing and meeting the requirements as specified in AC 150/5300-16, AC 150/5300-17, and AC 150/5300-18;
5. Familiarity with Federal, State and Local conditions, codes, ordinances, laws, and regulations.

SUBMITTALS:

Interested firms should submit five (5) printed copies of their proposals to the address below, no later than 3:00 p.m. on Friday, September 20, 2019. **Emailed RFQs will not be accepted.**
Primary Contact: Rob Oates, Airport Manager.

Address: Caldwell Industrial Airport
Attn: Rob Oates
4814 E. Linden Street
Caldwell, ID 83605

UPDATES:

Interested parties may contact Kim Kelly, Airport Administrative Secretary, at kkelly@cityofcaldwell.org for email updates related to this RFQ.