

**REQUEST FOR QUALIFICATIONS (RFQ)  
PROFESSIONAL ON-CALL PLANNING CONSULTANT SERVICES  
FOR THE EAGLE COUNTRY REGIONAL AIRPORT  
GYPSUM, COLORADO**

Eagle County (owner) is requesting Statements of Qualifications from interested and qualified Aviation Consultants for Professional On-Call Airport Planning Consultant Services at the Eagle County Regional Airport (Airport) for the next five (5) years. Professional, technical and advisory services are needed for projects identified in the Airport's capital improvement program.

FAA Advisory Circular (AC) 150/5100-14D, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects* should also be referenced. This AC provides guidance for airport sponsors in the selection and engagement of architectural, engineering, and planning consultants. It also discusses services that normally would be included in an airport grant project, types of contracts for these services, contract format and provisions, and guidelines for determining the reasonableness of consultant fees.

**SCOPE OF WORK**

Projects may include planning and environmental services, including but not limited to airport system and master planning, noise compatibility planning, and environmental assessment. The airport master plan update will be the first major project to be completed at the beginning of 2022. A copy of the airport's current capital improvement program can be requested from Josh Miller, Deputy Director of Aviation (contact) at 970-328-2649, or [josh.miller@eaglecounty.us](mailto:josh.miller@eaglecounty.us). Consultants should be familiar with Federal Aviation Administration (FAA) and State aviation funding programs and requirements.

**INSTRUCTIONS**

1. Statements of Qualifications must be received via electronic or hand delivery or UPS, FedEx or DHL at the Eagle County Regional Airport Office, attention Josh Miller, Deputy Director of Aviation, 219 Cooley Mesa Road Gypsum, CO 81637 or via U.S. Mail to Eagle County Regional Airport, attention Josh Miller, Deputy Director of Aviation, P.O. Box 850, Eagle, CO 81631 or via email to [josh.miller@eaglecounty.us](mailto:josh.miller@eaglecounty.us), until 2:00 p.m., local time, on Thursday February 3, 2022. Any statement of qualifications received after this time will be considered non-responsive and returned unopened.
2. Any question, interpretation or clarification regarding this Request for Qualifications ("RFQ") is required five (5) calendar days prior to the due date. Responses, if any, will be issued by addenda posted to <http://www.eaglecounty.us>. All questions regarding this RFQ or these instructions must be in writing and submitted to Josh Miller, Deputy Director of Aviation. Questions may be emailed to Josh Miller at [josh.miller@eaglecounty.us](mailto:josh.miller@eaglecounty.us). Please call to verify receipt of your questions. No additional questions will be accepted after the date and time referenced above unless good cause is shown as determined by Eagle County in its sole discretion. Oral interpretations shall be of no force and effect.
3. A pre-proposal meeting may be requested by potential respondents at Eagle County's time of

convenience for visual observation of the existing site conditions at the Airport.

4. Please provide three (3) hard copies of your statement of qualifications. If submitting your request for qualifications via email, please provide a PDF version of the statement of qualifications via email. Please include the name, address, and phone number of the firm's submitting project personnel.

5. Eagle County reserves the right, in its sole discretion, to reject any and all statements of qualifications submitted in response to this RFQ, and to waive or not waive informalities or irregularities in statements received, or RFQ procedures. Eagle County also reserves the right to re-advertise, or to otherwise provide the services as determined by Eagle County to be in its best interest, and to accept any portion of a statement of qualification deemed to be in the best interests of Eagle County to do so. Eagle County may also choose to disregard all statements of qualifications and issue another RFQ.

6. Eagle County may, at its sole discretion, modify or amend any and all provisions of these instructions or the RFQ. If it becomes necessary to revise any part of the RFQ, addenda will be provided through posting at <http://www.eaglecounty.us>. Eagle County reserves the right to extend the RFQ submittal date or to postpone selection of the most qualified respondent(s).

7. Respondents are encouraged to clearly identify any proprietary or confidential data or information submitted with the statements of qualification. Regardless of whether or not so marked, Eagle County will endeavor to keep that information confidential, separate and apart from the statement of qualification. Notwithstanding the foregoing, respondent acknowledges that Eagle County may be required to release the information in accordance with state statute or order of the court.

8. Eagle County will not pay for any information requested herein, nor is it liable for any costs incurred by the respondent in connection with its response to this RFQ.

9. No telephone or oral proposals will be accepted.

10. Statements of qualifications must be clearly identified on the front of the envelope or in the subject line of the email by RFQ title. Responsibility for timely submittal of statements of qualifications lies solely with the respondent. Statements of qualifications received after the closing time specified will be considered non-responsive and will be returned unopened.

11. Respondent(s) who submit a statement of qualifications are responsible for becoming fully informed regarding all circumstances, information, laws and any other matters that might, in any way, affect the respondent's role and responsibilities. Any failure to become fully knowledgeable shall be at the respondent's sole risk. Eagle County assumes no responsibility for any interpretations made by respondents on the basis of information provided in this RFQ or through any other source.

12. All statements of qualifications will be reviewed by the Eagle County selection committee and any other review as determined to be necessary. Respondents may be asked to supplement their initial statements of qualifications with additional written material. Eagle County may request in-person interviews with firms or request a detailed presentation.

14. Only those respondents who are shortlisted as part of the Statement of Qualification evaluation process described above will be included in a subsequent request for proposal (“RFP”) process. Following evaluation of the proposals received by Eagle County in response to the RFQ, the successful respondent will be given the first right to negotiate an Agreement acceptable to Eagle County. In the event that an agreement satisfactory to Eagle County cannot be reached, Eagle County may enter into negotiations with one or more of the remaining respondents. The successful respondent shall commence work only after execution of an acceptable agreement and approval of insurance certificates and notice to proceed given by Eagle County.

15. This RFQ is not intended to completely define the process for the ultimate selection of the successful respondent or the contractual relationship to be entered into with the successful respondent.

**STATEMENT OF QUALIFICATIONS SUBMITTAL FORM**

THIS FORM MUST BE SUBMITTED WITH YOUR STATEMENT OF QUALIFICATIONS

The undersigned, having examined the Instructions to Respondents and any and all documents related to the above referenced Request for Qualifications:

- (a) Agree to comply with all conditions, requirements, and instructions of the Request for Qualifications as stated or implied therein;
- (b) Acknowledges the right of Eagle County in its sole discretion to reject any or all statements of qualifications submitted;
- (c) Acknowledges and agrees that the discretion of Eagle County in selection of the successful respondents shall be final, not subject to review or attack; and
- (d) Acknowledges that this statement of qualifications is made with full knowledge of the foregoing and full agreement thereto.

By submission of this statement of qualifications, and signature below, the respondent acknowledges that he has the authority to sign this Statement of Qualifications Submittal Form and bind the company named below. The proposer further acknowledges that Eagle County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the proposal and related documents, and authorizes release to Eagle County of any and all information sought in such inquiry or investigation.

Company Name: \_\_\_\_\_

Title of Proposer: \_\_\_\_\_

Signature of Proposer: \_\_\_\_\_

## **PROPOSAL FORMAT**

To facilitate review, submissions should conform to the following format:

1. **Experience of the Firm:** Provide a description of your firm's prior experience and qualifications in airport planning and environmental analysis. Also, please reference the experience of the firm in working with the State and FAA regulations and procedures.
2. **Project Team (Key Staff):** Identify the proposed Project Manager and key project team members and responsibilities. Provide a brief resume for each person outlining their credentials and experience.
3. **References:** Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm of similar nature as contained in the above Scope of Work.
4. **Project Understanding:** Provide your general understanding of the airport, project and issues regarding the identified project(s). Identify any potential challenges or special concerns that may be encountered.
5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm or the makeup of the project team including sub-consultants.

The entire Statement of Qualifications shall not exceed thirty (30) pages; excluding the front and back covers, dividers, cover sheet, table of contents, and letter of introduction (maximum two pages).

## **CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS**

The following criteria will be used in screening, ranking and selection of the successful firm:

1. **Qualifications of the Firm (20-30%):** Preference shall be given to those firms with experience in airport planning and environmental analysis related to the scope of services.
2. **Qualifications of the Project Team (Key Staff) (30-40%):** Preference shall be given to those with key staff experience in items listed in the above scope of services and any familiarity with the region.
3. **Experience in Working with State and FAA Regulations and Procedures (10%):** Preference shall be given to project teams whose personnel have a demonstrated working relationship with the State and FAA, and possess a thorough understanding of FAA rules and regulations regarding design and development of airports similar to the Eagle County Regional Airport (Airport).
4. **Project Understanding (25-35%):** Preference shall be given to those firms which have a comprehensive understanding of the project requirements and environment.

## **SELECTION OF THE CONSULTANT**

It is the intent of Eagle County to appoint a committee to review the Statements of Qualifications submitted and rank the qualified firms.

In accordance with FAA selection procedures, all selections should be qualification based. No overhead rate, fees, or any cost information should be identified as part of this submission.

## **CONTRACT**

The top ranked firm will be invited to negotiate a contract with Eagle County. A detailed scope of work will be developed and agreed to by the selected respondent and Eagle County. This detailed scope of work and associated fee will be incorporated as part of the contract.

The respondent shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged.

## **SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON**

Statement of Qualifications should be submitted to:

*Josh Miller, Deputy Director of Aviation  
219 Eldon Wilson Road  
Gypsum, CO 81637  
(970) 328-2649  
[josh.miller@eaglecounty.us](mailto:josh.miller@eaglecounty.us)*