# REQUESTS FOR QUALIFICATIONS

# FOR

# PROFESSIONAL SERVICES

# AT THE

# STEVENSVILLE AIRPORT

# TOWN OF STEVENSVILLE, MONTANA

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# I. INTRODUCTION

The Town of Stevensville, Montana as the sponsor of a public use airport facility is soliciting Statements of Qualifications and Experience for professional aviation planning services at the Stevensville Airport (S76). Our selection process is intended to be in compliance with the FAA Advisory Circular 150/5100-14E entitled *“Architectural, Engineering and Planning Consultant Services for Airport Grant Projects”*.

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 26 (Disadvantaged Business Enterprise Participation) and 49 CFR Part 30 (Foreign Trade Restriction Clause).

# II. SCOPE OF WORK

This contract is for planning services, as shown below. The Town of Stevensville reserves the right to inquire into the prospective proposers ability to provide Professional Services, as defined below, and to amend the Schedule of Projects and contract scope of work, at the Town of Stevensville’s sole discretion, to include any or all of the below listed services.

The type projects or services anticipated may include but not limited to the following:

1. Airport Master Plan Update

This effort will be completed per the guidelines of FAA Advisory Circular 150/5070-6B, Airport Master Plans, and is expected to include the following elements:

a. Public Outreach

b. Existing Conditions

c. Aviation Forecasts

d. Facility Requirements

e. Alternatives Development and Evaluation

f. Financial Feasibility Analysis/Capital Improvement Plan

g. Update Airport Layout Plan

h. Airport Recycling Plan

i. Other miscellaneous airport planning work as may be required to complete the Master Plan Update.

Services to be provided will only be for the above referenced projects.

# III. CONTRACT LIMITATIONS:

1. All parties competing for the work are advised that the work may be accomplished over the course of more than one grant project period.
2. All parties are advised that some of the services may not be required, and that the owner reserves the right to initiate additional procurement action for any of the services included in the initial procurement.
3. The services are limited to the above projects, which are expected to be initiated within one year of the date the contract is signed by the consultant.
4. The negotiation of the fee services 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 owner and the selected firm and negotiations are terminated, negotiations may be initiated with the second top rated firm.

# IV. 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.

1. Requests for Qualifications
2. Proposers shall submit five (5) copies of the Statements of Qualifications for planning services at the Town of Stevensville, Town Hall in response to the Request for Qualifications (RFQ). Please limit responses to no more than fifteen (15) pages excluding covers and tabs The format shall be as follows:
3. General description of firm: include 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.
4. Relevant project experience with planning projects comparable to the proposed project. Describe only relevant experience for which individuals currently employed by the firm managed and only experience which involved personnel to be assigned to this project. Note if work was performed while employed by another firm.
5. Identify key person(s) in the firm(s) who will work on the project and who will be directly in charge of the project; describe the roles these key persons will fill, their background and their experience.
6. Affiliation with other firm(s): Identify other firms that you plan to subcontract or joint venture with, if any, for this contract.
7. Technical approach: A brief discussion of the tasks or steps that the consultant will undertake to accomplish the work described in the scope of work.
8. Current workload: Availability to proceed with the planning for the proposed FY 2022 project. This section should include a depiction of the firms proposed project schedule, including major tasks and target completion dates. It is expected that the Airport Master Plan Update will be completed by March of, 2027.
9. References from other similar airport projects; include contact person, airport, project(s), and phone number(s).
10. Demonstrated capability to meet schedules, deadlines, without delays, cost escalations or overruns.
11. Evidence of establishment and implementation for an Affirmative Action Program, specifically as it may apply to this contract.
12. All submittals must be sent, and any questions or comments directed to the Town Of Stevensville, 206 Buck Street, Stevensville, Montana 59870.
13. All submittals must be received at the address by the date and time specified.

Submittals must contain the name, address, and daytime telephone number for contact person(s) to whom additional selection process requests should be communicated.

# V. EVALUATION CRITERIA AND WEIGHING

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

1. Recent experience in airport projects comparable to the proposed projects. (20)
2. Reputation for personal and professional integrity and competence. (20)
3. Evidence that consultant has established and implemented an Affirmative Action Program, and consultant has experience in DBE requirements associated with Federal grants. (Required)
4. Key personnel’s professional background and successful relevant experience. (10)
5. Demonstrated ability to meet schedules or deadlines. (15)
6. Quality of projects previously undertaken. (20)
7. Familiarity with the project and demonstrated understanding of the project’s potential problems and the owner’s special concerns. (15)
8. Demonstrated capability to properly administer projects funded by the Federal Aviation Administration (references and examples). (Required)

# VI. TIME SCHEDULE

The Town of Stevensville will endeavor to use the following time schedule in its selection:

1. Statement of Qualifications must be received at the **Stevensville Town Hall, 206 Buck Street, Stevensville, MT 59870 attention Jenelle Berthoud, Town Clerk, by 5:00 p.m. local time** on **Friday May 13th, 2022**.
2. Submitters will be notified of either selection or short-listing.

## If interviews are required, time, schedule and process will be determined by Selection Committee.

# VII. SELECTION COMMITTEE:

A selection committee will be assembled to review the submittals and select the successful firm.

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

All Qualification documents submitted shall become the property of the Town of Stevensville and may thereafter be used by the Town Of Stevensville, without compensation to the Proposers.

Any Qualification documents received after the above date and/or time will be returned sealed. All envelopes must be clearly marked “Statement of Qualifications". The Town Of Stevensville 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 Stevensville Airport.