RICHFIELD CITY

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR

AIRPORT ENGINEERING SERVICES

OCTOBER 16, 2024



INTRODUCTION AND INFORMATION

Richfield City is soliciting statements of interest and qualifications from engineering firms to provide engineering services for the Richfield Regional Airport in Richfield, Utah.

SUBMITTAL INSTRUCTIONS. All proposals shall be submitted as one PDF file emailed to Michele Jolley (michele@richfieldcity.com) by 4 p.m. on Wednesday, November 6, 2024. Any proposals received after the submittal deadline will be disqualified. Proposals shall not exceed 12 pages in length. A minimum 10-point font shall be used.

PRELIMINARY SCOPE OF WORK

The selected consultant will be expected to complete the basic Architectural/Engineering (A/E) services for the preliminary scope of work identified below. Projects listed are not guaranteed to take place under the time frame of this contract and may include:

- Taxi-lane Construction
- Apron Construction (East-South)
- Apron Rehabilitation and/or Reconstruction
- Pavement Preservation
- Fencing and Access Gates
- Upgrade and/or replace AWOS System
- Install/relocate miscellaneous NAVAID (relocate segmented circle/wind cone)
- Electrical upgrades associated with the projects listed, as well as electrical vault upgrades associated with any of the development projects
- Acquisition of snow removal equipment
- Hanger access road

SELECTION PROCESS

This will be a qualifications-based selection process. Proposals will be reviewed by a selection committee determined by Richfield City. The proposals will be scored, and the firms will be ranked according to the scoring. The City may, at its discretion, invite firms for interviews. After a consulting firm has been selected, the City will enter into contract negotiations with the selected firm. If the City and selected consultant are unable to agree to an acceptable fee, the City will move to the second (and third if needed) ranked firm.

PROPOSAL CONTENT

Proposals should include the following sections. Please prepare your proposal using the headings indicated below. Points allocated for each section have been indicated.

FIRM QUALIFICATIONS (20 points)
State the relevant qualifications of the firm submitting the proposal, familiarity with Richfield Municipal Airport, and capability to perform all or most aspects of the proposed projects at the Richfield Regional Airport.

PROJECT TEAM (20 points)
This proposal section should identify the proposed project team, including sub-consultants, and the capability to perform all or most aspects of the proposed projects for the Richfield Regional Airport.

- Identify key team members and provide the following for each member: their position, years of experience, brief bio, and qualifications.
- Identify any sub-consultants and the role they would play in the projects.

EXPERIENCE (50 points)
This section of the proposal is to be used to identify the firm and team's experience working on airport projects. Please identify the following:

- List the airport projects completed by your firm in Utah in the last five years. Include the following information: project description, client, client contact person, key work elements, and any other information you feel is relevant.
- List the airport projects completed by individual team members in the last five years in Utah and other locations. Include the following information: project description, client, client contact person, key work elements, and any other information you feel is relevant.

APPROACH TO THE PROJECT (10 points)
Describe your firm's ability to meet with Airport officials on-site or at their offices and to be on-site as needed for consultation while projects are ongoing.