

October 21, 2016

Request for Qualifications
For
Guymon Regional Airport

Introduction: The City of Guymon will accept proposals for the development of construction plans and specifications and construction oversight for projects at the Guymon Regional Airport. The selected consulting firm will also assist in preparation and submittal of required federal and state administrative requirements related to the projects.

Project Description: The City of Guymon is hereby soliciting statements of qualifications and experience from qualified consultants for projects at the Guymon Regional Airport. The consultant shall have the ability and capacity to complete the projects referenced below as the Engineer of Record. Services include engineering and planning for all phases and required incidental services. Subject to receipt of federal funding, these projects may include the following:

GENERAL

Develop and Update five-year Capital Improvement Plan (cost and estimated quantities)

Update Airport Development Worksheet cost and estimated quantities)

Prepare all early project development administrative requirements:

- a. Sponsor Certification(s)
- b. Airport Capital Improvement Datasheet with costs and estimated quantities
- c. Environmental Coordination with resource agencies.
- d. Airspace study and safety plan
- e. Disadvantage Business Enterprise plan and goals

Aeronautical Compliance Study

Develop/Update Airport Layout Plan

Develop/Update airports Master Plan or Action Plan or Miscellaneous Planning Study

Review Approach Alternatives

Conduct Environmental Assessment

A. LAND ACQUISITION

None Anticipated

B. GRADING AND DRAINAGE

None Anticipated

C. PAVEMENT

None Anticipated

D. AIRFIELD LIGHTING

Rehabilitate/Install Omnidirectional Approach Lighting Systems (ODAL)

Rehabilitate/Install Runway Lights, Taxiway Lights, REILS, and VAGIs

Rehabilitate/Install Segmented Circle and Lighted Wind Cone

E. EQUIPMENT AND BUILDINGS
Construct Perimeter and Deer Fencing

F. ACCESS ROAD
None Anticipated

PROJECT FUNDING: The projects will be funded using Federal Funds, State Funds and Local Funds.

SUBMITTAL OF QUALIFICATIONS:

1. Qualifications shall be submitted to: Lavoana Martinez, Guymon City Clerk. The submittal shall be marked "RFQ Guymon Regional Airport" and delivered to 424 N Main St., Guymon, Ok 73942 by Monday, November 14th before 5:00 pm.

2. Three (3) copies of the qualifications shall be submitted as directed above. The consulting firm shall submit all information it feels necessary for the city to select a qualified consultant.

3. The City reserves the right to reject any and all submittals.

CONFLICT OF INTEREST: The firm, by submitting qualifications, certifies that to the best of its knowledge or belief, no elected or appointed official is financially interested, directly or indirectly, in the purchase of services specified in this submittal of qualifications.

SELECTION: The city will make its selection based on the information provided in the RFQ and background /reference checks made by the City Staff and Guymon Airport Authority. The city will then invite the selected firm or firms to interview for the project. Once a firm is selected, then the fees for the services to be provided will be negotiated. Once the process is completed then fee negotiations will be entered into with one or more firms. Any contract must receive approval of the Guymon City Council.

PREPARATION OF SUBMITTAL OF QUALIFICATIONS:

1. Qualification Statement: Each firm shall include in its submittal a statement covering the firms' qualifications to provide the services requested above. Emphasis will be placed on firms who have extensive prior experience in airport planning and design and are familiar with federal specifications.
2. CLIENT REFERRAL: A list of current and past clients for which the firm has provided similar services as required under this RFQ. The list shall include the name of the client, location of the project size of the project, date, and contact party with telephone number and address.

3. EXPERIENCE: Submittal of qualifications shall include detail discussion of the experience of the firm in providing similar work.
4. RESUMES: Resumes shall be included on each administrative, engineering or technical staff member assigned to the project. The firm shall identify the project leader and experience directly related to that individual.

INFORMATION TO BE SUPPLIED BY THE CITY:

1. In the preparation of the Submittal of Qualifications, the firm may review all public files and maps available at the city. The firms are asked not to request information to be researched by City Staff, as time constraints would prohibit this action. Firms requesting to inspect or review city files and maps shall schedule this action with the Department of Community Development to eliminate all conflicts with other firm's or city operations.
2. The selected consultant shall have access to city files, maps and plans.

SELECTION CRITERIA: Selection of a firm or firms shall be by city review. Selection shall be based on professional completeness and technical merits. Selection criteria will include: Recent experience in airport projects, capability to perform all aspects of projects, reputation quality of previous airport projects undertaken, interest shown, professional qualifications, personnel capabilities demonstrated with interaction with Federal and State Representatives, and knowledge of FAA standards and policies.

NEGOTIATED CONTRACT: It is the intent of the City to select a firm or firms that best fits the needs of the city. A contract may or may not be negotiated as a result of this submittal as determined by the city. The City Council of the City of Guymon has final determination of any contract approval.

