



Request for Statements of Qualifications and Experience  
**For Engineering Services for San Juan  
County's Cal Black Memorial Airport (U96)**

---

San Juan County Government  
117 South Main Street  
PO Box 9  
Monticello, Utah 84535

Date of Issue:  
November 11, 2022

## I. INVITATION

San Juan County, Utah (referred to herein as "Sponsor"), as the owner of the Cal Black Memorial Airport (U96) is requesting Statements of Qualifications and Experience from consulting firms ("Proposers") qualified and experienced in the field of airport engineering services.

The Sponsor plans to award a five-year contract for airport engineering services subject to review on an annual basis for any and all engineering projects subject to federal assistance under the Airport and Airway Improvement Act of 1982, as amended, or other sources of funding.

The contract will be for the basic airport engineering consulting services as defined herein. San Juan County reserves the right to inquire into the prospective proposal's ability to provide professional services, as defined below, and to amend the Schedule of Projects and contract Scope of Work at the sole discretion of San Juan County, on behalf of the Cal Black Memorial Airport, to include any or all of the below-listed services.

Current 2023-2027 Capital Investment Plan Anticipated and Contemplated under this solicitation which will include any of the following projects but may also include projects that are not included based on unforeseen needs:

1. AWOS Replacement and Relocation including installation of new equipment, foundation, utility improvements.
2. Rehabilitation/Replacement of Airport Beacon Light
3. Rehabilitation of the Parallel Taxiway and connectors to include Phase I Design and Phase II Construction
4. Taxiway Lighting Project including Phase I Design and Phase II Construction
5. Taxiway Construction and Project Management and Oversight
6. Airport Solar Power Equipment Upgrade including Electrical Grid Analysis, Design and Construction/Installation
7. Pavement Preservation and Rehabilitation, Taxiway, Runway, and Apron – Ongoing Design and Construction

All projects are dependent upon federal Airport Improvement Program (AIP) funding, State funding, and approval from the Sponsor. Therefore, it shall be understood that some of the services related to the above-listed projects may be deleted or modified. The Sponsor reserves the right to initiate additional services not included in the initial procurement. All projects will be coordinated with and advised by the Sponsor, State and FAA.

## II. BACKGROUND

Cal Black Memorial Airport was originally the Halls Crossing Airstrip built in 1965 for the National Park Service near Lake Powell on property owned by the National Park Service. Halls Crossing replacement was initially proposed in 1966 due to the inadequacy of the dirt airstrip. The FAA completed an environmental impact statement in 1990 with the cooperation of the

National Park Service and the Bureau of Land Management. In 1990, the Record of Decision approved the development of what is now Cal Black Memorial Airport (U96). Concurrently, the BLM approved an amendment which allowed the conveyance of the land to San Juan County for the Airport constructed in 1991/1992. The Airport, carved out of the sandstone and then a layer of pulverized sandstone placed on the surface to create the safety areas was recently reconstructed with a better base of aggregate, minimal slope and new asphalt for Runway 1-19 which is designed and constructed to accommodate airport Category B, Design Group I (B-I) small aircraft with a runway of 5700 feet and 60-foot runway width.

### III. 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. Coordination with the Sponsor on project requirements, programming, finances, schedules, early phases of the project, and other pertinent matters, and meeting with the Federal Aviation Administration (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 exhibits and Disadvantaged Business Enterprise (DBE) plan(s) and goals.
  3. Planning, procuring, and/or preparing necessary surveys, field investigations, and architectural and engineering studies required for preliminary design considerations.
  4. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, preliminary layouts, and cost estimates.
  5. Preparing project design criteria and other bridging documents commonly used for alternative project delivery methods such as design-build contracting.
- 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. Conducting and attending meetings and design conferences with the Sponsor to obtain information and to coordinate or resolve design matters.
  2. Evaluation of engineering data and field investigation(s), geotechnical engineering, surveys, architectural engineering, and environmental studies prepared to support the design.
  3. Preparing necessary engineering reports and recommendations.
  4. Preparing detailed design and construction plans, technical specifications, and contract documents.
  5. Preparing cost estimates.
  6. Providing copies of plans, specifications, and contract documents for review.
  7. Preparing Construction Safety and Phasing Plan (CSPP).

8. Printing and providing necessary copies of engineering drawings and Contract Specifications
  9. Conducting a detailed value engineering analysis, if applicable and requested.
- C. Bidding or Negotiation Phase: At a minimum, provide 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 and Closeout 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 preconstruction conferences.
  3. Preparation of construction management plans and review of contract construction schedule.
  4. On-site construction inspection and management, involving the services of a resident engineer, inspector or manager, full-time or periodically during the construction or installation phase of a project as required by the Sponsor, and providing appropriate progress reports to the Sponsor and FAA.
  5. Review and comments on shop drawings submitted by contractors for compliance with design concepts.
  6. Review and comments on mix design, laboratory and mill test reports of materials, and equipment submitted by the contractor.
  7. Preparing and negotiating change orders and supplemental agreements.
  8. Observing or reviewing performance test(s) required by specifications.
  9. Determining payment amounts to contractors and assisting the Sponsor in the preparation of payment requests for amounts reimbursable from grant projects.
  10. Conduct wage rate interviews in accordance with federal standards.
  11. Make final inspection and submit a final construction report for the completed project to the Sponsor.
  12. Prepare record drawings of the project; revise ALP to reflect as-constructed conditions.
  13. Assist Sponsor with project closeout documents.
  14. Preparing summary of material testing report
  15. Preparing summary of project change orders
  16. Preparing grant amendment request and associated justification, if applicable.
  17. Preparing final project reports including financial summary.
  18. Obtaining release of liens from all contractors.
- E. Proposers may be required to provide other technical services, or subcontract with third party individuals or companies for such services. Technical services include, but are not limited to, the following:
- F. Soils investigation, including core sampling, laboratory testing, related analyses, and reports.
1. Detailed mill, shop, and/or laboratory inspections of materials and equipment.

2. Land surveys and topographic maps.
3. Field and/or construction surveys.
4. Miscellaneous plans, studies, and assessment reports, including environmental, noise, drainage, etc.
5. Assist Sponsor in preparing equipment (i.e. snow removal, Airport Rescue and Fire Fighting, etc.) specifications for procurement or procurement purposes.
6. Prepare benefit-cost analysis.

#### **IV. SELECTION PROCESS**

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. Fees will be negotiated for projects on a task-order basis as grants are obtained. Cost or fee information is not to be submitted with this proposal.

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 Participation). DBE firms are encouraged to participate.

#### **V. CONTENTS OF STATEMENT OF QUALIFICATIONS**

- A. Statements of Qualifications must be no more than 15 pages, exclusive of cover letters or letters of transmittal containing introductory language only. The Statement of Qualifications should include:
  1. A cover letter.
  2. A narrative statement detailing the firm's understanding of the requirements of the Sponsor and the capability to perform all, or most aspects of the engineering projects proposed.
  3. A general description of the firm, including company organizational structure, size of company, recent experience in comparable airport/aviation projects, and experience with projects funded by FAA AIP grants.
  4. Identification of those key individuals who will be involved in the proposed project(s), setting forth their qualifications, backgrounds, experience, and specific responsibilities.
  5. Reputation: an explanation of the firm's reputation, to include how long the firm has been in the aviation engineering industry.
  6. A representative list of previous clients and representative projects comparable to the proposed engineering projects listed above. Include contact person, airport, projects(s), and phone numbers.
  7. Demonstrated capability to meet schedules/deadlines without delays, cost escalations, overruns, or contractor claims.
  8. Familiarity with the project location and the San Juan County area, including the distance from the Cal Black Memorial Airport where the majority of the work will be taking place.
  9. A summary of the approach to the proposed CIP projects.

- B. The Sponsor invites firms to submit Statements of Qualifications to perform the above-described services. Interested firms shall submit 3 (three) hard copies and one digital copy in PDF format no later than Thursday, the 1<sup>st</sup> of December 2022 by 3:00 PM MST.

Mack McDonald  
117 South Main  
PO Box #9  
Monticello, Utah 84535

- C. Any submittal received after the identified date and time will be returned unopened.
- D. All packages must be submitted in a sealed envelope and clearly marked on the outside: “STATEMENT of QUALIFICATIONS FOR AIRPORT ENGINEERING SERVICES”.
- E. Proposals must contain the name, address, email address, and daytime telephone number for contact person(s) to whom additional selection process requests should be communicated.
- F. Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that the Proposer has requested, in writing, to remain confidential under applicable law.

## **VI. 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 email, to Mack McDonald at [mmcdonald@sanjuancounty.org](mailto:mmcdonald@sanjuancounty.org) referencing this request. Written requests must be received a minimum of five (5) calendar 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 the form of an addendum addressed to all prospective respondents.

Direct contact with County elected officials, or County staff (with the exception of Airport Manager) during the selection process, except when and in the manner expressly authorized by the Request for Statement of Qualification documents, is strictly prohibited and may render the submittal as non-compliant. Violation of this requirement is grounds for disqualification from the process.

## **VII. SELECTION CRITERIA**

Selection criteria contained in the September 30, 2014 version of the FAA Advisory Circular 150/5100-14E Chapter 2, will be applied in the following order of importance including modifications as allowed in the Circular:

1. Capability to perform all or most aspects for the project and provide consultant services as may become necessary to the Cal Black Memorial Airport. (10)
2. Recent experience in Airport projects comparable to the proposed projects and experience with the FAA (Northwest Mountain Region and the Denver ADO) and UDOT. (10)
3. Evidence that the consultant has established and implemented an Affirmative Action

Program, and the consultant has experience in DBE requirements associated with Federal Grants. (5)

4. Key personnel's professional background/reputation and successful relevant experience. (15)
5. Demonstrated ability to meet schedules or deadlines, and to complete projects without having major cost escalations, overruns, or disputed claims. (15)
6. Quality of projects previously undertaken. (10)
7. Familiarity with the project(s), the Cal Black Memorial Airport and an understanding of the project(s) potential uniqueness and remote challenges. (20)
8. Capability to furnish qualified inspectors with FAA project experience for construction inspection including the reputation and experience in the aviation engineering industry. (5)
9. Demonstrated capability to properly administer projects funded by the FAA (references, reference checks, and examples). (10)

TOTAL 100 Points

In the event the Sponsor is unable to reach a decision based on proposers' submittals, a short list may be developed from submittals received. Consultants on the short list may be asked to attend an interview prior to final selection. A schedule of fees will be negotiated with the selected consultant for the services to be performed under the initial FAA or other grant(s). Subsequent fees will be negotiated on a task-order basis as additional grants are obtained.

It is the intent of the Sponsor to enter into a contract with the most qualified firm no later than December 20, 2022. The consulting firm most qualified to perform engineering services for the contemplated projects based on the aforementioned scoring matrix and tops score will be selected, and consulting fees for each project will be negotiated in accordance with guidance from the FAA.