

**CITY OF BELEN, NEW MEXICO
BELEN ALEXANDER MUNICIPAL AIRPORT**



RFP #2017-05

AIRPORT ENGINEERING SERVICES

DUE: SEPTEMBER 7, 2017

I. INVITATION

The City of Belen, New Mexico (referred to herein as "Sponsor"), as owners of the Belen Alexander 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 under this contract may include:

- a. Upgrade Fence and relocate fence out of Runway 3 RSA
- b. Taxiway A Pavement Rehabilitation and Maintenance
- c. Aircraft Parking Apron rehabilitation and maintenance
- d. Design and Construct Parallel Taxiway to Runway 13-31
- e. Runway 3-21 Rehabilitation
- f. Runway 13-31 lighting
- g. Action Plan/ALP Update
- h. Wildlife Perimeter Fencing and Gates
- i. Runway 3-21 Rehabilitation
- j. SE Lease Area Access Taxi lanes
- k. Obstruction Survey
- l. Wildlife Hazard Survey and Plan
- m. Taxiway A Lighting
- n. Drainage Improvements
- o. Hangar Development Area
- p. Other projects at the Airport 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. Projects not identified in the above list will not be eligible for AIP funding.

II. BACKGROUND

The Belen Alexander Municipal Airport is located three miles west of the Belen central business district. The Airport is a general aviation facility and not a Certificated FAR Part 139 airport. There is no control 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 Officers office at the address below, 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 Purchasing officer in the form of an addendum addressed to all prospective respondents.

Procurement Officer:

Roseann Peralta, Finance Director CPO
100 South Main Street
Belen, NM 87002
roseann.peralta@belen-nm.gov
PH#505-966-2738

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 150/5100-14E, Architectural, Engineering and Planning Consultant Services for Airport Grant Projects and 49 CFR Part 18.

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 20 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.

Please also include:

Exhibit A - Campaign Contribution Form

2. The Belen Alexander Municipal Airport invites firms to submit Statements of Qualifications to perform the above-described services. Interested firms shall submit one (1) original and five (4) copies of the proposal on or before **September 7, 2017** to:

CITY OF BELEN
Attn: Roseann Peralta, Finance Director CPO
100 South Main Street
Belen, New Mexico 87002

Proposals received after the deadline will not be considered.

3. All proposals must be submitted in a sealed envelope and clearly marked in the lower left hand corner: **“Request for Proposals for Engineering Services at the**

Belen Alexander Municipal 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 150/5100-14E 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.	15 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
7.	Understanding the airport and proposed projects.	35 points
8.	Understanding the Sponsor's special concerns.	10 points
9.	Interest shown.	<u>10 points</u>
	Total	200 points

A schedule of fees will be negotiated with the selected consultant for the services to be performed.

It is the intent of the Sponsor to enter into a contract with the most qualified firm no later than September 18, 2017. 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.

NEGOTIATION AND AWARD OF CONTRACT:

It is the intent of the City of Belen to negotiate a contract for the required professional engineering services with the highest ranked proposer. In the event that a satisfactory contract cannot be negotiated with that proposer, the City of Belen may, at its option, attempt to negotiate with other proposers and initiate a complete new Request for Proposals. The contents of any proposals shall not be disclosed so as to be available to competing offerors during the negotiation process.

TERM:

The City of Belen intends to employ the engineer for a term of four years beginning immediately after approval. The initial term may be extended from year to year for a maximum of four (4) years, unless the agreement is terminated as otherwise provided in the contractual agreement negotiated by the City of Belen and the engineer.

INSURANCE:

The engineer must hold a policy for professional liability (errors and omissions) insurance of at least \$100,000.00.

NOTICE OF RANKNESS:

Upon negotiation and execution of a contract for professional engineering services, or upon terminating this Request for Proposals, the results of the ranking and the disposition of this Request for Proposals will be available to all parties submitting a proposal.

Exhibit A

Contribution Disclosure Form

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-

in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contributions made by: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution Made: _____

Amount of Contribution: _____

Purpose of Contribution(s): _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

—OR—

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)