

**CITY OF MONTICELLO, UTAH
REQUEST FOR STATEMENTS OF QUALIFICATIONS AND EXPERIENCE FOR
ENGINEERING SERVICES
FOR THE MONTICELLO MUNICIPAL AIRPORT**

1. INVITATION

City of Monticello, Utah (referred to herein as "Sponsor"), as owners of the Monticello Municipal Airport near Monticello, UT 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. Contemplated projects under this contract may include any of the following projects.

1. NAVAIDs including Beacon, REIL, and PAPI
2. Pavement Preservation
3. Apron Rehabilitation
4. Runway and Taxiway Rehabilitation
5. Airfield Lighting System
6. Fencing – Wildlife Escape Ramps
7. Fuel System Improvements
8. Hanger Development
9. Taxilane Development

The above-contemplated projects are dependent upon federal 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

Monticello Municipal Airport is a general aviation airport located approximately four miles north of the City of Monticello which is seeking to implement improvements to accommodate existing and future aviation demand.

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). DBR 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 postal service, email, or fax, to Kaeden Kulow, referencing this request. Written requests must be received a minimum of five (5) 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 Kaeden Kulow 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 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. Develop design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and 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. 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 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 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. 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 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. SELECTION PROCESS

A. The selection process will be in strict accordance with Federal Aviation Advisory Circular 150/5100-14D, 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.

VI. 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
2. Reputation: an explanation of the firm's reputation
3. Ability to meet schedules within budget please describe
4. Quality of previous airport projects undertaken
5. Familiarity with the project location
6. Understanding of the airport
7. Approach to proposed projects

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 **5:00 pm March 15, 2025** to:

Kaeden Kulow, Manager
17 North 100 East, Po Box 457
Monticello, UT 84535.

- C.** All packages must be submitted in a sealed envelope and clearly marked on the outside:
“STATEMENT of QUALIFICATIONS FOR AIRPORT ENGINEERING SERVICES”.
- D.** Proposals must contain the name, address, and daytime telephone number for 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.

VII SELECTION CRITERIA

A. 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 aspects of projects	30 Points
2. Reputation	20 Points
3. Ability to meet schedules within budget	20 Points
4. Quality of previous airport projects undertaken	25 Points
5. Familiarity with Sponsor and project location	25 Points
6. Understanding the airport	20 Points
7. Approach to proposed projects	30 Points
TOTAL	170 Points

B. 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.

C. It is the intent of the Sponsor to enter into a contract with the most qualified firm no later than December 27, 2024. 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 regulations.