



San Luis Valley Regional Airport
2490 State Avenue
Alamosa, Colorado 81101

**REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSAL (“RFQ”)
PROFESSIONAL AIRPORT ARCHITECTURAL/ENGINEERING (A/E)
SERVICES FOR:**

RUNWAY BROOM PROCUREMENT

**SAN LUIS VALLEY REGIONAL AIRPORT
ALAMOSA, COLORADO**

San Luis Valley Regional Airport ("Airport") is seeking professional architectural/engineering (A/E) services from multi-discipline A/E firms for the selection and procurement of a factory new Runway Broom, design and preparation of plans and specifications and support services for including but not limited to bidding services, project administration, supervision, and coordination for this sole project.

Statements of Qualifications will be received at the San Luis Valley Regional Airport, 2490 State Avenue, Alamosa, Colorado 81101 until **5:00 p.m., local time, Wednesday, January 31, 2024**. Any Statement of Qualifications received after this time will be considered non-responsive and returned unopened. Qualifications will be evaluated only from teams that meet the minimum criteria as set forth in the complete Request for Qualifications (“RFQ”) document.

The Request for Qualifications document may be obtained at www.sanluisvalleyairport.org.

The Request for Qualifications notice is being published in the Valley Courier and on the American Association of Airport Executives website, www.aaae.org.

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1. OBJECTIVE OF THE REQUEST

The San Luis Valley Regional Airport (SLVRA) located in Alamosa, Colorado is seeking qualified teams to provide additional professional Architectural/Engineering (A/E) services. Services are to be provided for the single project of selecting and procuring a factory new Runway Broom that meets the needs of the Airport. The Runway Broom will be purchased using FAA Airport Improvement Program (AIP) funds and funding from the Bipartisan Infrastructure Law (BIL) – Airport Infrastructure Grant (AIG) Program. The selection process will comply with FAA Advisory Circular 150/5100-14 (current edition), 150/5220-20 (current edition) and 2 CFR 200.

General information is provided to prospective teams concerning the Request for Qualifications (RFQ) and the awarding of the agreement for A/E services for the SLVRA. The RFQ document is not intended to completely define the selection or contractual relationship to be entered into by SLVRA and the successful team. The Statement of Qualifications documentation submitted and possible consultant team interviews shall serve as the basis for selection.

The "Scope of Work" requirements for this project will be proposed by the selected team for review and consideration during the negotiation process. The final "Scope of Work" will be collaboratively developed and agreed upon by the selected team and SLVRA during fee negotiations.

2. A/E POTENTIAL PROJECTS LIST

San Luis Valley Regional Airport ("Airport") is seeking professional services from multi-discipline A/E teams for the selection and procurement of a factory new Runway Broom, which will be purchased using FAA Airport Improvement Program (AIP) funds.

The following Program description is for the preparation of this response:

- a. SRE -Runway Broom (Large Swath Sweeper)

Fees will be negotiated for individual task orders as funding becomes available. Cost or fee information is not to be submitted with SOQs.

3. PRE-SUBMITTAL QUESTIONS

Any questions related to this request must be directed to the San Luis Valley Regional Airport, Airport Manager, Will Hickman. Inquiries must be made in writing and submitted no later than **5:00 p.m. local time, Wednesday, January 31, 2024**. Questions received after the stated deadline will not be answered. It is suggested that all questions be sent by electronic mail to:

Will Hickman
Airport Manager
San Luis Valley Regional Airport
whickman@alamosacounty.org

However, questions sent by certified mail, return receipt requested, will also be accepted, and should be addressed to:

Will Hickman
San Luis Valley Regional Airport
ATTN: **A/E Services RFQ/RFP Question**
2490 State Avenue
Alamosa, CO 81101

All questions submitted in accordance with the requirements stated above will be answered in writing and posted to the Airport's website at www.sanluisvalleyairport.org. The team shall acknowledge receipt of any addendums that may be necessary in the Statement of Qualifications.

4. SELECTION PROCEDURES

Once RFQs are received, and the deadline has passed, the Selection Committee may meet to shortlist teams for in person interviews in front of the committee. The number of teams selected for interviews is at the sole discretion of the selection committee as this will depend on number of RFQs received and the qualifications of each. Based on the evaluation of the Statement of Qualifications and in combination with the results of the oral presentations and interviews (if held), the Selection Committee shall select the top team and enter into a basic contract in accordance with this RFQ. The next step will be to proceed with Scope of Work & Contract negotiations for the project selected.

The team selected will be given the first right to negotiate an Agreement acceptable to the Airport. In the event that an Agreement satisfactory to the Airport cannot be reached, the Airport may enter into negotiations with the next ranked team. The SLVRA has the sole right if it deems necessary, to end negotiations with the selected team and move to the second ranked team if fee negotiations cannot be accomplished to both parties liking. The successful team shall commence work only after execution of an acceptable Agreement and approval of insurance certificates. The successful team will perform all services indicated in the proposal in compliance with the negotiated Agreement.

The Airport reserves the right to award this Contract to the team that demonstrates the best ability to fulfill the requirements of the services. The successful team will be chosen based on the qualifications, selection criteria evaluation, and possible interview.

5. SUBMITTAL REQUIREMENTS

The team shall deliver a **total of five (5) paper copies, and one electronic copy (CD or USB)** of the submittal. All copies of the submittal shall become property of the Airport. Submittal shall be marked:

"STATEMENT OF QUALIFICATIONS:

PROFESSIONAL AIRPORT ARCHITECTURAL/ENGINEERING (A/E) SERVICES FOR RUNWAY BROOM PROCUREMENT, SAN LUIS VALLEY REGIONAL AIRPORT."

Submittals shall be addressed to:

San Luis Valley Regional
Airport ATTN: Will Hickman
Airport Manager
2490 State Avenue
Alamosa, Colorado 81101

Sealed Statements of Qualifications will be received at the San Luis Valley Regional Airport Administration Office, 2490 State Avenue, Alamosa, Colorado, 81101, until **5:00 p.m. local time, Wednesday, January 31, 2024**. Any Statement of Qualifications received after this time will be considered non-responsive and returned unopened. Faxed or emailed proposals will not be accepted. Proposals will be evaluated by a

selection committee. San Luis Valley Regional Airport reserves the right to reject any or all proposals.

The submittal should be limited to a maximum of **30 pages**, single sided. This excludes covers, dividers, resumes, cover letters, table of contents and required disclosures. The following minimum qualifications have been established as a basis for determining the eligibility of the Respondent. A response will be considered non-responsive and will not be evaluated unless sufficient documentation is provided to determine whether the Respondent meets the following minimum qualifications. The proposal shall be provided in the following sequence:

Submittal Cover/Signature Page (RFQ Form #1) - Teams shall complete, sign, and submit RFQ Form #1. The Submittal Cover/Signature Page must be signed by a person(s) authorized to bind the entity or entities submitting the response. Joint ventures require signatures from all teams participating in the joint venture. Joint ventures are required to provide legal proof of the joint venture, such as a joint venture agreement, as an attachment to their submittal.

Submittal Checklist (RFQ Form #2) - Teams shall complete and submit RFQ Form #2.

Affirmative Action Plan - Teams shall submit a description of each firm's Affirmative Action Plan.

Executive Summary - Teams shall provide an Executive Summary which includes an overview of the project team, rationale for teaming, highlights of the team's experience, introduction of the project manager, the names of other key personnel and statements as to why the team is the best suited for the project. The Executive Summary shall be limited to three (3) pages.

Statement of Qualifications - Narrative document that addresses all evaluation criteria in the Section 6. Selection Criteria, **6.1-6.6**.

All teams interested in this solicitation (including all firm's employees, representatives, agents, lobbyist, attorneys, and sub consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential teams, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Will Hickman
Airport Manager
whickman@alamosacounty.org

6. SELECTION CRITERIA

Final review of the Statements of Qualifications, interviews, and ultimately the final team selection will be by Alamosa County officials. Teams may be asked to supplement their initial proposals with additional written material. The County may select a short-list of teams based upon the evaluation of the written qualification submittals. The County may then arrange for interviews with each short-listed team.

Please note that the airport's ability to validate the information submitted as "relevant projects" is critical to the determination of whether the proposing team and their proposed staff qualifications meet the requirements. It is therefore extremely important that the information submitted be as accurate as possible.

Teams should address each of the evaluation criteria listed below and provide specific examples of projects they have undertaken that demonstrate their qualifications. Submittals shall be in the same sequential format as follows:

6.1. PROJECT UNDERSTANDING – maximum of 25 points

Provide a statement which describes your team's understanding of the project. This should include the team's understanding of the work involved to complete this project on budget, on time, and to the satisfaction of the stakeholders involved. Any issues, problems or complexities that can arise during this type of work and how your team would work to manage them effectively. Any other items may be included that demonstrate how the team can demonstrate their full comprehension of the work involved.

6.2. PROJECT EXECUTION – maximum of 15 points

Describe the team's management and organizational approach and methods for performing scopes of work. This should include efforts taken to remain on budget and on time, how to effectively coordinate with multiple stakeholders, and how to manage multiple consultants, organizations, and contractors throughout the project.

6.3. PERSONNEL – maximum of 15 points

Prepare an organization chart which identifies all key personnel with names and titles that would perform work for this project. This should include all consultants, and sub-consultants in the team.

Provide detailed qualifications of any sub-consultant(s) proposed to work on this project

Provide detailed resumes for the project manager and other key positions, including subcontractor key personnel that will be performing work on this project.

Provide work load summaries for all key personnel including sub-consultants.

6.4. EXPERIENCE – maximum of 20 points

Please provide a minimum of 1 and maximum of 5 previous projects that are similar in scope to this proposed project. Do not use more than one page per project.

1. Project description and scope
2. Location
3. Owner Name & Contact Person with telephone and email for referral purposes
5. Proposed Construction Budget vs. Actual
6. Proposed Design & Construction Schedules vs. Actual
7. Coordination between team's

6.5. FAMILIARITY WITH CODES AND JURISDICTIONS – maximum of 10 points

Provide a summary of all the possible governing jurisdictions and codes that would provide comment or input to the projects. Please include any experience the team may have working with local utility providers, building departments, and fire departments, etc.

6.6. COMMUNICATION PLAN – maximum of 15 points

Describe the team's ability to effectively and quickly communicate and work with all stakeholders for this program. This should include any information that would help to determine the ability to respond to questions, concerns, or comments from stakeholders. Describe how past successes at commercial service airports will be beneficial to a communications plan at ALS.

SELECTION SCHEDULE (TENTATIVE)

Request for Qualification Issued	01/18/2024
Pre-Submittal Questions Deadline	01/25/2024
Submission Deadline	01/31/2024
Selection Board Review	02/2024
Selection Board Interviews, if necessary	02/2024
County Selection	02/2024

7. GENERAL INFORMATION

7.1. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

The San Luis Valley Regional Airport has an established Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation, 49 CFR Part 26. It is the policy of the San Luis Valley Regional Airport to ensure that DBE's, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. The consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as deemed appropriate.

7.2. SAN LUIS VALLEY REGIONAL AIRPORT RIGHTS

San Luis Valley Regional Airport reserves the right to reject all or portions of any or all Request for Qualifications, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the San Luis Valley Regional Airport. San Luis Valley Regional Airport may, at its sole discretion, modify or amend any and all provisions herein. The Airport will not pay for any information herein requested, nor is it liable for any costs incurred by any participating team.

San Luis Valley Regional Airport reserves the right to extend the Statement of Qualifications submittal date if needed. All changes and/or clarifications will be distributed to all teams indicating interest in the form of addenda. Teams must certify and acknowledge receipt of all addenda along with a statement that addenda have been reviewed and considered prior to submitting a response in order for the submittal to be considered responsive.

7.3. INSURANCE REQUIREMENTS

N/A

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**SIGNATURE PAGE
RFQ FORM #1**

Check box that indicates business structure of Respondent

- Individual or Sole Proprietorship
- Partnership or Joint Venture
- Corporation, LLC or other similar entity
- Other: _____

The undersigned certifies that (s)he is _____ (title) of the Respondent entity named below; that (s)he is designated to sign this Proposal Form (if a Corporation then by resolution with Certified Copy of resolution attached) for and on behalf of the entity named below, and that (s)he is authorized to execute same for and on behalf of and bind said entity to the terms and conditions provided for in the Proposal as required by this RFQ, and has the requisite authority to execute an Agreement on behalf of Respondent, if awarded

Respondent Organization Name: _____

By: _____

Printed Name: _____

Title: _____

If Respondent is a Joint Venture, an authorized signature from a representative of each party is required.

By: _____

Printed Name: _____

Title: _____

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**SUBMITTAL CHECKLIST
RFQ FORM #2**

Use this checklist to ensure all required document have been included in the SOQ and that they are properly ordered.

Document	Initial to Indicate Document is Included
1. Submittal Cover/Signature Page (RFQ Form #1)	
2. Submittal Checklist (RFQ Form #2)	
3. Affirmative Action Plan (If Required)	
4. Executive Summary	
5. Statement of Qualifications	