

**VERNAL REGIONAL AIRPORT, OWNED BY
VERNAL CITY AND UTAH COUNTY, UTAH
REQUEST FOR STATEMENTS OF QUALIFICATIONS AND EXPERIENCE FOR
ENGINEERING SERVICES
FOR VERNAL REGIONAL AIRPORT**

I. INVITATION

Vernal City and Uintah County, Utah (referred to herein as “**Sponsor**”), as owners of the Vernal Regional Airport, is requesting statements of qualifications and experience from consulting firms (“**Proposers**”) qualified and experienced in the field of airport engineering services.

The Sponsor plans to award a five-year contract for airport engineering services subject to review on an annual basis for any and all engineering projects subject to federal assistance under the Airport and Airway Improvement Act of 1982 as amended, or other sources of funding.

A. Projects under this contract may include but are not limited to any of the following:

1. Terminal and terminal environment remodel, expansion and possible relocation
2. Runway extension as appropriate and/or application of ODAL lighting
3. Construction and rehabilitation of terminal aprons
4. Update, repair or replacement of airfield lighting and signage obsolescence
5. Acquire appropriate Aircraft Rescue Firefighting (ARFF) vehicles
6. Acquire appropriate Snow Removal Equipment (SRE)
7. SRE building updates, improvements and expansions
8. Pavement preservation for all airport surfaces
9. Construct appropriate hangar taxi lanes
10. Hangar construction
11. Improve Airfield Utilities, including Sewer/Septic, Water, Gas and Electric
12. Fuel System Improvements, Expansions and Relocation
13. Wildlife Fencing creation and adjustments with possible Escape Ramps
14. Airfield lighting improvements
15. Navigational aide creation, planning, maintenance and expansion along with weather reporting system upgrades, expansions and updates
16. Construction, improvement and expansions of airfield/air vehicle/ground vehicle electrification and charging infrastructure for both air and groundside
17. Construction of alternative transport modes to and from the airport
18. Airfield and terminal commercial security improvements
19. Commercial service apron construction and expansion

The above-contemplated projects are dependent upon federal Airport Improvement Program (AIP) funding and approval of the Sponsor, so it shall be understood that some of the services related to the above-listed projects may be deleted and that the Sponsor reserves the right to initiate additional services not included in the initial procurement.

II. BACKGROUND

Vernal Regional Airport is a general aviation Part 139 Commercial Service airport located approximately two miles south and east of the center of the City of Vernal which is seeking to implement nearly continual improvements to accommodate existing and future aviation demand for the entire Uintah Basin. The contract issued to the successful consultant is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulation 49 CERF Part 26 (Disadvantaged Business Participation). DB firms are encouraged to participate.

III. REQUESTS FOR CLARIFICATION

Any requests for clarification of additional information deemed necessary by any respondent to present a proposal shall be submitted in writing, via email, to: Airport Director KenCampbell@Vernal.Gov with a CC: to the Vernal City Manager, QBennion@Vernal.Gov. Written clarification requests must be received a minimum of three (3) days prior to the submission deadline. Any requests received after this deadline will not be considered. All requests received prior to the deadline will be responded to by Vernal City in the form of an addendum addressed to all prospective respondents.

IV. SCOPE OF WORK

Basic engineering services are utilized in four distinct and sequential phases. Proposers are required to set out their qualifications and to propose on the following scope of work.

A. Preliminary Phase: This phase involves those activities required for defining the scope of a project and establishing preliminary requirements including, but not limited to, the following:

1. Conferring with the Sponsor on project requirements, programming, finances, schedules, early phases of the project, and other pertinent matters and meeting with FAA and other concerned agencies and parties on matters affecting the project
2. Assisting the Sponsor in the preparation of necessary pre-applications, applications, and required documents for federal and state grants, including Disadvantaged Business Enterprise (DBE) plan and goals, and exhibits.
3. Planning, procuring, and/or preparing necessary surveys, field investigations and architectural and engineering studies required for preliminary design considerations.
4. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and associated cost.

B. Design Phase: This phase includes all activities required to undertake and accomplish a full and complete project design including, but not limited to, the following:

1. Meetings and design conferences to obtain information and to coordinate or resolve design matters.
2. Collecting engineering data and undertaking field investigations, surveys, engineering, and engineering and environmental studies.
3. Preparing necessary engineering reports and recommendations.
4. Preparing detailed plans, specifications, and cost estimates.
5. Conducting a detailed value engineering analysis, if applicable and requested.

C. Bidding or Negotiation Phase: This phase, at a minimum, involves providing plans, specifications, and all bid documents. This phase also includes assisting the Sponsor in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on the award of contracts, and preparing contract documents.

D. Construction Phase: This phase includes all basic services rendered after the award of a construction contract including, but not limited to, the following:

1. Providing consultation and advice to the Sponsor during all phases of construction.
2. Representing the Sponsor at pre-construction conferences.
3. Providing on site construction inspection and management involving the services of a full-time resident engineer, inspector, or manager during the construction or installation phase of a project and providing appropriate and timely reports to the Sponsor.
4. Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concept.
5. Reviewing, analyzing, and approving laboratory and mill test reports of materials and equipment.
6. Preparing and negotiating change orders and supplemental agreements.
7. Observing or reviewing performance tests required by specifications.
8. Determining payment amounts to contractors and assisting Sponsor in the preparation of payment requests for amounts reimbursable from grant projects.
9. Conducting wage rate reviews of certified payrolls.
10. Making final inspection and submitting a report of the completed project to the Sponsor, including “as built” drawings.

E. Subcontracting Phase: Proposers may additionally be required to provide other technical services, or subcontract with third party individuals or companies for such services. Technical services include, but are not limited to, the following:

1. Soils investigation, including core sampling, laboratory tests, related analyses, and reports.
2. Detailed mill, shop, and/or laboratory inspections of materials and equipment
3. Land surveys and topographic maps.
4. Field and/or construction surveys.
5. Miscellaneous plans, studies, and assessment reports including environmental, noise, etc.
6. Assist Sponsor in preparing equipment (i.e. snow removal, Airport Rescue and Fire Fighting, etc.) specifications for procurement for procurement purposes.

V. CONTENTS OF STATEMENT OF QUALIFICATIONS

A. Proposers interested in the provision of engineering services to accomplish the proposed projects should limit their Statements of Qualifications to 35 pages, exclusive of cover letters or letters of transmittal containing introductory language only. The Statement of Qualifications should include:

1. Capability of the firm to perform all aspects of project: List similar engagements
2. Reputation: an explanation of the firm's reputation
3. Ability to meet schedules within budget: please describe
4. Quantifiable quality of previous airport projects undertaken
5. Familiarity with the project location
6. Understanding of the airport
7. Approach to proposed projects
8. Familiarity with FAA programs, regulations and requirements.

B. The Sponsor invites firms to submit Statements of Qualifications to perform the above-described services.

Interested firms should submit **five (5) copies** of the proposal no later than **4:00 PM Friday May 08, 2026**, to:

**Vernal City Hall
C/O Finance Director
374 East Main Street
Vernal, Utah 84078**

C. All packages must be submitted in a sealed envelope and clearly marked on the front of the envelope/package with:

“STATEMENT OF QUALIFICATIONS FOR AIRPORT ENGINEERING AND PLANNING SERVICES”.

D. Proposals must contain the name, mailing address, e-mail address and daytime telephone number for a minimum of two primary contact persons to whom additional selection process requests should be communicated.

E. Following the selection process, the proposal for the selected proposer shall be made available for public review, except for any items that proposer has requested, in writing, to remain confidential under applicable law.

VI. SELECTION CRITERIA

A. Selection criteria contained in FAA Advisory Circular 150/5100-14E Chapter 2, will be applied in the following order of importance:

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| 1. Capability to perform all aspects of projects: | up to 30 Points |
| 2. Reputation: | up to 20 Points |
| 3. Ability to meet schedules within budget: | up to 20 Points |
| 4. Quality of previous airport projects undertaken: | up to 25 Points |
| 5. Familiarity with Sponsor and project location: | up to 25 Points |
| 6. Understanding of the airport: | up to 20 Points |
| 7. Approach to proposed projects: | up to 30 Points |
| 8. Familiarity with FAA programs, regulations, and requirements: | up to 20 Points |
| TOTAL POSSIBLE: 190 Points | |

VII. SELECTION PROCESS

The selection process will be in strict accordance with Federal Aviation Advisory Circular 150/5100-14E, Architectural, Engineering and Planning Consultant Services for Airport Grant Projects and 49CFR Part 18.

Fees will be negotiated for projects on a task order basis as grants are obtained. Cost or fee information is not to be submitted with this proposal.

A short list may be developed from submittals received. Consultants on the short list may be asked to attend an interview prior to final selection being made. A schedule of fees will be negotiated with the selected consultant for the services to be performed under the initial FAA or other grant or grants. Subsequent fees will be negotiated on a task order basis as additional grants are obtained.

It is the intent of the Sponsor to enter a contract with the most qualified firm no later than 15 May 2026.