

**REQUEST FOR QUALIFICATIONS STATEMENT (RFQ)
AIRFIELD PLANNING SERVICES FOR
IDAHO FALLS REGIONAL AIRPORT
IDAHO FALLS, IDAHO**

Idaho Falls Regional Airport is requesting Statements of Qualifications from interested and qualified Aviation Consultants for planning services. The services may include, but are not limited to, the master planning, feasibility studies, miscellaneous planning, and other planning and environmental projects as determined by Idaho Falls Regional Airport. These services may also include subcontracted special services such as surveying, geotechnical, and environmental.

PURPOSE

The purpose of this Request for Qualifications is to obtain information about Aviation Consultants interested in providing expert professional, technical, and advisory services at the discretion of Idaho Falls Regional Airport for anticipated planning services listed in the above paragraph. Services will be for a period not to exceed five (5) years. The information obtained will be utilized by Idaho Falls Regional Airport to evaluate each interested firm by utilizing the criteria outlined in this Request for Qualifications (RFQ)

REQUIREMENT/SCOPE

To be considered for selection, the Aviation Consultant shall be qualified and capable to provide at a minimum the following services:

1. Airport planning, feasibility studies, and environmental analysis.
2. Subcontracted special services such as surveying, geotechnical, and environmental.
3. Assist in preparation of funding grant applications for the Idaho Transportation Department (ITD), Division of Aeronautics and/or the Federal Aviation Administration (FAA), and develop justification to document the need for federal and state funds. Demonstrated assistance in project funding is required.
4. Provide technical assistance and advice to the activities identified above as required.

PROPOSAL FORMAT

To facilitate review of your Statement of Qualifications by Idaho Falls Regional Airport, it is requested that your Submission conform to the following format:

1. **Cover Sheet:** List project title (Airport Planning and Subcontracted Special Services), the name of your firm, and the name, address and telephone number of a contact person for questions concerning the Statement submitted.

2. **Experience of the Firm:** Provide a narrative of your firm's prior experience and qualifications in airport planning, master plans, environmental studies work for similar projects. Provide a list of similar airport projects involving federal and state funding completed within the last five (5) years. Also, please reference the experience of firm personnel in working with FAA regulations and procedures.
3. **Project Team:** Provide a list of the project team members that you propose to use on these projects and identify the responsibility of each team member. Provide a brief resume' for each person listing specific similar project experience.
4. **References:** Provide the name, address and telephone number of at least three (3) references familiar with the quality of work done by your firm on similar projects.
5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm. The entire Qualifications Statement must not exceed fifteen (15) pages; excluding the cover sheet and letter of introduction. Qualification Statements exceeding 15 pages will be returned and not considered.

CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

Criteria to be used in screening and ranking of the Statement of Qualifications and selection of the successful firm are as follows:

1. **Qualifications of the Firm, Including Firm Personnel:** Preference shall be given to those firms and personnel with experience and training in airport planning.
2. **Overall Qualifications of the Project Manager and Project Team:** Identify the Project Manager and those personnel that will be assigned to the project(s). Preference shall be given to project teams with specific experience on similar projects.
3. **Experience in Working with FAA Regulations and Procedures:** Preference shall be given to project team personnel (especially the project manager) with a demonstrated working relationship with the FAA, and possess a thorough understanding of FAA rules and regulations regarding planning of airports similar to the Idaho Falls Regional Airport.
4. **Response Capability/Project Understanding:** Preference shall be afforded to those firms which in the opinion of Idaho Falls Regional Airport will be able to adequately respond to requests for consultation meetings or public involvement meetings, and firms that have a detailed understanding of the planning requirements.

SELECTION OF THE CONSULTANT

It is the intent of Idaho Falls Regional Airport to review the Statement of Qualifications submitted and select, based on the criteria requirement contained in this RFQ, a Number 1 ranked firm.

Contact with any members of the Idaho Falls Regional Airport staff, or members of the City of Idaho Falls staff, other than the contact person specified in this RFQ, by any of the proposing Aviation Consultants during the evaluation period is strictly prohibited and will result in that Aviation Consultant being eliminated from consideration.

CONTRACT

After all the Statement of Qualifications have been screened and ranked by Idaho Falls Regional Airport, the Number 1 ranked firm will be invited to negotiate a Master Contract with Idaho Falls Regional Airport for a period not to exceed five (5) years.

For each project performed under the Master Contract, a detailed scope of work will be developed and agreed to by the Aviation Consultant and Idaho Falls Regional Airport. This detailed scope of work and associated fee will be developed into a work authorization and included as an attachment to the Master Contract. The Master Contract may be cancelled by either party for any reason at any time.

SUBMISSION OF QUALIFICATIONS STATEMENT

Qualifications Statement must be clearly marked **AIRPORT STATEMENT OF QUALIFICATIONS- PLANNING** and submitted no later than 3:00 p.m. MST on Friday, February 8, 2019 to:

Name: City Clerk
Address: City Of Idaho Falls
308 Constitution Ave
Idaho Falls, Idaho 83402
Work: (208) 612-8224
Fax: (208) 612-8517

Four (4) copies of the Qualifications Statement are required.

CONTACT PERSON

All questions must be directed by email no later than 5:00 p.m. MST. Friday, February 1, 2019 to:

Mr. Rick Cloutier
Airport Director
2140 N. Skyline Drive
Idaho Falls, Idaho 83402
Email: **RCloutier@idahofallsidaho.gov**