

# **Request for Qualifications (RFQ)**

## **Stroud Municipal Airport (SUD)**

Introduction: The City of Stroud will accept proposals for the development of airport project documents, construction plans and specifications, and construction oversight for projects at the Stroud Municipal Airport. The selected consulting firm will also assist in preparation and submittal of required federal and state administrative documents related to the projects. The City of Stroud has requested the assistance of the Oklahoma Aeronautics Commission (OAC) to act as the City's agent for the Stroud Municipal Airport. OAC will supervise and oversee this RFQ process for the City.

Project Description: The City of Stroud is hereby soliciting statements of qualifications and experience from qualified consultants for projects at the Stroud Municipal 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, state, and/or local 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 project 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. Disadvantaged Business Enterprise plan and goals

Aeronautical Compliance Study

Develop/Update Airport Layout Plan

Develop/Update Airport Miscellaneous Planning Study

Review/Develop Approach Procedures

Conduct Environmental Coordination

### GRADING AND DRAINAGE

Improve Airfield Drainage and Erosion Control

Install Edge Underdrains

Upgrade Safety Areas Requirements

Remove Airfield Equipment, Foundations, and Miscellaneous Structures

### PAVEMENT

Rehabilitate Runway, Taxiways, Taxilanes, Aprons, and Entrance Roads

Construct Taxiways, Taxilanes, and Aprons

Extend Runway

### AIRFIELD LIGHTING

Rehabilitate/Install Rotating Beacon and Tower  
Rehabilitate/Install Runway Lights, Taxiway Lights, REILS, and VGSIs  
Rehabilitate/Install Segmented Circle and Lighted Wind Cone  
Rehabilitate/Install Electrical Vault and Cabling

### EQUIPMENT AND BUILDINGS

Construct Hangar and Fuel Facilities  
Construct Terminal Building  
Improve Access Gate and Perimeter Fence

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

### SUBMITTAL OF QUALIFICATIONS:

1. Qualifications shall be submitted to: Robert Pearman, City Manager, P.O. Box 500, Stroud, OK 74079

The submittal shall be marked "RFQ - Stroud Municipal Airport" and delivered to the above address by January 18, 2019.

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. The City may elect to 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. Should an agreement on negotiated fees not be reached with the top ranked firm, the City may elect to move to the next highest ranked firm and begin fee negotiations with that entity. Any contract must receive approval of the Stroud 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 Robert Pearman 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 with assistance from OAC. 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/OAC 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 Stroud has final determination of any contract approval.