

**REQUEST FOR STATEMENTS OF QUALIFICATIONS AND PROPOSALS FOR:
PROFESSIONAL AIRPORT ENGINEERING AND PLANNING SERVICES
STILLWATER REGIONAL AIRPORT
STILLWATER, OKLAHOMA**

The City of Stillwater/Stillwater Regional Airport is seeking Statements of Qualifications and Proposals from airport consultants for a multi-year contract in accordance with Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5100-14E for airport consulting, professional engineering, construction management and project administration services subject to the receipt of FAA and local funding. The selection will comply with Title 49 Code of Federal Regulations (CFR) § 18.36.

The consultant will conduct the work under the overall direction of the Stillwater Regional Airport/City of Stillwater, the FAA, and City staff. All work will be accomplished in accordance with the FAA design and construction standards. Work includes, but is not limited to, land use planning, environmental analysis, engineering studies; grading, drainage, utilities and paving of airfield and roadway pavements; hangars, terminal building, other structures, fueling systems and storm water improvements; obstruction analysis and removal; airfield lighting, signage, and NAVAIDs; grant administration, updated Airport Layout Plan, Immediate, short, Medium and Long term capital and development planning as required, and other related work at the Stillwater Regional Airport. Consultant would also serve as Engineer of Record with on-call, as-needed services for emergency and routine repairs and maintenance requirements for airfield surfaces, electrical and other infrastructure needs.

Anticipated projects may include, but are not limited to:

- Administrative and Engineering Services related to the expansion and remodeling of current terminal
- Rehabilitation of 04/22 Taxiway System and associated hangar aprons
- Construction of General Aviation and Corporate Hangars
- Construction of Snow Removal Equipment (SRE) and Aircraft Rescue Fire Fighting (ARFF) Facility
- Acquisition of Snow Removal Equipment
- Annual Runway and Taxiway System maintenance/upkeep such as rubber removal, crack/joint seal and remarking

The period of consultant services will be for the next five years, or as required to complete the identified projects. The Stillwater Regional Airport/City of Stillwater, Oklahoma reserves the right to re-advertise for those services not under contract.

STATEMENT OF QUALIFICATIONS AND PROPOSAL. Interested firms, or consultant teams, should submit a Statement of Qualifications and Proposal not exceeding twenty (25) pages, excluding pictures, addressing the following specific information:

1. General Information. Provide legal name, address, telephone and FAX numbers, and e-mail address and other necessary contact information of the firm(s).

2. Experience of the Firm(s). Provide a narrative of the firm's recent (within the last three years) experience on similar projects including the following information:
 - a. firm responsibility in the project;
 - b. time schedule for completion;
 - c. name, address and telephone number of at least three (3) clients familiar with the quality of work done by the firm on similar projects;
 - d. Key personnel involved in the project.

3. Project Team. Provide a team organizational diagram of principals and staff to be assigned to the project identifying the responsibility of each member. Submit a resume for each person listed in the organizational chart highlighting experience and qualifications on similar projects and prior work experience with the FAA.

4. Other Information. Include any additional information establishing the capability of the firm(s) to successfully complete the projects.

FIRM(S) SELECTION. The Selection Committee will evaluate the submitted Statements of Qualifications and Proposals using the following criteria:

1. Qualifications of the Firm. Recent airport engineering experience of the firm with similar projects and quality of recent work per referenced client interviews. (Maximum score of 20 points)

2. Qualifications of the Project Team. Professional strength and breadth of experience of the project team, both individually and collectively, in airport engineering with similar listed projects. (Maximum score of 20 points)

3. Strength and Clarity of Approach. Understanding of the project's potential problems, ability to provide suggestions to overcome those potential problems, ability to develop creative solutions. (Maximum score of 10 points)
4. Knowledge of FAA and OAC. Knowledge of FAA and OAC regulations, policies, standards and procedures and demonstrated working relationship with the FAA. (Maximum score of 30 points)
5. Current Workload. Identify the project team's current workload. Preference will be given to the project team that demonstrates the ability to take on additional work and meet the schedules set by the City/Airport. (Maximum score of 10 points)
6. Overall Proposal Presentation. Overall quality of the package, including clarity of written text, completeness and depth of supporting materials, general organization and graphic presentation quality, and if interviewed, oral presentation and communication skills demonstrated during the interview. (Maximum score of 10 points)

Three (3) copies of your Statement of Qualifications and Proposal must be submitted on or before June 3, 2022 at 5pm to:

Mr. John McClenny
Procurement Manager
City of Stillwater
723 S. Lewis
Stillwater, Oklahoma 74074
405-372-4171
john.mcclenny@stillwater.org

The Airport and Selection Committee, reserves the right to short list and interview qualified firms or to select from the submitted Statement of Qualifications and Proposal. Additional information may be requested of those firms selected or for interviewing, if deemed necessary, at the time of notification.