

REQUEST FOR QUALIFICATIONS

Airport Engineering Services  
September 23, 2020

Statement of Qualifications Due  
Monday, October 19, 2020  
10:00 a.m.



Casper/Natrona County International Airport  
8500 Airport Parkway  
Casper, WY 82604

Telephone: 307.472.6688  
Fax: 307.472.1805

**CASPER/NATRONA COUNTY INTERNATIONAL AIRPORT  
Casper, Wyoming**

**REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ)**

Casper/Natrona County International Airport requests statements of qualifications from consultants to provide Airport Engineering Services for the Airport's Entrance Road Resurfacing/Reconstruction project. Statements shall conform to a prepared set of specifications available from the Airport. Questions regarding the RFQ including receiving a copy of the RFQ specifications should be directed to Glenn S. Januska, A.A.E., Airport Director at 307.472.6688 ext. 12 or [gjanuska@iflycasper.com](mailto:gjanuska@iflycasper.com). The Airport reserves the right to reject any or all qualification statements or waive any specification or requirement if it is in the Airport's interest to do so. The Airport assumes no liability for the cost of preparing responses to this request. Statements will be received until 10:00 a.m. (Mountain Time) on Monday, October 19, 2020, at the Casper/Natrona County International Airport Administration Office, 8500 Airport Parkway, Casper, Wyoming 82604. Qualifications received after the stated time, as well as faxed or e-mailed material will not be accepted.

**REQUEST FOR QUALIFICATIONS  
FOR ENGINEERING SERVICES FOR THE  
CASPER/NATRONA COUNTY INTERNATIONAL AIRPORT**

**DESCRIPTION OF WORK**

Casper/Natrona County International Airport is soliciting statements of qualifications and experience from engineering consultants. The consultant shall provide design services and construction management services for the Airport's Entrance Road Resurfacing/Reconstruction project. Only firms having recent similar experience on airport roadway projects should respond.

Federal funds will be used to accomplish new improvements at the Airport. The Airport will conduct an open engineering selection process in accordance with FAA Advisory Circular 150/5100-14E including Change 1, Architectural, Engineering, and Planning Consulting Services for Airport Grant Projects. The consultant shall have experience working under the guidance of the Federal Aviation Administration (FAA) and have knowledge of all current environmental and other project related requirements.

**CONTRACT TIME**

The contract awarded, if any, to the selected consultant will be for a period of one year. The Airport reserves the right to terminate the contract or consultant services at any time during the term of the contract. The selected consultant will be required to enter into a consultant services contract within two (2) weeks of selection.

**INCURRING COSTS**

The Airport is not liable for any cost incurred by the consultant in the preparation of the statement of qualifications and interview, if interviews are conducted.

**SUBMITTAL REQUIREMENTS**

The consulting firm must submit a detailed qualification statement that meets the requirements as set forth in this RFQ. Five (5) copies of the completed submittal are required. The Airport is not requesting elaborate or special brochures to be provided. The submittal should be clear and concise. The submittal shall include, at a minimum, the following:

- A. A list of related airport roadway projects that the consultant has completed. Identify the start and end date of each project, and the owner or sponsor's contact person and telephone numbers.
- B. A list of all sub-consultants, a contact person(s) and telephone number(s) that your firm would use to complete the proposed Airport project.
- C. A current resume for professional persons who would be working on the Airport projects, which includes a description of qualifications, skills and responsibilities. The list needs to include the facility planner, facility architect, environmental planner, project manager, design engineer, and resident engineer.

- D. The names of the person(s) authorized to represent the consultant in negotiation and signing any contract that may result.
- E. Information on your firm's ability to meet project DBE goals.
- F. The location of the firm's home office and the locations where the work would likely be performed. Further describe how the on-site work would be staffed and the office location, i.e., field survey, project management, construction inspection and management, and materials testing.
- G. Your firm's experience in working with the Federal Aviation Administration, particularly the Northwest Mountain Region and the Denver ADO. Indicate the type of work your firm has completed (environmental, design, construction administration, PFC, airspace analysis, etc.) and the FAA regions/district offices this work has been completed.

## **SELECTION AND EVALUATION PROCEDURES**

The selection process shall be in accordance with Chapter 2 of FAA Advisory Circular 150/5100-14E Change 1. Additionally, contracts will be subject to the provisions of Executive Order 112346 (Affirmative action to Ensure Equality Employment Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 23 (Disadvantaged Business Enterprise Participation) and 49 CFR Part 30 (Foreign Trade Restriction Clause). A Selection Committee will be appointed to evaluate the submittals received. The Selection Committee will review all submittals, evaluate required criteria, and prepare a consultant short list. The Selection Committee may conduct either phone interviews or oral on-site interviews to complete the consultant selection process; however, the Selection Committee reserves the right to make a selection based solely upon the submittals received.

Each of the criteria listed under Selection Criteria and Rating will be evaluated by the Committee on how fully each submittal meets the requirement for the purpose of ranking. Possible points are shown on each criterion to indicate the weighted value of the items. Each Selection Committee member will total the results of all criteria to determine the score of each member. The consultant with the highest overall score from the entire panel combined will be given the greatest consideration for first negotiations.

## **SELECTION CRITERIA AND RATING**

1. Detail and completeness of the submittal and overall quality of the response (10 points).
2. The past performance record and qualification of the firm and the individuals involved, verifiable through references and resumes on similar projects (20 points).
3. Completion of similar airport projects (25 points).
4. Past experience working with the Federal Aviation Administration (10 points).
5. The size of the firm and experience with managing similar airport projects (10 points).
6. Firm's plan and ability to meet DBE goals (10 points).

7. Firm's organizational structure as it relates to the Airport (i.e., project team, use of sub-consultants, office location where CPR work will be accomplished, etc.) (15 points).

## **SELECTION**

If the Selection Committee cannot make a clear choice of the best consultant based upon RFQ responses, then the top ranked firm or firms would be asked to make an oral presentation to the Committee. The final selection recommendation will be made following review and ranking of the submitted RFQ's and interviews (if required). After the selection of a consultant, task orders for each project will be prepared as appropriate and applicable based upon a negotiated scope of work and final price. In the event the Airport and the consultant are unable to negotiate a final price for consulting services, the Airport shall have the right to negotiate with other consultants of the Airport's choice.

## **PROJECT INQUIRIES**

Questions regarding the scope or content of the RFQ should be directed to Mr. Glenn S. Januska, A.A.E., Airport Director, 307.472.6688 ext. 12, or e-mail at: [gjanuska@iflycasper.com](mailto:gjanuska@iflycasper.com). Airport tours will not be granted as they will not be necessary for preparation of the firm's Statement of Qualifications.