



REQUEST FOR STATEMENTS OF QUALIFICATIONS AND EXPERIENCE
ENGINEERING SERVICES for

Telluride Regional Airport Authority

Advertise Date: February 28, 2018

SOQ Submittal Due Date: March 30, 2018 @ 4:00p.m.

General Information

The Telluride Regional Airport Authority (TRAA), owner and operator of Telluride Regional Airport, is requesting proposals from qualified firms with substantial professional experience providing airport engineering services. These services include design, bid packaging, construction management and CIP development. The selection of engineering consultants shall be in accordance with FAA Advisory Circular 150/5100-14E.

Contract Period

The initial contract period shall be 3 years with the possibility of one-year extensions at the discretion of the Airport Manager, not to exceed five years total.

Scope of Services - The selected professional firm will be expected to work in full cooperation with the Airport, and its designees. The overall scope of work includes full participation as a member of the project team while providing a full scope of airport engineering services that includes design, bid packaging, construction management and CIP development. These services will include serving as the owner's professional engineering representative for any and all engineering projects subject to federal assistance under the Federal Airport and Airways Improvement Act of 1982 as amended. Proposed projects include, but are not limited to:

- 1) Airfield Electrical Equipment Building
- 2) Acquisition of Airport Snow Removal Equipment
- 3) Design and Construction of sewer lift station to service future Terminal and ARFF/SRE
- 4) Design and Construction of Taxiway A-3 (south)
- 5) Design and phased construction of south apron/ramp parking area
- 6) Design of ARFF and Snow Removal Equipment building
- 7) Acquisition of ARFF Equipment
- 8) Pavement Maintenance

The above contemplated projects are dependent upon Federal AIP funding and approval of the TRAA.

Proposal Content Preparation - Proposals should be prepared simply and economically, providing a straight forward, concise description of the Consultant's capabilities to satisfy the requirements of this Request for Statements of Qualifications and Experience. Submissions of technical literature, display charts, brochures, or other supplemental materials are the responsibility and within the discretion of the Consultant. The Airport Authority shall not be liable for any expense incurred in the preparation of proposals. Firms interested in being considered for this work must submit the following written information for review and evaluation by the Selection Committee.



FORMAT- Proposals shall conform to the following format:

Part I. Executive Summary - Prefacing the submittal document, the Consultant shall provide an Executive Summary of three (3) pages or less, which gives in brief, concise terms, a summation of the submittal document. The Executive Summary shall include a brief statement of intent to perform the services, qualifications for selection, and signature of authorized officer of the firm who has legal authority in such transactions. Also, include name, address and telephone number of person or persons in your organization authorized to negotiate contract terms and render binding decisions.

Part II. Qualifications and Experience

1. Describe only relevant corporate experience for which individuals currently employed by the firm have been responsible, and only that experience which involved personnel to be assigned to these projects. Emphasis should be placed on work undertaken within the past five years that includes work performed at FAR Part 139 commercial airports and airports within Colorado. Indicate the project title and location, the client representative with name and phone number, and project beginning and ending dates.
2. Provide at least five client references, from the last 10 years, (including contact person, email and phone number) for services that are similar to the proposed scope of work and that best demonstrate your firm's ability to ensure the timely completion of the proposed services in the most efficient manner. Provide a brief description for each of the client's projects.
3. Project descriptions should include: project name, client, year completed, estimated construction cost, final construction cost, portion of work for which your firm was responsible including the responsibilities of any personnel on those projects who are proposed to work on this project.

Part III. Key Staff - Provide a general explanation and organizational chart that specifies project leadership and reporting responsibilities, and interface with the Airport Management. Include the name, title and general capabilities of the Project Manager the current workload and the amount of time available from this individual for devotion to the proposed projects. Include a one-page (single-sided) description of qualifications and specific experience for each project team member listed on the organizational chart. Acknowledge any changes of Key Personnel will not be reassigned without prior written authorization by the Airport Manager.

Part IV. Project Staffing and Management - Provide project staffing and management to include project teams, project staffing, consultants, and your firm's management approach to ensure quality control and completion of projects within specified time frames.

Part V. Client References - Provide your firm's client references, including the name, address and telephone number of a contact person along with a brief description of the project for which professional services were provided.



Part VI. Organizational Structure - A description of the firm; the legal form of the Consultant's business organization; the full name and address of firm and identification of parent company if submitting firm is a subsidiary or a branch office; and a list of current and anticipated contracts.

Part VII. Supplemental Materials - This section can include materials such as technical papers, company brochures/publications, or industry awards that directly relate to the elements of this RFQ.

Submission Instructions - Responsibilities of Consultants submitting Statements of Qualifications and Experience shall include the following:

1. The Consultant shall submit, in a sealed enclosure plainly marked "Statement of Qualifications and Experience, Telluride Regional Airport Engineering Services", and bearing the Consultant's name and address, four (4) copies and one flash drive copy of the Statement of Qualifications and Experience to Mr. Kenneth Maenpa, Airport Manager; 1500 Last Dollar Rd Suite 1, Telluride, CO 81435 no later than 4:00 p.m. MT, March 30, 2018.
2. The Consultant shall ensure that the Statement of Qualifications and Experience is in proper form according to this Request for Statements of Qualifications and Experience and shall acknowledge receipt of any addendums that may be necessary. A person authorized to represent the firm in all official and contractual matters shall sign the Statement of Qualifications and Experience.
3. All signatures shall be accompanied by typed or printed names, as appropriate.

Selection Process: The Selection Process shall be in substantial compliance with FAA Advisory Circular (AC) 150/5100-14E (as amended), Architectural, Engineering and Planning Consultant Services for Airport Grant Projects. A Selection Committee shall be formed for the purpose of reviewing Statements of Qualifications and Experience, conducting interviews, if deemed necessary and appropriate, and ultimately making the final Consultant selection.

- The Selection Committee in evaluating the Statement of Qualifications and Experience shall use the following criteria:
 - A. Qualifications of Consultant, including experience and background of firm and key management individuals. (25 points)
 - B. Key personnel's professional background and availability for the proposed projects. (15 Points)
 - C. Recent experience with airport projects comparable to the proposed projects, including recent experience with airports similar to Telluride Regional Airport. (20 Points)
 - D. Familiarity with Telluride Regional Airport local construction conditions, local permitting and referral agencies, and proposed projects. (15 Points)
 - E. Demonstrated ability to meet schedules and deadlines. (10 Points)
 - F. Quality of similar projects previously undertaken. (15 Points)



- Based on the response from the Request for Statements of Qualifications and Experience, the Selection Committee may select the Consultant from the submitted documents or may produce a short list of firms that will be invited for a one on one interview with one or two key project management professionals proposed that may include but not limited to the Project Manager and Construction Administration Engineer. If interviews are deemed appropriate and necessary, then, based on the evaluation of the Statements of Qualifications and Experience in combination with the results of the interviews, the Selection Committee shall select a top ranked Consultant.
- Consultant selection shall be based solely on an evaluation of qualifications. Telluride Regional Airport Authority reserves the absolute right to conduct such investigations as it deems necessary to assist in the evaluation of Consultants and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications and financial ability of the Consultant. The purpose of such investigation is to satisfy the Airport Authority that the Consultant has the experience, resources and commercial reputation necessary to perform its obligations under the terms of the contract. Telluride Regional Airport Authority reserves the right, if it deems such action to be in the best interest of the Airport Authority, to reject any and all submittals or to waive any irregularities or informalities therein. Any incomplete, false or misleading information provided by or through the Consultant shall be grounds for non-consideration. If submittals are rejected, the Airport Authority further reserves the right to investigate and negotiate with the next ranked Consultant in order of ranking or to reject all Consultants and re-solicit for additional consulting firms.
- Changes to Request for Statements of Qualifications and Experience. The Airport Authority reserves the right to make changes to this Request for Statements of Qualifications and Experience. Changes will be made by written addendum, which will be issued to those firms that have requested this Request for Statement of Qualifications and Experience.

Questions and Inquiries

All questions and inquiries should be made to Kenneth Maenpa, Telluride Regional Airport, 1500 Last Dollar Road Suite #1, Telluride, CO 81435, 970-728-8601, or at kenny@tellurideairport.com.