

**REQUEST FOR QUALIFICATIONS**

**Airport Engineering Services  
March 15, 2019**

**Statement of Qualifications Due  
Friday, April 12, 2019  
10:00 a.m.**



Gillette Campbell County Airport  
2000 Airport Road, Suite 108  
Gillette, WY 82716

Telephone: 307.686.1042

**GILLETTE CAMPBELL COUNTY AIRPORT**  
**Gillette, Wyoming**

**REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ)**

Gillette Campbell County Airport requests statements of qualifications from consultants to provide Airport Engineering Services for the Airport. Statements shall conform to a prepared set of specifications available from the Airport or on the Airport's website [www.iflygillette.com](http://www.iflygillette.com). Questions regarding the RFQ including receiving a copy of the RFQ specifications should be directed to Jay Lundell, A.A.E., Airport Director at 307.686.1042 ext. 8 or email [jay@ccgov.net](mailto:jay@ccgov.net). The Airport reserves the right to reject any or all qualification statements or waive any specification or requirement if it is in the Airport's interest to do so. The Airport assumes no liability for the cost of preparing responses to this request. Statements will be received until 10:00 a.m. (Mountain Time) on Friday, April 12, 2019, at the Gillette Campbell County Airport Administration Office, 2000 Airport Road, Suite 108, Gillette, Wyoming 82716. Qualifications received after the stated time, as well as faxed or e-mailed material will not be accepted.

**REQUEST FOR QUALIFICATIONS  
FOR ENGINEERING SERVICES FOR THE  
GILLETTE CAMPBELL COUNTY AIRPORT**

**DESCRIPTION OF WORK**

Gillette Campbell County Airport is soliciting statements of qualifications and experience from full service engineering consultants. The consultant shall provide services as specified and defined in FAA Advisory Circular 150/5100-14E § 1.4.2 and 1.4.3 Change 1, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. Projects contemplated include:

- Design & Construct General Aviation Terminal
- Mark Pavements
- Multi-use Hangar
- Passenger Facility Charge applications
- Acquisition of SRE
- Acquisition of ARFF Truck
- Land Acquisition
- Design & Rehabilitate Runway 3/21
- Design & Rehabilitate Runway 16/34
- Concrete panel replacements

Only firms having recent similar experience on airport projects should respond.

Federal funds will be used to accomplish most of the new improvements at the Airport. The Airport will conduct an open engineering selection process in accordance with FAA Advisory Circular 150/5100-14E § 1.4.2 Change 1. The consultant shall have experience working under the guidance of the Federal Aviation Administration (FAA) and have knowledge of all current environmental and other project related requirements.

**CONTRACT TIME**

The contract awarded, if any, to the selected consultant will be for a period of five years. The work will be accomplished over the course of several grant projects. The Airport reserves the right to terminate the contract or consultant services at any time during the term of the contract. The selected consultant will be required to enter into a consultant services contract within four (4) weeks of selection.

**INCURRING COSTS**

The Airport is not liable for any cost incurred by the consultant in the preparation of the statement of qualifications and interview, if interviews are conducted.

## SUBMITTAL REQUIREMENTS

The consulting firm must submit a detailed qualification statement that meets the requirements as set forth in this RFQ. One (1) printed copy and one electronic version of the completed submittal in a .pdf format is required (the electronic .pdf should be submitted on a jump drive with the written submittal). The Airport is not requesting elaborate or special brochures to be provided. The submittal should be clear and concise, not exceeding 25 pages. The submittal shall include, at a minimum, the following, and shall be submitted in this order:

- A. A list of related airport projects that the consultant has completed in the last 5 years. Identify the start and end date of each project, and the owner or sponsor's contact person and telephone numbers.
- B. A detailed description of the planned utilization of local firms, if the consulting firm is not local (engineering, soil testing, construction administration, Q/C, surveying, etc.), including a contact person(s) and telephone number(s).
- C. A current resume for professional persons who would be working on the Airport projects, which includes a description of qualifications, skills and responsibilities. The list needs to include the facility planner, facility architect, environmental planner, project manager, design engineer, and resident engineer.
- D. A description of your firm's capacity to accomplish projects: 1) on a tight time schedule; 2) that overlap; and 3) where multiple projects are undertaken simultaneously. Provide examples if available.
- E. The names of the person(s) authorized to represent the consultant in negotiation and signing any contract that may result.
- F. Information on your firm's ability to meet project DBE goals.
- G. The location of the firm's home office and the locations where the work would likely be performed. Further, describe how the on-site work would be staffed and the office location, i.e., field survey, project management, construction inspection and management, and materials testing.
- H. Your firm's experience in working with the Federal Aviation Administration, particularly the Northwest Mountain Region and the Denver ADO. Indicate the type of work your firm has completed (environmental, design, construction administration, PFC, airspace analysis, etc.) and the FAA regions/district offices where this work has been completed.

## **SELECTION AND EVALUATION PROCEDURES**

The selection process shall be in accordance with Chapter 2, Procedures for Selection of Consultants, FAA Advisory Circular 150/5100-14E (inclusive of Change 1). Additionally, contracts will be subject to the provisions of Executive Order 112346 (Affirmative action to Ensure Equality Employment Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 23 (Disadvantaged Business Enterprise Participation) and 49 CFR Part 30 (Foreign Trade Restriction Clause). A Selection Committee will be appointed to evaluate the submittals received. The Selection Committee will review all submittals, evaluate required criteria, and prepare a consultant short list. The Selection Committee may conduct either phone interviews or oral on-site interviews to complete the consultant selection process; however, the Selection Committee reserves the right to make a selection based solely upon the submittals received.

Each of the criteria listed under Selection Criteria and Rating will be evaluated by the Committee on how fully each submittal meets the requirement for the purpose of ranking. Possible points are shown on each criterion to indicate the weighted value of the items. Each Selection Committee member will total the results of all criteria to determine the score of each member. The consultant with the highest overall score from the entire panel combined will be given the greatest consideration for first negotiations.

### **SELECTION CRITERIA AND RATING**

1. Detail and completeness of the submittal and overall quality of the response (5 points).
2. The past performance record and qualification of the firm and the individuals involved, verifiable through references and resumes on similar projects. This includes identifying staff with experience in airport improvement projects and airport projects that include examples of facility layout, environmental issues as they relate to the contemplated projects, PFC, DBE, and CIP preparation, complex airport design, construction management, and surveying (20 points).
3. Completion of airport projects similar to the Airport's future CIP (25 points).
4. Past experience working with the Federal Aviation Administration (10 points).
5. The size of the firm and experience with managing similar airport projects (5 points).
6. Firm's plan and ability to meet DBE goals (5 points).
7. Firm's planned utilization of local companies (15 points).

8. Firm's organizational structure as it relates to the Airport (i.e., project team, use of sub-consultants, office location where Airport work will be accomplished, etc.) (15 points).

## **SELECTION**

If the Selection Committee cannot make a clear choice of the best consultant based upon RFQ responses, then the top ranked firm or firms would be asked to make an oral presentation to the Committee. The final selection recommendation will be made following review and ranking of the submitted RFQ's and interviews (if required). After the selection of a consultant, task orders for each project will be prepared as appropriate and applicable based upon a negotiated scope of work and final price. In the event the Airport and the consultant are unable to negotiate a final price for consulting services, the Airport shall have the right to negotiate with other consultants of the Airport's choice.

## **PROJECT INQUIRIES**

Questions regarding the scope or content of the RFQ should be directed to Mr. Jay Lundell, A.A.E., Airport Director, 307.686.1042 ext. 8, or e-mail at: [jay@ccgov.net](mailto:jay@ccgov.net). Airport tours will not be granted as they will not be necessary for preparation of the firm's Statement of Qualifications; however, firms should make themselves familiar with the Airport's recently completed Wyoming Aviation Capital Improvement Program (WACIP) which is attached to this request.