



REQUEST FOR STATEMENTS OF QUALIFICATIONS

Airport Architectural/Engineering Services
for Airport Development Projects

DUE: Wednesday, November 24, 2021 – 12:00 PM
QUESTIONS: Thursday, November 18, 2021 – 12:00PM

CITY OF BOULDER CITY



Paul Sikora
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PURCHASING MANAGER

SECTION I – PROJECT DESCRIPTION

The City of Boulder City (the “Sponsor”) is soliciting Statements of Qualifications from qualified firms (“Proposers”) to provide Airport Architectural/Engineering Services for Airport Development Projects for the Airport.

The Sponsor seeks to enter into a five (5) year master professional airport services agreement with one qualified Airport Architectural/Engineering Services consulting firm to assist with projects subject to federal assistance under the Federal Airport and Airway Improvement Act of 1982, as amended, and may include projects funded by the Airport. Services will include general consulting and advisement on airport development issues including assistance in the following projects:

- A. Design and Construction of an Air Traffic Control Tower and Associated Improvements
- B. High Mast Lighting and Beacon
- C. Rehabilitate Runway 15-33 (Including LED Lights and Signs duct bank, fiber for AWOS, New PAPIs, windsock, REILS)
- D. Rehabilitation/Replace Taxiway B and D (including LED Lights and Signs)
- E. Design and Construction of Taxiway E (Including LED lights and signs) Serving Runway 09-27 as a Full-length parallel taxiway
- F. Relocate taxiway Delta, expand Apron & Construct Final Approach Take-Off (FATO) Areas (Including LED lights & signs)
- G. Assist in the preparation and development of Airport Capital Improvement Programs (ACIPs)
- H. Prepare necessary applications and documentation for Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant funding
- I. Aeronautical surveying to meet the requirements of Airport Geographic Information System (AGIS), including Electronic Airport Layout Plan (eALP)
- J. Obstacle evaluation/removal
- K. Design and Construct Apron Areas
- L. Acquire Avigation Easement for Uncontrolled 6.75 Acres Located in Runway 27 RPZ
- M. Design and Construct Pollution Control Facility (Wash Rack)
- N. Design and Construct Apron Extension to the South along Taxiway Delta
- O. Taxiway & Ramp Rehabilitation/Reconstruction (Project includes, but not limited to crack repair, seal coat, and remarking of taxiways, taxi-lanes, and ramps)
- P. Rehabilitate/Reconstruct of Runway 09/27
- Q. Rehabilitate/Replace airfield signage, NAVAIDS
- R. Rehabilitate/Replace Fuel Storage Facility and/or Self-Serve Fuel Facility
- S. ARFF Station
- T. Safety Area Improvements
- U. Perimeter Fence and/or Wildlife Fence Improvements
- V. Development and Implementation of a Pavement Maintenance Management Program
- W. Equipment Acquisition (ARFF/Operations, Maintenance, Security Vehicles)
- X. Environmental studies, assessments, and reports to include requirements of NEPA and all associated regulations, including the ability to represent the airport in discussions with regulatory agencies
- Y. Enhance Security Access Control System

The above contemplated projects are dependent upon federal AIP funding and approval of the Sponsor, thus, some of the above-listed projects may not come into being. In addition, the Sponsor reserves the right to request services not included in this RFQ.

SECTION II – BACKGROUND

Boulder City Municipal Airport (the “Airport”) is owned and operated by the City of Boulder City, Nevada, located just southwest of the town center. The Airport is designated as a primary non-hub airport. The Airport is located approximately 25 miles southeast of Las Vegas and southwest of the Lake Mead Recreation Area. The elevation is 2203 feet above mean sea level, and the property consists of approximately 525 acres, two runways and three taxiways, aircraft parking and aprons, 140+ hangars, tower operators, and other airport facilities.

The Airport is equipped with Medium Intensity Runway Lights and a PAPI system. It is a non-towered airfield and traffic is monitored via the UNICOM Frequency. In 2019, the airport had approximately 120,000 aircraft operations and 161,852 enplanements and in 2020, the airport had approximately 50,000 operations and 52, 530 enplanements

SECTION III – SCOPE OF WORK

Airport consultant services are utilized in four distinct and sequential phases. Proposers are required to set out their qualifications and to provide a proposal on the following scopes of work:

A. Preliminary Phase: This phase involves 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. FAA AIP Grant Administration, including but not limited to: assisting the Sponsor in the preparation of necessary pre-applications, applications, and required documents for federal grants, including Disadvantaged Business Enterprise (DBE) plans, goals, exhibits, and reporting.
3. Planning, procuring, and 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 and resolve design matters.

2. Collecting engineering data and undertaking field investigations, surveys 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.

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 utilizing 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 interviews in accordance with federal standards.
10. Making final inspection and submitting a report of the completed project to the Sponsor, including "as built" drawings.

E. Consultant may be required to provide other incidental services or subcontract with third party individuals or companies for such services. Incidental 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 laboratory inspections of materials and equipment.
3. Land surveys and topographic maps.
4. Field and construction surveys.
5. Expert witness testimony in litigation involving specific projects.
6. Miscellaneous plans, studies, and assessment reports including environmental, noise, etc.
7. Assist Sponsor in preparing equipment (i.e., Sweeper, Vehicles, Aircraft recovery, Airport Rescue and Fire Fighting, etc.) specifications for procurement purposes.

SECTION IV - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

Submissions shall be evaluated by a selection committee, which will be seeking to distinguish which firm(s) has, through the appropriate combination of several criteria; the unique abilities to best successfully perform the required services to the satisfaction of the Sponsor and FAA.

While some criteria may be ranked higher than others in the selection process, the firm(s) that achieves the highest overall ranking will be considered the top-ranked firm(s) by the selection committee. The submittals will be evaluated using the following criteria:

- Qualifications of the project team and/or individuals who would be primarily responsible for providing services to the Airport and availability of those key personnel (25%)
- Quality and extent of the firm's experience and expertise in airport architectural, engineering, planning and environmental analysis related to the scope of services (20%)
- Capability to perform all or most aspects of the contemplated projects (10%)
- Recent experience in airport projects comparable to the proposed projects (10%)
- Demonstrated ability to meet schedules or deadlines (10%)
- Quality of projects previously undertaken (10%)
- Knowledge of FAA regulation, policies, and procedures including experience working with the State and Regional FAA Office (10%)
- Local management structure for the proposed operation inclusive of experience and qualifications of any proposed sub-consultant (5%)

SECTION V - SUBMITTAL REQUIREMENTS

Interested firms should submit a Statement of Qualifications (SOQ), which are limited in length to 25 double sided pages, not including dividers, table of contents, covers and cover letters. All submissions must be signed by an officer of the firm or by a designated agent empowered to bind the firm in a contract. The SOQs received electronically utilizing the Nevada Government

eMarketplace (NGEM) located at <https://www.ngemnv.com> until 12:00 PM, Wednesday, November 24, 2021. The firm is responsible for ensuring their SOQ is submitted and received on time.

This request is for a Statement of Qualifications and a detailed cost proposal should not be included with your submittal. Final project costs will be determined through negotiations with the selected firm. The Sponsor reserves the right to enter into negotiations with more than one firm.

All questions concerning this RFQ must be received through NGEM no later than 12:00PM, Thursday, November 18, 2021.

The Statements of Qualifications and Experience shall include the following:

1. Qualification and competence of firm(s). Provide relevant information about the qualifications and capabilities of the firm(s) to perform the services for which pre-qualification is desired.
2. Firm(s)' experience in the types of services being sought. List recent relevant experience with similar projects to those for which selection is desired. Please provide at least three current references
3. Capability of key staff to perform the required services. Provide an overall management or organizational chart for the firm. Include background, experience, professional registration, and current and forecast workload of all proposed key staff. Clearly indicate past performance of the key staff on similar project(s)
4. Firm(s)' familiarity with, and proximity to, the geographic location of the project. Indicate the office location(s) where the work will be performed and familiarity with the conditions of the Boulder City Airport
5. Compliance with the Laws and Regulations. Proposer must indicate that it will comply with all applicable Federal, State and Local regulations and laws.
6. Evidence of Insurance. Proposer shall provide confirmation of insurance listing the City of Boulder City as additionally insured, with mailing address 401 California Ave, Boulder City, NV 89005; e-mail AirportAdmin@bcnv.org.

Insurance - Minimum requirements
Workers' compensation: Employer's liability \$100,000 each accident, \$500,000 disease policy limit, \$100,000 disease each employee
Commercial General Liability - \$1M each occurrence, \$2M general aggregate

Comprehensive automobile liability insurance - \$1M each occurrence
Professional liability errors & omissions (E&O) limits \$1M each occurrence, \$2M general aggregate
The Sponsor must be added as an additional insured to the general liability policy.
All deductibles or self-insured retentions (SIRs) in excess of \$5,000 must be listed on the certificate of insurance.

SECTION VI - 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 49 CFR Part 18.

A selection committee established by the Airport will select the top qualified firms based on qualifications submitted and each of these firms may be interviewed by the selection committee. Proposals submitted which do not meet the requirements of this RFQ may be considered incomplete and may not receive further consideration. (Follow-up calls for missing or incomplete information may not be made.) The award will be made to the firm or firms whose proposal is determined to be professionally and technically complete. The selection process may include a request for additional information or an oral presentation to support the written proposal. Final selection will be based on both the written qualification data submitted, and information provided at the oral interview. Further, the Sponsor reserves the right to award a contract to the firm(s) that demonstrates the best ability to fulfill the requirements of this RFQ and such firm will be chosen based on the qualifications and criteria discussed in this RFQ.

The firm(s) most qualified to perform professional services for the contemplated projects will be selected, and consulting fees for each project will be negotiated, in accordance with FAA regulations.

The successful firm(s) shall commence work only upon receipt of a Purchase Order and Notice to Proceed and will perform the services indicated therein in compliance with the Purchase Order and its written contract with the Sponsor.

The Sponsor reserves the right to reject all proposals in whole or in part.

The Sponsor will not pay for any costs associated with this RFQ nor is it liable for any costs incurred by a bidder in connection with this RFQ.

The contract to be issued to the successful proposer(s) is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and Department of Transportation Regulation 49 CFR Part 26 (Disadvantaged Business Enterprise Participation). DBE firms are encouraged to participate.

Firms whose proposals do not meet the Sponsor's requirements may be considered incomplete and may be rejected.

SECTION VII – GENERAL INFORMATION

Instructions. The City of Boulder City shall not be held responsible for any oral instructions. Any changes to this Request for Statements of Qualifications (SOQ) will be in the form of an addendum, which will be published electronically utilizing the Nevada Government eMarketplace (NGEM) located at <https://www.ngemnv.com>.

Accommodations. Pursuant to the Americans with Disabilities Act (ADA), the City of Boulder City endeavors to ensure the accessibility of all of its programs, facilities and services to all persons. If you need an accommodation regarding this RFQ, please contact the Airport Administration Office at (702) 293-9405 so that an accommodation may be made.

Pre-submittal Conference/Site Visit. A pre-submittal conference/site visit will not be held for this RFQ.

City Rights. This RFQ does not commit the City to enter into an agreement, to pay any costs incurred in the preparation of the response to this request or in subsequent negotiations, or to produce a contract for the project. The City of Boulder City reserves the right to reject any or all proposals, to waive any informality or irregularity in any SOQs received, and to be the sole judge of the merits of the respective SOQs received.

Contact with City. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the City Council, Selection Panel, the City Manager, Department Heads or other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this selection process should be addressed to the NGEM questions portal.

Agreement. Attached to this RFQ is a copy of the City of Boulder City's standard professional services agreement for consultant services. The City of Boulder City does not accept any changes or additions to the agreement language. The firm selected must be willing to enter into the City's standard agreement without changes. By submitting a SOQ, the firm assures they have reviewed and are willing to enter into the agreement as included herein.

Questions. All questions relative to this RFQ prior to the opening of SOQs shall be completed utilizing the NGEM question portal.

Eligibility. This project is open to all properly licensed businesses. The ideal candidate(s) for this project will have experience and expertise in similar projects. Consultant shall be licensed in the State of Nevada. Consultant will be required to obtain a Boulder City business license.

Non-Discrimination. The City of Boulder City is committed to compliance with Title VI of the Civil Rights Act of 1964 and subsequent related regulations and directives. No person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any service, program, or activity.

Boulder City also makes every effort to prevent discrimination on minority and low-income populations.