

NOTICE OF REQUEST FOR PROPOSALS

REQUEST TITLE: Greenlee County Airport Professional Engineering Services
RESPONSE DUE DATE: May 25, 2023, 5:00 PM Arizona Time
SUBMIT RESPONSES TO: RE: Airport Consulting Engineering Proposals
Greenlee County Board of Supervisors
253 5th St
Clifton, AZ 85533

Greenlee County requests statements of interest, qualifications and experience from qualified airport engineering consulting firms for scoping, design, bidding/negotiation, and construction administration services associated with planned projects at the Greenlee County Airport.

Sealed responses will be received by the office of the Board of Supervisors of Greenlee County until the time and date cited above.

Responses must be in the actual possession of the office of the Board of Supervisors at the location indicated, on or prior to the exact time and date indicated above. Late responses will be returned unopened.

Responses must be submitted in a sealed envelope with the Offeror's name and address clearly indicated on the envelope. Questions may be addressed to Laura Garcia via email at lbgarcia@greenlee.az.gov.

OFFERORS ARE ENCOURAGED TO CAREFULLY READ THE ATTACHED SPECIAL TERMS AND CONDITIONS.

REQUEST FOR PROPOSALS
(STATEMENTS OF INTEREST, QUALIFICATIONS & EXPERIENCE)
Greenlee County Airport Professional Engineering Services

SPECIAL TERMS AND CONDITIONS

The Board of Supervisors of Greenlee County operates an unclassified airport under the Federal Aviation Administration (FAA) location identifier CFT on approximately 450 acres in Greenlee County.

Greenlee County desires to secure the services of a qualified airport engineering consulting firm for the scoping, design, bidding/negotiation, and construction administration of potential projects at the airport. An illustrative list of projects includes the following:

- Replacing obsolete runway lights with LED lights
- Installation/construction of wildlife deterrent fencing
- Runway rehabilitation involving 1" overlay
- Upgrades to existing AWOS system
- Taxiway rehabilitation

The successful firm will be required to perform those services as more fully defined in FAA AC 150/5100-14E, Chapter 1, Part 1.4.2, relative to federal and state-funded projects. Projects funded through FAA grants will be subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation) and to foreign trade restrictions. Each individually specified project subject to allocation of federal and/or state funds will require a negotiation of fees and an authorization of services from Greenlee County prior to commencement of any work.

The respondent acknowledges that this solicitation is subject to Federal laws and regulations, including Federal Aviation Administration (FAA) regulations, rules, policies and grant assurances, specifically but not exclusively 49 CFR 18 as outlined in FAA Advisory Circular (AC) 150/5100-14E, all relating to procurement of planning, architectural/engineering and consultant services. This includes the ***Contract Provision Guidelines for Obligated Sponsors and Airport Improvement Program Projects*** issued on June 19, 2018. With submission of the Statement of Qualifications and Experience, the respondent accepts the responsibility for knowledge of and compliance with the guidelines and procedures referenced herein.

All questions regarding this solicitation should be directed to the office of the Board of Supervisors of Greenlee County via email to lbgarcia@greenlee.az.gov. Respondents shall not otherwise contact employees of Greenlee County concerning this solicitation while the evaluation process is in progress.

An original and three (3) copies of each proposal shall be submitted in the format specified. Greenlee County will not provide any reimbursement for the cost of developing or presenting responses to this solicitation. Failure to include the requested information may have a negative impact on the evaluation of the respondent. Responses shall utilize a minimum font size of 10 and are limited to six (6) pages in length.

The selection committee will make their selection of the successful applicant in accordance with FAA Advisory Circular (AC) 150/5100-14E and A.R.S. Title 34, Chapter 6. Evaluation of proposals will include:

1. Ability to perform all or most of the services for the proposed projects listed. – 12%
2. Experience within the last five years in airport projects comparable to the proposed projects. – 12%
3. Key personnel's professional background and experience. – 12%
4. Quality of projects previously completed. – 20%
5. Demonstrated ability to complete projects on time and within budget. – 12%
6. Qualifications and experience of sub-consultants regularly engaged by the proposing Consultant. – 8%
7. Demonstrated knowledge of FAA and ADOT Aeronautics Regulations, Policies and Procedures. – 12%
8. Familiarity with and geographic proximity to the airport. – 12%

REQUIRED INFORMATION

In order for a proposal to be considered responsive, the following information must be provided:

1. Name, size and description of firm.
2. Location of main office and branch office where work will be administered.
3. Qualifications and previous airport experience, including a list of former and current airport clients.
4. Qualifications and experience of sub-consultants most often utilized by proposing firm.
5. Qualifications and experience demonstrating ability to work with and abide by Federal Aviation Administration (FAA) and Arizona Department of Transportation (ADOT) Aeronautics rules and specifications.
6. Resume summaries of key personnel and team members including principal engineer(s), land surveyor(s), and construction manager(s).

The respondent may include additional information they deem relevant to the selection process. The respondent shall provide the name and email address of a single point of contact for this solicitation. Any addenda, RFI responses or other correspondence relative to this solicitation will be disseminated via email. Respondents shall acknowledge addenda and other communication from Greenlee County in their submitted proposal.

DISADVANTAGED BUSINESS ENTERPRISES

Greenlee County intends to afford the opportunity to disadvantaged business enterprises to participate to the maximum extent feasible in all required aspects of procurement and contracting in accordance with applicable statutes, regulations, and executive orders. All proposals received will be evaluated based on FAA Advisory Circular 150/5100-14E and on compliance with this request.

CONTRACT TERM

The term of the contract resulting from this solicitation shall be three (3) years, with the option to extend for up to two (2) additional one-year periods, unless terminated or canceled as otherwise provided herein. It shall be the contractor's responsibility to notify Greenlee County not later than ninety (90) days prior to the contract expiration if contractor desires to renew for a supplemental period.

PATENTS, COPYRIGHTS

All services, information, computer program elements, reports, and other deliverables which may have a potential patent or copyright value, and which are created under the resulting contract shall become the public domain.

KEY PERSONNEL

It is essential that the contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under the resulting contract. The contractor must agree to assign specific individuals to key positions.

The contractor agrees that once assigned to work under the resulting contract, key personnel shall not be removed or replaced without written notice to and approval from Greenlee County.

If key personnel are not available for work under the resulting contract for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the contractor shall immediately notify Greenlee County, and shall, subject to the concurrence of Greenlee County, replace such personnel with personnel of substantially equal ability and qualifications.

END OF SPECIAL TERMS AND CONDITIONS