



REQUEST FOR QUALIFICATIONS

(RFQu)

OGDEN REGIONAL AIRPORT (OGD)

Airport Planning – Submission of the OGD Airport Layout Plan



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CED / Airport

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REQUEST FOR QUALIFICATIONS
OGDEN REGIONAL AIRPORT (OGD)
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Ogden City Corporation is requesting statement of qualifications (SOQs) from qualified airport planning consultants with experience and knowledge in airport planning and airport layout plans (ALP). The selected planning consultant would be responsible for responding to the FAA-Denver ADO on several edits and questions from the Airport's draft submission of the OGD ALP. This is a single project selection process.

The site is located at Ogden Regional Airport (OGD), 3909 Airport Road, Ogden, Utah 84405

Request for Qualifications: Interested firms may obtain the RFQu packets by downloading from the Ogden City website at <https://www.ogdencity.com/264/Purchasing>

Firms are responsible for securing any and all addenda issued.

SOQs Due: Statement of Qualifications shall be submitted in a sealed envelope to the Purchasing Office, c/o the 1st Floor Information Desk at 2549 Washington Blvd, Ogden, UT, **no later than 1 PM, June 14, 2022. LATE SUBMITTALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal, as it best serves its convenience and/or is found to be in the best interest of the City. The City reserves the right to issue contracts to multiple vendors.

Ogden City encourages and welcomes responses from local, women and minority owned businesses and other disadvantaged business enterprises.

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I. INTRODUCTION

The Ogden City Airport was constructed in the 1940's. For much of the past, the airport has been a significant private aircraft base along with flight training and many private hangars. Over the past decade, the airport has introduced commercial airline service.

In August of 2018, the Ogden Regional Airport received FAA-AIP grant No. 3-49-0024-047-2018 to conduct a Master Plan Update for the Ogden Airport (OGD). An airport planning firm was selected by Ogden City as the on-call firm for the Ogden Airport and entered into a five-year agreement on January 23, 2015. On May 4th, 2018, the selected on-call planning firm provided a scope of work needed to conduct a Master Plan Update.

The Master Plan was adopted by Ogden City Council in June of 2020. However, the Airport Layout Plan (ALP) was not submitted at that time. Due to issues with the COVID pandemic, the selected on-call planning firm dropped out of communications for the next nine months. When communications were re-established in March of 2021, it was urgent that the ALP be completed and submitted to the FAA-ADO for their approval. The draft ALP was sent to the FAA-ADO on June 1st, 2021, but it had runway coordinates issues that did not match the AGIS survey. Those problems were corrected, and the ALP was resubmitted to the FAA-ADO. This was reflected in the attached email from December 7th, 2021.

The FAA-ADO made their review of the submitted OGD ALP draft, and they had three requirement / edits that were needed. Without the original AutoCAD drawings, these edits cannot be made.

This project is to recreate the AutoCAD drawings needed to make the edits required by the FAA-ADO, and then resubmit the OGD ALP for approval by the FAA-ADO.

Project delivery: OGD ALP submission to the FAA-Denver Airports District Office responding to their edits & questions. Submission will be in layered PDF format with the CAD originals being provided to the OGD Airport Manager.

II. SCOPE OF WORK – Refer to Exhibit A

III. STATEMENT OF QUALIFICATIONS

The SOQ must include, as a minimum the following information:

A. Executive Summary

A maximum of four pages that highlights the major features of the proposed firm's qualifications.

B. Firm Information & Experience

Name of firm, location of its office and firm size. List of relevant projects the firm has completed and the involved personnel. Must indicate the firm's ability to meet the required schedule / deadlines for this project.

C. Individual Experience

Provide the names of assigned staff and their respective qualifications and experience.

D. References

Provide the names and phone numbers and e-mail addresses for (3) clients for completed work, that may be contacted for verification of your past performance.

Note: SOQs submitted to Ogden City are considered public records, unless protected by [Utah Code 63G-2-1](#).

IV. EVALUATION OF SUBMITTALS

A team consisting of three or more representatives from Ogden City will perform evaluations of SOQs. Evaluation will be based on Best Value.

- Responsiveness – 10% Provide all information required by the RFP.
- Firm Experience – 20% Types of work the firm considers themselves most qualified.
- Individual Experience – 20% Experience of personnel that will be assigned to this project.
- Specific ALP Abilities – 20% Firm’s capability of meeting schedule commitments, coordination with consultants and quality of deliverables. Provide a preliminary schedule for this project.
- References – 20% Provide names of (3) clients who may be contacted regarding work done in the last 5 years.
- Consultants – 10% Provide names, qualifications, and experience of the consultants / subcontractors that your firm plans to use for this project.

Incorrect information or reference will be taken into consideration when proposals are evaluated.

The selection committee will primarily be composed of City employees. On occasion, consultants may be invited to participate in the review.

Note that submittals that are received after the deadline or not conforming to the RFQ requirements may be deemed non-responsive and eliminated. Each firm bears sole responsibility for the items included or not included in the response submitted by that firm.

SOQs will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes

significant deviations or exceptions to the terms, conditions and/or specifications in this RFQ.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration.

At the conclusion of this initial phase, finalists will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by the firm to supplement their written SOQ.

Being selected and entering into an agreement does not guarantee the offeror will be extended any specific amount of work.

V. INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

- a. The amount of insurance shall not be less than:
 - i) Commercial General Liability: Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.

- ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
 - iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.
 - iv) Professional Liability: Minimum of \$1,000,000 aggregate with \$500,000 per occurrence
- b. Each insurance policy required by this Agreement shall contain the following clauses:
- i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".

"It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."

- c. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:
- i) "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."
- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in

writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.

- e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.
- f. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- h. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- i. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees, or contractors upon the Premises during the License Period.

VI. ADDITIONAL INFORMATION

Equal Opportunity - Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

Cost of Developing Submittals - All costs related to the preparation of the SOQ and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.

Submittal Ownership – Once submitted, the SOQ including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.

Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposed price.

Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. The selected company shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this RFQ. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter into contracts with more than one vendor.

Confidentiality – To request a confidential bid, a request for business confidentiality must be submitted to the Ogden City Records Office at the time of bid submission.

VII. GOVERNING INSTRUCTIONS

This Request for Qualifications will constitute the governing document for submitting SOQs and will take precedent over any oral representations.

VIII. CONTACT PERSON

For any questions related to this RFQ, please contact the Ogden City Purchasing office via email purchasing@ogdencity.com or at (801) 629-8742.

The question-and-answer period ends on June 9, 2022 at 3 PM.

IX. SUBMISSION OF STATEMENT OF QUALIFICATIONS

Firms shall submit five (5) hard copies of the SOQ **no later than 1 PM, June 14, 2022.**

On the sealed envelope, indicate your company's name and the RFQu name "Airport Planning – OGD Airport Layout Plan"

If the SOQ is submitted by mail or other delivery service, it must be addressed to the Purchasing Office, 2549 Washington Blvd, Suite 510, Ogden UT 84401. Reference the RFQu name outside the shipping envelope. Note that the submittal must be received prior to the submission deadline.

The SOQ may also be hand-carried to the 1st Floor Information Desk (west entrance of the building) at the same address.

LATE PROPOSALS WILL NOT BE ACCEPTED.

No facsimile or email transmittals will be accepted.

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on holidays.

X. AWARD/FEE DETERMINATION AND CITY AGREEMENT

The firm with the highest score from the selection committee will be awarded the project. The selection committee will provide a single scorecard for each proposer, which represents the unified determination of the selection committee.

Refer to Exhibit B for Scorecard.

Ogden City Corporation will enter fee negotiation with the selected firm. If fair and reasonable, compensation, contract requirements, and contract documents cannot be agreed upon with the selected firm, Ogden City Corporation shall advise the firm of the termination of negotiations. Upon the failure of negotiations, Ogden City Corporation will enter negotiations with the next qualified firm.

Master agreement will be issued to establish the general terms and conditions. A work order will be processed to outline the specific scope of work and not-to-exceed amount. Any adjustment or amendment to the work order will not be effective unless approved by Ogden City.

XI. MISCELLANEOUS

Statements should be complete but as brief as possible. The four (4) page maximum must not be exceeded. A cover page will be considered one of the four page maximum.

Prospective planners are urged to consider the Supplemental Exhibits and all other documents relating to this Project.

EXHIBIT A

REQUIRED AIRPORT PLANNING OBJECTIVES

The selection procedure for an airport planning consultant to do an FAA Qualification based selection for a single project will follow the requirements detailed in FAA Advisory Circular A/C 150/5100-14E.

1.4.1 Aviation Planning Services.

This category includes studies under the broad headings of airport system and master planning, airport noise compatibility planning and environmental assessments and related studies. These studies include, but are not limited to, the following activities:

1. Design study to establish the framework and detailed work program.
2. Airport data collection and facility inventories.
3. Aeronautical activity forecasts and demand/capacity analyses.
4. Facility requirements determination.
5. Airfield modeling for capacity and delay.
6. Airport layout and terminal area plan development.
7. Airport noise studies under 14 CFR Parts 150 and 161.
8. Compatible land-use planning in the vicinity of airports.
9. Airport site selection studies.
10. Airport development schedules and cost estimates.
11. Airport financial planning and benefit cost analysis.

12. Participation in public information and community involvement programs and/or public hearings relating to airport development and planning projects.
 13. Environmental Assessments (EA), Environmental Impact Statements (EIS), and other studies in accordance with FAA Orders 5050.4 and 1050.1.
 14. **Preparation of or updating of the airport layout plan.**
 15. Airspace analysis.
 16. GIS data collection, entry, and analysis and other electronic graphical/mapping efforts.
- 1.5 Special Services.

1.5.1 The development of some projects may involve activities or studies outside the scope of the basic design services routinely performed by the consultant. These special services may vary greatly in scope, complexity, and timing and may involve a number of different disciplines and fields of expertise.

1.5.2 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. Soil 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. Photogrammetry surveys.
6. Onsite 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.

This differs from the periodic inspection responsibilities included as part of the basic services.

7. Special environmental studies and analyses.
8. Expert witness testimony in litigation involving specific projects.
9. Project feasibility studies.
10. Public information and community involvement surveys, studies, and activities.
11. Preparation of record drawings.
12. Assisting the Sponsor in the preparation of necessary applications for local, State, and Federal grants.
13. **Preparation of an as-built airport layout plan.**
14. Preparation of property maps.
15. Preparation of quality control plan.
16. Preparation of final report.

2.10.2 Informal Procedures.

2.10.2.1 Informal Qualifications Based Selection procedures may be used for A/E procurements estimated to be less than \$100,000. However, this does not relieve the Sponsor from the obligation to perform a cost analysis and prepare an independent fee

estimate (see paragraph 2.13). Sponsors must consult with FAA Airport personnel before using informal procedures to assure that the circumstances justify their use.

2.10.2.2 Under this procedure, a Sponsor must contact at least three firms and discuss their qualifications to perform the work. Negotiations must then be conducted with the best-qualified firm to arrive at a fee. These negotiations may be conducted via telephone or e-mail. After selection, using this procedure, the Sponsor must document their procurement action and then submit a statement to the FAA explaining the basis for the selection and method used to determine reasonableness of the fee.

2.10.2.3 The informal selection process may not be used to select a firm for multiple projects.

The proposed qualification-based selection process would be:

1. Select a group of airport planning consultants (see those addressed in this e-mail).
2. Request from each firm a Statement of Airport Planning Qualifications, no more than four pages.
3. The Ogden City selection committee will evaluate each firm's Statement of Qualifications and reduce the firms to be considered to three based upon qualifications.
4. Of the three firms, each firm will respond with identifying one person, who would be the person responsible for this particular project, and who can participate in a short Zoom type interview with the Ogden City selection committee.
5. The Ogden City selection committee will then rank the three firms, make individual notification to each firm of their respective ranking, and then begin negotiations concerning the pricing for the project.
6. After successfully negotiating price with the top ranked firm, Ogden City will enter into a contact for this project.

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The current proposed project is to respond to the FAA-ADO's letter dated March 3, 2022, and provide the documents (in PDF format) that meet the FAA-ADO requirements for the required edits and corrections. There are three specific requests explained in a letter from the FAA-ADO:

EXCERPT FROM THE FAA-ADO MARCH 3, 2022, LETTER:

The Denver Airports District Office staff has reviewed the draft Ogden Airport Layout Plan drawings submitted for review. We did encounter a few items that will need to be corrected before we can proceed with approval of the final documents.

- The magnetic variation (north arrow) is out-of-date on sheets 2 and 6. It references Oct 2008 and the rest of the sheets reference May 2021. The deviation between magnetic and true north is different as well as the annual rate of change. The magnetic variation needs to be consistently depicted on all sheets that have a north arrow using the most up- to-date information.

- A lot of the information on the Exhibit 'A' appears to be inaccurate, especially as it relates to future acquisitions supporting the preferred alternatives identified in the Master Plan. A table listing the parcels to be acquired along with known details about the properties such as current owner and property size needs to be added to sheet 18. In addition, the labels for the parcels already owned in fee, parcels for which the airport has an easement, and property to be acquired in the future is confusing.

In some cases, the same numbers are used to identify more than one parcel. This needs to be corrected. It is extremely important that the Exhibit 'A' is accurate because a current Exhibit 'A' must be submitted with all Airport Improvement Grant (AIP) grant applications and will become part of the grant agreement.

- The departure surface drawings are confusing (sheets 9 and 10). The tables identify the approach elevation (50:1) rather than the departure elevation (40:1). So, it isn't clear if the penetrations identified are to the approach or departure surfaces.

AIP Grant No. 3-49-0024-047-2018 is funding the Ogden-Hinckley Airport Master Plan Update and was executed on August 14, 2018. 2 CFR § 200.211 (b)(5) requires Federal agencies to identify a period of performance for Federal grants. Per Condition No. 2 of the grant agreement, the FAA has established this period of performance as a maximum of four years (1,460 calendar days) from the date of grant execution. The period of performance for the Ogden-Hinckley Airport Master Plan will end August 13, 2022. Once the period of performance has expired, the FAA cannot reimburse any expenses that are incurred after that date.

ADDITIONAL INFORMATION:

To be able to access the remaining \$46,548.58 in the FAA-AIP grant, the OGD Airport must make this qualification-based selection. Any additional cost above this remaining grant amount will have to be covered directly by Ogden City.

The financial expense for this proposed project must be encumbered before August 1st, 2022. This means the selection process needs to have selected a planning consultant, a contract / task order needs to be executed, and the work needs to be commenced before August 1, 2022.

Obviously, the ability to meet this schedule is critical. The project will be performed as per the following sections:

EXHIBIT B
SCORE CARD

Firm's Name _____

	Points Possible	Score (0-5)	Weight	Points
Responsiveness	10		X2	
Firm Experience	20		X4	
Individual Experience	20		X4	
Specific ALP Abilities	20		X4	
References	10		X2	
Consultants	20		X4	
TOTAL POINTS	100 Points Possible			

Scoring as follows:

- 0 = No response
- 1 = Poor, does not meet requirements
- 2 = Partially responsive
- 3 = Average response
- 4 = Above average
- 5 = Excellent