

**CITY OF MCCALL
REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES – AIRPORT MASTER PLANNING**

Release Date: January 20, 2020

Due Date: February 7, 2020

The City of McCall, Idaho, (“City”) is requesting Statements of Qualifications (“SOQ”) for Professional Consulting Services (“Applicant”) necessary for the preparation of an Airport Master Plan for the McCall Regional Airport (“MYL”). Consulting Firms and or teams (Consultant) shall have extensive, recent and direct experience in all phases of a Master Plan development including aviation planning, environmental planning and permitting, aviation engineering, and financial planning for general aviation airports.

The City of McCall’s selection will be based on its evaluation of the written Statement of Qualifications package, the Applicant’s qualifications and experience, client references, an oral presentation (if requested) and the overall fee structure. The City may engage more than one Applicant for services should that be in its best interest.

SUBMISSIONS OF QUALIFICATIONS

SOQs in whole or in part, must be received by the City Clerk located at 216 East Park, McCall, Idaho 83638. SOQs must be sealed and clearly marked, “Request for Professional Services – Airport Master Planning for the City of McCall.” Applicants must submit an original package of SOQs and six (6) copies. Statements received after 3:00 p.m. on Friday, February 7, 2020 **will not be considered.**

The City will not be responsible for any expenses incurred by an Applicant in preparing, submitting or presenting SOQ. All SOQs shall provide a straightforward, concise delineation of the Applicant’s capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.

The City reserves the right to waive any informalities in qualification, to accept or reject any or all SOQs for any reason, to negotiate with any business or organization, and to select one or more of the Consultants deemed to have submitted the best qualifications which in the judgment of the City is in the best interest of the City. The City specifically reserves the right to accept more than one Consultant and may select more than one Consultant.

The SOQ documentation may be held by the City for a period not to exceed sixty (60) days from the date of the opening of statements for the purpose of reviewing statements and investigating the qualifications of the Applicant prior to the award of a contract.

INSTRUCTIONS TO APPLICANTS

1. Please read all documents contained in the SOQ specifications.
2. Applicants are responsible for submitting their SOQs to the appropriate location at or prior to the time indicated in the specifications. **No SOQs will be accepted after the designated time or date indicated in the proposed specifications. No exceptions.**
3. Applicants are responsible for reporting, in writing, any errors in the SOQ's specifications to the City Clerk.
4. Questions or clarifications to the technical specifications must be sent in writing to the City Clerk prior to the submission of the SOQs at bwagner@mccall.id.us
5. All documentation text must be typewritten.
6. Should an Applicant find discrepancies or omissions in the specifications, it shall notify the City Clerk, at once, and she will send written instructions to all Applicants. The City will not assume responsibility for any oral instructions, or interpretations of meaning of the specifications or other contract documents to any Applicant by any person or persons.
7. Whether a SOQ is sent by mail or by personal delivery, the Applicant assumes all responsibility for having it deposited on time in the office of the City Clerk.
8. In determining the qualifications of an Applicant, the City will consider the firms record in the performance of existing contracts for similar services in which it has entered with other public bodies; and the City specifically and expressly reserves the right to reject the SOQs of such Applicant if the record discloses that such Applicant, in the opinion of the City has not properly performed such contracts or has otherwise disregarded its obligations to its employees or the public clientele it serves. The City may make such investigation as it deems necessary to determine the ability of the Applicant to perform the terms of the contract and the Applicant shall furnish to the City all information for this purpose as the City may request. To assist in this regard the Applicant shall initially provide no less than five references of similar clients. The City reserves the right to reject any SOQs if its investigation of the Applicant reveals that, in the opinion of the City, the Applicant is not properly qualified to carry out obligations of the contract and complete it as outlined herein.
9. The City is an equal opportunity employer and expects the Applicants to comply with Federal and State Anti-Discrimination Laws.

INTRODUCTION

The City has a Council/Manager form of government with the City Manager operating as the Chief Executive Officer. The population of the City is approximately 3,000 year-round with visitor peaks of 20,000. The annual general fund budget is approximately \$3,600,000.

McCall Municipal Airport (IATA: MYL, ICAO: KMYL, FAA LID: MYL) is a city-owned public-use airport located in McCall, a city in Valley County, Idaho, United States. It is included in the FAA's National Plan of Integrated Airport Systems, which categorized it as a general aviation facility. Also, the airport is home to a U.S. Forest Service smokejumper base, one of eight in the nation.

McCall Municipal Airport (MYL) covers an area of 197 acres (80 ha) at an elevation of 5,024 feet (1,531 m) above mean sea level. It has one runway designated 16/34 with an asphalt surface measuring 6,108 by 75 feet (1,862 by 23 m).

MYL is requesting Statements of Qualifications (SOQ) to retain the services of a qualified consultant to prepare a Master Plan Update for the Airport in accordance with Federal Aviation Administration (FAA) Advisory Circular 150/5070-6 and 150/5300-13 (current edition) and other applicable FAA rules, regulations and guidance (the "Services") in order to describe the short-term (five year), intermediate-term (ten year) and long-term (twenty year) development to meet future aviation demand.

SERVICES REQUESTED

The Services may include, but will not necessarily be limited to:

- AIP Grant Application – Create necessary documentation for a grant application to fund this Airport Master Plan project. Grant funding will be requested through the Airport Improvement Program and the State of Idaho programs.
- Pre-planning – The pre-planning process includes an Initial Needs Determination and Development of Study Design.
- Public Involvement – Establish a public involvement program and identify and document the key issues of various stakeholders.
- Existing Conditions – Document current airport inventory and compile pertinent data for use in subsequent plan elements.
- Aviation Forecasts – Develop forecasts of aeronautical demand for short-, medium-, and long-term time frames.

- Facility Requirements – Assess the ability of the existing airport, both airside and landside, to support the forecast demand. Identify the demand levels that will trigger the need for facility additions or improvements and estimate the extent of new facilities that may be required to meet that demand.
- Alternatives Development and Evaluation – Identify options to meet projected facility requirements and alternative configurations for each major component. Assess the expected performance of each alternative against a wide range of evaluation criteria, including its operational, environmental, and financial impacts.
- Environmental Considerations – Determine the environmental requirements needed to move forward with each project in the recommended development program.
- Financial Feasibility Analysis – Identify the financial plan for the airport, describe how the sponsor will finance the projects recommended in the master plan, and demonstrate the financial feasibility of the program.
- Airport Layout Plans –Develop a set of drawings that provides a graphic representation of the long-term development plan for an airport.
- Facilities Implementation Plan – Provide a summary description of the recommended improvements and associated costs.

In addition to the general requirements stated above, the project will have special emphasis on determining a recommended course of action for meeting all FAA Airport Design criteria for the current and future critical aircraft. Within the Statement of Qualifications, the master plan consultant will need to discuss the firm’s approach to the following specific tasks as they relate to MYL:

- Replace runway lights – 20 years old
- Land acquisition recommendations for future growth
- Designated helicopter landing/parking areas
- Snow Equipment/Vehicle replacement plan
- Recommendation concerning northeast commercial hangars/car parking/ramp spaces
- Minimize north ramp asphalt and/or T-hangars or shade tie-downs on north ramp
- Reorder taxiway nomenclature – ALP wrong, future taxiways/lanes
- Legal description of Deinhard Lane (on airport property) for easement/ROW
- Airport layout for existing and future development including transportation and circulation layouts.

Alternative, non-AIP funded, option

- Review and recommend Rates and Charges as part of the Financial Feasibility Analysis
- Research history of McCall Municipal Airport

QUALIFICATIONS FORMAT

To facilitate review of your Statement of Qualifications by McCall Municipal Airport, it is requested that your Submission conform to the following format:

- Cover Sheet: List project title (Airport Engineering and Subcontracted Special Services), the name of your firm, and the name, address and telephone number of a contact person for questions concerning the Statement submitted.
- Experience of the Firm: Provide a narrative of your firm's prior experience and qualifications in airport engineering, and construction work for similar projects. Provide a list of similar airport projects involving federal and state funding completed within the last five (5) years. Also, please reference the experience of firm personnel in working with FAA and State of Idaho regulations and procedures.
- Project Team: Provide a list of the project team members, including the office location where they currently work, that you propose to use on these projects and identify the responsibility of each team member. Provide a brief resume for each person listing specific similar project experience.
- References: Provide the name, address and telephone number of at least three (3) references familiar with the quality of work done by your firm on similar projects.
- Other Supporting Data: Include any other information you feel to be relevant to the selection of your firm. The entire Qualifications Statement must not exceed fifteen (15) pages; excluding the cover sheet and letter of introduction.

SELECTION OF THE CONSULTANT

It is the intent of City of McCall to review the Statement of Qualifications submitted and select, based on the criteria requirement contained in this RFQ, a Number 1 ranked firm.

Contact with any members of the City of McCall staff, other than the contact person specified in this RFQ, by any of the proposing Consultant(s) during the evaluation period is strictly prohibited and will result in that Consultant(s) being eliminated from consideration.

Respondents should address each of the evaluation criteria listed below and provide at least five (5) specific examples of projects they have undertaken that demonstrate their qualifications.

- General Approach to the Project (Weighting 25%): Provide a narrative or other form to explain your intended approach to the overall project.
- Experience (Weighting 25%): Each firm will be evaluated based on its overall experience providing varied planning services for airport projects. Evaluation of experience will include the following:
 - Resumes of the proposed members of the program and planning team who will be committed to the project. Resumes must include a description of the person's qualifications and experience with similar projects.
 - The firm's experience in the planning and design of airport projects.
- Familiarity with FAA Procedures and Personnel (Weighting 20%): Provide an explanation of your experience with FAA and State of Idaho regulations, policies, procedures and personnel.
- Familiarity with and Understanding of MYL Airport (Weighting 20%)
- References (Weighting 10%): Comparable to proposed scope and services.

END OF REQUEST FOR QUALIFICATIONS