

TOWN OF AKRON, COLORADO



REQUEST FOR STATEMENTS OF  
QUALIFICATIONS FOR AIRPORT ENGINEERING  
SERVICES FOR THE COLORADO PLAINS  
REGIONAL AIRPORT  
RFQ No. 05-2026

## THE TOWN OF AKRON, COLORADO

### REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR AIRPORT ENGINEERING SERVICES FOR THE COLORADO PLAINS REGIONAL AIRPORT

#### I. INTRODUCTION

The Town of Akron, CO, owner of a public use airport facility, is soliciting qualification-based Statements of Qualifications for the selection of a principal airport consultant to provide Engineering Services for the Colorado Plains Regional Airport. Submittals will be accepted until 3/27/26 at 1pm.

MS. GILLIAN LAYCOCK  
TOWN MANAGER  
GLAYCOCK@TOWNNOFAKRON.COM

The Owner plans to award a five-year contract for airport engineering services subject to review on an annual basis for any and all engineering projects subject to federal assistance under the Airport and Airway Improvement Act of 1982, as amended, or other sources of funding.

The contract will be for the basic airport engineering consulting services as defined herein. The Town of Akron reserves the right to inquire into the prospective proposer's ability to provide professional services, as defined below. The Town of Akron also reserves the right to amend the Schedule of Projects and contract Scope of Work at the sole discretion of the 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

Contemplated projects under this contract may include any of the following projects:

- A. Apron Maintenance - Reseal Concrete Joints
- B. Runway Pavement Maintenance – Crack Fill, Seal Coat, and Remarkings
- C. Access Road Rehabilitation
- D. Parking lot Rehabilitation
- E. Replace Underground Fuel Tanks with Above Ground Fuel System
- F. Runway Rehabilitation
- G. Runway Lighting System Upgrade
- H. Taxiway Rehabilitation and construction

All projects are dependent upon federal Airport Improvement Program (AIP) funding, state funding, and approval from the Owner. Therefore, it shall be understood that some of the services related to the above listed projects may be deleted or modified. The Owner reserves the right to initiate additional services not included in the initial procurement.

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Basic engineering services are utilized in four distinct and sequential phases. Proposers are required to set out their qualifications and to propose on the following scope of work:

- A. Preliminary Phase: This phase involves those activities required for defining the scope of a project and establishing preliminary requirements, including, but not limited to, the following:
  - 1. Conferring with the Owner on project requirements, programming, finances, schedules, early phases of the project, and other pertinent matters, and meeting with the Federal Aviation Administration (FAA) and other concerned agencies and parties on matters affecting the project.
  - 2. Assisting the Owner in the preparation of necessary pre-applications, applications, and required documents for federal grants, including exhibits and Disadvantaged Business Enterprise (DBE) plan(s) and goals.
  - 3. Planning, procuring, and/or preparing necessary surveys, field investigations, and architectural engineering studies required for preliminary design considerations.
  - 4. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, preliminary layouts, and cost estimates.
  
- B. Design Phase: This phase includes all activities required to undertake and accomplish a full and complete project design, including, but not limited to, the following:
  - 1. Conducting and attending meetings and design conferences with the Owner to obtain information and to coordinate or resolve design matters.
  - 2. Evaluation of engineering data and field investigation(s), geotechnical engineering, surveys, architectural engineering, and environmental studies prepared to support the design.
  - 3. Preparing necessary engineering reports and recommendations.
  - 4. Preparing detailed design and construction plans, technical specifications, and contract documents.
  - 5. Preparing cost estimates.
  - 6. Providing copies of plans, specifications, and contract documents for review.
  
- C. Bidding or Negotiation Phase: At a minimum, provide plans, specifications, and all bid documents. The phase also includes assisting the Owner in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on the award of contracts, and preparing contract documents.
  
- D. Construction Phase: This phase includes all basic services rendered after the award of a construction contract, including, but not limited to, the following:
  - 1. Providing consultation and advice to the owner during all phases of construction.
  - 2. Representing the Owner at preconstruction conferences.

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3. Preparation of construction management plans and review of contract construction schedule.
  4. On-Site construction inspection and management, involving the services of a resident engineer, inspector, or manager, full-time or periodically during the construction or installation phase of a project as required by the Owner, and providing appropriate progress reports to the Owner and FAA.
  5. Review and comments on shop drawings submitted by contractors for compliance with design concepts.
  6. Review and comments on mix design, laboratory and mill test reports of materials, and equipment submitted by the contractor.
  7. Preparing and negotiating change orders and supplemental agreements.
  8. Observing or reviewing performance test(s) required by specifications.
  9. Determining payment amounts to contractors and assisting the Owner in the preparation of payment requests for amounts reimbursable from grant projects.
  10. Conduct wage rate interviews in accordance with federal standards.
  11. Make final inspection and submit a final construction report for the completed project to the owner.
  12. Prepare record drawings of the project; revise ALP to reflect as-constructed conditions.
  13. Assist owner with project closeout documents.
- E. Proposers may be required to provide other technical services, or subcontract with third party individuals or companies for such services. Technical services include, but are not limited to, the following:
1. Soils investigation, including core sampling, laboratory testing, 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. Miscellaneous plans, studies, and assessment reports, including environmental, noise, drainage, etc.
  6. Assist Owner in preparing equipment (i.e. snow removal, Airport Rescue and Fire Fighting, etc.) specifications for procurement or procurement purposes.
  7. Prepare benefit-cost analysis.

**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.

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- 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.

**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. That 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. Familiarity with the project location and understanding of the airport
  - 8. Evidence of general liability and professional liability insurance.

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

MS. GILLIAN LAYCOCK  
TOWN MANAGER  
GLAYCOCK@TOWNNOFAKRON.COM

C. Any submittal received after the identified date and time will not be considered.

D. Hard copy submissions sent by mail will not be accepted.

E. 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.

F. 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@townnofakron.com](mailto:glaycock@townnofakron.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.

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<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.

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.