

## **PART 1 - GENERAL INFORMATION FOR RESPONDENTS**

- 1.1. Issuer: The City of Gooding. This Request for Statements of Qualifications ("RFQ") is issued by the City of Gooding. The City operates Gooding Municipal Airport, a general aviation airport located in Gooding County, Idaho.
- 1.2. City's Project Manager. Larry Bybee, Public Works Director, is the Project Manager for the City in connection with this RFQ. All questions regarding this RFQ must be directed to the Project Manager. The Project Manager may be contacted as follows:

City of Gooding  
308 5<sup>th</sup> Avenue West  
Gooding, ID 83330  
Telephone No.: 208-595-4902  
Facsimile No.: 208-934-5425  
Attention: Larry Bybee, Public Works Director

- 1.3. Purpose of RFQ. The City is requesting Statements of Qualifications to retain the services of a qualified consultant for architectural/engineering services (the "Services") at the Airport in accordance with United States Department of Transportation, Federal Aviation Administration ("FAA") Advisory Circular 150/5100-14D (including current Changes) and other applicable FAA rules, regulations and guidance. The City will retain the services of a consultant for a period of up to five (5) years to provide airport planning, professional engineering, surveying, testing, land acquisition services, FAA grant preparation and administration assistance, and construction inspection for airport-related projects. Types of projects may include, but will not necessarily be limited to, the following:

- 1.3.1. Runway, taxiway, taxilane and apron construction, reconstruction, and rehabilitation.
- 1.3.2. Lighting, signing, and NAVAID upgrades.
- 1.3.3. Equipment procurement.
- 1.3.4. Pavement Management Program update.
- 1.3.5. Buildings and related facilities.
- 1.3.4. Security equipment and enhancements.
- 1.3.5. Incidental airport planning, environmental studies and related work.
- 1.3.6. Airport Planning.

- 1.4. Selection Process. The City will use a qualifications-based selection procedure for selection of the Consultant.
  - 1.4.1. A City selection committee will select the firm to do the work. After the deadline for receipt of qualifications, the committee will review the qualifications. If deemed necessary by the committee, at least two firms may be invited for interviews or to submit additional information.
  - 1.4.2. The committee will rank the top three qualifying firms. The City will select the highest ranking firm to negotiate a contract based upon a mutually understood, detailed scope of work.
  - 1.4.3. The City reserves the right to negotiate with and/or award a contract to other consultants sequentially ranked (by the selection committee) behind the selected consultant in the event that the City and the selected consultant negotiate but are unable to agree upon a detailed scope of work or cost of contract.
  - 1.4.4. Under no circumstances are Statements of Qualifications to include fee or cost estimates for any or all of the Services.
  - 1.4.5. Notification of Selected Respondent(s). Respondents selected for negotiation or submission of additional information, if any, will be notified of their status by the Project Manager. Respondents who are not selected will be notified in writing at the same time. All submittals are deemed property of the City and will not be shared with or copied for other consultants.

## **PART 2 - GENERAL REQUIREMENTS FOR STATEMENTS OF QUALIFICATIONS.**

- 2.1. Deadline. The city must receive Statements of Qualifications no later than **4:00 p.m. local time on Thursday, August 15<sup>th</sup> 2022** (the "Deadline") at the City's physical location, City of Gooding, 308 5<sup>th</sup> Avenue West, Gooding, ID 83330. The City will deem Statements of Qualifications received after the Deadline non-responsive and will reject all late-received Statements of Qualifications without review. The opening of any Statement of Qualifications does not constitute acceptance of such Respondent as a responsible, qualified Respondent. Statements of Qualifications may be personally delivered or sent by mail or overnight courier service or by other means selected by a Respondent. Each Respondent bears all risk of ensuring that its Statement of Qualifications is actually received by the Airport prior to the Deadline.
- 2.2. Copies to be Provided. Each Respondent must submit five (5) paper copies of its Statement of Qualifications to the City. All five (5) paper copies of the Proposal

must be enclosed in a sealed envelope or package, the outside of which must be marked with the wording: "Statement of Qualifications for Engineering Services." The outside of the envelope or package must also state the name of the Respondent.

- 2.3. Statement Must Be Signed. Each Respondent must sign at least one (1) original of its Statement of Qualifications, certifying the truth of the statements and representations made in the Statement of Qualifications.
- 2.4. Representations of Respondent. Each Respondent, by submitting a Statement of Qualifications, represents that (i) it has read and understands the Information for Respondents, (ii) it is familiar with the conditions under and the purpose for which the Services will be performed, (iii) it is knowledgeable of and has fully complied with and, if selected by the Airport, will fully comply with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the Services or Respondent's performance of the Services.
- 2.5. Investigations. The City reserves the right to make any and all investigations as it deems necessary to establish the competency of any Respondent to perform the Services. If, upon investigation, evidence of competency is not satisfactory in the Airport's sole judgment, the City reserves the right to reject the Respondent.
- 2.6. Rejection of Statements of Qualifications. The City reserves the right, in its sole discretion, to reject any and all Statements of Qualifications and to waive any technicality, informality or irregularity in any Statement of Qualifications received for any reason at any time prior to entering into a contract to perform the Services. Without limiting the foregoing, the City specifically reserves the right to reject a Statement of Qualifications if the Respondent fails to furnish the data required by this Information to Respondents or if the Statement of Qualifications is in any way incomplete or irregular.
- 2.7. Agreement Subject to Granting Agency Requirements. All or a part of the costs of the Services will be paid or reimbursed by the FAA under the Airport Improvement Program. In addition to any other requirements of law, the Agreement will be subject to any applicable requirements of the FAA.
- 2.8. Costs Incurred By the Respondent Prior to Execution of an Agreement and Notice to Proceed. The City shall not be liable for any costs incurred by any Respondent in preparation of its Statement of Qualifications. Further, the City shall not be liable for any costs incurred by the selected Respondent in the course of negotiation of the Agreement.
- 2.9. Nondiscrimination. By submitting a Statement of Qualifications in response to this RFQ, each Respondent agrees that it understands that the City is an equal opportunity employer. It is the policy of the City to comply with all applicable portions of 49 CFR Part 21 (Title VI of the Civil Rights Act of 1964) which

prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, or disability. The Agreement will require that the Consultant (and all subcontractors) represent and warrant to the City that it (and they) will comply with all applicable provisions of 49 CFR Part 21 and all other laws, rules and regulations prohibiting discrimination.

### **PART 3 - INFORMATION REQUIRED FROM RESPONDENTS**

3.1. Required Information. To be selected, a Statement of Qualifications must demonstrate that the Respondent is highly qualified by expertise and experience to perform the Services. A Statement of Qualifications should emphasize the Respondent's qualifications and experience regarding all aspects of the Services. This includes familiarization with FAA Advisory Circulars and the FAA construction process. At a minimum, all of the following information MUST be furnished by each Respondent as part of its Statement of Qualifications. The information provided must be complete and accurate. Any omission, inaccuracy, or misstatement may be cause for rejection of the Proposal.

#### 3.1.1. Identification of Respondent.

- (i) Full, correct, legal name and type of business entity of Respondent, and, if applicable, the Respondent's state of incorporation or organization.
- (ii) Address (street and mailing) of Respondent.
- (iii) Name of Respondent's representative for purposes of notice or other communications regarding the Proposal. If the address of Respondent or name of Respondent's representative for purposes of notice or other communications regarding the Agreement will be different from the above, such other address or name must be provided.
- (iv) Telephone and facsimile numbers and email address for Respondent and, if different, for Respondent's representative regarding the Statement of Qualifications and the Agreement.

#### 3.1.2. Qualifications. Capability and experience to perform all or most aspects of the project.

- (i) Recent successful experience in capital projects comparable to the proposed project. Describe only relevant experience for which individuals currently employed by the firm have managed, and only that experience which involved personnel to be assigned to this project. This item includes demonstrated ability to meet schedules

or deadlines, and demonstrated past performance to complete projects without significant cost escalations or overruns:

- (ii) Provide a list of all current projects, as well as any which have been completed in the last three (3) years. Identify the starting and completion dates, if applicable, for each. List the sponsor's name, the name of a contact person and telephone number where the project was completed or is currently being performed.
- (iii) Key personnel's professional background and qualifications. Extent of participation in project(s) by key personnel.
- (iv) Experience and qualifications of your firm in complying with the requirements of the FAA AIP grant program, as well as familiarization with FAA Advisory Circulars, FAA standards, and the FAA process.
- (v) Qualifications and experience of subconsultants who may participate in the project. Please identify the portions of the project anticipated to be performed (in part) by subconsultants.
- (vi) In the event the proposing firm is not located in Magic Valley, the capability of personnel assigned to the project to perform independently of the home office, or conversely, to obtain necessary support from the home office.
- (vii) Evidence that the consultant has established and implemented an Affirmative Action Program (see note in Selection section below).
- (viii) A statement, if applicable, setting forth the following: for all contracts of Respondent or any subsidiary, parent or affiliate of Respondent for services similar to the Services that have been terminated either voluntarily or involuntarily prior to the expiration of their respective terms during the past five (5) years, the name, location and address of the other party(ies) to said contracts, if any, and the date(s) of termination; the name and address of the surety and date of any forfeited or canceled sureties or bonds within the past five (5) years; a detailed description of any judgments and any pending or threatened lawsuits related in any way to Respondent or any wholly-owned subsidiary, parent or affiliate of Respondent for work or services similar to the Services during the past five (5) years; and a description, date of filing and address of court for any petition in bankruptcy filed by or against Respondent or any wholly-owned subsidiary, parent or affiliate of Respondent during the past five (5) years.
- (ix) Any other information the Respondent wishes to submit to the City

for consideration in evaluating the Respondent's Statement of Qualifications.

#### PART 4 CRITERIA FOR SELECTION

4.1. Process. The selection process shall be in accordance with Chapter 2 of FAA Advisory Circular (AC) 150/5100-14C, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*. Additionally, contracts will be subject to the provisions of Executive Order 11246 (affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 30 (Foreign Trade Department of Transportation Regulations 49 CFR Part 26 Disadvantaged Business Enterprise Participation and 49 CFR Part 30 (Foreign Trade Restriction Clause).

4.2. Selection Criteria. The City will use a qualifications-based selection procedure for selection of the Consultant. Under no circumstances are Statements of Qualifications to include fee or cost estimates for any or all of the Services. All Statements of Qualifications received before the Deadline will be reviewed and evaluated by the City.

Submittals shall be ranked based upon the following criteria and relative importance (as may be supplemented by secondary selection criteria) as applied by the Selection Committee to the material in the required submittals:

- (i) Capability to perform all or most aspects for the project, and provide consultant services as may become necessary to the Gooding Municipal Airport. (20%)
- (ii) Recent experience in airport projects comparable to the proposed projects and experience with the FAA (Northwest Mountain Region and the Seattle ADO). (15%)
- (iii) Evidence that the consultant has established and implemented an Affirmative Action Program, and the consultant has experience in DBE requirements associated with Federal grants. (5%)
- (iv) Key personnel's professional background/reputation and successful relevant experience. (10%)
- (v) Demonstrated ability to meet schedules or deadlines, and to complete projects without having major cost escalations, overruns, or disputed claims. (10%)
- (vi) Quality of projects previously undertaken. (10%)
- (vii) Familiarity with the project(s) and the Gooding Municipal Airport

and an understanding of the project's potential problems and owner's special concerns. (15%)

- (viii) Capability to furnish qualified inspectors with FAA project experience for construction inspection. (5%)
- (ix) Demonstrated capability to properly administer projects funded by the Federal Aviation Administration (references and examples). (10%)