

**REQUEST FOR QUALIFICATIONS (RFQ)  
AIRPORT ENGINEERING CONSULTANT  
DRIGGS-REED MEMORIAL AIRPORT**

The City of Driggs is accepting Request for Qualifications and Experience (RFQ's) from airport engineering and construction administration consultants for projects at the Driggs-Reed Memorial Airport. Consulting Firms and/or teams (Consultant) shall have extensive, recent and direct experience in all phases of airport development projects, including airport planning, land acquisition, design, construction, architectural/engineering services in all phases, and necessary incidental services for projects expected to be funding under FAA Airport Improvement Program within five years.

**Sealed RFQ's will be received via ground shipping methods only (UPS, FedEx, etc) at:  
City of Driggs**

**Attn: Airport Coordinator RFQ  
P.O. Box 48 or 60 So. Main  
Driggs, ID 83422**

**The deadline for RFQ submissions shall be 5:00 pm on August 20, 2018**

Any statement of qualifications received after this time will be considered non-responsive and returned unopened. Qualifications will be evaluated only from those firms that meet the minimum criteria as set forth in the complete Request for Qualifications document.

**I. Project Description**

The City of Driggs is accepting qualifications to provide airport engineering services for Driggs-Reed Memorial Airport. Driggs-Reed Memorial Airport is a General Aviation Airport located in Driggs, Idaho. Driggs-Reed Memorial Airport is a class C-II airport, at an elevation of approximately 6200 feet. The runway and taxiway are 7300 feet in length, with a runway width of 100 feet, and a weight capacity of 75,000 pounds double wheel landing gear.

A qualification-based selection process conforming to FAA Advisory Circular 150/5100-14d will be utilized. Projects under this contract will include but are not limited to:

- Prepare a current CIP that prioritizes airport development as well as a financial plan to support the implementation of the development
- Land acquisition services
- Determine facility needs based on forecasting of the future aviation activity at the airport to include navigational, surface & security needs
- Provide land use recommendations compatible for implementation for the City of Driggs and Teton County

- Provide graphic documentation of existing and proposed future facilities

## **II. Scope of Services**

These include the basic architectural/engineering services normally required for airport development projects, including architectural, civil, geotechnical, structural, mechanical and electrical engineering services. The services are usually conducted in four distinct and sequential phases, as listed below:

1. Preliminary Phase: Tasks defining the scope of a project and establishing preliminary requirements. Examples include:
  - a. Conferring with the Airport on project requirements, finances and schedules, and meeting with the FAA and other concerned agencies on the same.
  - b. Planning, procuring and/or preparing necessary surveys, geotechnical engineering investigations, field investigations and other studies required for a preliminary design.
  - c. Development of design schematics, sketches, environmental and aesthetic considerations, project recommendations and preliminary layouts and cost estimates.
2. Design Phase: Tasks required to undertake and accomplish a full and complete project design. Examples include:
  - a. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
  - b. Collecting engineering data and required studies.
  - c. Preparing engineering reports and recommendations.
  - d. Preparing detailed plans, specifications, cost estimates and design/construction schedules.
  - e. Preparing construction safety plans.
  - f. Printing and providing necessary copies of engineering drawings and contract specifications.
3. Bidding and Negotiation Phase: These activities are sometimes considered part of the construction phase. Examples include:
  - a. Advertising and securing bids.
  - b. Negotiating for services.
  - c. Analyzing bid results.
  - d. Making recommendations on the award of contracts.
  - e. Preparing contract documents.
4. Construction Phase: These tasks are rendered after the award of a construction contract. Examples include:

- a. Consult and advise the Airport during all phases of construction.
- b. Represent the Airport at preconstruction conferences.
- c. Inspect work in progress and provide reports to the Airport.
- d. Review and approve shop drawings submitted by contractors for compliance with design concept/drawings.
- e. Review, analyze and approve laboratory and mill test reports of materials and equipment.
- f. Prepare and negotiate change orders and supplemental agreements.
- g. Observe or review performance tests required by specifications.
- h. Determine amounts owed to contractors and assist Airport in preparation of payment requests for amounts reimbursable from grant projects.
- i. Make final inspections and submit punch-lists and a report of the completed project to the Airport.

Land Acquisition services will require working knowledge of 49 CFR Part 24 requirements and the capability and expertise to successfully complete land acquisition around the airport site.

### **III. Selection Criteria**

Respondents should address each of the evaluation criteria listed below.

- A. Qualifications of firm and it's specific employees
- B. Comparable Recent Experience
- C. Knowledge of FAA regulations, policies and procedures
- D. Capability to complete projects within the allotted timeframe, budget and to quality standards
- E. Familiarity with Driggs-Reed Memorial Airport, and the needs of the community

### **III. Method of Award**

All proposals will be reviewed by Driggs-Reed Memorial Airport Selection Committee and any others as determined to be necessary. Firms may be asked to supplement their initial proposals with additional written material. The Driggs-Reed Memorial Airport Selection Committee, at their discretion, may select a consultant from the RFQ's. The City may choose to short-list firms based upon an evaluation of the written submittals and arrange for in-person interviews with each firm.

The City reserves the right to award this Contract to the firm that demonstrates the best ability to fulfill the requirements of the project. The successful firm will be chosen based on its qualifications, selection criteria evaluation and possible interview.

The firm selected will be given the first right to negotiate an Agreement acceptable to the City. In the event that an Agreement satisfactory to the City cannot be reached, the City may enter into negotiations with one or more of the remaining firms. The successful firm shall commence work only after execution of an acceptable Agreement and approval of insurance certificates. The successful firm will perform all services indicated in the proposal in compliance with the negotiated Agreement.

#### **IV. Driggs-Reed Memorial Airport Rights**

The City reserves the right to reject all or portions of any or all Statement of Qualifications, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the City. The City of Driggs may, at its sole discretion, modify or amend any and all provisions herein. The City will not pay for any information herein requested, nor is it liable for any costs incurred by the participating firm.

The City of Driggs reserves the right to extend the Request For Qualifications submittal date if needed. All changes and /or clarifications will be distributed to all firms indicating interest in the form of addenda. A list of firms and others known to have received Request For Qualification documents will be made available upon request.

#### **VI. Contract Requirements**

The selected Consultant shall be required to complete a professional service agreement with the City of Driggs which will incorporate the submittal, scope of work, and work schedule as part of the contract. The selected Consultant shall also provide a copy of current professional liability and workers compensation insurance which is valid for work done in the State of Idaho.

#### **VII. Proposal Inquiries**

Any questions related to this request must be directed to Lori Kyle, Airport Coordinator (Email: lkyle@driggsidaho.org). Inquiries must be made in writing and submitted no later than August 13, 2018. Questions answered verbally will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

Direct contact with City elected officials and members of the Airport Board during the selection process, except when in the manner expressly authorized by this RFQ, is strictly prohibited and may render the submittal as non-compliant.

#### **VIII. Submission Criteria**

Consultants interested in performing the professional services requested must submit four (4) copies of their proposal including name, address, and phone number of project personnel and their experience. Each Respondent shall provide detailed evidence of its competency, capability and expertise to complete the Scope of Services. The City desires succinct submittals that

address the specific content requirements. To facilitate the review of all submittals, each RFQ shall be:

- Printed on 8-1/2" x 11" sheet size
- Typewritten with no smaller than 10 point font size.
- No more than 20 single-sided sheets, excluding cover letters and dividers.

Proposals shall be addressed to:

City of Driggs Attn: Airport Coordinator, RFQ  
P.O. Box 48 or 60 So. Main Street  
Driggs, ID 83422

All proposals shall be received by **August 20, 2018 at 5:00 pm**, Proposals may be sent via ground shipping methods only. Faxed or emailed proposals will not be accepted. Proposals will be evaluated by a selection committee. A limited number of qualified firms **may be** selected for a detailed presentation of their proposal for review and final consultant selection. The City reserves the right to reject any or all proposals.