

IDAHO COUNTY AIRPORT
Request for Qualifications for
Airport Engineering Services

Idaho County, Idaho, wishes to retain the professional services of a qualified airport engineering consulting firm for a five-year period. The County is requesting Statements of Qualifications from interested and qualified Aviation Consultants for engineering and subcontracted special services. The selection process is intended to be in compliance with FAA Advisory Circular, AC 150/1500-14D, "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects."

The County will retain the services of a consultant for a period of up to five (5) years in order to provide airport engineering, general planning, surveying, testing, land acquisition services, FAA grant preparation and administration assistance, DBE and Title VI Plan and reporting, and construction for, but not limited to the following types of projects (or project components):

- ▶ Taxiway Rehabilitation and Construction
- ▶ Apron Rehabilitation and Construction
- ▶ Airport Electrical
- ▶ Pavement Rehabilitation and Maintenance
- ▶ Conduct and Update the Airport Master Plan or Airport Layout Plan
- ▶ Obstruction Removal e.g., Trees
- ▶ Design and Construct Hangar Taxi Lanes
- ▶ Design and Construct Perimeter Fencing and Gates
- ▶ Other airport facilities project support

Qualification(s)

Qualifications will only be accepted from firms that can demonstrate the ability to do airport projects, or projects of similar complexity.

Responses are due on or before 4:00 PM, February 3, 2025. Submittals should be marked "Airport Engineering Services," and be addressed to:

Kathy M. Ackerman
Idaho County Clerk
320 West Main Street, Room 5
Grangeville, ID 83530

All submittals must be received at the above address by the date, and time specified herein. Submittals must contain the name, address, and daytime telephone number for contact person(s) to whom additional selection process requests should be communicated.

Statements of qualifications must be no more than fifteen (15) pages (front and back), or thirty (30) one-sided pages, exclusive of cover letter, and front and back cover. Single sided 11 X17 pages will count as 2, double sided as 4.

No electronic submittals will be accepted.

Selection Process

The selection of a consultant shall be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the service required.

Evaluations of qualifications will be shortly after submittal, and Idaho County may choose to interview or select off submitted qualifications. Submitters will be notified of selection results.

Requests for Qualification(s)

Proposers shall submit six (6) copies of the "Statements of Qualifications" for engineering services at the Idaho County Airport in response to the Request for Qualifications (RFQ). The format shall be as follows:

- **General description of the firm:** Include contact information, company organizational structure, company history and background, size of company, recent experience in comparable airport/aviation projects in a similar environment, experience with federal government projects, specifically FAA.
- **Knowledge, experience, and capability** to successfully perform, and/or administer all of the anticipated work at the airport over the next five (5) years. Discuss organizations experience in DBE requirements associated with grants.
- **Identify key personnel** in firm(s) who will work on the design, and field engineering portion of the projects, and who will be directly in charge of the project. Describe the roles of these key personnel, their background, and experience. Include a discussion on the firm's ability to furnish qualified inspectors with relevant FAA project experience for construction inspection.
- **Affiliation with other firm(s):** Identify other firm(s) that you plan to subcontract, or joint venture with, if any, for this contract.
- **Technical approach:** Provide a brief discussion of the tasks, that the consultant will undertake to accomplish the anticipated work at the airport over the next five (5) years, noting any special concerns or issues.
- **Past Experience:** Describe your organizations past project experience similar to the anticipated future airport work completed by the presented project team. Include contact personnel, airport, project(s), and telephone number(s).
- **Ability to Furnish Qualified Inspectors:** Identify the availability to furnish qualified inspectors with specific FAA project experience.
- **Affirmative Action Program:** Provide evidence of establishment, and implementation of an Affirmative Action Program.

Evaluation Criteria and Weighing

Proposers will be ranked based upon the following criteria, and relative importance as applied by the Authority to the material in the required submittals:

- Capability of the firm to perform all, or most aspects of the services required (maximum 10 points).
- Recent experience in airport projects comparable to the proposed projects (maximum 10 points).
- Reputation for personal, and professional integrity, and competence (maximum 10 points).
- Key personnel's professional background, and successful relevant experience (maximum 10 points).
- Capability to furnish qualified inspectors with relevant FAA project experience for construction inspection (maximum 15 points).
- Technical understanding, and familiarity with the projects, and understanding of the projects potential problems, and the owner's special concerns (maximum 30 points).
- Demonstrated capability to properly administer projects funded by the FAA (please provide references and examples) (maximum 10 points).
- Evidence that consultant has established, and implemented an Affirmative Action Program (maximum 5 points).

Additional Information

Please be advised, that direct contact with County elected officials, members of the Airport Commission, or Staff (except as noted below) during the selection process is highly discouraged, and may render the submittal as non-compliant.

Any requests for clarification of additional information deemed necessary by a respondent to present a proposal shall be submitted in writing, via postal service, or email addressed to: **Michael Cook, Airport Manager, 320 West Main Street, Rm. 5, Grangeville, ID 83530 mcook@idahocounty.org**

All qualification documents submitted shall become the property of Idaho County and may thereafter be used by the Authority, without compensation to the proposers.

Any qualification documents received after the above date, and/or time will be returned unopened. The Authority reserves the right to reject any, and all proposals, and to accept any proposal that is deemed to be in the best interest of the Airport.

No cost or fee schedules shall be submitted. FAA grant guidelines require cost and fee information to be presented during contract negotiations, after the selection of the most qualified consultant with which to negotiate.