

I. INVITATION

The City of Sterling, Colorado (referred to herein as “Sponsor”), as owners of the Sterling Municipal Airport (STK) is requesting statements of qualifications and experience from consulting firms (“Respondent(s)”) qualified and experienced in the field of airport engineering services.

It is the intent of this RFQ to have interested Airport Engineering firms provide a statement of qualifications and experience for airport consulting and engineering services and the ability to assist the City of Sterling Municipal Airport achieve its goals as articulated in the following documents:

- 1) Airport Development Grant Applications,
- 2) City of Sterling Municipal Airport Master Plan implementation,
- 3) City of Sterling Airport Business Plan,
- 4) FAA Grant Assurances
- 5) STK Rules and Regulations.

The Sponsor plans to award a five-year 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 Improvement Program (AIP) or other sources of funding, including state and local funding programs.

II. AIRPORT OVERVIEW

Sterling Municipal Airport, also known as Crosson Field, STK is governed by the City of Sterling and is a general aviation airport that is composed of approximately 436 acres. It is located 3.5 miles west of the center of the City of Sterling at 16562 Hwy 14. The Airport is staffed 7 days a week from 7 a.m. to 4 p.m. (0700 to 1600 hours) with a person on call during non-staffed hours. The primary runway (15/33) was rebuilt and lengthened in 2010. Runway 15/33 is asphalt, 5200’ long and 75’ wide, equipped with MIRL, REILs (on dusk to dawn), PCL and PAPIs. Runway 03/21 is turf 2,500’ long and 50’ wide with reflective runway end markers (red and green), no edge markers. This runway is in fair condition. In addition, there is a full-length parallel taxiway, associated taxiway connectors, and a general aviation terminal. The FBO is owned and operated by the City of Sterling. The airport’s elevation is 4,038’. The Unicom frequency is 122.80. The airport is located in Logan County, which is situated in the Lower South Platte River Valley. In accordance with STK Master Plan, the City of Sterling intends to develop the airport’s infrastructure to accommodate GA aircraft and business and military turbine aircraft and flight for life services. Implementation of recommendations found in the Master Plan and the Airport Business Plan, are key considerations of this RFQ process.

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 George Good, Director of Public Works for the City of Sterling via email to good@sterlingcolo.com, or via U.S. postal service to the City of Sterling, Attn: George Good, 421 North 4th Street, P.O. Box 4000, Sterling CO 80751. Written requests must be received by 2:00 p.m. on October 29th, 2020. Any requests received after this deadline will not be considered. All requests received prior to the deadline will be responded to by George Good in the form of an addendum addressed to all prospective respondents.

IV. POTENTIAL AIRPORT PROJECTS AND TASKS

Contemplated projects under this contract may include any of the following projects that may be funded, in part, with Federal funds. Such projects are limited to those that can reasonably be expected to be completed within the next five years. Such projects include, but are not limited to:

- Runway 15/33: rehabilitation, signage, lighting, electrical
- New construction and/or rehabilitation of taxiways, taxi-lanes
- New construction and/or rehabilitation of aircraft parking aprons
- Hangar construction, including land leases for private hanger development.
- New construction, updating and/or rehabilitation of airfield electrical, lighting and signage systems
- New construction and/or updates of Nav-Aids.
- Upgrade and Acquisition of Airport Communications Systems
- Upgrade AWOS
- New Hangar construction
- New and existing land development for hangars and buildings
- Update of airport utilities (water, storm sewer, electrical, gas, etc.)
- Roadway and access road development and construction
- Landscaping design and installation
- Security improvements
- FBO management options
- Emergency Response Center
- Airport marketing
- Assistance with airport drawings and promotional material

As identified above, some projects will be dependent upon Federal AIP and/or State funding, so it shall be understood that some of the services related to the above-listed projects may be deleted and that the Sponsor reserves the right to initiate additional services not included in the initial procurement

V. 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:

- Coordinating with the Sponsor on project scope requirements, finances, schedules, operational safety and phasing considerations, site access, and other pertinent matters.
- Assist the sponsor in the various grant processes, applications, and writing.
- As applicable, coordinating project with local FAA / CDOT personnel and other interested stakeholders to identify potential impacts to their operations.
- Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and architectural and engineering studies required for design considerations.
- Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.
- 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:

- Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
- Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; and performing architectural, engineering, and special environmental studies.
- Preparing necessary engineering reports and recommendations.
- Preparing detailed plans, specifications, cost estimates, and design/construction schedules.
- Preparing FAA 7460 submittals
- Preparing Construction Safety and Phasing Plan (CSPP).
- 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:

- Providing consultation and advice to the Sponsor during all phases of construction.
- Representing the Sponsor at preconstruction conferences.
- Inspecting work in progress periodically and providing appropriate reports to the Sponsor.
- Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concept/drawings.
- Reviewing, analyzing, and accepting laboratory and mill test reports of materials and equipment.
- Assisting in the negotiation of change orders and supplemental agreements.
- Observing or reviewing performance tests required by specifications.
- Determining amounts owed to contractors and assisting Sponsors in the preparation of payment requests for amounts reimbursable from grant projects.
- Reviewing operations and maintenance manuals.

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:

- Making final inspections and submitting punch-lists and a report of the completed project to the Sponsor.
- Providing record drawings.
- Preparing summary of material testing report.
- Preparing summary of project change orders.
- Preparing grant amendment request and associated justification, if applicable.
- Preparing final project reports including financial summary.
- Obtaining release of liens from all contractors.

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:

- Soil investigations, including core sampling, laboratory tests, related analyses and reports.

- Detailed mill, shop, and/or laboratory inspections of materials and equipment.
- Land surveys and topographic maps.
- Field and/or construction surveys.
- Photogrammetry surveys.
- Onsite construction inspection and/or management involving the services of a fulltime 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.
- Special environmental studies and analyses.
- Sewage and Wastewater evaluation and expansion.
- Electrical infrastructure and expansion.
- Expert witness testimony in litigation involving specific projects.
- Project feasibility studies.
- Public information and community involvement surveys, studies, and activities.
- Preparation of record drawings.
- Assisting the Sponsor in the preparation of necessary applications for local, State, and Federal grants.
- Preparation of an as-built airport layout plan.
- Preparation of property maps.
- Preparation of quality control plan.
- Preparation of final report.

VI. 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 Council or any officer or employee of the Town would gain any pecuniary interest, direct or indirect.

The Respondent declares that it has not and will not participate in any collusive scheme with any entity or person in developing this RFQ.

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 City could arrive at a different conclusion, the Respondent should fully disclose the circumstances to the City at the earliest possible date, and request that the City 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 Town becomes aware of breach of this provision after the detailed Proposal has been requested, disqualification from the further processes.

VII. CONFIDENTIALITY AND PRIVACY

Information provided to a Respondent by the City 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 City. 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 City.

Respondents are advised that the City 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 City.

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

All Proposals submitted to the City will be kept in confidence with the City administrators for the sole purposes of evaluating and developing the best possible strategic option for the City. Submitted Proposals will become the property of the City. The City 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 City; none will be returned. If the application contains any proprietary or trade secret information, said information must be indicated as such.

VIII. 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 Town may either immediately terminate the agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Respondent's expense, the premium thereon.

IX. 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 35 pages, exclusive of cover letters or letters of transmittal containing introductory language only.

A. Format: The Statement of Qualifications should include:

- A cover letter.
- 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.
- A general description of the Respondent's firm, including company organizational structure, size of company, recent experience in comparable airport/aviation projects, and experience with projects funded by Federal Aviation Administration AIP grants.
- Identification of those key individuals who will be involved in the contemplated projects and their qualifications, backgrounds, experience, and specific responsibilities.
- A representative list of previous clients and representative projects comparable to the proposed planning and/or engineering projects listed above (include contact person, airport, brief project description(s), and phone numbers. Demonstrated capability to meet schedules/deadlines, without delays, cost escalations or overruns, and claims.

B. Delivery:

The Sponsor invites firms to submit Statements of Qualifications to perform the above described services. Interested firms should submit: one (1) electronic copy in PDF format via thumb drive as well as, three (3) paper copies, no later than 2:00 p.m. on November 5th 2020.

1. All firms shall submit their proposal in *a sealed envelope marked,*

a. **City of Sterling Request for Qualifications for Airport Planning and Design**

b. If mailed, said sealed proposal envelope shall be inserted in another envelope to bear necessary mailing information. Proposal envelope shall have the following information affixed to it:

c. **ON THE ENVELOPE SUBMITTING YOUR PROPOSAL, IT IS IMPERATIVE:**

1. *That it be addressed to:*
CITY OF STERLING
DIRECTOR OF FINANCE
421 N. 4th St.
STERLING, CO 80751
2. That your name and address appear in the UPPER LEFT CORNER.
3. That the following information be included in the LOWER LEFT CORNER:

d. **SEALED BID**

- i. DATE OF OPENING November 5th 2020
 - ii. TIME OF OPENING 2:00 P.M. (MDT)
- e. **City of Sterling Request for Qualifications for Airport Planning and Design**

City of Sterling
Director of Finance
421 North 4th Street P.O. Box 4000
Sterling, CO 80751

- C. All packages must be submitted in a sealed envelope and clearly marked on the outside: "STATEMENT of QUALIFICATIONS FOR AIRPORT ENGINEERING SERVICES."
- D. Proposals must contain the name, address, and daytime telephone number for contact persons to whom additional selection process requests should be communicated.
- E. Following the selection process, the proposal for the selected Respondent shall be made available for public review, except for any items that Respondent has requested, in writing, to remain confidential under applicable law.

X. SELECTION PROCESS

The selection process will be in strict accordance with Federal Aviation Advisory Circular 150/5100-14E, Architectural, Engineering and Planning Consultant Services for Airport

Grant Projects, and 2 CFR §200. 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.

XI. SELECTION CRITERIA

- A. Selection Criteria: Selection criteria contained in FAA Advisory Circular 150/5100-14E Chapter 2, (https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5100-14E.pdf), will be applied in the following order of importance:
- The firm's location, overall airport/aviation qualifications, experience and expertise in providing consulting, planning/project development, architectural and engineering services. (20 Points)
 - Demonstrated ability to communicate with the sponsor and key personnel assigned to the airport before, during, and after a project. (10 Points)
 - Capability and willingness to perform all aspects of projects from small scope projects to the AIP type projects. (10 Points)
 - Understanding the airport and proposed projects and achieve recommendations of recent Airport Master Plan. (10 Points)
 - Demonstrated capability to meet schedules and manage projects, administer and manage budgets, provide accurate engineers estimates, provide accurate contractual and legal documentation, and provide all documentation including accurate financials per FAA, CDOT, STK and City of Sterling criteria. (10 Points)
 - Relationships with individuals and governmental agencies that would benefit STK in its development and funding. (10 Points)
 - Reputation and quality of previous project (based upon feedback from past customers). (10 Points)
 - Understanding the Sponsor's special concerns, such as, assist with military and helicopter operations. (10 Points)
 - Familiarity with Sponsor and project location, local construction conditions and codes, and FAA policies and procedures. (5 Points)
 - Interest shown, responsiveness, and completeness of information requested in the RFQ. (5 Points)

TOTAL 100 Points

- B. Short List: A short list may be developed from submittals received. Respondents on the short list may be asked to attend an interview prior to final selection being made. Interviews are expected to take place the week of November 9th 2020.
- C. A schedule of fees will be negotiated with the selected consultant for the services to be performed under the initial FAA or other grant or grants. Subsequent fees will be negotiated on a task order basis as additional grants are obtained.
- D. Intent: It is the intent of the Sponsor to enter into a contract with the most qualified firm. 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 regulations.
- E. 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.