

The City of Grants

600 West Santa Fe Ave.
Grants NM 87020
Phone 505-287-7927

REQUEST FOR PROPOSALS GRANTS – MILAN MUNICIPAL AIRPORT

RFP # 2023 AIRPORT

I. INVITATION

The City of Grants, New Mexico (referred to herein as "Sponsor"), as owners of the Grants – Milan Municipal Airport, are requesting proposals from consulting firms ("Proposers") qualified and experienced in the field of airport engineering.

The Sponsor plans to award a four-year contract for engineering services for any and all engineering projects subject to federal assistance under the Airport and Airway Improvement Act of 1982 as amended. Contemplated projects at the Grants – Municipal Airport under this contract may include but not limited to:

- FW 2023 Runway 13/31 Pavement Maintenance
- FY 2023 Apron Expansion (Design)
- a. Prepare DBE program and goals
- b. Prepare and update Storm Water Pollution Prevention Plan (SWPPP)
- c. Environmental services, excluding project specific Environmental Impact Statements and Environmental Assessments.
- d. Prepare Airport Master or Action Plan update
- e. Prepare Wildlife Hazard Assessment
- f. Update Airport Layout Plan
- g. Airfield Pavement Maintenance / Rehabilitation
- h. Hangar Site Development
- i. Airfield Electrical Improvements & upgrades
- j. New Terminal Apron expansion design/construction
- k. New Terminal Building
- l. Multi-level Environmental studies
- m. AIP Eligible Equipment research and procurement
- n. Grant administration - Prepare Grant applications

- o. Other projects that may be approved over the 4 year period of this contract for services.

The above-contemplated projects are dependent upon federal AIP funding and State Aviation Division funding and approval of the Sponsor, so it shall be understood that some of the services related to the above-listed projects may be deleted and that the Sponsor reserves the right to initiate additional services not included in the initial procurement. Any project not listed above will not be eligible for federal AIP funding.

The above-contemplated projects are dependent upon State Aviation Division funding and approval of the Sponsor, so it shall be understood that some of the services related to the above-listed projects may be deleted and that the Sponsor reserves the right to initiate additional services not included in the initial procurement.

II. BACKGROUND

Grants – Milan Municipal Airport is located in the NW quadrant of The City of Grants, NM (about 3.5 miles from the City Hall). The Airport has approximately 5,000 annual operations.

The Grants – Milan Municipal Airport is not a Certificated FAR Part 139 airport and there is not a controlled tower.

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

III. REQUESTS FOR CLARIFICATION

Any requests for clarification of additional information deemed necessary by any respondent to present a proposal shall be submitted in writing, via postal service, e-mail, or fax, to the Procurement Officer's office at the above address, referencing this request. Written requests must be received a minimum of seven (7) days prior to the submission deadline. Any requests received after this deadline will not be considered. All requests received prior to the deadline will be responded to, in writing, by the Procurement Officer in the form of an addendum addressed to all prospective respondents.

IV. SCOPE OF WORK

Basic engineering services are utilized in four distinct and sequential phases. Proposers are required to set out their qualifications and to propose on the following scope of work.

- A. Preliminary Phase: This phase involves those 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. Assisting the Sponsor in the preparation of necessary pre-applications, applications, and required documents for federal grants, including Disadvantaged Business Enterprise (DBE) plan and goals, and exhibits.
3. Planning, procuring, and/or 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 or resolve design matters.
2. Collecting engineering data and undertaking field investigations and 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 and requested.

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 involving the services of 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 reviews of certified payrolls.
10. Making final inspection and submitting a report of the completed project to the Sponsor, including "as built" drawings.

E. Proposers 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/or laboratory inspections of materials and equipment.
3. Land surveys and topographic maps.
4. Field and/or 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. snow removal, Airport Rescue and Fire Fighting, etc.) specifications for procurement purposes.

V. SELECTION PROCESS

1. The selection process will be in strict accordance with Federal Aviation Advisory Circular 150/5100-14D, Architectural, Engineering and Planning Consultant Services for Airport Grant Projects and 49 CFR Part 18.
2. The Selection Committee shall consist of four Sponsor representatives:
Frances R Medina, CPO, CFM
Donald Jaramillo, City Manager
Lynn Cannon, Airport Manager
Shannon DeVine, Special Projects
Caroline Ramirez, CPO
3. Communication between Proposers and any member of the Selection Committee during the selection process, except when and in the manner expressly authorized by the proposal documents, is strictly prohibited; violation of this requirement shall be grounds for disqualification of the Proposers from the process. Contact with the Airport Manager is allowed for project information and airport visits.
4. Instructions to Proposers are attached hereto and incorporated herein.

VI. CONTENTS OF STATEMENT OF QUALIFICATIONS

1. Proposers interested in the provision of engineering services to accomplish the proposed projects should limit their Statements of Qualifications to 25 pages, exclusive of cover letters, divider tabs or letters of transmittal containing introductory language only. The Statement of Qualifications should include:
 - a. A cover letter.
 - b. A narrative statement detailing the Proposer's understanding of the requirements of the Sponsor and the capability to perform all or most aspects of the engineering projects and tasks contemplated.
 - c. A general description of the Proposer's firm, including company organizational structure, size of company, recent experience in comparable airport/aviation projects, and experience with projects funded by Federal Aviation Administration AIP grants.
 - d. Identification of those key individuals who will be involved in the contemplated projects and their qualifications, backgrounds, experience, and specific responsibilities.

- e. A representative list of previous clients and representative projects comparable to the proposed planning and/or engineering projects listed above (include contact person, airport, brief project description(s), and phone numbers.
- f. Demonstrated capability to meet schedules/deadlines, without delays, cost escalations or overruns, and contractor claims.

2. The City of Grants invites firms to submit Statements of Qualifications to perform the above-described services. Interested firms shall submit one (1) original and five (5) copies of the proposal on or before February 13th 2023 at 4:00 pm MDT to: Caroline Ramirez, CPO or authorized representative.

Caroline Ramirez, Purchasing Agent
600 W. Santa Fe Ave.
Grants NM 87020
505-287-7927

Proposals received after the deadline, as determined by the Purchasing Agent, will not be considered.

- 3. All proposals must be submitted in a sealed envelope and clearly marked in the lower left hand corner: **“RFP # 2023 AIRPORT.”**
- 4. Proposals must contain the name, address, and daytime telephone number for contact persons to whom additional selection process requests should be communicated.
- 5. Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that Proposer has requested, in writing, to remain confidential under applicable law.

VII. SELECTION CRITERIA

Selection criteria contained in FAA Advisory Circular 150/5100-14D Chapter Two, will be applied in the following order of importance:

- 1. Recent experience in airport planning and development projects. 30 points
- 2. Capability to perform all aspects of project. 30 points
- 3. Reputation. 20 points
- 4. Ability to meet schedules within budget. 20 points
- 5. Quality of previous airport project undertaken. 25 points
- 6. Familiarity with Sponsor and project location. 25 points

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| 7. | Understanding the airport and proposed projects. | 30 points |
| 8. | Understanding the Sponsor's special concerns. | 10 points |
| 9. | Interest shown. | <u>10 points</u> |
| | Total | 200 points |

A short list may be developed from the submittals received. Consultants on the short list may be asked to attend an interview prior to final selection being made. A schedule of fees will be negotiated with the selected consultant for the services to be performed under the initial NMDOT - Aviation Division and/or FAA grant. Subsequent fees will be negotiated on a task order basis as additional grants are obtained.

It is the intent of the Sponsor to enter into a contract with the most qualified firm no later than February 28, 2023. The consulting firm most qualified to perform engineering services for the contemplated projects will be selected and consulting fees for each project will be negotiated in accordance with FAA regulations.