

Request for Statement of Qualifications and Experience For Professional Airport Engineering Services

The City of Lander, Wyoming is soliciting Statements of Qualifications and Experience from Planning/Consulting firms to provide professional consulting services for a full Environmental Assessment to review the possible future expansion of Hunt Field Airport which may include relocation of the rodeo grounds in Lander, Wyoming. Using relevant FAA Advisory Circulars, Orders and other appropriate guidance, the consultant will perform the tasks normally associated with conducting an Environmental Assessment that will satisfy the needs of the City and meet the goals and requirements of the FAA and State.

- **Environmental Assessment:** Using guidelines and regulations set forth by the FAA and State in the appropriate advisory circulars, checklists and other guidance as necessary, including FAA Order 5050.4, "National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects," the Consultant will perform tasks associated to identify all environmental issues, including economic concerns and will develop and consider alternatives for the proposed development. The consultant will be performing these tasks as negotiated in a scope of work to be determined at the commencement of the project.

All proposals received will be evaluated based on FAA Advisory Circular 150/5100-14D (available at: http://www.faa.gov/documentLibrary/media/advisory_circular/150-5100-14D/150_5100_14d.pdf), and on compliance with this request. Selection will be based upon the following criteria:

- Qualifications of the firm (including *any and all* sub-consultants), background of the firm, history of airport related (relevant) projects, experience on comparable projects, quality of previously completed projects, use of computer-aided drafting/design, and capability of the firm to perform all of the anticipated tasks.
- Experience of Key Personnel, including experience on relevant airport planning projects and environmental assessments.
- Familiarity with Lander, Wyoming and the surrounding area. This includes local conditions, planning, environmental and design issues. In addition, the consultant is to have a complete understanding of the accepted approach to airport planning, design, and environmental assessment requirements by the FAA and State of Wyoming.

Consultants will be evaluated and ranked on the basis of their written proposals. The sponsor may select the top ranked firm from the written proposals or may, at their discretion, select any or all firms to participate in a telephone or formal personal interview as part of this selection process. A scope of work and schedule of fees will be negotiated with the selected consultant for the services to be performed under the initial grant(s). Subsequent work scopes and fees will be negotiated as grants or other funding is obtained.

This contract 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 Regulations 49 CFR Part 23 (Disadvantaged Business Enterprise Participation). The consultant or subcontractor, by submission of an offer and/or execution of a contract, certifies that it:

- A. is not owned or controlled by one or more citizens or nationals of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- B. has not knowingly entered into any contract or subcontract for this project with a contractor that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- C. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a contractor (consultant) or subcontractor who is unable to certify to the above. If the contractor knowingly procures or subcontracts for the supply of any product or service of a foreign country on the said list for use on the project, the Federal Aviation Administration may direct through the sponsor, cancellation of the contract at no cost to the government.

Requirements for the Submitting of the Statements of Qualifications and Experience

Statements of Qualifications and Experience shall be limited to a maximum of 40 pages, inclusive of all pre-printed or other promotional material. Interested consultants are to submit five (5) complete copies of the Statements of Qualifications and Experience by 5:00 pm local time on October 1, 2009, to the address below. Submittal documents should be clearly marked on the outside of the envelope with "*Statements of Qualifications and Experience for Environmental Assessment Consultant*". The information should be submitted to:

Mr. Gary Michaud
Community Resource Coordinator
240 Lincoln Street
Lander, Wyoming 82520

All expenses associated with the proposal and/or interview are the solely the responsibility of the perspective firm. All material submitted to the City of Lander during this selection process will become the property of the City and will not be returned.

Any questions regarding this request for Statements of Qualifications and Experience should be directed to Mr. Gary Michaud by phone at: (307) 332-2870 or by e-mailing Mr. Michaud at: landeredc@wyoming.com. Consultants visiting the airport must make an appointment if they wish to speak to or meet with Mr. Michaud in person.