

**Sheridan County Airport  
Request for Statement of Qualifications and Experience  
For Airport Engineering/Architectural Services**

**General Description**

The Sheridan County Board of Commissioners is presently accepting Statements of Qualifications and Experience from an Engineering/Architectural Firm, to be used in selecting a principal consultant to provide design, and/or engineering services and architectural services for the following projects at the Sheridan County Airport in Sheridan, Wyoming, (listed in no particular order):

- SRE Equipment (Trucks and Plows)
- R/W 15 Safety Area Slide Repair
- NAVAID Relocation
- Reconstruct / Expand GA Aprons
- Rehabilitate Runway 6/24 (West)
- Rehabilitate Runway 6/24 (East)
- Realign East End Taxiway A and Connector A-2
- Terminal Building Addition/Remodel (Baggage Claim and Baggage Make-up)
- Design and Environmental – Parallel T/W A
- Construct Parallel T/W A
- Construct Auto Parking – Phase I and II
- Reconstruct Taxiway Connector A-3
- Seal Coat and Mark Pavements
- Rehabilitate Taxiway A/B Intersection

Services to be provided include, but are not limited to, preliminary investigation and analysis, project design, architectural, contract administration, construction management services, and CIP, DBE, and PFC planning.

Federal funds as well as Wyoming Aeronautics Commission grants will be utilized to accomplish most new improvements at the Sheridan County Airport. An open engineering selection process as outlined in FAA Advisory Circular 150/5100-14E, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects will be followed.

The contract awarded, if any, to the selected consultant will be for a period of 5 years. The projects and work will be accomplished over the course of several FAA and/or Wyoming Aeronautics Commission grants.

**Due Date**

Firms interested in submitting a SOQ should submit four (4) copies. Submittals should be clear, concise not exceeding 30 pages. Written proposals are due no later than 5:00 p.m. (MST) on Monday, September 30, 2019. Faxed or emailed material will not be accepted. Selection of the consultant and notification will be finalized by October 11, 2019 and all submittals shall become the property of the Sheridan County Airport.

Submittals and any questions regarding this request should be directed to:

John W. Stopka, Airport Manager  
Sheridan County Airport  
908 West Brundage Lane  
Sheridan, WY 82801  
Phone: 307.674.4222 ext. 1  
Email: [jstopka@sheridancountyairport.com](mailto:jstopka@sheridancountyairport.com)

## **Incurring Costs**

The Sheridan County Airport is not liable for any cost incurred by the consultant in the preparation of the statement of qualifications.

## **Affirmative Action and DBE Participation**

The contract for services is subject to the provisions of Executive Order 11246, as amended (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation). Those qualified and interested DBE firms are encouraged to submit.

## **Evaluation and Selection**

The selection of Airport Engineering Consultants will meet Federal Aviation Administration guidelines and WYDOT Aeronautics Policy and Procedures, be professionally acceptable, insure maximum open and free competition, avoid any suggestion of unfair or unethical conduct and be based solely on qualifications and experience.

Information submitted for evaluation should specifically address the criteria items listed below. The selection committee shall utilize a numerical weighted matrix as the basis of evaluation of each criteria item. Each Selection Committee member will total the results of all criteria to determine their score. The consultant with the highest overall score from the entire Selection Committee will be given the greatest consideration. Evaluation form is included with this RFQ.

It is important to be specific in your written Statement of Qualifications. Projects which are referred to as having been accomplished by your firm shall be projects which were accomplished by personnel who are still on the firm's staff.

A detailed scope of work will be developed with the highest ranked consultant. Firm consulting fees will be negotiated utilizing an independent cost estimate, for the services to be performed under an FAA and/or Wyoming Aeronautics Commission grant as funding is obtained.

## **Consultants will be evaluated on the basis of the following:**

- Consultant's approach to addressing the items identified in the general description.
- Client references to include a list of the last five airport projects undertaken by the consultant.
- Specific work experience in regard to airport engineering services.
- Current workload.
- Qualifications of the firm and assigned key personnel; their knowledge of FAA regulations, policies, and procedures; their reputation and professional integrity and competence.
- Ability of the firm and key management individuals to perform and/or administer airport engineering and incidental services.
- Demonstrated capability to meet schedules and deadlines, without delays, budget overruns, and contractor claims.
- Quality of projects previously undertaken.
- Responsiveness of the firm to the Request for Statement of Qualifications and Experience.
- Qualifications and experience of outside consultants regularly engaged by the consultant under consideration.
- Demonstrate an understanding of the project's potential problems and the Sponsor's special concerns.

**Consultants will be evaluated, ranked, and selected on the basis of their written submittals.**

SHERIDAN COUNTY AIRPORT Sheridan, Wyoming

REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ)

The Sheridan County Board of Commissioners requests statements of qualifications from consultants to provide Airport Engineering/Architectural Services for the Sheridan County Airport. Statements shall conform to a prepared set of specifications available from the Airport. Questions regarding this RFQ should be directed to Mr. John W. Stopka, Airport Manager at 307.674.4222 ext. 1. A full set of specifications can be downloaded at [www.sheridancountyairport.com](http://www.sheridancountyairport.com). The Sheridan County Board of Commissioners reserves the right to reject any or all qualification statements or waive any specification or requirement if it is in the Airport's interest to do so. The Airport assumes no liability for the cost of preparing responses to this request. Statements of Qualifications will be received until 5:00 p.m.(MST) on Monday September 30, 2019 at the Sheridan County Airport Manager's Office, 908 West Brundage Lane, Sheridan, Wyoming 82801. Statements of Qualifications received after the stated time, as well as faxed or e-mailed material will not be accepted.

BOARD OF COUNTY COMMISSIONERS Sheridan  
County, Wyoming

Publish: September 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 2019