

**REQUEST FOR QUALIFICATIONS
FOR AIRPORT ENGINEERING CONSULTANT
FOR GALION MUNICIPAL AIRPORT (GQQ)**



Issued on March 8, 2023

Statement of Qualifications due April 7, 2023

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I. INVITATION

The City of Galion (referred to herein as Sponsor or City), as owner of the Galion Municipal Airport (Airport), is requesting statements of qualifications and experience from consulting firms (Respondent) qualified and experienced in the field of airport engineering services for a period not to exceed five (5) years.

Consultant selection will be made per guidance from the Federal Aviation Administration (FAA) Advisory Circular 150/5100-14, Architectural, Engineering, Environmental and Planning Consultant Services for Airport Grant Projects. SOQ's will only be accepted from firms that can demonstrate having a background and experience in the field of airport engineering, environmental, and planning services, as well as applying for and administering Federal assistance under the Airport Improvement Program (AIP), or other source funding, included but not limited to State funding programs.

II. INTRODUCTION/BACKGROUND

The City of Galion owns and operates the Galion Municipal Airport. The Airport is located on State Route 309 and sits in both Crawford and Richland Counties on approximately 75 acres. Its runway 5-23 was rehabilitated in 2022 with the runway and taxiway lights replaced in 2021.

III. SCOPE OF WORK

Along with general technical and professional services, the City is in need of professional, technical, planning, and advisory services for airport capital improvement program planning and development projects expected to include the following:

- Access Road Rehabilitation
- Terminal Study
- Terminal Design and Construction
- AWOS Design and Construction
- Update Property Map and Perimeter Survey
- Construct T-Hangar and Taxilanes
- Acquire Land for Development
- Conduct Wildlife Study
- Other Projects as Identified

Projects may include airside/landside design, drainage, electrical, planning, environmental, architectural and construction-related services. Consultants must be familiar with FAA and state aviation procedures and requirements regarding airport development along with any local & state requirements that may apply. Other related professional services may be required. As identified above, some projects will be dependent upon Federal AIP and/or State funding, so it shall be understood that some of the services related to the above-listed project may be deleted and that the Sponsor reserves the right to initiate additional services not included.

IV. APPROXIMATE TIMELINE

- Issue RFQ March 8, 2023
- SOQ Due April 7, 2023
- Final Selection May 5, 2023

V. SUBMITTAL FORMAT/REQUIREMENTS

The SOQ shall be contained in a document not to exceed twenty (20) pages, not including the front and back covers, dividers, cover sheet, table of contents. A letter of introduction (maximum two (2) pages) will not be counted in this 30-page limit. Page size is limited to 8 ½ x 11 inches with basic text information no smaller than 12-point font. Double sided printing is encouraged and each printed side will count towards the 20-page limit. To facilitate review, SOQ submittals should conform to the format outlined in the evaluation criteria. Proposals should be clear and concise. Emphasis should be placed on the specific qualifications of the people who will actually perform the work of this contract and the specific approach to execution of work. Submit only one original or, alternatively, an electronic copy of the proposal on a USB thumb drive (PDF formatted files preferred) of the SOQ submittal. All submittals shall be placed in a sealed envelope, which is clearly marked "RFQ Galion Municipal Airport." Responses by fax or email will not be accepted. DO NOT submit any cost/hourly rates with your submittal.

VI. SELECTION OF THE CONSULTANT

The City of Galion may choose to interview a shortlist of consultants before making the selection. The shortlisted consultants will be contacted to schedule an interview date. The City reserves the right to reject any and all submissions to this RFQ, request clarification or waive informalities/technicalities, if deemed in the best interest of the City. The City assumes no responsibility for costs incurred in responding to this RFQ. Consultant selection will be made per guidance from the FAA Advisory Circular 150/5100-14, Architectural, Engineering and Environmental Consultant Services for Airport Grant Projects and the WSDOT LAG Manual. Selection will be qualification based. No overhead rate, fees or cost information, whatsoever, should be included as part of your SOQ submittal.

VII. EVALUATION CRITERIA

This section is to outline how your submittal should be submitted. Use the headings listed and give the information requested in the order given below.

1. Firm/Team Qualifications:

- a. Preference shall be given to qualifications in airport architectural, engineering, design, planning and environmental services.
- b. Provide a description of your firm's qualifications in airport architectural, engineering, design and environmental services.
- c. Identify proposed team members and responsibilities, outlining credentials and experience for each. Provide information regarding key personnel's current workload. Provide information on the identified Project Manager's past performance on scope, schedule and budget issues.
- d. Identify where key personnel are based and their ability to manage and complete projects from a distance, if applicable. Preference will be given to local firms, i.e., within 50 miles of Galion, OH.

- e. Provide qualifications of sub-consultants who will participate on various projects. Identify potential project elements that would be performed by sub-consultants.

2. Project/FAA Experience:

- a. Preference shall be given to working relationships with the FAA and understanding of FAA aviation procedures and requirements regarding airport development, as well as those who demonstrate satisfactory and above-average performance meeting client's needs on projects.
- b. Provide a description of your firm's experience with FAA Airport Improvement Program (AIP) procedures and requirements. Also describe your firm's familiarity with FAA Advisory Circulars, FAA standards and the FAA construction process.
- c. Provide a description of your recent successful experience in projects similar to those planned. Include a demonstrated ability to meet schedule, scope and budget.
- d. Provide a list of all current airport engineering projects as well as any which have been completed in the last three years. Include the project manager assigned to each project, starting and completion dates and the sponsor's name and telephone number for each project.

3. References:

Provide the name and telephone number for at least three (3) references familiar with your services in relation to Airport projects similar to those in the above Scope of Work.

4. Additional information:

- a. Any other related information you deem pertinent to this RFQ.

VIII. CONFLICT OF INTEREST AND GOOD FAITH

Respondents must declare among their team any business entity or individual who is associated with or is in any way likely to create conflict of interest or a perception of conflict of interest. The Respondent declares that its submittal is in good faith and will disclose to the best of its knowledge, whether there are any circumstances whereby any employee of the Sponsor would gain any pecuniary interest, direct or indirect. The Respondent declares that it has not and will not participate in any collusive scheme with any entity or person in developing this RFQ. If a Respondent considers that a particular relationship or association does not create a conflict of interest and will not create a perception of conflict of interest, but is concerned that the Sponsor could arrive at a different conclusion, the Respondent should fully disclose the circumstances to the Sponsor at the earliest possible date, and request that the Sponsor provide an advance interpretation as to whether the relationship or association will be likely to create a conflict of interest or a perception of conflict of interest. Failure to comply with the provision may result in disqualification of your proposal from the RFQ process or, if the Sponsor becomes aware of the breach of this provision after the detailed proposal has been requested, disqualification from the further processes.

IX. CONFIDENTIALITY AND PRIVACY

Information provided to a Respondent by the Sponsor or acquired by the Respondent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Sponsor. The Respondent shall not make any statement of fact or opinion regarding any aspect of the RFQ and any subsequent proposal to the media or any member of the public without prior written

authorization of the Sponsor. Respondent shall be advised that the Sponsor is subject to freedom of information laws and that the Respondent will be expected to comply with the obligation imposed by the Sponsor. To the extent permitted, the Sponsor shall treat all submissions as confidential. However, the Respondent is advised that any information contained in any submission may be released if required by the Sponsor policy or procedures or by law. All Proposals submitted to the Sponsor will be kept in confidence with the Sponsor administration for the sole purposes of evaluating and developing the best possible strategic option for the Sponsor. Submitted Proposals will become the property of the Sponsor. The Sponsor will have the right to make copies of the Proposal for its internal review process and to provide such copies to the staff, legal, technical, and financial advisors, and representatives. All information will become and remain the property of the Sponsor; none will be returned. If the proposal contains any proprietary or trade secret information, said information must be indicated as such.

X. INSURANCE AND INDEMINIFICATION REQUIREMENTS

The selected Respondent must provide a current Certificate of Insurance on the standard "ACORD" or comparable form. Respondent shall, at all times during the term of this agreement, carry, maintain and keep in full force and effect a policy or policies of Comprehensive General Liability with minimum limits of Two Million Dollars (\$2,000,000) for each occurrence, combined single limit against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by Respondent. Additionally, Respondent shall maintain \$1,000,000.00 professional liability, \$1,000,000.00 Automobile liability, and name the City of Galion as additional insured. Respondent shall require each of its sub-consultants or sub-contractors to maintain insurance coverage which meets all the requirements of the agreement. Respondent agrees that if it does not keep the aforementioned insurance in full force and effect, the Sponsor may either immediately terminate the agreement or, if insurance is available at a reasonable cost, the Sponsor may take out the necessary insurance and pay, at Respondent's expense, the premium thereon.

XI. EVALUATION CRITERIA SCORING

All submittals will be evaluated based on the following and weighted accordingly:

- a. Firm/Team Qualifications (up to 35%)
- b. Airport Understanding (up to 30%)
- c. Project/FAA Experience (up to 20%)
- d. References (up to 10%)
- e. Additional information (up to 5%)

XII. SUBMITTAL PROCEDURE

SOQ must be delivered, in a sealed envelope marked "AIRPORT RFQ RESPONSE", in hard-copy format or on a USB thumb drive to:

City of Galion
301 Harding Way E.
Galion, OH 44833

XIII. INFORMATION/QUESTIONS

Questions regarding this RFQ may be directed to the Safety Service Director, Nicole Ward at nicoleward@galion.city (preferred) or by phone at 419-468-1857.

XIV. GENERAL TERMS AND CONDITIONS

Contract The successful consultant shall enter into a professional services agreement with the City of Galion for each project. It may also, at its discretion, enter into a separate professional services agreement for general consulting needs. The City, at its sole discretion, may terminate this contract for convenience at any time for any reason deemed appropriate.

XV. REIMBURSEMENT

The City will not reimburse suppliers for any costs involved in the preparation and submission of responses to the RFQ or in the preparation for and attendance at subsequent interviews. Furthermore, this RFQ does not obligate the City to accept or contract for any expressed or implied services. The City reserves the right to request any respondent to clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the response.

XVI. PUBLIC RECORDS AND PROPRIETARY MATERIAL

Respondents should be aware that any records they submit to the City of Galion or that are used by the City, even if the respondents possess the records, may be public. The City must promptly disclose public records upon request unless statute exempts them from disclosure. Respondents should also be aware that if even a portion of a record is exempt from disclosure, generally, the rest of the record must be disclosed. Exemptions, including those for trade secrets and "valuable formula," are narrow and specific. Respondents should clearly mark any record they believe is exempt from disclosure.

Upon receipt of a request for public disclosure, the City will notify the RFQ respondent of any public disclosure request for the respondent's proposal. If the respondent believes its records are exempt from disclosure, it is the respondent's sole responsibility to pursue a lawsuit to enjoin disclosure. It is the respondent's discretionary decision whether to file such a lawsuit. However, if the respondent does not timely obtain and serve an injunction, the City will disclose the records, in accordance with applicable law.

**ON-CALL ARCHITECTURAL, ENGINEERING, ENVIRONMENTAL AND OTHER RELATED PROFESSIONAL
SERVICES FOR THE GALION MUNICIPAL AIRPORT**

General Information Form

This form must be signed by a person authorized to make SOQ's and enter into contract negotiations on behalf of your agency. To be considered for this project, the submittals must be completed in accordance with this RFQ and this cover sheet must be attached as the first page.

Authorized Official (Signature)

Date

Print Name of Authorized Official

Title of Authorized Official

Company Name

Contact Person

Address City, State, Zip

Phone Number

Fax Number

E-Mail Address

Federal Tax ID #

NOTE: It is the sole responsibility of the Consultant to learn of Addenda, if any. Such information may be obtained from the City of Galion's website at www.galion.city.