

**REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL SERVICES
AT THE
CALDWELL INDUSTRIAL AIRPORT**

Prepared December 2019 by the
Caldwell Industrial Airport

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I. INTRODUCTION

The City of Caldwell, Idaho, as the owner/sponsor of a public-use airport facility, is soliciting Statements of Qualifications for professional airport engineering services at the Caldwell Industrial Airport. The selection process is intended to be in compliance with FAA Advisory Circular, AC 150/5100-14E (incl. Change 1), “Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.”

II. SCOPE OF WORK

This contract is for engineering services, as directed below. The Caldwell Industrial Airport reserves the right to inquire into the prospective proposer’s ability to provide Professional Services, as defined below, to amend the anticipated work at the airport over the next five years and contract scope of work, at the Caldwell Industrial Airport’s sole discretion, to include any or all of the below listed services.

Engineer Services include the basic engineer and project management services normally required for airport development projects, including civil, structural and electrical engineering.

Basic engineering services are conducted in four distinct and sequential phases:

A. **Preliminary Phase** This phase involves those activities required for defining the scope of project and establishing preliminary requirements including, without limitation as follows:

- 1) Conferring with the owner on project requirements, programming, finances, schedules, early phases of the project, and other pertinent matters; meeting the FAA and other concerned agencies and parties on matters affecting the project.
- 2) Planning, procuring and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and engineering studies required for preliminary design considerations.
- 3) Develop design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.

B. **Design Phase** This phase involves all activities required to undertake and accomplish a full and complete project design including, without limitation, as follows:

1. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
 2. Collecting engineering data and undertaking field investigations; geotechnical engineering and surveys; and architectural, engineering and environmental studies.
 3. Preparing necessary engineering reports and recommendations.
 4. Preparing detailed plans, specifications, and cost estimates. Conducting a detailed value engineering analysis, if applicable and requested.
 5. Printing and providing necessary copies of engineering drawings and contract specifications.
 6. Preparing Federal Aviation Administration Grant Applications and Pre-applications for owner's signature.
- C. **Bidding or Negotiation Phase** This Phase involves providing sets of plans and specifications for this phase, and all bid documents; acting for the owner in advertising and securing bids, negotiating services, analyzing bid results, furnishing recommendations on the award of contracts and preparing contract documents.
- D. **Construction Phase** This Phase involves all basic services rendered after the award of a construction contract including, without limitation, as follows:
1. Providing consultation and advice to the owner during all phases of construction.
 2. Representing the owner at preconstruction conferences.
 3. On-site construction inspection and management involving the services of a resident engineer, inspector or manager, periodically during the construction or installation phase of a project, and providing appropriate reports to the owner.
 4. Reviewing and approving shop drawings submitted by contractors for compliance with design concept.
 5. Reviewing, analyzing, and approving laboratory and mill test reports of materials and equipment.
 6. Preparing and negotiating change orders and supplemental agreements.
 7. Observing or reviewing performance tests required by specifications.
 8. Determining payment amounts to contractors and assisting owner in the preparation of payment requests for reimbursable amounts from grant projects.

9. Conduct wage rate interviews in accordance with federal standards.
10. Making final inspection and submitting a report for the completed project to the owner.

III. **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 may not be required and that the owner reserves the right to initiate additional procurement action for any of the services included in the initial procurement.
- C. The services are limited to those projects which are expected to be initiated within five (5) years of the date the contract is signed by the consultant.
- D. The projects may include, but are not limited to, those listed on the Caldwell Industrial Airport Capital Improvement Plan as may from time to time be amended. The current plan is available at <http://caldwellairport.com/>.

IV. **SELECTION PROCESS:**

- A The selection of a consultant shall be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the service required.

B Requests for Qualifications

1. Proposers shall submit five (5) paper copies and one (1) pdf file of the Statement of Qualifications for engineering services at the Caldwell Industrial Airport in response to the Request for Qualifications (RFQ). The format shall be as follows:
 - a) General description of firm: Include company organizational structure, company history and background, size of company, recent experience in comparable airport/aviation projects in a similar environment, experience with federal government projects, specifically FAA.
 - b) Knowledge, experience, and capability to successfully perform and/or administer all of the anticipated work at the airport over the next 5 years.
 - c) Affiliation with other firm(s): Identify other firms that you plan to subcontract or joint venture with, if any, for this contract.
 - d) Identify key person(s) in firm(s) who will work on the design, and field engineering portion of the projects and who will be directly in charge of the project; describe the roles these key persons will fill, their background and their experience.

- f) Technical approach: A brief discussion of the tasks or steps that the consultant will undertake to accomplish the anticipated work at the airport over the next 5 years.
 - g) References from other similar airport projects; include contact person, airport, project(s), and phone number(s).
 - h) Demonstrated capability to meet schedules/deadlines, without delays, cost escalations or overruns and contractor claims.
 - i) Evidence of establishment and implementation for an Affirmative Action Program, specifically as it may apply to this contract.
- C. All submittals must be sent, and any questions or comments directed to: Rob Oates, Airport Manager, Caldwell Industrial Airport, 4814 E. Linden Street, Caldwell, Idaho 83605
 - D. All submittals must be received at the above address by the date and time specified herein.
 - E. Submittals must contain the name, address, and daytime telephone number for contact person(s) to whom additional selection process requests should be communicated.
 - F. Submittals shall be brief and concise and limited to no more than 30 pages including cover, tabs, resumes, experience, etc.

V. EVALUATION CRITERIA AND WEIGHING

Proposer's rankings will be based upon the following criteria and relative importance as applied by the Selection Committee to the material in the required submittals:

- A. Firm's ability to respond quickly to sponsor requests and proximity of key personnel to the Caldwell Industrial Airport. (15)
- B. Recent experience in airport projects comparable to the proposed projects. (10)
- C. Reputation for personal and professional integrity and competence. (5)
- D. Evidence that consultant has established and implemented an Affirmative Action Program, and consultant has experience in DBE requirements associated with Federal grants. (5)
- E. Key personnel's professional background and successful relevant experience. Key engineering personnel registered in the State of Idaho. (10)
- F. Demonstrated ability to meet schedules or deadlines, and to complete projects without having major cost escalations, overruns, or disputed claims. (5)

- G. Quality of projects previously undertaken. (5)
- H. Technical understanding and familiarity with the projects and understanding of the project's potential problems and the owner's special concerns. (25)
- I. Capability to furnish qualified inspectors with FAA project experience for construction inspection. (10)
- J. Demonstrated capability to administer properly projects funded by the Federal Aviation Administration (references and examples). (10)

VI. TIME SCHEDULE

The Caldwell Industrial Airport will endeavor to use the following time schedule in its selection:

- A. Statement of Qualifications must be received by 3 p.m., December 19, 2019 at the Airport Manager's Office, Caldwell Industrial Airport, 4814 E. Linden Street, Caldwell, Idaho 83605.
- B. Evaluations of qualifications will be thereafter.
- C. Submitters will be notified of short listing for interviews, selection, or non-selection.
- D. If interviews are required, Selection Committee will determine time, schedule, and process.

VII. USE OF QUALIFICATIONS DOCUMENTS:

All Qualification documents submitted shall become the property of the Caldwell Industrial Airport and may thereafter be used by the Caldwell Industrial Airport, without compensation to the Proposers.

Any Qualification documents received after the above date and/or time will be returned unopened. All envelopes must be clearly marked "**Statement of Qualifications**". The Caldwell Industrial Airport reserves the right to reject any and all proposals and to accept any proposal that is deemed to be in the best interest of the Caldwell Industrial Airport.

The contents of any Statement of Qualifications shall not be disclosed to competing proposers during the negotiations process.

End of RFQ