

## FREMONT COUNTY, COLORADO

### REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR AIRPORT PLANNING SERVICES FOR THE FREMONT COUNTY AIRPORT

#### I. INTRODUCTION

Fremont County, CO as sponsor of a public use airport facility is soliciting qualification-based sealed Statements of Qualifications for the selection of a principal airport consultant to provide planning services and related incidental special services for the Fremont County Airport.

Submittals will be accepted until 4:00 p.m. (local time) on Monday, June 13th, 2022, in the office of:

WESLEY BRANDT  
60298 HWY 50  
PENROSE, CO 81240  
719-784-3816

Or online at:

<https://www.fremontco.com/bid-request-portal>

The contract for said services shall be for up to five (5) year period. All projects undertaken will depend upon available funding from various sources, which may include the Federal Aviation Administration (FAA), the State of Colorado, Department of Transportation Aeronautics Division, and Fremont County. No project listed is guaranteed to take place under the time-frame of this contract. Fremont County officials reserve the right to amend the Schedule of Projects and contract Scope of Work at the sole discretion of Fremont County officials on behalf of the Fremont County Airport. Our selection process is intended to be in compliance with FAA Advisory Circular AC-150/5100-14E, "Architectural Engineering and Planning Consultant Services for Airport Grant Projects."

#### II. BACKGROUND

Fremont County Airport is a general aviation airport located approximately 14 miles east of the Canon City Central Business District. Fremont County is seeking to implement improvements to accommodate existing and future aviation demand. The airport has two runways - Runway 11/29 that is 5,399 feet in length and 75 feet wide and Runway 17/35 that is 1,800 feet in length and 35 feet in width.

#### III. SCOPE OF WORK

This contract is for basic planning services, as defined below. The County reserves the right to inquire into the proposer's ability to provide incidental, planning and special services, as defined below, and to amend the Schedule of Projects and contract Scope of Work, at the County's sole discretion. Planning services funded with Federal funds will be done in accordance with current FAA regulations, policy, Advisory Circulars (ACs) and guidance.

This contract may include any or all of the following services:

- A. Planning Services: include the basic planning services normally required for airport planning projects. The following are the anticipated projects which may be needed for the next five years:
  - 1. Environmental Assessments
  - 2. CATEX Environmental Updates, as needed
  - 3. Land Acquisition
  - 4. Airport Master Plan and Airport Layout Plan (ALP)

**B. Basic Planning services will be conducted in phases:**

1. **Planning Services.** This category involves studies under the broad heading of master planning and includes, without limitation, such services as airport site selection, airport data collection; aeronautical activity forecasts; facility requirements determination; airport layout and terminal area plans; environmental assessment studies/reports, airport noise compatibility plans; compatible land use planning in the vicinity of airports; airport financing planning; and participation in public information programs.
2. **Special Services.** These services are performed by the airport consultant (or through sub consultants) from time to time at the request of Fremont County and may include, without limitation, such services as soils investigations; land surveys, topographic maps, and photogrammetric; environmental studies; expert witness testimony; project feasibility studies; preparation of as-built plans; and miscellaneous plans, studies and assessment reports including environmental, noise, etc.
3. **FAA Airport Surveying-GIS Program Service.** These services are performed by the airport consultant (or through sub consultants) at the request of Fremont County and may include without limitation, such services as collecting data that may include an obstruction survey, aerial photogrammetry and mapping done in accordance with FAA AC 150/5300-16A, 17C and 18B.

The Airport Master Plan document and accompanying Airport Layout Plan will be prepared in accordance with current Federal regulations, policy, Advisory Circulars (ACs) and guidance, including the FAA Airports Standard Operating Procedure (SOP), Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) (ARP SOP 2.00); FAA SOP for FAA Review of Exhibit 'A' Airport Property Inventory Maps (SOP 3.00); FAA AC 150/5070-6B, Airport Master Plans; AC 150/5300-13A, Airport Design; AC 150/5060-5, Airport Capacity and Delay; and AC 150/5325-4B, Runway Length Requirements for Airport Design.

**IV. CONTRACT LIMITATIONS**

- A. All parties competing for the work are advised that the work may be accomplished over the course of several FAA and CDOT grant projects.
- B. All parties are advised that some of the services listed may not be required and that Fremont County reserves the right to initiate additional procurement actions 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 years of the date the contract is signed by the consultant.
- D. Do not include any information regarding your fee structure with your proposal. The negotiations of the fee services, i.e., those included in this procurement action but not in the initial contract, shall occur at the time those services are needed. A cost analysis shall be performed for each of these negotiations. If a price cannot be agreed upon between Fremont County and the selected firm, negotiations may be terminated and a new procurement action initiated.
- E. A formal contract will be entered into with the selected proposer.

**V. SELECTION PROCESS**

The selection process will be in strict accordance with Federal Aviation Advisory Circular 150/5100-14 E, "Architectural, Engineering and Planning Consultant Services for Airport Grant Projects", and 49CFR Part 18. Fees will be negotiated for projects on a task order basis as grants are obtained. Cost or fee information is not to be submitted with this proposal.

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.

- A. Requirements for Package: Provide one (1) set of Statements of Qualifications. The set shall be limited to 30 pages, excluding cover letter and tabs. Tabs shall not include any additional information other than section number and/or section title. Any additional content will be considered extra pages.

## **VI. CONTENTS OF STATEMENT OF QUALIFICATIONS**

- A. Statements of Qualifications must be no more than 30 pages, exclusive of cover letters or letters of transmittal containing introductory language only. The Statement of Qualifications should include:
  - 1. A cover letter.
  - 2. A narrative statement detailing the firm's understanding of the requirements of Fremont County and the capability and experience in performing all or most aspects of the planning projects proposed.
  - 3. A general description of the firm, including company organizational structure, size of company, recent experience in comparable airport/aviation projects, and experience with projects funded by FAA AIP grants.
  - 4. Identification of those key individuals who will be involved in the proposed project(s), setting forth their qualifications, backgrounds, experience, and specific responsibilities.
  - 5. A representative list of previous clients and representative project comparable to the proposed planning projects listed above. Include contact person, airport, projects(s), and phone numbers.
  - 6. Demonstrated capability to meet schedules/deadlines without delays, cost escalations, overruns, or contractor claims.
  - 7. Evidence of general liability and professional liability insurance.
  - 8. All submittals must be received at the address and by the date and time specified herein. Submittals must contain the name, address, and daytime telephone number for the individual authorized to enter into a contract with Fremont County.
- B. Fremont County invites firms to submit Statements of Qualifications to perform the above-described services. Interested firms should submit one (1) copy of the Statement of Qualifications no later than Monday, June 13, 2022 at 4:00 p.m. MDT to:

WESLEY BRANDT  
60298 HWY 50  
PENROSE, CO 81240  
719-784-3816

Or online at:

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- C. Any submittal received after the identified date and time will be returned unopened.
- D. All packages must be submitted in a sealed envelope and clearly marked on the outside: "STATEMENT OF QUALIFICATIONS FOR AIRPORT PLANNING SERVICES".
- E. Proposals must contain the name, address, email address, and daytime telephone number for contact person(s) to who additional selection process requests should be communicated.
- F. Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that the Proposer has requested, in writing, to remain confidential under applicable law.

## VII. REQUESTS FOR CLARIFICATION

Any requests for clarification of additional information deemed necessary by any respondent to present a Statements of Qualifications shall be submitted in writing, via postal service, email, or fax, to Mr. Wesley Brandt, Airport Manager referencing this request. Written requests must be received a minimum of five (5) calendar days prior to the submission deadline. Any requests received after this deadline will not be considered. All requests received prior to the deadline will be responded to by Mr. Brandt in the form of an addendum addressed to all prospective respondents.

Direct contact with County elected officials, members of the Airport Board, or County staff (with the exception of Airport Manager) during the selection process, except when and in the manner expressly authorized by the Request for Statement of Qualification documents, is strictly prohibited and may render the submittal as non-compliant. Violation of this requirement is grounds for disqualification from the process.

## VIII. SELECTION CRITERIA

Selection criteria contained in the FAA Advisory Circular 150/5100-14E will be applied in the following manner: DBE firms are encouraged to apply.

<b>CRITERIA</b>	<b>Points Possible</b>
Reputation	35
Ability to meet schedules within budget	20
Quality of previous airport projects undertaken	20
Familiarity with the project location understanding of the airport	35
Approach to proposed project	<u>25</u>
<b>TOTAL POSSIBLE POINTS:</b>	<b>135</b>

A short list will be developed from submittals received. If a decision cannot be made based on written materials Consultants on the short list may be asked to attend an interview prior to final selection. A schedule of fees will be negotiated with the selected consultant for the services to be performed under the initial FAA or other grant(s). Subsequent fees will be negotiated on a task order basis as additional grants are obtained.

It is the intent of Fremont County to enter into a contract with the most qualified firm no later than July 15, 2022. The consulting firm most qualified to perform engineering services for the contemplated projects will be selected, and consulting fees for each project will be negotiated in accordance with FAA policies and procedures.

This contract 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 Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation) and to foreign trade restrictions. DBE firms are encouraged to submit.