

REQUEST FOR QUALIFICATIONS

**AIRPORT ARCHITECTURE/ENGINEERING,
ENVIRONMENTAL AND CONSULTING SERVICES**

SILVER SPRINGS AIRPORT
LYON COUNTY, NEVADA



LYON COUNTY MANAGER'S OFFICE
27 S. MAIN STREET
YERINGTON, NEVADA 89447

**LYON COUNTY, NEVADA
SILVER SPRINGS AIRPORT**

REQUEST FOR QUALIFICATIONS

**AIRPORT PLANNING, ARCHITECTURE/ENGINEERING, ENVIRONMENTAL AND CONSULTING SERVICES
AND
AIRPORT MASTER PLAN UPDATE**

Lyon County invites the submittal of written Statements of Interest and Qualifications (SOQ) for professional services of qualified airport consulting firms. Lyon County's objective is to establish a list of firms that are pre-qualified, and retain the services of a firm or firms for a five (5) year period to assist the County with the development and improvement of the Silver Springs Airport (SPZ).

It is Lyon County's intent to retain an experienced consulting firm, or combination of firms, who will provide planning, architecture/engineering, environmental and consulting services related to aviation projects.

In response to this request, five (5) copies of the Statement of Qualifications and letter of interest must be received at the Lyon County Planning Department offices no later than 4:00 PM, PST, October 31, 2019, and must be submitted, via U.S. Mail, Overnight, or Courier Delivery to:

Jeffery A. Page, County Manager
Lyon County Manager's Office
27 S. Main Street
Yerington, NV 89477

Project Contacts

Please direct all questions and requests for clarification regarding the RFQ to Jeff Page at (775) 463-6531, or by e-mail to jpage@lyon-county.org.

General Background

Lyon County owns the Silver Springs Airport (SPZ), a public-use general aviation airport facility. The Silver Springs Airport, LLC, operates the Airport through a long term lease with the County.

The Silver Springs Airport offers a runway 6,000 feet in length, a fueling facility, a pilot's lounge, 14 hangars, and tie-down areas. The Airport serves the central Lyon County area. The Silver Springs Airport is located approximately 30 miles from Carson City, approximately 15 miles from Fernley and approximately 35 miles from Yerington. The airport is easily accessed from all points of northwestern Nevada via U.S. Highway 50, U.S. Highway 50 Alternate, and U.S. Highway 95 Alternate.

The Airport's Master Plan was completed in 2016. In 2007 the Airport's ALP was updated. The Master Plan and ALP have guided a variety of improvements on the airfield and on the landside. Projects included runway improvement and surfacing, and installation of a self-service fueling facility.

With significant changes expected in the near term for airport use, aircraft mix and community development potential, the airport is poised to take a fresh look at its role in serving its customers, its community and the northern Nevada aviation system.

The initial planning effort will focus on existing airport facilities, and future development of aviation and non-aviation related uses. It also includes the development of plans and standards to guide and regulate Airport land development. This effort will reassess the next 20 years of the Airport's development set out in the 1998 Master Plan.

RFQ Submission Requirements

Lyon County is seeking those with expertise in planning, architecture/engineering, environmental and consulting services related to aviation projects, airports and development. The County would like to retain the professional services of a qualified airport consulting firm, or combination of airport consulting and engineering firms, to assist the County with airport projects, and FAA grants and administrative processes over the next five (5) years. Initially, Lyon County would like assistance in preparing the Silver Springs Airport Master Plan update, including a development master plan with development standards.

Scopes of Services

General Scope of Services - The solicited general scope of services for the next five (5) years includes, but is not limited to, the following tasks:

- Prepare necessary applications and documentation for FAA Airport Improvement Program (AIP) grant funding.
- Project engineering for Airport Capital Improvement Plan (ACIP) projects.
- Project associated engineering for projects in addition to the ACIP, such as hangars, parking lots, and other airport projects as may be deemed appropriate.
- Assist in preparation and development of the ACIP.
- Miscellaneous airport planning, engineering and consulting support services as may be required from time to time by Lyon County. These consultant services will include representing the County in discussions with FAA regarding the work program, grant requirements and project documentation.
- Construction administration, inspection, and testing services during construction projects
- General consulting services and attendance at meetings as required by Lyon County
- Current AIP projects include:
 - Reconfigure and Expand Apron
 - Reconfigure Connector Taxiway
 - Install Taxiway Lighting System
 - Rehabilitate Airfield Pavements (Pavement Maintenance - Runway, Taxiways, Taxilanes, and Aprons)
 - Construct Parallel Taxiway
 - Improve/Upgrade Airfield Electrical Systems
 - Construct Apron and Taxilanes
 - Airport Layout Plan Updates
 - Provide Non-FAA Funded Airport Planning, Engineering, Environmental, and Miscellaneous Airport Consulting Services as may be required

The County would like to establish a list of firms that are pre-qualified, and retain a firm or firms to work on these projects. A statement of your firm's interest and qualifications regarding these projects is herein requested and solicited.

Questions

Lyon County would appreciate a response to two questions listed below regarding topics related to the initial Airport Master Plan Update project. The County will review the responses to the questions as part of the review and evaluation of the SOQs.

Question 1 – How would you recommend approaching the Airport’s need to substantially increase its ability to generate revenue to sustain its operation and move toward self-sufficiency? Please include your approach to and/or experience with aviation and non-aviation development of rural general aviation airport property.

Question 2 – How would you recommend approaching the need to prepare standards for infrastructure and facilities for the future development of aviation and non-aviation uses at a rural general aviation airport? Please include your experience with the preparation of development standards for infrastructure and facilities.

Please include your responses to the two questions as part of the SOQ.

Qualifications

The SOQ should include detailed information regarding the consultant's interest and qualifications. To be considered to perform the services requested by this RFQ, a firm, or firms, must submit a SOQ demonstrating the following:

1. A statement of interest in and understanding of the tasks to be performed.
2. Current relevant experience with airport master plan projects; airport improvement projects; the planning, design, and engineering of airside and landside aviation facilities; and the planning, design, and engineering of landside non-aviation facilities. These projects may or may not be funded with FAA-AIP grants. Relevant experience should be demonstrated over a minimum of the past three years, including award amount, project or engineer’s estimate, final project or construction cost, and initial and final project or construction period.
3. A track record in working with governmental agencies on projects of this type. Previous FAA grant experience is a qualifications requirement. Please provide a list of relevant projects, including client contact names, titles, email addresses and phone numbers.
4. The proposed staffing plan for the project, including qualifications and job classifications of the project manager and other senior personnel to be assigned to the airport projects. Resumes of key personnel must be submitted.
5. Familiarity with and proximity to the Airport. Indicate the office location where work will be performed. Also describe the ability to attend meetings in a timely manner and/or on short notice.
6. Relationship between entities if the proposal includes work performed by someone outside the principal firm. A firm may submit qualifications for one, or any combination of services. The County may select multiple consultants to perform services.
7. Provide the firm mailing address, telephone number, and the name of an individual to contact if further information is desired
8. The submittal should include a minimum of three references for whom the consultant has previously performed similar work, including company name, reference name, title, address, phone number, email address and a short description of the associated work performed.
9. A letter accompanying the SOQ shall provide the following: name, title, address and telephone number of individuals with the authority to negotiate and contractually bind the company.

Agreement Format and Insurance Requirements

The selected firm or group must be prepared to comply with Lyon County's standard contract terms and insurance requirements. Insurance requirements may vary according to the project and scope of services.

Proposed Compensation

This request and solicitation is for a *Statement of Interest and Qualifications*. A cost proposal is not requested at this time. Final compensation will be determined through negotiations with the selected firm(s) on specific projects.

Statement of Interest and Qualification Submission

1. Statements of Interest and Qualifications: Five (5) copies must be received no later than 4:00 p.m., PST, on October 31, 2019 and should be submitted to:

Jeff Page, County Manager
County Managers Office
27 S. Main Street
Yerington, Nevada 89447

SOQs received after that time will not be considered. SOQs must be received by, not postmarked by, the final filing date and time. Telephone, facsimile or email submittals will not be accepted.

2. SOQ submittals shall be brief and concise, containing no more than fifty (50) pages of material (excluding front and rear cover). Submittals in excess of 50 pages shall be considered to be non-responsive.
3. SOQs shall include the following:
 - a. Cover Letter: One page cover letter which includes the mailing and e-mail addresses and telephone and fax number of the person(s) to be used for contact and who is authorized to represent the firm or firms.
 - b. Table of Contents: An index of material included in the SOQ.
 - c. Statement of Interest: A statement of interest describing interest in the project outlined in the "Scope of Services" subsection above.
 - d. Responses to Questions: A statement for each of the two questions describing the firm's or firms' definition and approach to the questions asked.
 - e. Statement of Qualifications: A statement of the firm's, or firms', qualifications covering the items listed in the "Qualifications" subsection above.
 - f. Management and Staff: Describe the organizational structure that is proposed to implement the project, including support staff, and any subcontractors. Include resumes of key project personnel.
 - g. Workload Management: Outlined workload management techniques that will allow ongoing assessments of current workloads.
4. All questions regarding this solicitation and the projects enumerated herein should be directed in writing to:

Jeffery A. Page, County Manager
County Managers Office
27 S. Main Street
Yerington, Nevada 89447
or;
jpage@lyon-county.org

5. Lyon County assumes no obligation in the solicitation of the general statement of interest and qualifications. Any costs incurred by the respondents in the preparation of any information or material submitted in response to the RFQ shall be borne solely by the respondents.

6. Proposals will be subject to disclosure under PRA (Public Records Act). Projects are subject to the provisions of Executive Order 11246, Affirmative Action to Ensure Equal Employment Opportunity and the Department of Transportation Regulations 49 CFR Part 26, Disadvantaged Business Enterprise participation. DBE firms are encouraged to submit.

Selection Process

Proposals received prior to the deadline will be screened and evaluated through the following process:

1. A Selection Committee composed of key County officials and a representative of the Silver Springs, LLC, will screen the proposals to determine whether they are responsive to the RFQ.
2. Selection criteria contained in FAA Advisory Circular 150/5100-14, as amended, will be considered:

Selection Criteria	Value
1 Recent experience in airport projects comparable to the proposed tasks	20
2 Demonstrated understanding of the project and sponsor's special concerns	15
3 Key personnel's professional qualifications and experience	10
4 Key personnel's knowledge of FAA regulations, policies and procedures	10
5 Demonstrated ability to meet schedules and keep work within the allocated budget	10
6 Qualifications and experience of outside consultants regularly engaged by the consultant	10
7 Familiarity with and proximity to the geographic location of the project	10
8 Understanding and thoroughness of responses to RFQ questions	10
9 References	5

3. The selection committee will review and evaluate the responses to the questions posed in the RFQ. The responses will be evaluated for the firm's, or firms', understanding of the questions and the thoroughness of the responses.
4. The selection committee will evaluate all pertinent information and will establish a list from those firms submitting statements. Firms may be contacted for additional information. If warranted, detailed interviews will be conducted.
5. Selected firms may be asked to submit a copy of their most current master agreement, which may be dependent on the scope of work.
6. The County reserves the right to reject any and/or all proposals, and to waive or decline to waive irregularities in any submittal.
7. Please note that this is a request for a Statement of Interest and Qualifications; a detailed cost proposal is not being requested at this time. Final project costs will be determined through negotiations with the selected firm. If project cost negotiations with the selected firm are unsuccessful, Lyon County reserves the right to enter into negotiations with another qualified firm(s).

The recommended list of consultants and consultant selection is anticipated to be scheduled for Board of Commissioners' approval by November 7, 2019. The schedule will be changed, if needed, to accommodate finalist interviews. Consultant should be prepared to begin contract negotiations for the project.

Tentative Schedule

- Distribution of Request for Qualifications begins October 7, 2019
- Statements of Qualifications Due October 31, 2019
- Board Approval (Tentative) Thursday November 7, 2019

