



# Big Horn County Airports

PO Box 29, Basin, WY 82410

(p) 307-568-2551, (f) 307-568-2461

airport@bighorncountywy.gov

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## Request for Statement of Qualifications and Experience For Professional Airport Engineering Services For Airport Master Plan Development Big Horn County, Wyoming

The Board of County Commissioners of Big Horn County, Wyoming is soliciting Statements of Qualifications and Experience from consulting firms to provide professional airport engineering services for the development of Master Plans for the South Big Horn County Airport and North Big Horn County Airport, located in Greybull and Cowley, respectively. Big Horn County will be entering into an agreement for engineering services for the development of a 10-year Master Plan for each airport.

Only firms having recent similar experience on master plan development should respond.

### **PROPOSAL EVALUATION:**

All proposals received will be evaluated based on FAA Advisory Circular 150/5100-14E, and on compliance with this request. Selection will be based upon the following criteria:

- Qualifications of the firm including resumes, in-house services, technology used and capabilities.
- Degree of interest shown in undertaking the project.
- Familiarity with Big Horn County, the municipal aviation needs of the respective communities and the accepted approach to airport design by the FAA and State of Wyoming.
- Experience of the firm on master plan development, verifiable through references.
- Firm's organizational structure as it relates to Big Horn County Airport projects (i.e.- project team, use of sub-consultants, office location where work will be accomplished, etc.).

### **PROPOSAL REQUIREMENTS:**

Statements of Qualifications and Experience shall be limited to a maximum of 20 pages, including all cover letters, tables of contents, resumes or any pre-printed or other promotional material included with the proposal whether bound or unbound. Pages left blank or dividers shall not be included in the page count. Interested consultants are to submit two (2) complete hard copies and one (1) pdf copy of the Statements of Qualifications and Experience by 5:00 pm local time on Friday, February 25, 2022. Proposal documents should be clearly marked on the outside of the envelope with "Statements of Qualifications and Experience for Airport Master Plan Development". The information should be submitted to:



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Dave Neves, Chairman  
Big Horn County Commissioners  
c/o Paul Thur, Airport Manager  
PO Box 29  
Basin, WY 82410  
307-568-2551  
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Proposals received after the deadline shall remain unopened and will under no circumstances be considered.

The proposal shall include, at a minimum, the following:

1. A list of airport master plan projects that the consultant has started or completed in the last five years. Identify the year of each project, and the owner or sponsor's contact person and telephone number(s). Projects which are referred to as having been accomplished by your firm shall be projects which were managed by personnel who are currently on your firm's staff. Similarly, do not list projects or experience for individuals while employed by another firm.
2. The Firm's proposal shall provide documentation of any history of litigation associated with project performance or professional liability during the past ten years.
3. A list of all sub-consultants that your firm would use to complete the master plans including a contact person(s) and telephone number(s) for each sub-consultant (sub-consultants contributing less than \$5,000 in services need not be included).
4. A current resume for professional persons who would be working on the projects, which includes a description of qualifications, skills and responsibilities.
5. A description of your firm's capacity to accomplish this project on schedule.
6. The name(s) of the person(s) authorized to represent the consultant in negotiation and signing any contract that may result.
7. The location of the firm's home office and the locations where the project work would likely be performed.
8. The firm's total number of: full-time permanent (non-contract) employees and temporary, part-time or contract employees.



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## **SELECTION COMMITTEE:**

A Selection Committee will be appointed to evaluate the proposals received. The Selection Committee will review all proposals, evaluate required criteria and may prepare a consultant short list. The Selection Committee may conduct either phone interviews or oral on-site interviews to complete the consultant selection process; however, the Selection Committee reserves the right to make a selection based solely upon the proposals received.

After the selection of a consultant, the contract(s) for this project will be prepared as appropriate and applicable based upon a negotiated scope of work and fees. In the event the Owner and the consultant are unable to negotiate a scope of work and fee for consulting services, the Owner shall have the right to negotiate with other consultants of the Owner's choice.

The members of the Selection Committee shall not be disclosed to submitting firms nor shall any submitting firm contact any County representative, other than Mr. Thur, for purposes related to this proposal on, or after, the date of publication of this notice.

Any questions regarding this request for Statements of Qualifications and Experience should be directed to Mr. Thur at the above address or by phone.

Big Horn County reserves the right to reject any or all proposals and to reject any or all responses or proposals that are deemed unqualified, unresponsive to the stated conditions and requirements, unsatisfactory and/or inappropriate. Big Horn County further reserves the right to change, in incidental respects, the eventual engineering contract in regards to its scope, required services and duties from the descriptions provided herein.

The selected consultant will be required to enter into a consultant services contract within four (4) weeks of selection. The proposal will become the property of Big Horn County and will not be returned.

The Owner is not liable for any cost incurred by the consultant in the preparation of the statement of qualifications and interview, if interviews are conducted.

END OF REQUEST