

## **PAROWAN CITY CORP, UTAH**

### **REQUEST FOR STATEMENTS OF QUALIFICATIONS AND EXPERIENCE FOR AIRPORT ENGINEERING SERVICES FOR THE PAROWAN CITY MUNICIPAL AIRPORT**

#### **I. INTRODUCTION**

Parowan City Corp, Utah, 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 Engineering Services for the Parowan Municipal Airport. Submittals will be accepted until 4:00 p.m. (local time) June 30, 2021 in the offices of:

David Cleve Matheson, City Manager  
Parowan City Corp  
35 East 100 North, Box 576  
Parowan, Utah 84761

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 and Airway Improvement Act of 1982, as amended, or other sources of funding.

The contract will be for the basic airport engineering consulting services as defined herein. The City of Parowan reserves the right to inquire into the prospective proposer's ability to provide professional services, as defined below. The City of Parowan also reserves the right to amend the Schedule of Projects and contract Scope of Work at the sole discretion of Parowan City Corp, Utah, on behalf of the Parowan Municipal Airport. Our selection process is intended to be in compliance with FAA Advisory Circular AC-150/5100-14E.

#### **II. BACKGROUND**

Parowan Municipal Airport is a general aviation airport located at approximately 190 E 850 N in Parowan City, Utah. The Sponsor is seeking to implement improvements to accommodate existing and future aviation demand. The airport has one runway that is 5,000 feet in length and 75 feet wide and one taxi way, 35 feet wide and 5,000 feet in length.

#### **III. SCOPE OF WORK**

Contemplated projects under this contract may include any of the following projects:

- A. Rehabilitate Runway
- B. Installation of Wildlife Fence
- C. Taxiway Rehabilitation with Lighting
- D. Acquire Snow Removal Equipment w/building

All projects are dependent upon federal Airport Improvement Program (AIP) funding, state funding, and approval from the Sponsor. Therefore, it shall be understood that some of the services related to the above listed projects may be deleted or modified. The Sponsor reserves the right to initiate additional services not included in the initial procurement.

Basic engineering services are utilized in four distinct and sequential phases. Proposers 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, including, but not limited to, the following:
  - 1. Conferring with the Sponsor on project requirements, programming, finances, schedules, early phases of the project, and other pertinent matters, and meeting with the Federal Aviation Administration (FAA) and other concerned agencies and parties on matters affecting the project.
  - 2. Assisting the Sponsor in the preparation of necessary pre-applications, applications, and required documents for federal grants, including exhibits and Disadvantaged Business Enterprise (DBE) plan(s) and goals.
  - 3. Planning, procuring, and/or preparing necessary surveys, field investigations, and architectural and engineering studies required for preliminary design considerations.
  - 4. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, preliminary layouts, and cost estimates.
- B. Design Phase: This phase includes all activities required to undertake and accomplish a full and complete project design, including, but not limited to, the following:
  - 1. Conducting and attending meetings and design conferences with the Sponsor to obtain information and to coordinate or resolve design matters.
  - 2. Evaluation of engineering data and field investigation(s), geotechnical engineering, surveys, architectural engineering, and environmental studies prepared to support the design.
  - 3. Preparing necessary engineering reports and recommendations.
  - 4. Preparing detailed design and construction plans, technical specifications, and contract documents.
  - 5. Preparing cost estimates.
  - 6. Providing copies of plans, specifications, and contract documents for review.
- C. Bidding or Negotiation Phase: At a minimum, provide plans, specifications, and all bid documents. The phase also includes 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 includes all basic services rendered after the award of a construction contract, including, but not limited to, the following:
  - 1. Providing consultation and advice to the owner during all phases of construction.
  - 2. Representing the Sponsor at preconstruction conferences.
  - 3. Preparation of construction management plans and review of contract construction schedule.
  - 4. On-Site construction inspection and management, involving the services of a resident engineer, inspector or manager, full-time or periodically during the construction or installation phase of a project as required by the Sponsor, and providing appropriate progress reports to the Sponsor and FAA.
  - 5. Review and comments on mix design, laboratory and mill test reports of materials, and equipment submitted by the contractor.
  - 6. Preparing and negotiating change orders and supplemental agreements.
  - 7. Observing or reviewing performance test(s) required by specifications.



8. Determining payment amounts to contractors and assisting the Sponsor in the preparation of payment requests for amounts reimbursable from grant projects.
  9. Conduct wage rate interviews in accordance with federal standards.
  10. Make final inspection and submit a final construction report for the completed project to the owner.
  11. Prepare record drawings of the project; revise ALP to reflect as-constructed conditions.
  12. Assist owner with project closeout documents.
- E. Proposers 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:
1. Soils investigation, including core sampling, laboratory testing, related analyses, and reports.
  2. Detailed mill, shop, and/or laboratory inspections of materials and equipment.
  3. Land surveys and topographic maps.
  4. Field and/or construction surveys.
  5. Miscellaneous plans, studies, and assessment reports, including environmental, noise, drainage, etc.
  6. Assist Sponsor in preparing equipment (i.e. snow removal, Airport Rescue and Fire Fighting, etc.) specifications for procurement or procurement purposes.

#### **IV. CONTRACT LIMITATIONS**

- A. All parties competing for the work are advised that the work may be accomplished over the course of several grant projects.
- B. All parties are advised that some of the services listed may not be required and that the sponsor 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 the sponsor 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 150/5100-14E Chapter 2. 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.

## 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 the Sponsor and the capability to perform all or most aspects of the engineering projects proposed and understanding of the project's potential challenges and the Sponsor's special concerns.
  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 and their knowledge of FAA regulations, policies and procedures.
  4. Identification of those key individuals who will be involved in the proposed project(s), setting forth their qualifications, backgrounds, experience, and specific responsibilities and qualifications and experience of sub-consultants regularly engaged by the consultant under consideration.
  5. A representative list of previous clients and representative project comparable to the proposed engineering 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 the sponsor.
- B. The Sponsor invites firms to submit Statements of Qualifications to perform the above described services. Interested firms should submit five (5) copies of the Statement of Qualifications no later than 4:00 P.M. June 30, 2021:

David Cleve Matheson, City Manager 35 East 100 North  
P.O. Box 576 Parowan, Utah 84761  
Email: [cleve@parowan.org](mailto:cleve@parowan.org) 435-477-3331

- 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 ENGINEERING 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 proposal shall be submitted in writing, via postal service or email, to David Cleve Matheson, City Manager for Parowan City, 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 David Cleve Matheson in the form of an addendum addressed to all prospective respondents.

Direct contact with City elected officials, members of the Airport Board, or City staff (with the exception of the City 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 FAA Advisory Circular 150/5100-14E Chapter 2, will be applied in the following order of importance:

<u>CRITERIA</u>	<u>POINTS POSSIBLE</u>
Recent experience in airport projects	20
Capability to perform all aspects of the projects	25
Reputation	35
Ability to meet schedules within budget	15
Qualify of previous airport projects undertaken	20
Familiarity with the project location and understanding of the airport and approach to proposed projects	25
<b>TOTAL POSSIBLE POINTS:</b>	<b>140</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 the Sponsor to enter into a contract with the most qualified firm no later than October 1, 2021. 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.