



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ) AIRPORT CONSULTANT & ENGINEERING SERVICES

I. INVITATION

The Greeley-Weld County Airport and Airport Authority, (referred to herein as “Sponsor”), is requesting statements of qualifications and experience from consulting firms (“Respondent(s)”) qualified and experienced in the field of airport engineering services.

The Sponsor plans to award a five-year (Fiscal Years 2023 – 2028) contract for airport engineering services subject to review on an annual basis for any and all engineering projects subject to federal assistance under the Airport and Airway Improvement Act of 1982 as amended, or other sources of funding.

Projects under this contract may include any of the following projects (design, bid and construction phase services):

1. 2024 Design/Construction of Main Ramp
2. 2026 Runway 17/35 Pavement Maintenance (Fog Seal etc)
3. 2026 Additional Airfield Pavement Maintenance
4. Taxiway Bravo and Echo Complex Planning/Construction
5. Taxilane Design/Construction
6. Airport Terminal Modernization
7. Airfield Electrical Planning
8. Maintenance and Improvement of Existing Hangars
9. Miscellaneous Planning Document Updates including ALP Updates

All the above projects are dependent upon federal Airport Improvement Program (AIP) funding, state funding, and approval from the Sponsor. Therefore, it shall be understood that some of the services related to the above listed projects may be deleted or modified. The Sponsor reserves the right to initiate additional services not included in the initial procurement.

II. BACKGROUND

Greeley-Weld County Airport is a general aviation airport located in Northeast Colorado. In 1978, by joint resolution, the Sponsor of Greeley and Weld County created the Greeley-Weld County Airport Authority, under the Colorado Public Airport Authority Act. The airport authority board consists of seven members representing city, county, and general public interests. The airport encompasses 1200 acres and has two runways (17/35 & 10/28) and accompanying taxiways (C & A). For more information about the airport, visit www.gxy.net.

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.

III. REQUESTS FOR CLARIFICATION

Any requests for clarification of additional information deemed necessary by any respondent to present a proposal shall be submitted in writing, referencing this request, to Cooper Anderson, C.M., Airport Director; via email to canderson@gxy.net. **Electronic (PDF) requests must be received by 4:00 p.m. MST Friday, June 16th, 2023**, via email to canderson@gxy.net. Any requests received after this deadline will not be considered. All questions received prior to the deadline will be responded to by Cooper Anderson in the form of an addendum and posted to the RFQ page on the sponsor's website www.gxy.net.

IV. SCOPE OF WORK

Basic engineering services are utilized in five distinct and sequential phases. Respondents are required to set out their qualifications and to propose on the following scope of work:

- A. Preliminary Phase: This phase involves those activities required for defining the scope of a project and establishing preliminary requirements. Some examples of activities within this phase of a project include, but are not limited to:
 1. Coordinating with the Sponsor, stakeholders, and FAA/CDOT on project scope requirements, finances, schedules, operational safety and phasing considerations, site access and other pertinent matters.
 2. Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and architectural and engineering studies required for design considerations.
 3. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.
 4. Preparing project design criteria and other bridging documents commonly used for alternative project delivery methods such as design-build contracting.

- B. Design Phase: This phase includes all activities required to undertake and accomplish a full and complete project design. Examples include, but are not limited to, those below:
 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; performing geotechnical engineering studies; and performing architectural, engineering, and special environmental studies.
 3. Preparing necessary engineering reports and recommendations.
 4. Preparing detailed plans, specifications, cost estimates, and design/construction schedules.
 5. Preparing Construction Safety and Phasing Plan (CSPP).
 6. Printing and providing necessary copies of engineering drawings and contract specifications.



- C. Bidding or Negotiation Phase: These activities are sometimes considered part of the construction phase. They involve assisting the Sponsor in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on the award of contracts, and preparing contract documents.

- D. Construction Phase: This phase may include all basic services rendered after the award of a construction contract, including, but not limited to, the following activities:
 - 1. Providing consultation and advice to the Sponsor during all phases of construction.
 - 2. Representing the Sponsor at preconstruction conferences.
 - 3. Inspecting work in progress periodically and providing appropriate reports to the Sponsor.
 - 4. Reviewing, analyzing, and accepting laboratory and mill test reports of materials and equipment.
 - 5. Assisting in the negotiation of change orders and supplemental agreements.
 - 6. Observing or reviewing performance tests required by specifications.
 - 7. Determining amounts owed to contractors and assisting Sponsors in the preparation of payment requests for amounts reimbursable from grant projects.

- E. Project Closeout Phase: This phase includes all basic services rendered after the completion of a construction contract, including, but not limited to, the following activities:
 - 1. Making final inspections and submitting punch-lists and a report of the completed project to the Sponsor.
 - 2. Providing record drawings.
 - 3. Preparing summary of material testing report.
 - 4. Preparing summary of project change orders.
 - 5. Preparing grant amendment request and associated justification, if applicable.
 - 6. Preparing final project reports including financial summary.

- F. Additional Services: Respondents may be required to provide other technical services, or subcontract with third party individuals or companies for such services. Technical services include, but are not limited to, the following:
 - 1. Soil investigations, including core sampling, laboratory tests, related analyses and reports.
 - 2. Detailed mill, shop, and/or laboratory inspections of materials and equipment.
 - 3. Land surveys and topographic maps.
 - 4. Field and/or construction surveys.
 - 5. Photogrammetry surveys.
 - 6. Onsite construction inspection and/or management involving the services of a full-time resident engineer(s), inspector(s), or manager(s) during the construction or installation phase of a project. This differs from the periodic inspection responsibilities included as part of the basic services.



V. CONFLICT OF INTEREST AND GOOD FAITH

Respondents must declare among their team any business entity or individual who is associated with, or is in any way likely, to create a conflict of interest or a perception of conflict of interest.

The Respondent declares that its submittal is in good faith and will disclose to the best of its knowledge, whether there are any circumstances whereby any member of the Airport or Airport Authority or any officer or employee of the Airport or Airport Authority would gain any pecuniary interest, direct or indirect.

If a Respondent considers that a particular relationship or association does not create a conflict of interest and will not create a perception of conflict of interest, but is concerned that the Sponsor could arrive at a different conclusion, the Respondent should fully disclose the circumstances to the Sponsor at the earliest possible date, and request that the Sponsor provide an advance interpretation as to whether the relationship or association will be likely to create a conflict of interest or a perception of conflict of interest.

Failure to comply with this provision may result in disqualification of your Proposal from the RFQ process or, if the Sponsor becomes aware of breach of this provision after the detailed Proposal has been requested, disqualification from the further processes.

VI. CONFIDENTIALITY AND PRIVACY

Information provided to a Respondent by the Sponsor or acquired by a Respondent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Sponsor. The Respondent shall not make any statement of fact or opinion regarding any aspect of the RFQ and any subsequent proposal to the media or any member of the public without the prior written authorization of the Sponsor.

Respondents are advised that the Sponsor is subject to freedom of information laws, such as the Colorado Open Records Act and that the Contractor will be expected to comply with the obligations imposed upon the Sponsor.

To the extent permitted, the Sponsor shall treat all submissions as confidential. However, the Respondent is advised that any information contained in any submission may be released if required by policy or procedures, by other authorities having jurisdiction, or by law.

All Proposals submitted to the Sponsor will be kept in confidence with the Sponsor administrators for the sole purposes of evaluating and developing the best possible strategic option for the Sponsor. Submitted Proposals will become the property of the Sponsor. The Sponsor will have the right to make copies of all Proposals for its internal review process and to provide such copies to its staff, legal, technical and financial advisors and representatives.



All information will become and remain the property of the Sponsor; none will be returned. If the application contains any proprietary or trade secret information, said information must be indicated as such.

VII. INSURANCE AND INDEMNIFICATION REQUIREMENTS

Respondent shall at all times during the term of the agreement carry, maintain, and keep in full force and effect, a policy or policies of Comprehensive General Liability Insurance with minimum limits of One Million Dollars (\$1,000,000) for each occurrence, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by Respondent.

Respondent shall at all times during the term of the agreement carry, maintain, and keep in full force and effect, a policy or policies of Professional Liability Insurance with minimum limits of One Million Dollars (\$1,000,000) for each occurrence.

Respondent agrees to maintain in force at all times during the performance of work under the agreement worker's compensation insurance as required by law.

Respondent shall require each of its sub-consultants or sub-contractors to maintain insurance coverage which meets all of the requirements of the agreement.

Respondent agrees that if it does not keep the aforementioned insurance in full force and effect, the Sponsor may either immediately terminate the agreement or, if insurance is available at a reasonable cost, the Sponsor may take out the necessary insurance and pay, at Respondent's expense, the premium thereon.

VIII. CONTENTS OF STATEMENT OF QUALIFICATIONS

Respondents interested in the provision of engineering services to accomplish the proposed projects should limit their Statements of Qualifications to a maximum of 20 pages. The Cover, Cover Letter, and Resumes are all excluded from the page count.

- A. Format: The Statement of Qualifications should include:
1. A cover letter.
 2. A general description of the Respondent's firm, including company organizational structure, and size of company.
 3. A narrative statement detailing the Respondent's understanding of the requirements of the Sponsor and the capability to perform all or most aspects of the engineering projects and tasks contemplated, as identified in Section IV Scope of Work, 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 projects, (minimum of three projects), comparable to the proposed planning and/or engineering projects listed herein (include brief project description, airport, contact person, and phone number).
 6. Demonstrated capability to meet schedules/deadlines, without delays, cost escalations or overruns, and claims.
 7. Resumes of key individuals identified can be included as an appendix (not included in 20-page count).
- B. Delivery: The Sponsor invites firms to submit Statements of Qualifications to perform the above-described services. Interested firms should submit electronic copies in PDF format via email to canderson@gxy.net, **no later than 2:00 p.m. MST on Thursday, June 29th, 2023.**
- C. Email subject line must state: "STATEMENT of QUALIFICATIONS FOR AIRPORT ENGINEERING SERVICES."
- D. Proposals must contain the name, address, and daytime telephone number for contact person to whom additional selection process requests should be communicated.

IX. SELECTION PROCESS

The selection process will be in accordance with Federal Aviation Advisory Circular 150/5100-14E, Architectural, Engineering and Planning Consultant Services for Airport Grant Projects, and 2 CFR §200. A selection committee consisting of airport staff and board members may be utilized to review submittals and make recommendations.

X. SELECTION CRITERIA

- A. **Selection Criteria:** Selection criteria contained in FAA Advisory Circular 150/5100-14E Chapter 2, will be applied in the following order of importance:
1. Demonstrated ability to communicate with client before, during and after a project (25 Points)
 2. Recent and relevant experience in airport engineering, planning, and development projects. (25 Points)
 3. Understanding and capability to perform all aspects of the project as identified in the Scope of Work (25 Points)
 4. Ability to meet schedules within budget (15 Points)
 5. Familiarity with Sponsor and interest shown (10 Points)

TOTAL 100 Points

- B. **Direct Selection or Short List:** The Sponsor reserves the right to directly select a firm from the submitted proposals or develop a short list of qualified firms. Selected Qualified firms on the short list may be asked to attend an interview prior to final selection being made. The notification of short list or direct selection of a firm is expected to take place the week of July 10th, 2023.



A schedule of fees will be negotiated with the selected consultant firm for the services to be performed under an FAA or other grant. Subsequent fees will be negotiated on a task order basis as additional grants are obtained.

- C. **Intent:** It is the intent of the Sponsor to enter into a contract with the most qualified firm by August 1st, 2023. The consulting firm most qualified to perform engineering services for the contemplated projects will be selected and a detailed scope of work will be developed.