

REQUEST FOR STATEMENTS OF QUALIFICATIONS AND EXPERIENCE KEMMERER MUNICIPAL AIRPORT ENGINEERING SERVICES

The City of Kemmerer, owner and operator of the Kemmerer Municipal Airport, Kemmerer, WY, is soliciting Statements of Qualifications and Experience from qualified airport consultants for engineering services for the Kemmerer Municipal Airport.

The Request for Statements of Qualifications and Experience solicits services for the following:

- Seal coat and mark pavements (2021),
- Construct SRE Building (2021),
- Acquire mowing equipment (2022),
- Rehabilitate Wildlife Fence (2022),
- Rehabilitate R/W 16/34 lighting, install apron lighting, remove old GA terminal and relocate electrical (2024)

The Consultant must supply all information required by the Request for Statements of Qualifications and Experience. The City reserves the right to waive any informalities and minor irregularities in the submittals and to select the Consultant deemed, in the opinion of the Kemmerer Airport Committee and the Mayor and City Council of the City of Kemmerer, to be in the best interest of the Kemmerer Municipal Airport.

Statement of Qualification and Experience must be submitted to Brian Muir, City Administrator, City of Kemmerer, 220 State Highway 233, Kemmerer, WY 83101 no later than 4:00 p.m. Wednesday, November 27, 2019. Detailed Requests for Qualifications may be obtained by calling the Administrative Services Director at (307) 828-4075.

The City of Kemmerer seeks to obtain Disadvantaged Business Enterprise participation in all activities at the Kemmerer Municipal Airport in accordance with regulations of the U.S. Department of Transportation, 49 CFR Part 23, Subpart F.

**REQUEST FOR
STATEMENT OF QUALIFICATIONS AND EXPERIENCE
KEMMERER WYOMING MUNICIPAL AIRPORT**

General Services Required

The engineering services provided to the Kemmerer Municipal Airport are to be accomplished in accordance with Federal Aviation Administration (FAA) Advisory Circulars, as revised, and WYDOT Airport policies and procedures. All work contemplated is contingent on availability of both federal and state grant funds. The projects will be accomplished with multiple state and federal grants.

The selected Consultant should be prepared to develop a Program of Services and Fee Proposal immediately upon selection, and begin services promptly upon Notice to Proceed following successful negotiations and resultant contract approvals.

The Request for Statements of Qualifications and Experience solicits services for the following:

- Seal coat and mark pavements (2021),
- Construct SRE Building (2021),
- Acquire mowing equipment (2022),
- Rehabilitate Wildlife Fence (2022),
- Rehabilitate R/W 16/34 lighting, install apron lighting, remove old GA terminal and relocate electrical (2024).

Proposal Content

Preparation-Proposals should be prepared simply and economically, providing a straight forward, concise description of the Consultant's capabilities to satisfy the requirements of this Request for Statements of Qualifications and Experience. Submissions of technical literature, display charts, brochures, or other supplemental materials should be limited to 12 pages. The total proposal should be limited to not more than 20 pages. The City of Kemmerer shall not be liable for any expense incurred in the preparation of proposals. Firms interested in being considered for this work must submit the following written information for review and evaluation by the Kemmerer Airport Committee.

Format – Proposals shall conform to the following format:

Part I. Executive Summary. Prefacing the submittal document, the Consultant shall provide an Executive Summary of three (3) pages or less, which gives in brief, concise terms, a summation of the submittal document. The Executive Summary shall include a brief statement of intent to perform the services, qualifications for selection, and signature of authorized officer of the firm

who has legal authority in such transactions. Also, include name, address and telephone number of person or persons in your organization authorized to negotiate contract terms and render binding decisions.

Part II. Organizational Structure. A description of the firm; the legal form of the Consultant's business organization; the full name and address of firm and identification of parent company if submitting firm is a subsidiary or a branch office; identification of all subcontractors or subconsultants and description of each firm; and a list of current and anticipated contracts for this type of work.

Part III. Project Understanding. A brief statement regarding the Consultant's understanding of the project, an expression of the Consultant's interest in undertaking the assignment, and a summary of the major issues that the Consultant believes should be addressed.

Part IV. Project Management Structure. Provide a general explanation that specifies project leadership and reporting responsibilities, and interface with the Kemmerer Airport Committee and City of Kemmerer. Include the name, title and general capabilities of the Project Manager proposed for this project, and the amount of time available from this individual for devotion to the development of this project.

Part V. Related Experience. Describe only relevant corporate experience for which individuals currently employed by the firm have been responsible, and only that experience which involved personnel to be assigned to this project. Emphasis should be placed on work undertaken within the past five years. Indicate the project title and location, the client representative with name and phone number, and project beginning and ending dates.

Part VI. Personnel. Include names and qualifications of all professional personnel who will be assigned to this project. State the primary work assigned to these persons. Identify key persons by name and identify project-related responsibilities, and include all resumes.

Part VII. Additional Information. The following additional documentation for the Consultant must also be included in the submitted Statement of Qualifications and Experience: 1) a completed W-9 form; and 2) Proof of Workmen's Compensation Insurance. 3) General Coverage Insurance, and Professional Liability Insurance. 4) Equal Employment Opportunity/Affirmative Action statement

Submission Instructions

Responsibilities of Consultants submitting a Statement of Qualifications and Experience shall include the following:

1. The Consultant shall submit, in a sealed enclosure plainly marked "Statement of Qualifications and Experience, Kemmerer Municipal Airport Engineering Services,"

- and bearing the Consultant's name and address, eight (8) copies of the Statement of Qualifications and Experience to Brian Muir, City Administrator, City of Kemmerer, 220 State Highway 233, Kemmerer, WY 83101, no later than 4:00 p.m. Wednesday, November 27, 2019.
2. The Consultant shall ensure that the Statement of Qualifications and Experience is in proper form according to this Request for Statements of Qualifications and Experience and shall acknowledge receipt of any addendums that may be necessary. The Statement of Qualifications and Experience shall be signed by a person authorized to represent the firm in all official and contractual matters.
 3. If subconsultants or subcontractors are to be utilized by the Consultant, the Consultant shall also submit, within the Statement of Qualifications, a list of such subconsultants or subcontractors proposed to be employed by the Consultant under the Contract with the City of Kemmerer, along with the qualifications and experience of each subconsultant or subcontractor.
 4. All signatures shall be accompanied by typed or printed names, as appropriate.

The Consultant acknowledges that this solicitation is subject to the City of Kemmerer, Wyoming ordinances and procurement policies, as well as Federal and State of Wyoming laws and regulations including Federal Aviation Administration (FAA) regulations, rules, policies and grant assurances, specifically but not exclusively, 49 CFR 18 as outlined in FAA Advisory Circular (AC) 150/5100-14E, all relating to procurement of planning consultant professional services. The Consultant, with the submission of the Statement of Qualifications and Experience, accepts the responsibility for knowledge of, and compliance with the guidelines and procedures stated within this noted documentation.

Selection Process

The Selection Process shall be in substantial compliance with FAA Advisory Circular (AC) 150/5100-14E, Architectural, Engineering and Planning Consultant Services for Airport Grant Projects. The Kemmerer Airport Committee shall review all Statements of Qualifications and Experience, conduct interviews, if deemed necessary and appropriate, and ultimately make the final consultant selection, subject to approval and agreement of the Mayor and City Council of the Kemmerer, Wyoming.

The following criteria shall be used by the Kemmerer Airport Committee in evaluating the Statement of Qualifications and Experience:

- A. Qualifications of Consultant, including experience and background of firm and key management individuals with comparable public airport projects (weight 30%);

- B. Successful experience and demonstrated capability of firm and key management individuals to perform and/or administer A/E and incidental services functions (weight 20%);
- C. Demonstrated capability to meet schedules and deadlines without delays, manage budgets and contractor claims (weight 25%);
- D. Responsiveness to Request for Proposals, Instructions to Consultant and Attachments (weight 5%);
- E. Familiarity with the Kemmerer, Wyoming Municipal Airport, local construction conditions, proposed projects, and anticipated needs (weight 20%) .

Based on the response from the Request for Statements of Qualifications and Experience, the Kemmerer Airport Committee may select the Consultant from the submitted documents or may produce a short list of firms that might be invited for an oral presentations and interview before the Airport Committee. If oral presentations and interviews are deemed appropriate and necessary, then, based on the evaluation of the Statements of Qualifications and Experience in combination with the results of the oral presentations and interviews, the Airport Committee shall select a top ranked Consultant and initiate discussions regarding a detailed program of services, and fees and costs, all in accordance with FAA Advisory Circular (AC) 150/5100-14E. Consultant selection shall be based solely on an evaluation of qualifications. Therefore, Consultant shall **not** include an estimated fee with this submission of a Statement of Qualifications and Experience. After ranking and selection, a detailed program of services will be developed with the highest ranked consultant. Consulting fees and costs will then be negotiated. An independent Cost Estimate for the services to be performed with a FAA grant, based on the developed program of services, shall be performed.

The City of Kemmerer seeks to obtain Disadvantaged Business Enterprise participation in all activities at the Kemmerer Municipal Airport in accordance with regulations of the U. S. Department of Transportation, 49 CFR Part 23, Subpart F.

The City of Kemmerer reserves the absolute right to conduct such investigations as it deems necessary to assist in the evaluation of Consultant and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications and financial ability of the Consultants and proposed subconsultants and subcontractors. The purpose of such investigation is to satisfy the City that the Consultant has the experience, resources and commercial reputation necessary to perform its obligations under the terms of the contract.

The City of Kemmerer reserves the right, if it deems such action to be in the best interest of the City, to reject any and all submittals or to waive any irregularities or informalities therein. Any incomplete, false or misleading information provided by or through the Consultant shall be

grounds for non-consideration. If submittals are rejected, the City further reserves the right to investigate and negotiate with the next ranked Consultants in order of ranking or to reject all Consultants and re-solicit for additional consulting firms.

The City of Kemmerer reserves the right to initiate additional procurement action for any of the services included.

Unsuccessful consultants will be notified by e-mail within weeks of the end of the selection process. Unsuccessful consultants are entitled to prompt debriefing on reasons for lack of success, but are expressly not entitled to point-by-point comparison to other consultants. All submitted documents not withdrawn prior to public opening shall become the property of the City and may thereafter be used by the City without compensation to the Consultant for any lawful purpose.

Changes to Request for Statements of Qualifications and Experience

The City reserves the right to make changes to this Request for Statements of Qualifications and Experience. Changes will be made by written addendum, which will be issued to those firms that have been forwarded this Request for Statement of Qualifications and Experience.

Questions and Inquiries

All questions and inquires should be made to **Mr. Brian Muir, City Administrator, City of Kemmerer, 220 State Highway 233, Kemmerer, WY, 83101, 307-828-4061.**