



CITY OF WILLIAMS, ARIZONA

**REQUEST FOR QUALIFICATIONS FOR QUALIFIED AVIATION
CONSULTANTS FOR AIRPORT PLANNING, DESIGN,
ENGINEERING, CONSTRUCTION MANAGEMENT AND
CONSULTING SUPPORT SERVICES FOR
H.A. CLARK MEMORIAL FIELD**

Issued June 4, 2013

**Statement of Qualifications Due: 3:00 P.M.
(local) August 12, 2013**

GENERAL INFORMATION

The City of Williams is located in Coconino County, approximately 25 miles west of Flagstaff, Arizona. H.A. Clark Memorial Field is a general aviation airport located approximately 3 miles north of the City of Williams at an elevation of 6,991 feet.

The City of Williams is seeking a qualified aviation consultant to provide airport planning, engineering, design, construction management and consulting support services for projects at H.A. Clark Memorial Field. All work will be accomplished in accordance with all Federal, State and Local guidelines, regulations including FAA Advisory Circulars, E.P.A. and Arizona Environmental Statutes.

A qualification based selection process conforming to FAA Advisory Circular 150/5100-14d will be utilized to select the most qualified firm. Fee information will not be considered in the selection process and must not be submitted with the statement of qualifications.

The consultant contract with the City of Williams will include on call professional services over a 5 year period. A separate Authorization of Services including the detailed project scope of services and professional fees will be negotiated for each individual project during that period. The initial agreement, authorization of services, scope of work, and professional fees will be submitted for review and subject to approval by the City of Williams, FAA, and ADOT. All projects are subject to the availability of funding.

The City of Williams reserves the right to make changes to this Request for Qualifications. Changes will be made by written addendum, which will be issued to those firms that have requested this Request for Qualifications, and firms shall acknowledge receipt of any addendums issued.

The City of Williams further reserves the right to accept or reject any or all Statements of Qualification and to select the firm deemed to be in the best interest, in the opinion of the City, subject to successful contract negotiations and necessary approvals.

The consultant contract is subject but not limited to the following provisions:

- Title VI of the Civil Rights Act of 1964
- Section 520 of the Airport and Airway Improvement Act of 1982
- DOT Regulation 49 CFR Part 18.36(i) - Access to Records
- DOT Regulation 49 CFR Part 20 - Lobbying in Influencing Federal Employees
- DOT Regulation 49 CFR Part 26 - Disadvantage Business Enterprises Participation
- DOT Regulation 49 CFR Part 29 - Government-wide Debarment and Suspension
- DOT Regulation 49 CFR Part 30 - Federal Trade Restriction Clause

CONSULTANT SERVICES

The airport consultant services required for typical airport development projects involves services generally of an architectural, civil, geotechnical, structural, mechanical and electrical engineering nature. The anticipated basic services of the selected firm may include but are not limited to engineering designs, plans, studies, technical specification preparation, construction administration, inspections, grant application preparation and other general consulting services as may be required by the City. These services will also include representing the City in discussions with the FAA and ADOT Aeronautics regarding work programs, grant requirements and project documentation. The anticipated basic services that will be required include the following:

1. Preliminary Phase. This phase involves those activities required for defining the scope of a project and establishing preliminary requirements. Some examples of activities within this phase of a project include:
 - a. Conferring with the City of Williams on project requirements, 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.
 - b. Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations and architectural and engineering studies required for preliminary design considerations.
 - c. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations and preliminary layouts and cost estimates.

2. Design Phase. This phase includes all activities required to undertake and accomplish a full and complete project design. Examples include:
 - a. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
 - b. Collecting engineering data and undertaking field investigations; performing; geotechnical engineering studies; and architectural, engineering, and special environmental studies.
 - c. Preparing necessary engineering reports and recommendations.
 - d. Preparing detailed plans, specifications and cost estimates.
 - e. Preparing construction safety plans.
 - f. Printing and providing necessary copies of engineering drawings, contract documents, and specifications.

3. Construction Phase. This includes all activities necessary to oversee construction of the project. Examples include:

- a. Assisting the City of Williams in advertising and securing bids, negotiating for construction services, analyzing bid results, furnishing recommendations on the award of contracts, and preparing contract documents.
 - b. Onsite construction inspection and/or management involving the services of part time or full-time resident engineer(s), inspector(s), or manager(s) during the construction or installation of phase of a project.
 - c. Providing consultation and advice to the City of Williams during all phases of construction.
 - d. Representing the City of Williams at preconstruction conferences.
 - e. Inspecting work in progress periodically and providing appropriate reports to the City of Williams.
 - f. Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concept.
 - g. Reviewing, analyzing, and approving laboratory and mill test reports of materials and equipment.
 - h. Preparing and negotiation change orders and supplemental agreements.
 - i. Observing or reviewing performance tests required by specifications.
 - j. Preparation of record drawings.
 - k. Determining amounts owed to contractors and assisting City of Williams in the preparation of payment requests for amounts reimbursable from grant projects.
 - l. Making final inspection and submitting a report of the completed project to the City of Williams, FAA and ADOT.
 - m. Updating the Airport Layout Plan, as necessary, upon completion of a construction project or property acquisition.
4. Special Services. The development of some projects may involve special activities or studies. Consultants performing special services may be employed directly by the sponsor to implement one or more phases of a project or may be employed by the principal consultant via a subcontract agreement. In certain instances, these services may be performed by the principal consultant. Some examples of special services that might be employed for airport projects include, but are not limited to, the following:
- a. Soils investigations, including core sampling, laboratory tests, related analyses, and reports.
 - b. Detailed mill, shop, and/or laboratory inspections of materials and equipment.
 - c. Land surveys and topographic maps.
 - d. Field and/or construction survey.
 - e. Photogrammetric surveys.
 - f. Expert witness testimony in litigation involving specific projects.

- g. Public information and communications.
- h. Assist the City of Williams in the preparation of necessary applications for local, State and Federal grants.
- i. Assist in preparation and updating the annual Airport Capital Improvement Program
- j. Preparation of grant reimbursement forms to be submitted to FAA and ADOT
- k. Preparation of DBE Plans/Goals.
- l. Preparation of property maps.
- m. Preparation of quality control plan.
- n. Preparation of final report.
- o. Preparing feasibility studies; Drainage studies; DBE Program; Wildlife studies; Environmental Assessments; Updating the Airport Master Plan; Airport Layout Plan, as necessary, upon completion of a construction project or property acquisition.

ANTICIPATED PROJECTS

Potential projects which may be completed under this contract include but may not be limited to the following.

- Construct Airport Perimeter Road
- Construct/Reconstruct Parking Apron(s)
- Upgrade AWOS
- Land Acquisition
- Rehabilitate Airport Access Road
- Construct Non-revenue Automobile Parking
- Extend Runway & Parallel Taxiway
- Expand and/or Reconfigure Aircraft Parking Aprons
- Construct Taxi lanes for new Hangars
- Construct New Hangers
- Construct and/or Relocate Helipads
- Airfield Pavement Rehabilitation
- Rehabilitate, Install, Upgrade Airfield Lighting, Signage and Visual Aids
- Update Airport Layout Plan
- Update Airport Master Plan
- Airport Drainage and Grading to comply with standards
- Wildlife Hazard Assessment
- Environmental studies/reviews
- Prepare/Update DBE Program

SUBMITTAL INSTRUCTIONS

Firms interested in being considered should submit five (5) bound copies of its proposal in a sealed envelope marked **“Qualifications for Airport Consulting Services”** by **3:00 p.m. (MST), August 12, 2013, to:**

City Clerk
City of Williams
113 S. 1st Street
Williams, AZ, 86046
(928) 635-4451

No Pre-Submittal Conference will be held.

No facsimile or electronic submittals will be accepted.

Statement of Qualifications will be accepted from professional firms or individuals registered to practice in the State of Arizona and qualified to provide the necessary services.

Statement of Qualifications submitted after the date and time specified will not be accepted but will be returned unopened to the submitter.

The City of Williams reserves the right to accept or reject any or all Statement of Qualifications or to waive any irregularities or informalities therein except for those Statements of Qualifications that are received after the stated deadline which will be rejected. Any incomplete, false, or misleading information provided by or through the Consultant shall be grounds for non-consideration.

The City of Williams assumes no obligations of any kind for expenses incurred by any respondent to the Request for Qualifications.

The City of Williams is an equal opportunity employer.

The Consultant acknowledges that this solicitation is subject to federal laws and regulations, including Federal Aviation Administration regulations, rules, policies and Grant Assurances, specifically but not exclusively, 49 CFR 18 as outlined in FAA Advisory Circular (AC) 150/5100-14D, as well as all Arizona state laws including ARS Chapter 6, relating to procurement of architectural/engineering consultant services.

STATEMENT OF QUALIFICATIONS CONTENT REQUIREMENTS

Each Statement of Qualifications shall not exceed twelve (12) single-sided (8-1/2" x 11" paper) pages, including cover sheet, resumes, graphics, divider pages, table of contents, etc. Tab/sections divider pages must be blank except for a tab/section name or heading. Any additional wording on the tab/section divider page will be considered a page. All text must not be smaller than 11 point type, including text in charts, graphs, schedules, and inserts. The 11 point type applies to all sheets submitted in the response. Can be double sided.

All copies of the Statement of Qualifications will be retained by the City of Williams and will not be returned. The Statement of Qualifications can be double sided, and should include at a minimum, the following:

1. Name, size and description of firm.
2. Location of main office and office where work will be accomplished.
3. Qualifications and previous experience, including a list of former and current airport clients in the design and function of runways, taxiways, aprons, airfield security and airfield access roads.
4. Qualifications and previous experience of sub-consultants most often utilized by proposing firm.
5. Detail knowledge, experience, and capability to successfully perform and/or administer the four main basic services described (preliminary phase, design phase, construction phase, and special services).
6. Qualifications and previous experience providing the proven ability and knowledge of working with the Federal Aviation Administration (FAA) and the Arizona Department of Transportation-Aeronautics.
7. Resumes of key personnel and team members to be assigned to the proposed projects.
8. Current and projected workload.
9. Detail and provide evidence that the firm(s) has made a good faith effort in meeting Disadvantaged Business Enterprise (DBE) goals.
10. Additional information/comments you believe pertinent to the selection committee.

V. EVALUATION & SELECTION CRITERIA

1. Qualifications of Consulting Firm, including experience and background of firm and key management personnel with experience on airport projects similar to those anticipated for H.A. Clark Memorial Field. (20 Points)
2. Demonstrated capability to meet schedules and deadlines without delays and to manage budgets. (15 Points)
3. Location of main office and office where work will be completed, including familiarity with H.A. Clark Memorial Field, the Williams area, local construction conditions and the potential projects at the airport. (20 Points)
4. Experience within the last five (5) years on airport projects similar to the proposed projects. (15 Points)
5. Capability to perform all aspects requested in the Preliminary, Design, Construction, and Special Services area. (15 Points)
6. Evidence of establishment and implementation of an Affirmative Action Program. (5 Points)
7. Demonstrated knowledge of FAA and ADOT Aeronautics regulations, policies and procedures (5 Points)
8. Interest shown by the consultant. (5 Points)

The City may choose to select a consultant based on the information submitted in the Statement of Qualifications, or the City may create a short list of no more than three (3) candidates and conduct discussions with those firms regarding their qualifications for the projects. City staff will enter into negotiations with the selected firm and agree upon a final scope of work and a reasonable fee. If negotiations with the selected firm are unsuccessful, the City reserves the right to negotiate with the other submitting firm(s). City staff will forward a recommendation for award to the City Council for final approval.

QUESTIONS REGARDING THE REQUEST FOR QUALIFICATIONS

Questions regarding the Request for Qualifications may be addressed to Mr. Brandon Buchanan, City Manager, (928) 635-4451 or via e-mail to bbuchanan@williamsAZ.gov with a subject topic of **RFQ for Airport Consulting Services**. Statement of Qualifications must be received at City of Williams, 113 South 1st Street, Williams, AZ 86046, by 3:00 p.m. (MST), August 12, 2013.