



**City of Elko  
Elko Regional Airport  
975 Terminal Way  
Elko, NV 89801**

**CITY OF ELKO, NEVADA  
REQUEST FOR STATEMENTS OF QUALIFICATIONS AND EXPERIENCE FOR  
ENGINEERING SERVICES  
FOR THE ELKO REGIONAL AIRPORT**

The City of Elko, Nevada is requesting statement of qualifications and experience from consulting firms qualified and experienced in the field of airport engineering services. The City intends to award a five-year contract for basic airport engineering consulting services.

Interested consultants may request a copy of the official **Request for Statements of Qualifications and Experience for Engineering Services for Elko Regional Airport** from the Elko City Clerk's Office, 1751 College Avenue, Elko, NV 89801, (775) 777-7126 or [www.elkocity.com](http://www.elkocity.com). Questions and clarification of additional information are to be directed to Kelly Wooldridge, City Clerk, [cityclerk@elkocitynv.gov](mailto:cityclerk@elkocitynv.gov), must be received a minimum of five (5) calendar days prior to the submission deadline.

Proposals are due no later than 3:00 p.m., Monday, December 10, 2018. One (1) original and eight (8) copies of the sealed statement of qualifications shall be submitted to:

Elko City Clerk  
Attn: RFQ Engineering Services – Elko Regional Airport  
1751 College Avenue  
Elko, NV 89801

Kelly Wooldridge  
Elko City Clerk



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FOR THE ELKO REGIONAL AIRPORT**

**I. INVITATION**

The City of Elko, Nevada (referred to herein as “Sponsor”) as the owner of the Elko 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, subject to review on an annual basis for airport engineering 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 (State of Nevada/Local Funding/U.S. Department of Transportation Grants).

The contract will be for the basic airport engineering consulting services as defined herein. The Sponsor reserves the right to inquire into the prospective proposal’s ability to provide professional services, as defined below, and to amend the Schedule of Projects and contract Scope of Work at the sole discretion of the Sponsor, on behalf of the Elko Regional Airport, to include any or all of the below listed services.

Contemplated projects under this contract may include, but are not limited to any of the following projects (not in order of priority).

1. Review 2018 NDOT Pavement Evaluation Condition Report and establish Airport Pavement Maintenance Program to include Crack Seal/Seal Coat Movement Area Pavement, Rubber Removal and Repaint Airfield Surface Markings.
2. Extend Runway 6/24 and Taxiway A (1,500 ft.) Including Land Acquisition and Drainage Improvements.
3. Plan Airport Commercial Development Area with new access road to support aeronautical commercial development on vacant land, including environmental studies and FAA ALP review process.
4. Exploring the use of Runway 12/30 to support current and future aviation needs.
5. Expand General Aviation Apron areas to accommodate future need for hangar and aeronautical commercial development.
6. Extend Airport Access Road Tunnel (under Runway 12/30) 100 feet



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7. Construct ARFF Training Facility.
8. Construct new perimeter road.
9. AGIS airspace Survey for WASS enabled LPV GPS Approach to RWY 6/24.
10. Taxiway B Extension.
11. Rehabilitate Commercial Service Apron.

All projects are dependent upon Federal Airport Improvement Program (AIP) funding, state funding, and approval from the Sponsor. Therefore, it shall be understood that some of the services related to the above listed projects may be deleted or modified. The Sponsor reserves the right to initiate additional services not included in the initial procurement.

## **II. BACKGROUND**

Elko Regional Airport is a non-hub commercial service airport located in Northeast Nevada. The Sponsor is seeking to implement improvements to accommodate existing and future aviation demand. The airport has two runways; one commercial service non-precision and the other a general aviation visual runway. The airport services one airline, medical flights, firefighting air service, general aviation, and corporate aviation. Elko Regional Airport covers 700 acres and has two asphalt runways: 6/24 measuring 7,457 x 150 ft. and 12/30 measuring 3,012 x 60 ft. There are 60 based fixed wing aircraft and 5 rotorcrafts. In CY 2017 there were 17,100 passenger enplanements from Elko Regional Airport.

## **III. 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 the Federal Aviation Administration (FAA) and other concerned agencies and parties on matters affecting the project.



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2. Assisting the Sponsor in the preparation of necessary pre-applications, Airport Concession Disadvantage Business Enterprise (ACDBE) and the Disadvantaged Business Enterprise (DBE) plan(s).
  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, preliminary layouts, and cost estimates.
  5. Develop the annual submittal packet for five year Capital Improvement Plan at Elko Regional Airport in cooperation with Airport Staff. This includes exhibits, preliminary schedule and cost estimates for capital funding.
- 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. Conducting and attending meetings and design conferences with the Sponsor to obtain information and to coordinate or resolve design matters.
  2. Evaluation of engineering data and field investigation(s), geotechnical engineering, surveys, architectural engineering, and environmental studies prepared to support the design.
  3. Preparing necessary engineering reports and recommendations.
  4. Preparing detailed design and construction plans, technical specifications, and contract documents.
  5. Preparing cost estimates.
  6. Providing copies of plans, specifications, and contract documents for review.
  7. Processing NEPA Environmental Review and Airspace Review documents for submission to the FAA.
- C. Bidding or Negotiation Phase: At a minimum, provide plans, specifications, and all bid documents. The 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 a construction contract, including, but not limited to, the following:
1. Providing consultation and advice to the owner during all phases of construction.
  2. Representing the Sponsor at preconstruction conferences.
  3. Preparation of construction management plans and review of contract construction schedule.
  4. On-Site construction inspection and management, involving the services of a resident engineer, inspector or manager, full-time or periodically during the



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- construction or installation phase of a project as required by the Sponsor, and providing appropriate progress reports to the Sponsor and FAA.
5. Review and comments on shop drawings submitted by contactors for compliance with design concepts.
  6. Review and comments on mix design, laboratory and mill test reports of materials, and equipment submitted by the contractor. Pay special attention to Portland Concrete Cement Mixes to ensure that they meet FAA Standards and are treated properly to mitigate for Alkali Silica Reactivity.
  7. Preparing and negotiating change orders and supplemental agreements.
  8. Observing or reviewing performance test(s) required by specifications.
  9. Determining payment amounts to contactors and assisting the Sponsor in the preparation of payment requests for amounts reimbursable from grant projects.
  10. Conduct wage rate interviews in accordance with federal standards.
  11. Make final inspection and submit a final construction report for the completed project to the owner.
  12. Prepare record drawings of the project(s), revise ALP to reflect as-constructed conditions.
  13. Assist owner with project closeout documents.
- E. Proposers may 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 testing, 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, drainage, etc.
  6. Assist Sponsor in preparing equipment (i.e. snow removal, Airport Rescue and Fire Fighting, etc.) specifications for procurement or procurement purposes.
  7. Prepare benefit-cost analysis to assist in airport rates & charges against industry norms for similarly sized airports. Review and update airport lease documents.

#### **IV. SELECTION PROCESS**

The selection process will be in strict accordance with Federal Aviation Circular 150/5100-14D, Architectural, Engineering and Planning Consultant Services for Airport Grant Projects,



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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.

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 CFR Part 26 (Disadvantaged Business Participation). DBE firms are encouraged to participate. The panel providing a recommendation to the Elko City Council will consist of the following panel members:

- 1 Airport Advisory Board Member
- 1 Elected City Council Member
- 3 Airport, City of Elko Employees

## **V. CONTENTS OF STATEMENT OF QUALIFICATIONS**

A. Statement of Qualifications must be no more than 15 pages (Front & Back), exclusive of cover letters or letters of transmittal containing introductory language only. The Statement of Qualifications should include:

1. A cover letter.
2. A narrative statement detailing the firm's understanding of the requirements of the Sponsor and the capability to perform all or most aspects of the engineering projects proposed.
3. A general description of the firm, including company organizational structure, size of company, recent experience in comparable airport/aviation projects, and experience with projects funded by the FAA AIP Grants.
4. Identification of those key individuals who will be involved in the proposed projects(s), setting forth their qualifications, backgrounds, experience, and specific responsibilities.
5. A representative list of previous clients and representative project comparable to the proposed engineering projects listed above. Include contact person, airport, project(s), and phone numbers.
6. Demonstrated capability to meet schedules/deadlines without delays, cost escalations, overruns, or contractor claims.

B. The Sponsor invites firms to submit Statements of Qualifications to perform the above-described services. Interested firms should submit eight (8) copies of the Proposal no later than 3:00 p.m. Monday December 10, 2018:

City Clerk  
City of Elko  
1751 College Avenue



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- C. Any submittal received after the identified date and time will be returned unopened.
- D. All packages must be submitted in a sealed envelope and clearly marked on the outside: “STATEMENT OF QUALIFICATIONS FOR AIRPORT ENGINEERING SERVICES”.
- E. Proposals must contain the name, address, email address, and daytime telephone number for contact person(s) to who additional selection process requests should be communicated.
- F. Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that the Proposer has requested, in writing, to remain confidential under applicable law.

## **VI. REQUEST FOR CLARIFICATION**

Any requests for clarification of additional information deemed necessary by any respondent to present a proposal shall be submitted in writing, via postal service, email, or fax to Kelly Wooldridge, City Clerk [cityclerk@elkocitynv.gov](mailto:cityclerk@elkocitynv.gov) referencing this request. Written requests must be received a minimum for five (5) calendar days prior to the submission deadline. Any requests received after the deadline will not be considered. All requests received prior to the deadline will be responded to, by Ms. Wooldridge, in the form of an addendum addressed to all prospective respondents.

Direct contact with City elected officials, members of the Airport Advisory Board or City Staff (with the exception of the City Clerk) during the selection process, except when and in the manner expressly authorized by the Request for Statement of Qualification documents, is strictly prohibited and may render the submittal as non-compliant. Violation of this requirement is grounds for disqualification from the process.

## **VII. SELECTION CRITERIA**

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

1. Capability to perform all or most aspects for the project and provide consultant services as may become necessary to the Elko Regional Airport. (15)
2. Recent experience in Airport projects comparable to the proposed projects and experience with the FAA (Pacific-Western Region and the Phoenix ADO) and Nevada DOT. (15)



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3. Evidence that the consultant has established and implemented an Affirmative Action Program, and the consultant has experience in DBE requirements associated with Federal Grants. (5)
4. Key personnel's professional background/reputation and successful relevant experience. (15)
5. Demonstrated ability to meet schedules or deadlines, and to complete projects without having major cost escalations, overruns, or disputed claims. (10)
6. Quality of projects previously undertaken. (10)
7. Familiarity with the project(s) and the Elko Regional Airport and an understanding of the project(s) potential problems and owner's special concerns. (15)
8. Capability to furnish qualified inspectors with FAA project experience for construction inspections. (5)
9. Demonstrated capability to properly administer projects funded by the FAA (references and examples). (10)

Total 100 points

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

It is the intent of the Sponsor to enter into a contract with the most qualified firm no later than December 31, 2018. The consulting firm most qualified to perform engineering services for the contemplated projects will be selected, and consulting fees for each project will be negotiated in accordance with FAA requirements.

## **VIII. RESERVATIONS**

The Sponsor reserves the right to reject any or all proposals and specifically, to reject any or all responses to proposals that are deemed unqualified, unresponsive, unsatisfactory, and/or inappropriate. The Sponsor further reserves the right to change in incidental respects the eventual contracts in regard to scope, required services, and duties from the descriptions provided herein. The City and Airport reserves the right to competitively procure services for any portion of a project. Neither this RFQ nor any subsequent agreements shall be construed to guarantee any work for the selected firm.

The administration and staff of the Sponsor do not wish to be lobbied, either individually or collectively, regarding the RFQ. During the procurement process, firms and their subcontractors, sub-consultants or agents are not to contact any persons listed below for such purposes as holding meetings of introduction, dinners, social events, etc. Any firm contacting members of Staff in violation of this provision shall be disqualified from further consideration of this RFQ.



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Curtis Calder, City Manager  
Jim Foster, Airport Manager  
Carol Genseal, Airport Security Coordinator  
Mandy Simons, City of Elko Council Member  
David Gillett, Airport Advisory Board

#### **ADDITIOINAL INFORAMTION**

**No cost or fee schedules shall be submitted.** FAA grant guidelines require cost and fee information to be presented during contract negotiations after the selection of the most qualified consultant with which to negotiate.

The following details provide additional information relevant to the selection process and the Airport:

- Firms submitting Statements may be selected for an interview within thirty (30) days after the deadline. The date, time and location will be coordinated with the firm.
- The Sponsor will negotiate a fee and billing schedule and contract with the successful firm.
- The Sponsor reserves the right to hold Statements for a minimum of sixty (60) days before action is requested.
- The Sponsor requests the firm to use, or have the ability to use, compatible with at minimum Autodesk Auto CAD Civil 3D 2012 to the latest version.