

TOWN OF AKRON, COLORADO



REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR AIRPORT PLANNING SERVICES FOR THE
COLORADO PLAINS REGIONAL AIRPORT
RFQ No. 04-2026

THE TOWN OF AKRON, COLORADO
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I. INTRODUCTION

The Town of Akron, CO, as sponsor of a public use airport facility, is soliciting qualification based sealed Statements of Qualifications for the selection of a principal airport consultant to provide Planning Services and related incidental special services for the Colorado Plains Regional Airport. Submittals will be accepted until no later than 3/27/26 at 1pm:

MS. GILLIAN LAYCOCK
TOWN MANAGER
GLAYCOCK@TOWNOF AKRON.COM

The contract for said services shall be for up to a five (5) year period. All projects undertaken will depend upon available funding from various sources, which may include the Federal Aviation Administration (FAA), the State of Colorado Department of Transportation Aeronautics Division and the Town of Akron. No project listed is guaranteed to take place under the time-frame of this contract. The Town of Akron also reserves the right to amend the Schedule of Projects and contract Scope of Work at the sole discretion of Town of Akron, on behalf of the Colorado Plains Regional Airport. Our selection process is intended to be in compliance with the current version of FAA Advisory Circular AC-150/5100-14E, "Architectural Engineering and Planning Consultant Services for Airport Grant Projects."

II. BACKGROUND

Colorado Plains Regional Airport is a general aviation airport located to the North of the Town of Akron. The Town of Akron is seeking to plan improvements to accommodate existing and future aviation demand. The airport has one main runway that is 7,001 feet long and 100 feet wide.

III. SCOPE OF WORK

This contract is for basic Planning services, as defined below. The Town of Akron reserves the right to inquire into the proposer's ability to provide Planning, Incidental and Special Services, as defined below, and to amend the Schedule of Projects and contract scope of work, at the Town of Akron's sole discretion, to include any or all of the following services:

A. Planning Services will include:

1. Master Plan Study Update
2. Environmental Efforts, Including Categorical Exclusions, Environmental Assessment, and Environmental Impact Study
3. Land Acquisition Support
4. On and Off Airport Land Use Planning
5. General Aviation Hangar Development Layout
6. Miscellaneous Planning

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B. Basic planning services will be conducted in phases:

1. **Planning Services.** This category involves studies under the broad heading of master planning and includes, without limitation, such services as airport data collection; aeronautical activity forecasts; facility requirements determination; airport layout and terminal area plans; environmental assessment studies/reports, airport noise compatibility plans; compatible land use planning in the vicinity of the airport; airport financing planning; and participation in public information programs.
2. **Special Services.** These services are performed by the airport consultant (or through sub consultants) from time to time at the request of the Town of Akron and may include, without limitation, such services as soils investigations; land surveys, topographic maps, and photogrammetric; environmental studies; expert witness testimony; project feasibility studies; preparation of as-built plans; and miscellaneous plans, studies and assessment reports including environmental, noise, etc.
3. **FAA Airport Surveying-GIS Program Service.** These services are performed by the airport consultant (or through sub consultants) at the request of the Town of Akron and may include without limitation, such services as collecting data that may include an obstruction survey, aerial photogrammetry and mapping done in accordance with FAA AC 150/5300-16A, 17C and 18B.

The Airport Master Plan document and accompanying Airport Layout Plan will be prepared in accordance with current Federal regulations, policy, Advisory Circulars (ACs) and guidance, including the FAA Airports Standard Operating Procedure (SOP), Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) (ARP SOP 2.00); FAA SOP for FAA Review of Exhibit 'A' Airport Property Inventory Maps (SOP 3.00); FAA AC 150/5070-6B, Airport Master Plans; AC 150/5300-13A, Airport Design; AC 150/5060-5, Airport Capacity and Delay; and AC 150/5325-4B, Runway Length Requirements for Airport Design.

IV. CONTRACT LIMITATIONS

- A. All parties competing for the work are advised that the work may be accomplished over the course of several FAA and CDOT grant projects.
- B. All parties are advised that some of the services listed may not be required and that the Town of Akron reserves the right to initiate additional procurement actions for any services not included in the initial procurement.
- C. The services are limited to those projects which are expected to be initiated within five years of the date the contract is signed by the consultant.
- D. Do not include any information regarding your fee structure with your proposal. The negotiations of the fee services, i.e., those included in this procurement action but not in the initial contract, shall occur at the time those services are needed. A cost analysis shall be performed for each of these negotiations. If a price cannot be agreed upon between the Town of Akron and the selected firm, negotiations may be terminated and a new procurement action initiated.
- E. A formal contract will be entered into with the selected proposer.

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V. SELECTION PROCESS

The selection process will be in strict accordance with the current version of AC 150/5100-14E, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects and 49CFR 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.

The contract issued to the successful consultant 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 Regulation 49 CFR Part 26 (Disadvantaged Business Participation). DBE firms are encouraged to participate.

- A. Requirements for Package: Provide one (1) digital set of Statements of Qualifications via email. Each set shall be limited to 30 pages, excluding cover letter and tabs. Tabs shall not include any additional information other than section number and/or section title. Any additional content will be considered extra pages.

VI. CONTENTS OF STATEMENT OF QUALIFICATIONS

- A. Statements of Qualifications must be no more than 30 pages, exclusive of cover letters or letters of transmittal containing introductory language only. The Statement of Qualifications should include:
 - 1. A cover letter.
 - 2. A narrative statement detailing the firm's understanding of the requirements of the Town of Akron and the capability to perform all or most aspects of the engineering or planning projects proposed.
 - 3. A general description of the firm, including company organizational structure, size of company, recent experience in comparable airport/aviation projects, and experience with projects funded by FAA AIP grants.
 - 4. Identification of those key individuals who will be involved in the proposed project(s), setting forth their qualifications, backgrounds, experience, and specific responsibilities.
 - 5. A representative list of previous clients and representative project comparable to the proposed engineering projects listed above. Include contact person, airport, project(s), and phone numbers.
 - 6. Demonstrated capability to meet schedules/deadlines without delays, cost escalations, overruns, or contractor claims.
 - 7. Evidence of general liability and professional liability insurance.
 - 8. All submittals must be received at the address and by the date and time specified herein. Submittals must contain the name, address, and daytime telephone number for the individual authorized to enter into a contract with the Town of Akron.

- A. The Statement of Qualifications must be submitted no later than 3/27/26 at 1pm to:

MS. GILLIAN LAYCOCK
TOWN MANAGER
GLAYCOCK@TOWNNOFAKRON.COM

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- B. Any submittal received after the identified date and time will be returned unopened.
- C. Hard copy submissions sent by mail will not be accepted.
- D. Proposals must contain the name, address, email address, and daytime telephone number for contact person(s) to who additional selection process requests should be communicated.
- E. Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that the Proposer has requested, in writing, to remain confidential under applicable law.

VII. REQUESTS FOR CLARIFICATION

Any requests for clarification of additional information deemed necessary by any respondent to present a proposal shall be submitted in writing, via email, to Gillian Laycock, at glaycock@townofakron.com, referencing this request. Written requests must be received a minimum of five (5) calendar 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 by Gillian Laycock in the form of an addendum addressed to all prospective respondents.

Direct contact with Town elected officials, members of the Board of Trustees, or Town staff, including sub-contractors (with the exception of the Airport Manager) during the selection process, except when and in the manner expressly authorized by the Request for Statement of Qualification documents, is strictly prohibited and may render the submittal as non-compliant. Violation of this requirement is grounds for disqualification from the process.

VIII. SELECTION CRITERIA

Selection criteria contained in the FAA Advisory Circular 150/5100-14E will be applied in the following manner: DBE firms are encouraged to apply.

<u>CRITERIA</u>	<u>POINTS POSSIBLE</u>
Reputation	40
Ability to meet schedules within budget	20
Proposed team member qualifications	20
Quality of previous airport projects undertaken	20
Knowledge of Local Conditions and Airport Operations	30
Approach to proposed project	<u>20</u>
TOTAL POSSIBLE POINTS:	150

A short list will be developed from submittals received. If a decision cannot be made based on written materials Consultants on the short list may be asked to attend an interview prior to final selection.

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It is the intent of the Town of Akron to enter into a contract with the most qualified firm no later than 5/5/26 at 1pm. The consulting firm most qualified to perform planning services for the contemplated projects will be selected.

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 26 (Disadvantaged Business Enterprise Participation) and to foreign trade restrictions. DBE firms are encouraged to submit.