



Grand Junction Regional Airport
2828 Walker Field Drive
Grand Junction, CO 81506

**REQUEST FOR PROPOSAL
UPDATE AIRPORT COMPLIANCE DOCUMENTS (MINIMUM STANDARDS)
FOR
GRAND JUNCTION REGIONAL AIRPORT
GRAND JUNCTION, COLORADO**

Grand Junction Regional Airport (“Airport”) is seeking professional qualified firms to provide professional consulting services for an update of the Airport Compliance Documents.

Proposals will be received at the Grand Junction Regional Airport Administration Office, 2828 Walker Field Drive, Grand Junction, Colorado, 81506, **3:00 p.m., local time, Wednesday, June 14, 2017**. Any Proposal received after this time will be considered non-responsive and returned unopened. Proposals will be evaluated only from firms that meet the minimum criteria as set forth in the complete Request for Proposal document.

The Request for Proposal document may be obtained at www.gjairport.com.

The Request for Proposal notice is being published on the American Association of Airport Executives website, www.aaae.org.

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1. OBJECTIVE OF THE REQUEST

The Grand Junction Regional Airport Authority (GJRAA) located in Grand Junction, Colorado is seeking qualified firms to provide professional consulting services for an update of the Airport Compliance Documents. Services are to be provided for a five year contract period.

Firms responding to this Request for Proposal (RFP) are expected to have extensive experience in airport planning, consulting, policy development, and stakeholder outreach. Firms may present project teams consisting of the responding Firms and appropriate Sub-Consultants to insure the firms have the necessary experience appropriate for the project.

2. SCOPE OF SERVICES

Grand Junction Regional Airport (“Airport”) is seeking professional services to *Update Airport Compliance Documents for the Grand Junction Regional Airport*. The selected firm will review and evaluate GJRAA’s current compliance documents and compare to other similar airports. Based on the evaluation the selected firm will provide recommendations to update GJRAA’s compliance documents. An overview of the compliance documents is provided in this section. When updating the compliance documents the selected consultant will ensure that its recommendations are:

1. Consistent with the Airport Sponsor Assurances outlined by the Federal Aviation Administration.
2. Consistent with all other applicable airport compliance-related directives issued by the FAA including FAA Advisory Circular No. 150/5190-7 (Minimum Standards for Commercial Aeronautical Activities), FAA Advisory Circular No. 150/5190-6 (Exclusive Rights at Federally Obligated Airports), and FAA Order 5190.6B (Airports Compliance Manual).
3. Appropriate, reasonable, and relevant for the Airport, the market, and the activities taking place (or reasonably anticipated to take place) at the Airport.

The unique characteristics of the GJRAA, the market, and the activities will be considered when updating the compliance documents. In addition to being clear, concise, and well organized (structured), the Airport’s compliance documents will complement (not duplicate) the GJRAA’s other policy (and/or governing) documents for the Airport.

“Minimum Standards” By definition, Minimum Standards are the minimum requirements that need to be met by an entity as a condition for conducting commercial general aviation aeronautical activities at an airport. The purpose of Minimum Standards is to provide a fair and reasonable opportunity, without unjust discrimination, to applicants to qualify, or otherwise compete, to occupy available airport land and/or improvements and engage in authorized commercial general aviation aeronautical activities at an airport.

In essence, by providing consistent threshold requirements for engaging in such activities at an airport, Minimum Standards “level the playing field” and promote “fair competition” among operators. Beyond providing the basis for the fair, equitable, and uniform treatment of operators, Minimum Standards reduce the potential for (and provide a platform for resolving) conflicts, complaints (informal and formal), and disputes (including lawsuits). Consistent with the objectives established by the FAA, Minimum Standards

should promote safety, protect airport users, maintain and enhance the availability of services, promote the orderly development of an airport, and ensure operational efficiency.

“Rules and Regulations” By definition, this document sets forth the rules and regulations for the safe, orderly, and efficient operation and use of an airport. The purpose of Rules and Regulations is to protect the public health, safety, interest, and welfare on an airport (and to restrict any activity or action that would interfere with the safe, orderly, and efficient operation and use of an airport).

“Development Standards” By definition, this document sets forth the parameters governing the design, development (construction), and/or modification of general aviation improvements at an airport. The purpose of development standards is to promote and ensure consistent, quality general aviation development at an airport. The “Development Standards” shall include a summary of the applicable local and/or jurisdictional oversight that affects airport policy.

Other Related Documents

A. The Selected Firm will develop General Provisions which are those provisions common to airports. General Provisions will be conveyed in a single document to eliminate redundancy (as opposed to being restated in each compliance document). Key words (and acronyms) will be defined in General Provisions as well.

B. The Selected Firm will develop a General Aviation Operator and Lessee Application and a General Aviation Operator Permit. GJRAA will be able to use the Application to obtain information, data, and documentation (for review and evaluation by the GJRAA) from parties who are interested in leasing land and/or improvements and/or engaging in commercial or non-commercial general aviation aeronautical activities at the Airport. GJRAA will be able to use the Permit to convey permission to parties (who have completed an Application and been approved by the GJRAA) to engage in commercial general aviation activities at the Airport.

COMMUNITY OUTREACH, COORDINATION, AND DOCUMENTATION

Fair, open and transparent discussions with our aviation and non-aviation constituents is a GJRAA priority. A considerable portion of the process will involve public outreach. Three to five public outreach meetings will be held in connection with the development of the Compliance Documents. Firms shall be prepared to develop outreach strategies and analyze data gathered from a diverse group of stakeholders with competing priorities.

The Deliverables Shall Contain:

A set of comprehensive *Compliance Documents* outlined in the scope of work including:

1. Minimum Standards
2. Rules and Regulations
3. Development Standards
4. Additional Documents as required

3. PRE-SUBMITTAL QUESTIONS

Any questions related to this request must be directed to the Grand Junction Regional Airport, Eric Trinklein. Inquiries must be made in writing and submitted no later than **3:00 p.m. local time, Friday, June 2, 2017**. Questions received after the stated deadline will not be answered. It is suggested that all questions be sent by electronic mail to:

Eric Trinklein
Project Manager
Grand Junction Regional Airport
2828 Walker Field Drive
Grand Junction, CO 81506
etrinklein@gjairport.com

All questions submitted in accordance with the requirements stated above will be answered in writing and posted to the Airport's website at www.gjairport.com. The firm shall acknowledge receipt of any addendums that may be necessary in the Proposal.

4. SELECTION PROCEDURES

Once Proposals are received, and the deadline has passed, the Selection Committee will meet to shortlist firms for in person interviews in front of the committee. The number of firms selected for interviews is at the sole discretion of the selection committee as this will depend on number of proposals received and the qualifications of each.

Once interviews are complete, based on the evaluation of the Proposal in combination with the results of the oral presentations and interviews, the Selection Committee shall select the top firm and proceed with Contract negotiations.

The Airport reserves the right to award this Contract to the firm that demonstrates the best ability to fulfill the requirements of the services. The successful firm will be chosen based on the qualifications, selection criteria evaluation, and possibly interview(s).

5. SUBMITTAL REQUIREMENTS

The firm shall deliver a **total of ten (10) paper copies, and one electronic copy (CD or USB)** of the submittal. All copies of the submittal shall become property of the Airport. Submittal shall be marked: "REQUEST FOR PROPOSAL UPDATE AIRPORT COMPLIANCE DOCUMENTS (MINIMUM STANDARDS) FOR GRAND JUNCTION REGIONAL AIRPORT GRAND JUNCTION REGIONAL AIRPORT."

Submittals shall be addressed to:

Grand Junction Regional Airport
ATTN: Eric Trinklein
2828 Walker Field Drive
Grand Junction, Colorado 81506

Sealed Statements of Qualifications will be received at the Grand Junction Regional Airport Administration Office, 2828 Walker Field Drive, Grand Junction, Colorado, 81506, until **3:00 p.m., local time, Wednesday, June 14, 2017**. Any Statement of Qualifications received after this time will considered non-responsive and returned unopened. Faxed or emailed proposals will not be accepted. Proposals will be evaluated by a selection committee. Grand Junction Regional Airport reserves the right to reject any or all proposals.

The following minimum qualifications have been established as a basis for determining the eligibility of the Respondent. A response will be considered non-responsive and will not be evaluated unless sufficient documentation is provided to determine whether the Respondent meets the following minimum qualifications. The proposal shall be provided in the following sequence:

Submittal Cover/Signature Page (Form #1) – Firms shall complete, sign, and submit Form #1. The Submittal Cover/Signature Page must be signed by a person(s) authorized to bind the entity or entities submitting the response. Joint ventures require signatures from all firms participating in the joint venture. Joint ventures are required to provide legal proof of the joint venture, such as a joint venture agreement, as an attachment to their submittal.

Submittal Checklist (Form #2) – Firms shall complete and submit Form #2.

Litigation Disclosure Form (Form #3) – Firms shall complete and submit Form #3. If necessary, include additional pages for explanation.

Conflict of Interest Disclosure Form (Form #4) – Firms shall complete and submit Form #4.

Affirmative Action Plan – Firms shall submit a description of each firm’s Affirmative Action Plan.

Statement of Qualifications – Narrative document that address all evaluation criteria in the Section 6. Selection Criteria, **A-H**.

6. SELECTION CRITERIA

Final review of the Statements of Qualifications, interviews, and ultimately the final firm selection will be by the Airport Authority Board Members (Board). Firms may be asked to supplement their initial proposals with additional written material. The Board may select a short-list of firms based upon the evaluation of the written qualification submittals. The Board may then arrange for interviews with each short-listed firm.

The Airport reserves the right to award this Contract to the firm that demonstrates the best ability to fulfill the requirements of the services. The successful firm will be chosen based on the qualifications, selection criteria evaluation, and possible interview.

Please note that the airport’s ability to validate the information submitted as “relevant projects” is critical to the determination of whether the proposing firm and their proposed staff qualifications meet the requirements. It is therefore extremely important that the information submitted be as accurate as possible.

Firms should address each of the evaluation criteria listed below and provide specific examples of projects they have undertaken that demonstrate their qualifications. Submittals shall be in the same sequential format as follows:

- A. Executive Summary of one (1) page or less, which gives in brief concise terms, a summation of the submittal.
- B. Name, size, description, and history of firm.
- C. Location of main office and office where work will be accomplished.
- D. Qualifications and previous experience, including a list of former airport clients on similar projects within the past five years; and on-time/within budget performance of the similar projects.

- E. Provide a listing of all sub-consultants to be used, including responsibilities and qualifications for each sub-consultant.
- F. As part of experience, list participation levels of citizens, stakeholders, residents, pilot, aircraft operator etc. which you were able to successfully engage in various consulting projects.
- G. Describe the firm's ability to effectively and quickly communicate and work with all stakeholders for this program. This should include any information that would help to determine the ability to respond to questions, concerns, or comments from stakeholders.
- H. Provide any additional comments, which you may believe to be relevant.

GJRAA reserves the right to waive any irregularities or formalities and award the contract in the best interest of the airport; and to reject any or all proposals. If a firm is selected by GJRAA, the selected firm shall execute an agreement with the GJRAA within thirty (30) days after notification of selection, unless the time for execution has been extended for good cause at the sole discretion of GJRAA. Failure of the selected firm to meet agreement submission requirements (i.e. insurance) or failure to timely execute an agreement with the GJRAA may result, in the sole discretion of GJRAA, in a decision to select from the remaining proposers or to advertise for a new Request for Proposal. GJRAA reserves the right to approve all proposed Sub-Consultants, modify roles of proposed Sub-Consultants and/or require additional Sub-Consultants in the performance of this contract.

This Request for Proposal is a Best Value Acquisition. The GJRAA will select the offeror who creates the best overall value using the criteria listed below:

1. Past Performance with other airports.
2. Experience with projects that include similar deliverable, scope of services, or consultation.
3. Technical approach.
4. Performance period and timeline for completion.
5. Cost.

7. GENERAL INFORMATION

Grand Junction Regional Airport reserves the right to reject all or portions of any or all Proposals, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the Grand Junction Regional Airport. Grand Junction Regional Airport may, at its sole discretion, modify or amend any and all provisions herein. The Airport will not pay for any information herein requested, nor is it liable for any costs incurred by the participating firm.

Grand Junction Regional Airport reserves the right to extend the Proposal submittal date if needed. All changes and/or clarifications will be distributed to all firms indicating interest in the form of addenda. Firms must certify and acknowledge receipt of all addenda along with a statement that addenda have been reviewed and considered prior to submitting a response in order for the submittal to be considered responsive.

7.1. INSURANCE REQUIREMENTS

Prior to the commencement of performance, the successful firm/joint venture shall furnish to Grand Junction Regional Airport certificate of insurance for general liability with limits not less than \$2,000,000 per occurrence and workers' compensation with the limits not less than \$1,000,000 per occurrence. Proof of insurability shall be demonstrated by providing copies of current insurance policy during contract negotiations with the successful firm.

7.2. OTHER POLICIES

All Contractors doing business with the Airport should be familiar with the policies governing how the Airport conducts business. These policies can be viewed online at <http://www.gjairport.com/component/content/article/76.html>.

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**SIGNATURE PAGE
FORM #1**

“✓”Check box that indicates business structure of Respondent

- Individual or Proprietorship
- Partnership or Joint Venture
- Corporation

The undersigned certifies that (s)he is _____(title) of the Respondent entity named below; that (s)he is designated to sign this Proposal Form (if a Corporation then by resolution with Certified Copy of resolution attached) for and on behalf of the entity named below, and that (s)he is authorized to execute same for and on behalf of and bind said entity to the terms and conditions provided for in the Proposal as required by this RFP, and has the requisite authority to execute an Agreement on behalf of Respondent, if awarded

Respondent Organization Name: _____

By: _____

Printed Name: _____

Title: _____

If Respondent is a Joint Venture, an authorized signature from a representative of each party is required.

By: _____

Printed Name: _____

Title: _____

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**SUBMITTAL CHECKLIST
 FORM #2**

Use this checklist to ensure all required document have been included in the Proposal and that they are properly ordered.

	Document	Initial to Indicate Document is Included
1.	Submittal Cover/Signature Page (Form #1)	
2.	Submittal Checklist (Form #2)	
3.	Litigation Disclosure (Form #3)	
4.	Conflict of Interest (Form #4)	
5.	Affirmative Action Plan	
6.	Executive Summary	
7.	Statement of Qualifications	

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**LITIGATION DISCLOSURE
FORM #3**

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your response from consideration or termination of the contract, if awarded.

Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

YES
NO

Have you or and member of your Firm, your Firm, or Team to be assigned to this engagement been terminated (for cause of otherwise) from any work being performed for the Grand Junction Regional Airport, Walker Field Airport Authority, or any other Federal, State, or Local Government, Airport, or Private Entity?

YES
NO

Have you or and member of your Firm or Team to be assigned to this engagement been involved in and claim or litigation with the Grand Junction Regional Airport, Walker Field Airport Authority, or any other Federal, State, or Local Government, Airport, or Private Entity?

YES
NO

If you have answered “Yes” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your response.

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**CONFLICT OF INTEREST (COI) DISCLOSURE FORM
FORM #4**

This COI Disclosure Form must be completed by the Firm and each of its Subcontractors.
This COI Disclosure Form must be signed by a principal of the Firm to certify that it is correct.
A Firm's certification that its disclosure form is correct includes the disclosure by its Associates and Subcontractors.
My signature certifies that as disclosed on or attached to the present form:
The Firm's disclosures are complete, accurate, and not misleading.
The Firm has received COI Disclosure Form(s) from all Subcontractors (if any) and the present form has attached any COI Disclosure Form(s) thereof.

I hereby certify that I am authorized to sign this COI Disclosure Form as a Representative for the Firm identified below:

Complete Legal Name of Firm: _____
Address: _____
Signature: _____
Name (type/print): _____
Title: _____
Date: _____

Please answer all questions "Yes", "No" or "N/A", and if uncertain answer "Yes."

If the answer to any of the questions 1 through 4 is "Yes," then:
furnish all relevant facts that are necessary to make the response complete, accurate, and not misleading;
and identify any actions that must be taken to avoid, neutralize, or mitigate such conflict of interest (e.g. communications barriers, restraint or restriction upon future contracting activities, or other precaution)

1. Is any Associate of the Firm a former employee of the Airport within the last five years or a family member of a current employee of the Airport?
 YES NO

2. Does the Firm or any Associate of the Firm have a conflict of interest with regard to any known member of the Airport procurement evaluation or selection team?
 YES NO

3. Does the Firm, or any Associate of the Firm, have any past, present or currently planned interests that are an Actual or Potential Conflict of Interest, with respect to performing the work for the Airport.
 YES NO

4. Have Subcontractors furnished COI Disclosure Forms separate from the present form? (If yes, attach Subcontractor disclosures).
 YES NO