



Request for Qualifications (Professional Services)

Airport Planning Services

PREPARED FOR:

City of Green River, UT
460 East Main Street
PO Box 620
Green River, Utah 84525

January 2026

INTRODUCTION:

Green River City Corp, Utah, as sponsor of a public use airport facility, is soliciting qualification-based Statements of Qualifications for the selection of a principal airport consultant to provide Planning Services for the Green River Municipal Airport. Green River Municipal Airport is a general aviation airport located approximately three miles southwest of Green River, Utah. The Sponsor is seeking to implement improvements to accommodate existing and future aviation demand. The airport has one runway measuring 5,600 feet by 75 feet.

The Sponsor plans to award a five-year contract for airport Planning services, subject to annual review and 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 Planning consulting services as defined herein. The City of Green River reserves the right to inquire into the prospective proposer's ability to provide professional services, as described below. The City of Green River also reserves the right to amend the Schedule of Projects and contract Scope of Work at the sole discretion of Green River City Corp, Utah, on behalf of the Green River Municipal Airport. Our selection process is intended to comply with FAA Advisory Circular AC-150/5100-14D, *Architectural Planning and Planning Consultant Services for Airport Grant Projects*.

Proposers are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement. The City of Green River will not be liable for any costs proposers may incur in preparing or presenting this proposal.

TIMELINES and BUDGET

Timeline for the RQ(SP) Process (times are MST)

Event / Action	Date
Notification Date	Monday, January 26, 2026
Q&A Deadline Date in U3P	4:00 pm Friday, February 6, 2026
City's Response to Questions	5:00 pm Friday, February 13, 2026
Proposal Due Date	4:00 pm Friday, February 20, 2026
Anticipated Notification of Award	Friday, March 6, 2026

SCOPE OF WORK

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

- A. Architect/Engineer Services: include the basic A/E and project management services typically required for airport planning projects. The following are anticipated projects that may be needed for the next five years:
 - 1. Environmental Assessments
 - 2. CATEX Environmental Updates, as needed
 - 3. Land Acquisition
 - 4. Airport Master Plan Update/ALP Update
- B. Basic A/E 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 site selection, 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 airports; 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 sponsor 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.

CONTRACT LIMITATIONS

- A. All parties competing for the work are advised that it may be carried out across several grant projects.
- B. All parties are advised that some of the services listed may not be required, and that the sponsor reserves the right to initiate additional procurement actions for any services included in the initial procurement.
- C. The services are limited to projects expected to be initiated within five years of the date the consultant signs the contract.
- D. Do not include any information regarding your fee structure with your proposal. Negotiations for fee services, i.e., those contained 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 sponsor 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.

PROPOSAL PROCESS

The selection process will be conducted in strict accordance with Federal Aviation Advisory Circular 150/5100-14D, *Architectural, Planning, and Planning Consultant Services for Airport Grant Projects*, and 49 CFR 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 the Department of Transportation Regulation 49 CFR Part 26 (Disadvantaged Business Participation). DBE firms are encouraged to participate.

Proposals submitted for this project shall address the following steps. Firms are encouraged to keep their proposals concise and to the point while still providing sufficient detail to facilitate a fair evaluation.

PROPOSAL SUBMISSION (30 pages or less) including:

1. A cover letter.
2. A narrative statement detailing the firm's understanding of the requirements of the Sponsor and the capability to perform all or most aspects of the 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 projects comparable to the proposed Planning projects listed above. Include the contact person, address, projects, 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.

Proposals must be submitted electronically through Utah's Public Procurement Place (U3P) by 4:00 pm Friday, February 20, 2026. Upload all documents in the Supplier Attachments section of U3P. When submitting a proposal electronically through U3P, please allow sufficient time to complete the online forms and upload proposal documents. The RQ(SP) will end at the deadline. If a Proposer is in the middle of uploading a proposal when the deadline arrives, the system will stop the upload process, U3P will not accept the proposal, and the attempted submission will be considered late and ineligible.

Vendors who fail to submit their responses will not have their responses reviewed and will be ineligible for further consideration under this solicitation.

Proposal Questions

The Question-and-Answer period closes on the date and time specified in Utah's Public Procurement Place (U3P). All questions must be submitted through U3P during the Question-and-Answer period. Answers from the City will be posted on U3P. Questions may include notifying the City of ambiguity, inconsistency, scope exception, excessively restrictive requirement, or other errors in this RQ(SP). Questions are encouraged and may be answered individually or compiled into one document.

Questions may also be answered via an addendum. An answered question or an addendum may modify the specification or requirements of this RQ(SP). Answered questions and addenda will be posted on U3P. Proposers should periodically check U3P for answered questions and addenda before the closing date. The Proposers are responsible for submitting their proposals as required by this RQ(SP), including any requirements in the answered questions and/or addenda.

Addendum to RQ(SP)

If revising this RQ(SP) as a whole or in part becomes necessary, an addendum will be posted on the Utah Public Procurement Place for all record proposers who received the original RQ(SP).

EVALUATION OF PROPOSALS

Stage 1: Initial Review

In the initial phase of the evaluation process, the conducting procurement unit will review all on-time proposals. Non-responsive proposals that do not conform to RQ(SP) requirements will be eliminated from further consideration.

Stage 2: Technical Proposal Evaluation

Responsive proposals will then be evaluated by an evaluation committee appointed by the conducting procurement unit against the proposal evaluation criteria noted in this RQ(SP). Proposals will be evaluated against the evaluation criteria as follows:

- Qualifications (experience, past performance, and reputation) – 50 Points.
- Availability and schedule to completion – 25 Points.
- Organization and approach – 15 Points.
- Responses summarize why your firm is the best candidate – 10 Points.

- Total Technical Proposal Points Possible = 100.

Proposers who achieve a **minimum score threshold of 65 points out of a possible 100** will then proceed to *Stage 3: Interview*. Proposers with a score of less than the minimum required technical points will be deemed ineligible for further consideration. The attached Evaluation Score Sheet lists the relative weights assigned to each evaluation criterion (Attachment B). The evaluation committee for this RQ(SP) will tally the final scores for the criteria to arrive at a consensus score using the following method: an average of the individual scores.

Stage 3: Interview

The interview with Proposers who meet the minimum point threshold for the technical proposal evaluation will be presented to the evaluation committee. A total of 50 additional points is possible in stage 3. Proposers will be given a maximum of 20 minutes to present their response to the Technical Proposal and meet with the evaluation committee. The committee will evaluate the proposals based on how well their presentations align with the city's objectives for airport Planning services.

The City plans to hold these demonstrations virtually or in person at City Hall, 460 East Main Street, Green River, UT 84525 (We will let all proposers who achieved Stage 2 minimum threshold points know the exact date and time).

After this stage, an evaluation committee will combine the scores from Stages 2 and 3 to identify the highest-scoring vendor.

Stage 4: Fee Negotiations

This RQ(SP) is not being used to solicit costs, pricing, or to negotiate fees; this will be done in accordance with the Utah Procurement Code.

Do not submit costs with your qualification response.

Stage 4 will consist of fee negotiations with the highest-scoring vendor. If a fair and reasonable contract cannot be negotiated with the highest-scoring vendor, the city will negotiate with the next highest-scoring vendor, and so on until a fair and reasonable contract can be established.

PROPOSAL ACCEPTANCE

Contract Award

To determine which submittal/qualifications provide the best value to the procurement unit, the evaluation committee shall evaluate each responsive and responsible qualification that has not been disqualified from consideration under the provisions of Parts 7 and 15 of Utah Procurement Code 63G-6a, using the criteria described in this RQ(SP).

This RQ(SP) is anticipated to result in a single contract award to the responsive and responsible Offeror with the highest score justified by the procurement code, provided that the cost is reasonable and fair after negotiations.

After the evaluation and final scoring of qualifications is completed, the Procurement Unit shall award the contract as soon as practicable (subject to the requirements of Utah Code Section 63G-6a-707(10) and 63G-6a-1503 and 1503.5) to the eligible responsive and responsible Offeror, subject to Utah Code Section 63G-6a-707(10) and 1503.5, provided the RQ(SP) is not canceled in accordance with Utah Code Section 63G-6a-902. .

Firm Proposal

If the proposer is a company authorized to bind the company to a contract, an official of the firm must sign the proposals. Conditions must be firm for one hundred twenty (120) days from the due date of this RQ(SP) to allow for evaluation of the proposals.

Cancellation of the Procurement Process

The City reserves the right to cancel the procurement process at any time. All proposals become the property of

the City. All information submitted in the proposal becomes a public record, as defined by the State of Utah, upon completion of the procurement process. If any proprietary information is contained in or attached to the proposal, it must be identified by the Proposer. Otherwise, the Proposer agrees that all documents provided may be made public upon announcement of the award.

The City reserves the right to withdraw the Request for Proposal (RQ(SP), reject a specific proposal for noncompliance with the RQ(SP) provisions, or not award a contract at any time due to unforeseen circumstances.

Interpretation of RQ(SP)

The Contractor must carefully examine and understand all the requirements, specifications, and conditions stated in the RQ(SP). If any Contractor planning to submit a proposal finds discrepancies in or omissions from the RQ(SP) or doubts the meaning, a written request for interpretation or correction must be given to the City during the question-and-answer period. Any RQ(SP) changes will be made only through a written addendum. The City is not responsible for any other explanations or interpretations. If any provision in this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way. All notices regarding this procurement may be posted on the City website.

Compensation

The City shall pay the Awarded Proposer for services performed to the City's satisfaction. Expenses incurred and compensation shall be paid in accordance with an invoice submitted to the City by the Awarded Proposer. The City shall pay the acceptable invoice within thirty (30) working days from the date of receipt of the invoice or from the date the services are received, whichever is later.

Notification:

Approval must be obtained for the selected Proposer prior to the award. This process can take some time so that the posting will be closed on the State Purchasing Solicitation U3P Website. Following the City Council Meeting, where the award is approved, all responders will receive an email notification of the results. Attendance at the public City Council Meeting is permitted.

Attachments:

- A. State of Utah Standard Terms and Conditions for Services.
- B. Evaluation Score Sheet.
- C. Non-Collusion Affidavit (which must be signed and notarized by each proposer).

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I (we) have read and understood the RQ(SP) documents. Furthermore, we are prepared to comply with all of their requirements.

Respectfully Submitted,

Name of Bidder

Title

Authorized Signature

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