



**Polacca Airport
Engineering, Design and Construction Management
REQUEST FOR QUALIFICATIONS (RFQ)
for
AIRPORT ENGINEERING SERVICES**

INTRODUCTION

The Hopi Tribe, as sponsor of a public use airport facility, is soliciting sealed Statements of Qualifications for the selection of a principal airport consultant to provide Design, Engineering and Construction Management Services for the Polacca Airport. The Sponsor is seeking to implement improvements, and to accommodate existing and future aviation demands.

The Sponsor plans to award a contract for airport services for any, and all, projects eligible for federal assistance, under the Airport and Airway Improvement Act of 1982 (as amended), or other sources of funding.

Said contract will be implemented for basic airport engineering consulting services, as defined herein. The Hopi Tribe reserves the right to inquire into the prospective proposer's ability to provide professional services listed in this request. All work will be required to meet Federal Aviation Administration (FAA) Standards, and the ADOT Multi-Model Engineering Division (MPD) – Aeronautics Group Standards. All work shall be accomplished in accordance with all Federal, and Local guidelines, and regulations, including; FAA Advisory Circulars, the Environmental Protection Agency, and other appropriate guidelines. The Initial Agreement, Authorization for Services, Scope of Work, and Professional Fees will be submitted for review and subject to approval by FAA, and the Hopi Tribe.

- The selected consultant must obtain and keep a current Hopi Business License during the term of this contract.
- The selected consultant must carry Professional Errors and Omissions and Liability insurance coverage during the term of this contract in accordance with the Hopi Tribe requirements (Minimum \$1,000,000 per occurrence, \$2,000,000 aggregate).
- No Pre-Submittal Conference will be held.

Background

Polacca Airport is a general aviation airport located approximately one mile west of First Mesa, Arizona, south of AZ-264, in Navajo County. The airport services the Hopi Reservation and surrounding communities. The airport currently has one runway that is 4,200 feet in length, and 40 feet wide.

SCOPE OF WORK

Proposed services contemplated under this design, engineering and owner representation Request for Qualifications include the following projects identified on the Airport Layout Plan:

1. Design, Engineering and Construction Management of Runway 4-22 including lighting and signage
2. Design, Engineering and construction Management of Taxiway including lighting and signage
3. Design, Engineering and Construction Management of Perimeter Fence
4. Design, Engineering & and Construction Management of Apron
5. Design, Engineering & and Construction Management of Snow Removal Equipment Building

CONSULTANT SERVICES

Preliminary Phase

The airport consultant services required for typical airport development projects involves services generally of an architectural, civil, geotechnical, structural, mechanical and electrical engineering nature. The anticipated basic services that will be required are the following:

1. Confer with the Sponsor, regarding; project requirements, programming, finances, and schedules, early phases of the project, other pertinent matters, meetings with FAA, and other concerned agencies on matters affecting each project.
2. Assist the Sponsor in the preparation of necessary applications and required documents for federal grants including Disadvantaged Business Enterprise (DBE) plan, goals, and exhibits.
3. Engineering, procuring, and preparing necessary surveys, geotechnical engineering investigations, field investigations, and architectural/engineering studies required for preliminary design considerations.
4. Develop design schematics, sketches, environmental and aesthetic considerations, project recommendations, preliminary layouts, and cost estimates.

Design Phase

This phase includes all activities required to undertake and accomplish a full and complete project design including, but are not limited to the following:

1. Conduct and attend meetings and design conferences to obtain information

and coordinate, or resolve, design matters.

2. Collect engineering data and undertake field investigations, to include; geotechnical engineering studies, architectural, engineering, and special environmental studies.
3. Prepare necessary engineering reports and recommendations.
4. Prepare detailed plans, specifications, and cost estimates.
5. Prepare construction safety plans.
6. Provide necessary copies of engineering drawings, contract documents, and specifications.

Construction Phase

This includes all activities necessary to oversee construction of the project. Examples include, but are not limited to the following:

1. Assist the Sponsor in advertising, securing bids, negotiating for construction services, analyzing bid results, furnish recommendations on the award of contracts, perform due diligence checks for Suspension and Debarment of contractors prior to preparation of contract documents.
2. Perform on-site construction inspection and/or management involving the services of part time or full-time resident engineer(s), inspector(s), or manager(s) during the construction or installation of phase of a project.
3. Provide consultation and advice to the Sponsor during all phases of construction.
4. Represent the Sponsor at pre-construction conferences.
5. Inspect work-in-progress periodically and providing appropriate reports to the Sponsor.
6. Review and approve shop and erection drawings submitted by contractors for compliance with design concept.
7. Review, analyze, and approve laboratory and mill test reports of materials and equipment.
8. Prepare and negotiate change orders and supplemental agreements.
9. Observe or review performance tests required by specifications.
10. Prepare record drawings. Provide final as-built drawings to the Sponsor.
11. Determine amounts owed to contractors, and assisting the Sponsor in the preparation of payment requests for amounts reimbursable from grant projects.
12. Conduct wage rate reviews of certified payrolls as required by Davis Bacon Regulations.
13. Perform final inspection and submit report of the completed project to the Hopi Tribe, FAA and ADOT.

Special Services

The development of some projects may involve special activities or services with third party individuals or companies for services. Consultants performing special services may be employed directly by the sponsor to implement one or more phases of a project, or may be employed by the principal consultant via a subcontract agreement. In certain instances, these services may be performed by the principal consultant. Some examples of special services that might be employed for airport projects include, but are not limited to the following:

1. Soils investigations, 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. Photogrammetric surveys
6. Provide on-site construction inspection and/or management involving the services of a full-time resident engineer(s), inspector(s), or manager(s) during the construction or installation phase of a project.
7. Special environmental studies and analysis
8. Project feasibility studies
9. Assist in the preparation and updating of the annual Airport Capital Improvement Program (ACIP)
10. Prepare grant reimbursement forms to be submitted to FAA and ADOT
11. Prepare quality control plan
12. Prepare of final report

SELECTION PROCESS

The selection process will be in accordance with the guidelines set forth in FAA Advisory Circular 150/5100-14E, Architectural, Engineering, and Engineering 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.

Selection Schedule

Deadline for Requests for Clarification	<u>March 26, 2021</u>
Submission Deadline	<u>April 2, 2021</u>

STATEMENT OF QUALIFICATIONS CONTENT REQUIREMENTS

All copies of the Statement of Qualifications will be retained by the Hopi Tribe and will not be returned. The statement of qualifications should include concise and complete information, emphasizing why the interested party is best qualified to provide the required services.

The Offeror’s written proposal should include the information in the format outlined below and must be limited to no more than twenty (20) pages. A page shall be defined as 8-1/2" x 11"; can be double-sided, and a minimum font size of 12. The only exception to the 8-1/2" x 11" paper size is the proposed project schedule or issues, site layouts, relevant graphics. It may be submitted on 11" x 17" paper. Each 11" x 17" page for the schedule or map shall be counted in the overall page limitations above. Each section of the proposal should be clearly labeled to follow the requirements listed below.

The Statement of Qualifications should include, at a minimum, the following:

1. Cover Letter:
 - a. Shall be no more than two pages, and is not to be included in the page count
 - b. The signature of an authorized principal, partner, or officer of the firm.

2. Executive Overview:
 - a. Statement that the Offeror is qualified to perform the work.
 - b. Certification Statement that the information and data submitted are true and complete to the best knowledge of the firm.
 - c. Name, telephone number, email address, and physical address of the individual to contact regarding the submittal.

3. Organizational Background and Overview:
 - a. Submitting firm must provide a brief history and overview of its company and its organizational structure, with special emphasis on how this Scope of Work will fit within that structure. Also, include business location(s), office locations, and size of firm.

4. Expertise and Qualifications:
 - a. Statement detailing the professional qualifications and the capability to perform all or most aspects of the engineering projects and tasks contemplated by the Sponsor.
 - b. Detail your knowledge, experience, and capability to successfully perform and/or administer the four main basic services described above (Preliminary Phase, Design Phase, Construction Phase, and Special Services).
 - c. Include relevant experience from at least three recent airport projects, and familiarity with projects at general aviation airports similar to Polacca Airport.
 - i. The narrative should adequately explain the successful outcomes of each project.
 - ii. Include information concerning the quality and scope of projects previously undertaken and the capability to complete projects on time and within the allotted budget.
 - d. Provide a list of a minimum of three (3) professional references from other airports to include contact person, contact title, contact address, phone number and a brief description of the airport project(s) you have worked on together. This reference should be from a current project, or project completed within the last five years.
 - e. Provide documentation certifying to the best of its knowledge and belief, that it and its principals:
 - (i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (ii) Have not within a three-year period preceding this submission been

convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(iii) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (e) (ii) of this certification; and

(iv) Have not within a three-year period preceding this submission had one or more public transactions (Federal, State or Local) terminated for cause or default.

5. Key Personnel:

- a. Provide an organizational chart emphasizing the key individual's roles. This should include any sub-consultants or sub-contractors.
 - b. Identify key individuals who will be involved in the contemplated projects and their qualifications, including inspectors, backgrounds, experience and specific responsibilities. Full resumes do not count toward the page limit and should be placed in the appendices.
 - c. Detail your firm's key personnel's experience and relationships with the FAA – PHX ADO and the ADOT MPD Aeronautics Division Personnel.
 - d. Detail your firm's key personnel experience with Tribal airport owners.
6. It is important to ensure nondiscrimination in the award and administration of all contracts, and in the procurement of common goods and services. It is the Hopi Tribes intention to create a level playing field on which DBEs can compete fairly for FAA and DOT assisted contracts. A DBE is a for-profit small business that is at least 51% owned and controlled by socially and economically disadvantaged individuals.

The Hopi Tribe may choose to directly select a consultant based on the information submitted in the Statement of Qualifications. The team considered by the Sponsor to be the most qualified will be selected for the procurement period, subject to successful contract negotiation.

SUBMITTAL PROCEDURES

Interested parties must submit one original and two copies of their Qualifications in a sealed envelope identified, or may submit electronically as:

STATEMENT OF QUALIFICATIONS AIRPORT ENGINEERING SERVICES POLACCA AIRPORT

Submittals must be received no later than 4:00 pm. (Arizona Time), April 2, 2021. Any proposal submitted after this time will not be considered. Submitters must ensure delivery (not postmarked by the date and time indicated above).

Hard copy submittals must be addressed to:

Ms. Cheryl Tootsie
The Hopi Tribe, Office of Financial Management- Procurement Section
1 Main Street
P.O. Box 123
Kykotsmovi, Arizona 86039

Electronic submittals will be addressed to: ctootsie@hopi.nsn.us

Proposals may be faxed or submitted by electronic means (including e-mail). An appendix of resumes for proposed team participants shall be included (these pages will not count towards 20-page limit).

The Sponsor may contact the identified contact person from each firm/individual during its review of the proposals for additional clarification or information. The Sponsor reserves the right to hold any or all proposals for a period of 30 days after the date of the award. The proposer is entirely responsible for all upfront costs associated with the preparation of this proposal.

All submitters shall be licensed Civil Engineers in the State of Arizona.

Submitters shall comply with all federal, state and local nondiscrimination statutes in the operation, implementation and delivery of, including state and federal civil rights and disabilities laws. The submitter shall ensure that the Sponsor's obligation for program, facility and service accessibility in Title II of the Americans with Disabilities Act are complied with in all activities arising under this contract, and shall hold harmless the Tribe for any and all losses, including but not limited to damages, costs or expenses, incurred or arising from any alleged violation of the Americans with Disabilities Act under the auspices of this contract unless resulting from an intentional or actual negligent act of the Sponsor and its employees

REQUESTS FOR CLARIFICATION

Any requests for clarification or additional information deemed necessary by any respondent to present a proposal shall be submitted in writing, via postal service or email. Written requests

must be received a minimum of five (5) 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 a memorandum addressed to the prospective respondents. All requests shall be directed to:

Ms. Cheryl Tootsie
ctootsie@hopi.nsn.us
The Hopi Tribe, Office of Financial Management- Procurement Section
1 Main Street
P.O. Box 123
Kykotsmovi, Arizona 86039