**REQUEST FOR STATEMENTS OF QUALIFICATIONS AND EXPERIENCE**

**FOR PROFESSIONAL AVIATION ENGINEERING SERVICES**

**AT Johnson County Airport (KBYG), Buffalo, Wyoming**

**INTRODUCTION**

Johnson County Airport Board, Wyoming as the owner/sponsor of a public-use airport facility, is soliciting Statements of Qualifications and Experience for professional airport engineering services at Johnson County Airport (KBYG). The selection process will be in compliance with FAA Advisory Circular, 150/5100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.*

**SCOPE OF WORK**

The contract will be for basic airport engineering services as defined herein. Johnson County Airport Board on behalf of the Johnson County, Wyoming – KBYG, reserves the right to inquire into the prospective proposer’s ability to provide professional services, as defined below, to amend the Schedule of Projects and contract scope of work, at the sole discretion of Johnson County Airport Board on behalf of Johnson County Airport – KBYG and include/exclude any or all of the below listed services.

**Consultant Service** includes the typical airport engineering and project management services normally required for airport development projects, including civil, architectural, structural, mechanical, and electrical engineering; incidental planning, surveying and soils and materials testing.

**Airport Architectural/Engineering Services** are typically conducted in five distinct and sequential phases:

A. **Preliminary Phase.** This phase involves those activities required for defining the scope of project and establishing preliminary requirements include, but are not limited to:

1. Coordinating with the sponsor on project scope requirements, finances, schedules, operational safety and phasing considerations, site access and other pertinent matters. As applicable, coordinating project with local FAA personnel and other interested stakeholders to identify potential impacts to their operations.

2. Planning, procuring and/or preparing necessary surveys, geotechnical engineering investigation, field investigations and engineering studies required for preliminary design considerations.

3. Developing design schematics, sketches, environmental and aesthetic consideration, project recommendations and preliminary layouts.

4. Preparing project design criteria and other documents for project set-up.

5. Preparing cost estimates and necessary applications for FAA-Airport Improvement Program (AIP) or other funding.

B. **Design Phase.** This phase involves all activities required to undertake and accomplish a full and complete project design include, but are not limited to:

1. Conducting and attending meetings and design conferences with owner to obtain information and to coordinate or resolve design matters.

2. Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; surveys; and performing architectural, engineering and special environmental studies.

3. Preparing necessary engineering reports and recommendations.

4. Preparing detailed design and construction plans, technical specifications and contract documents.

5. Preparing cost estimates and a Construction Safety and Phasing Plan (CSPP).

6. Printing and providing copies of plans, specifications and contract documents for review.

7. Preparing documents and calculating project goals for Disadvantaged Business Enterprise (DBE) participation.

C. **Bidding or Negotiation Phase.** This phase involves providing sets of plans and specifications and all bid documents; acting for the owner in advertising and securing bids, conduct of pre-bid conferences, analyzing bid results, furnishing recommendations on the award of contracts, and preparing contract documents; submittal of bid results and related information to the FAA.

D. **Construction Phase.** This phase involves all services rendered after the award of a construction contract include, but are not limited to:

1. Providing consultation and advice to the owner during all phases of construction.

2. Representing the owner at preconstruction conferences.

3. Inspecting work in progress regularly and providing appropriate reports to the sponsor.

4. Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concept/drawings.

5. Reviewing, analyzing, and accepting laboratory and mill test reports of materials and equipment.

6. Assisting in the negotiation of change orders and supplemental agreements.

7. Observing or reviewing performance tests required by specifications.

8. Determining amounts owed to contractors and assisting sponsors in the preparation of payment requests for the amounts reimbursable from grant projects.

9. Making final inspections and submitting punch-lists and a report of the completed project to the sponsor.

10. Reviewing operations and maintenance manuals.

11. Preparation of construction management plans and review of contractor construction schedule.

12. On-site construction inspection and management involving the services of a resident engineer, inspector or manager, full-time or regularly during the construction or installation phase of a project as required by the owner, and providing appropriate progress reports to the owner and FAA.

13. Observing or reviewing performance tests required by specifications.

14. Reviewing contractor progress and final payment requests and assist owner in the preparation of FAA reimbursement requests for amounts reimbursable from AIP grant projects.

15. Conducting wage rate interviews in accordance with federal standards.

16. Making final inspection and submit a final construction report for the completed project to the owner

17. Preparing record drawings of the project. Revise the Airport Layout Plan to reflect as-constructed conditions.

18. Assisting owner with project close out documents.

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.

7. Obtaining release of liens from all contractors.

**CONTRACT LIMITATIONS**

A. All parties competing for the work are advised that the work may be accomplished over the course of several AIP grants or via other funding sources.

B. All firms 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 four (4) years of the date the first contract is signed by the consultant.

**SELECTION PROCESS**

1. A Selection Committee will be assembled to review the submittals, interview selected shortlist candidates and select the successful firm. Members of the selection committee may consist of Johnson County Airport/FBO Manager, and any or all Airport Board Members.

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

1. The selection may be made based solely on the information submitted in the Request for Qualifications and Experience. The selection committee may also, at its sole discretion, conduct interviews from a shortlist of select candidates.

1. The contract issued to the selected firm will be 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 Enterprise Participation). DBE firms are encouraged to participate.

1. Contents of the Statements of Qualifications and Experience

1. Proposers shall submit six **(6)** copies of a below described Statement of Qualifications and Experience for engineering consulting services at

Johnson Airport Board, Mr. Jim Martin, Airport Board Chair, 76 North Main Street, Buffalo WY 82834

To assist the reviewers of the submissions please follow the general format for the submittal:

1. Limit to 20 type written pages or less, inclusive of all pre-printed or other promotional material. (Excluding the cover page, table of contents and blank pages). Pages shall be 8 ½ x 11 inches, with minimum of ½” margins with a minimum font size of 12.
2. Cover Letter (one (1) page).
3. A general description of firm. Include company organizational structure, company history and background, size of company, recent experience in comparable airport/aviation projects, experience and familiarity with projects at general aviation airports and experience with the FAA specifically, the FAA Northwest Mountain Region and the Denver ADO.
4. Knowledge, experience and capability to successfully perform and/or administer all of the requirements for projects listed.
5. Identify key person(s) in firm(s) who will work on the administration, 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.
6. References, from other similar airport projects. Include contact person, airport, address, email and phone number(s).
7. Demonstrated capability to meet schedules/deadlines, without delays, cost escalations or overruns and contractor claims.
8. Evidence of general liability and professional liability insurance.

2. Submittals must contain the name, address, daytime phone number and email address for contact persons to whom additional selection process requests should be communicated. It is the responsibility of the proposer to be properly recorded as a proposer of record with the Johnson County Airport for purposes of receiving clarifications, addenda or other pertinent information. All changes and/or clarifications will be distributed to all proposers of record in the form of addenda. A list of proposers and others who have been issued Request for Statements of Qualifications and Experience documents will be made available upon request.

3. All submittals must be received at the address and by the date and time specified herein. Johnson County Airport reserves the right to extend the Request for Statements of Qualifications and Experience submittal date if needed.

4. Any submittal received after the identified date and time will be returned unopened. All submittal envelopes must be clearly marked, **“Statement of Qualifications – Johnson County Airport Engineering Services”**. Johnson County Airport reserves the right to reject any and all submittals and to accept any submittal that is deemed to be in the best interest of Johnson County Airport.

**EVALUATION CRITERIA AND WEIGHING**

Submittals will be ranked based upon the following criteria and relative importance (0-100 points) as applied by the Selection Committee to the material in the required submittals:

1. Capability to perform all or most aspects for the project, and provide consultant services as may become necessary to Johnson County Airport. Ability of key personnel to respond to needs of staff. (0-20 points)
2. Degree of interest shown in undertaking the project and their familiarity with and proximity to the geographic location of the Airport. (0-10 points)
3. Key personnel’s professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures.  (0-20 points)
4. Demonstrated ability to meet schedules or deadlines. (0-5 points)
5. Quality of projects previously undertaken and capability to complete projects without having major cost escalations, overruns, or disputed claims. (0-10 points)
6. Familiarity with the project(s) similar to those proposed at Johnson County Airport and an understanding of these types of project(s) potential problems and owner’s special concerns. (0-15 points)
7. Capability to furnish qualified inspectors with FAA project experience for construction inspection. (0-10 points)
8. Demonstrated capability to properly administer projects funded by the FAA (references and examples). (0-5 points)
9. Meeting the Disadvantaged Business Enterprise (DBE) contract goals.  (0-5 points)

**PROJECTS IN KBYG’s PROPOSED WACIP**

Airport projects that may be undertaken within this selection may be funded by FAA AIP funds and/or other sources. Projects may include the following:

* Upgrade NAVAIDS
* FBO Building Upgrades
* Taxiway Upgrades
* Airport Entrance Sign Improvements
* Construct new General Aviation Rest Room
* Access Road Rehabilitation
* SRE Acquisition
* Development General Aviation Hangar Area
* Construct General Aviation Hangars
* Airport Geographical Information System (AGIS) Survey
* Airport Electrical and Airport Lighting Upgrades
* Environmental Documentation for above Construction Projects
* Upgrade Water System for Fire Flows
* Draft WACIP changes
* Conduct/Update Airport Layout Plan in association with project improvements, Business Plan, Safety Management Systems, Airport Policies, Programs, Procedures and Manuals.
* Off ramp aircraft parking and tie-down area

**TIME SCHEDULE**

Statements of Qualifications must addressed to:

**Mr. Jim Martin, Chair**

**Johnson Airport Board**

**76 North Main Street**

**Buffalo WY 82834**

Statements of Qualifications must labeled:

**“Statement of Qualifications – Johnson County Airport Engineering Services”**

**And received by 4:00 p.m. local time on** **November 4, 2022**.

Johnson County Airport, will select the top ranked qualified firm by **November 16, 2022**.

No pre-proposal meeting is scheduled. Interested parties may call Jim Martin, Johnson County Airport Chair at (307) 751-3790 (08:00-17:00 M-F) however questions that are presented must be in writing or direct e-mails to ([jimmartin1281@gmail.com](mailto:jimmartin1281@gmail.com)) **prior to October 31 , 2022** to allow answers to be distributed by Addenda.