

**REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)
FOR PROFESSIONAL AIRPORT ENGINEERING PLANNING SERVICES, BOZEMAN
YELLOWSTONE INTERNATIONAL AIRPORT (BZN)**

The Gallatin Airport Authority (GAA) as owner is soliciting Statement of Qualifications from interested and qualified Aviation Consultants for professional aviation planning and airport engineering services. The selection process will be in compliance with FAA Advisory Circular, 150/5100-14E, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

Information obtained from the RFQ will be used by the GAA to evaluate each interested consultant using criteria outlined in this Request for Qualifications and conforming to FAA Advisory Circular 150/5100-14E to select the most qualified consultant(s). Fee information will not be considered in the selection process and must not be submitted.

The GAA reserves the right to pick one or more consultants and negotiate an agreement for a period beginning September 1, 2021 not to exceed five (5) years. Work under the agreement will occur on an as-needed basis (not a monthly ongoing fee) based on project schedules, funding or need.

Subject to availability of local funding and receipt of funding under the FAA Airport Improvement Program, services may include, but are not limited to planning and documentation of the following:

PLANNING SERVICES:

AIRSIDE:

- Airport noise studies under 14 CFR Parts 150 and 161
- Public information and community involvement programs and/or public hearings relating to airport development and planning projects
- Northside general aviation development
- Improvements to instrument procedures
- Expansion or relocation of runways, taxiways and aprons
- Environmental Assessments (EA), Environmental Impact Statements (EIS), and other studies in accordance with FAA Orders 5050.4 and 1050.1
- Cost benefit analysis associated with runways, taxiways or apron improvements
- GIS data collection, entry, and analysis and other electronic graphical/mapping efforts.

- Land Acquisition
 - Expansion/ relocation of airport roads and parking lots

BUILDINGS:

- Construction of pay parking garage
- Terminal expansion or modifications

NAVIGATION:

- Relocation of electronic navigation aids

The airport’s Master Plan and Capital Improvement Program may change over the course of the five year period. The GAA reserves the right to add or remove projects for consideration as dynamics at the airport warrant.

CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS:

Submittals will be ranked based upon the following criteria and relative importance as applied by the Selection Committee:

1. Capability to perform all or most aspects for projects and provide consultant services as may become necessary. Ability of key personnel to expeditiously respond to and support needs of staff. (25)
2. Key personnel’s professional background/reputation and successful relevant experience. (20)
3. Quality of projects previously undertaken that are comparable to proposed projects and experience with the FAA (Northwest Mountain Region and Helena ADO). (20)
4. Demonstrated ability to meet schedule or deadlines and to complete projects without having major cost escalations, overruns or disputed claims. (15)
5. Familiarity with similar projects proposed and understanding of these types of project(s) and potential problems and owner’s special concerns. (15)
6. Demonstrated capability to properly administer projects funded by the FAA. (5)

SELECTION OF THE CONSULTANT:

The GAA will use a Selection Committee comprised of two members of the GAA board and Airport Director to evaluate each of the Statement of Qualifications received in response to this RFQ.

The Selection Committee shall select a consultant or, at its discretion, a short list of consultants to interview prior to selection. The GAA reserves the right to reject any or all submitted Statement of Qualifications and to waive or decline any Statement of Qualifications irregularities. GAA is not responsible for any cost incurred by consultants in response to this RFQ.

MASTER AGREEMENT:

The selected consultant(s) shall execute a Master Agreement with the GAA. The agreement shall be based on the criteria described in this RFQ and the consultant's Statement of Qualifications.

Master Agreement is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to provisions of the Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation). DBE firms are encouraged to submit.

For each project performed under the Master Agreement, a detailed scope of work will be developed and agreed to by the consultant(s) and the GAA.

All consultants are advised that some of the services listed in the RFQ may or may not be not be required.

All consultants are advised that services are limited to only those projects which are expected to be initiated within five (5) years of the date the agreement as signed.

STATEMENT OF QUALIFICATIONS:

Statements of Qualifications shall be limited to fifteen (15) pages including promotional material. Information submitted should be limited to similar airport projects completed.

Six (6) copies of Statements of Qualifications must be furnished and all submittals shall become property of the GAA.

Statements of Qualifications will be accepted until 5:00 p.m. April 16, 2021. Neither facsimile nor electronically transmitted responses will be accepted for this request. Submittals received after the deadline will be marked "LATE" and will receive no further consideration. The GAA will work towards selecting the top qualified consultant(s) by May 13, 2021.

No preproposal meeting is scheduled. For further information contact Scott Humphrey, Deputy Airport Director, 850 Gallatin Field Rd., Suite 6, Belgrade, Montana, 59714. Phone: (406) 388-6632 FAX: (406) 388-6634