

City of Farmington
Professional Engineering Services for the Four Corners Regional Airport
RFQP #26-166781

- I. **Purpose:** The City of Farmington is requesting qualifications-based proposals (RFQPs) from an engineering firm or firms that can adequately demonstrate their ability for professional engineering, planning and consulting for airport development projects at the Four Corners Regional Airport.
- II. **Submittal Instructions:** Proposals must only be submitted using the City's online bidding system, [IonWave](https://ionwave.net). Mailed, emailed, or faxed proposals will not be accepted and will be returned unopened. Offeror must provide all requested information by completing online submittal process and attaching requested documentation at <https://fmtn-ebidding.ionwave.net>.

Preliminary Procurement Schedule: activities

Activity	Date
Issue RFQP	April 8, 2026
Deadline to Submit Questions	April 21, 2026 @ 2PM
Proposal Due Date	May 7, 2026 @ 2PM
Presentations/Interviews (if required)	Tentatively Week of May 25, 2026
Final Award by City Council	Tentatively June 9, 2026

III. **General Conditions:**

A. Laws and Regulations

This procurement is governed by the New Mexico State Statutes 1978, Chapter 13, Public Purchases and Property and the laws, ordinances, rules, and regulations of the City of Farmington. The City also requires that all responses to this RFQP, and any contracts that may arise as a result of this procurement, be in accordance with laws, ordinances, and regulations of the State of New Mexico and the City of Farmington. As required by 13-1-111 NMSA 1978, the City of Farmington (City) is requesting qualifications-based proposals (RFQPs) for professional services pursuant to Sections 13-1-120 to 13-1-124, NMSA 1978.

- B. Proposals must include, but are not limited to, the requirements set forth in RFQP. Proposals deposited with the City may be withdrawn or modified prior to the time set for opening of proposals.
- C. The opening of sealed proposals must be conducted in private in order to maintain the confidentiality of the information/data provided. Proposals will remain confidential during the negotiation process.

- D. The City will assign an evaluation committee to evaluate all proposals, determine the need for presentations/interviews, and participate in negotiations. The evaluation committee will make a final recommendation to the City Council for award of the agreement or contract.
- E. The agreement or contract award must be made to the most qualified, responsible Offeror or Offerors whose proposal is most advantageous to the City of Farmington, considering factors set forth in the RFQP. The selection of the top evaluated firm must be made based upon the criteria outlined in the RFQP and does not include price.
- F. Until the final award by the Farmington City Council, the City reserves the right to reject any and/or all submittals, waive technicalities, re-advertise, or to otherwise proceed when the best interest of the City will be realized.
- G. Award of an agreement or contract is contingent upon the budgeting and appropriation of funds for continuation of the professional services contemplated by this RFQP.
- H. Bidders may be disqualified and their Bids not considered, among other reasons, for any of the following specific reasons:
 - 1. Reason for believing collusion exists among the Bidders.
 - 2. The Bidder being a party to any past, present, or a current interest of future litigation against the City.
 - 3. The Bidder being in arrears on any existing contract or having defaulted on a previous contract.
 - 4. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
 - 5. Uncompleted work which in the judgment of the City will prevent or hinder the prompt completion of additional work if awarded.

IV. Instructions to Offerors:

- 1. Intent
 - 1. It is the intent of the City to award the contract to the most qualified, responsible Offeror(s) as detailed in the Scope of Work, and with consideration of the potential costs for services. The City will negotiate with the Offeror(s) deemed most qualified by the City to address the specific services to be provided, the time and order of services, staffing, areas of responsibility and proposed fee structure, including the amount and method of payment.
 - 2. It is the City's intent to adhere to the schedule as set at the publication of this RFQP. However, the City reserves the right to modify said schedule.

2. Information Provided by the City

1. Offerors are solely responsible for conducting their own independent research, due diligence or other work necessary for the preparation of proposals, negotiation of agreements, and the subsequent delivery of services pursuant to any agreement. In no event may Offerors rely on any oral statement.
2. Should an Offeror find discrepancies in, or omissions from, this RFQP and related documents, or should Offeror be in doubt as to meaning, Offeror must immediately notify the City's designated representative. Each Offeror requesting an interpretation will be responsible for the delivery of such requests to the City's designated representative in writing as outlined in this RFQP. The City will not be bound by, nor responsible for, any explanation or interpretation of the proposed documents other than those given in writing.

3. Period of Acceptance

1. All proposals must remain valid for a minimum period of ninety (90) calendar days after the Proposal Due Date. No proposal may be modified or withdrawn by the Offeror during this period of time unless prior written permission is granted by the City.
2. The City reserves the right to seek clarification from the Offeror at any time during the selection process. The City also reserves the right to extend by thirty (30) days the proposal of any Offeror, at no additional cost to the City, to allow for the completion of the final contract documents. If the notification of selection of an Offeror or request for time extension has not been made by the City after ninety (90) days, Offerors may, at their discretion, withdraw their proposals or provide the City with written extensions of time.

4. Binding Offers

1. All proposals submitted by Offeror are required to be binding offers, enabling acceptance by the City to form a binding contract. Proposals are to remain as binding offers for the full period of time of the initial 90-day Period of Acceptance and as such time period may be extended by the City.

5. Subcontracts and Other Contractual Arrangements

1. The use of subcontracts or other contractual arrangements to provide the requested services is permitted. The City, however, is looking for a contracting entity that provides for a single, technically and financially capable party to be fully responsible to the City for all contractual obligations.

2. All existing or anticipated subcontracting and other arrangements relating to the entity that will contract with the City and to the services to be provided by such entity must be fully and clearly disclosed in proposals and are subject to further clarification by the Offeror, and the review and approval by the City.

6. Independence of the Offeror

1. The employees, officers and agents of the Offeror are not, nor must they be deemed for any purpose, employees or agents of the City, nor must they be entitled to any rights, benefits, or privileges of City employees. It is understood that the relationship of the Offeror to City, if a contract is successfully negotiated, will be that of independent contractor.

7. Confidentiality

1. It is understood by the Seller or Offeror and the City that the City is a New Mexico municipal corporation and, as such, is subject to the provisions of the New Mexico Inspection of Public Records, Section 14-2-1 through 14-2-12 NMSA 1978 and the New Mexico Public Records Act, Chapter 14, Article 3 NMSA 1978. In the event Seller or Offeror has responded to a City Request For Bid (RFB) or a City Request For Proposal (RFP) or a City Request for Qualifications-based Proposal (RFQP) and marked all or any part of the information submitted as "CONFIDENTIAL INFORMATION" or as "PROPRIETARY INFORMATION," City agrees to notify Seller of any third party request for any rates, terms, compensation amounts, or other information documented in the Purchase Order, Agreement, or Contract. To the extent Seller or Offeror provides City with written direction to withhold such requested Confidential Information or Proprietary Information and litigation results, Seller or Offeror agrees that the action would be brought in a New Mexico court of competent jurisdiction under New Mexico law. Seller or Offeror, being aware of said facts, agrees to provide legal counsel on behalf of the City in any such litigation and must bear the complete cost of litigation, including attorney fees and court costs. If Seller or Offeror fails or refuses to provide legal counsel at its expense within ten (10) calendar days after written notification, as aforesaid, such failure may result in the City agreeing to release the Purchase Order, Agreement, or Contract or any portion thereof which is relevant to the denied request.
2. Confidential data are normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, §57-3A-1 to §57-3A-7 NMSA, 1978.

8. Prohibited Contacts

1. The Offeror, including any person affiliated with or in any way related to the Offeror, is strictly prohibited from any contact with members of the City Council, City staff or the City consultants on any matter having to do in any respect with this RFQP other than as outlined herein. Failure by any Offeror to adhere to this prohibition may, at the sole discretion of the City, result in disqualification and rejection of any proposal.

9. Bribery and Kickbacks

1. By law (Section 13-1-191, NMSA, 1978) the City is required to inform Offerors of the following: (1) it is a third-degree felony under New Mexico law to commit the offense of bribery of a public officer or public employee (Section 30-24-1, NMSA, 1978); (2) it is a third-degree felony to commit the offense of demanding or receiving a bribe by a public officer or public employee (Section 30-24-2, NMSA, 1978); (3) it is a fourth-degree felony to commit the offense of soliciting or receiving illegal kickbacks (Section 30-41-1, NMSA, 1978); (4) it is a fourth-degree felony to commit the offense of offering or paying illegal kickbacks (Section 30-41-2, NMSA, 1978).

10. Debrief Request Process

1. Offerors may request a debrief within fifteen (15) calendar days after receipt of the Notification of Award. The request must be in writing to the Chief Procurement Officer at jrowland@farmingtonnm.gov with a copy to the Buyer's email address listed in the Bid Contact Information for this solicitation.

11. Protest Deadline

1. Any protest by an Offeror must be timely and in conformance with Section 13-1-172, NMSA, 1978 and applicable procurement regulations. The fifteen (15) calendar day protest period for responsive Offerors must begin on the day following the City's written notification to all responding Offerors. Protests must be written and must include the name and address of the protestor and the number assigned to this RFQP by the City. It also must contain a statement of grounds for protest including appropriate supporting exhibits. The timely protest must be delivered to:

Chief Procurement Officer
Central Purchasing Division
City of Farmington
800 Municipal Drive (Mailing Address) OR
805 Municipal Drive (Physical Location)
Farmington, NM 87401-2663

12. Agreement

1. A written contract will be entered into between the City and the successful Offeror. A draft agreement is included in this RFQP as an attachment. Exceptions to the contract must be noted in response.
2. The subsequent agreement is considered a FIRM FIXED-PRICE CONTRACT. The fee proposed for each phase must remain firm and must include all charges that may be incurred in fulfilling the terms of the agreement.

13. Contract Completion

This Agreement shall remain in full force and effect for one (1) year, unless terminated earlier as provided herein. This agreement shall be renewed automatically, subject to the appropriation of funds by the City Council, if applicable, from year to year for three (3) additional consecutive one-year periods, unless terminated as herein provided.

The project completion date shall be included in each project task order. Any alterations in the completion date shall be agreed to in writing by the City and the Offeror.

14. Cost Proposal

1. Cost Proposals must not be included in the Offeror's proposal, but must be made available by the top evaluated firm within 48 business hours (6 business days) after the City's request. Individual cost proposals will be requested for each project phase.

A Man-hour and Fee Schedule will be used in summarizing the cost proposal, with adequate back-up detail to verify the proposed fixed fee, and must include the following information. This pricing information must be used in negotiating the contract price (Ref. NMSA 1978 13-1-120 through 13-1-124).

- a) The itemized cost for individual elements, such as studies, reports, etc.
- b) The cost of each task or segment of the task must be itemized.
- c) Breakdown of direct labor and labor overhead costs including number of man-hours and applicable actual or average hourly rates, overhead rate and supporting schedule.
- d) Travel and per diem or subsistence costs, if any, supported by a breakdown including destination, duration and purpose. Automobile mileage and per diem must not exceed the amounts authorized by the New Mexico per diem and mileage act. Air transportation must be coach fare.
- e) Breakdown of other expenses such as clerical support, other overhead costs, supplies, etc.

- f) Breakdown of fee or profit.

15. Conflict of Interest

1. Offeror warrants that it presently has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of service under this contract.
2. Offeror must notify the City's Chief Procurement Officer if any employee(s) of the requesting department or the Central Purchasing Division has a financial interest in the Offeror. The Offeror must specify the employee(s) name in their proposal if an interest exists.
3. If federal funding is utilized for this purchase, the Purchasing Division will notify the using department of the conflict. The using department will notify the funding agency of the conflict.

16. Debarment, Suspension, and Ineligibility

1. By submitting a response to this solicitation (RFQP, Bid, RFP) the business (Bidder/Offeror/Contractor) represents and warrants that it is not debarred, suspended, or placed in ineligibility status under the provisions of Federal Executive Order 12549.

17. Contents of Proposal

1. The Offeror must provide the required information both as to itself and any other person, including without limitation, any corporation, partnership, contractor, joint venture, consortium, or individual which the Offeror intends to assign to a key management role in the proposed agreement with the City or to which the Offeror intends to assign material responsibilities under any such agreement.

18. Application of Preferences

Not applicable. Funding in whole or part by federal aid or funds (NMSA 13-1-21J)

19. Presentation/Interview Agenda – if required

1. The Offeror must be prepared to respond to requests by the City for personal presentations/interviews if necessary to assist in the evaluation process. All expenses associated with this process will be borne by the Offeror.
2. If required, a presentation/interview notice and schedule will be provided to the top evaluated firms

V. Evaluation Criteria

- A. Summary: The City will receive proposals from firms having specific experience, resources and qualifications in the proposed scope of work.

Proposals for consideration for this project must contain evidence of the firm's experience and abilities in the specified area and other disciplines directly related to the proposed services. Other information required by the City to be submitted in response to this RFQP is included elsewhere in this solicitation.

A Selection Committee will review and evaluate all replies and detailed proposals, may conduct oral presentations or a combination of both, unless otherwise indicated in this solicitation. The Selection Committee will have only the response to this solicitation to review for selection of finalists and, therefore, it is important that Offerors emphasize specific information considered pertinent to the services to be provided.

The City's Central Purchasing department has the option to initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions **MUST NOT** be initiated by the Offerors.

B. Evaluation Criteria

Tab 1 – Firm Qualifications – 40 Points

- Background and qualifications of firm
- References
- Interest and understanding of project
- Capacity and capability of the firm to perform the work, including any specialized services, within the time limitations
- Proximity to or familiarity with the area in which the project is located.

Tab 2 – Technical Qualifications, Staff Experience, and Project Approach – 50 Points

1. Completeness, originality, and creativity of proposed approach and methodology to providing services.
2. Specialized design and technical competence of the firm, based on similar experience, including joint venture or association, and qualification of personnel selected to perform the project.

3. Past record of performance on contracts with government agencies or private industry with respect to such factors as control of costs, quality of work and ability to meet schedules.

Tab 3 – Additional Considerations

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| 5 Points | The amount of design work that will be produced by a New Mexico business. (the City will apply a formula, based on the percent of work performed compared to total scope, to reduce points earned if using firms outside of New Mexico) |
| 5 Points | The volume of work previously done for the City of Farmington which is not seventy-five percent complete with respect to basic professional design services, with the objective of effecting an equitable distribution of contracts among qualified businesses and of assuring that the interest of the public in having available a substantial number of qualified businesses is protected; provided, however, that the principle of selection of the most highly qualified businesses is not violated. |

VI. Qualification Statement Format: Submit proposals in the format below for ease of review by evaluation team. Please observe page limits listed.

A. Tab 1 – Firm Qualifications

1. Provide an Executive Summary to include firm location and contact information as well as a brief history of firm. Include information that demonstrates firm's knowledge and understanding of the needs of a law enforcement facility. (Limit 3 pages)
2. Include a summary of your firm's interest in and understanding of the City of Farmington project. (Limit 1 page)
3. Outline your capacity and capability to perform requested work, including specialized services. (Limit 2 pages)
4. Describe your proximity to and familiarity with the Farmington, New Mexico area. Note any area projects your firm has completed. (Limit 2 pages)

B. Tab 2 – Technical Qualifications, Staff Experience, and Project Approach

1. Provide a summary of your firm's approach to projects, identifying any anticipated challenges, including details on how your firm will manage the coordination and exchange of information during projects. Documentation should include overall approach, proposed methodology and quality control procedures to assure the accuracy and adequacy of the work for projects. (Limit 8 pages)

2. Provide a detailed response regarding cost control and cost estimating techniques historically used by the firm. Include comparisons of bid award amount to final cost estimate for projects designed by the firm during the past five (5) years. Justification may be provided for any discrepancies that may exist with this information.
3. Provide examples of your firm's government agency experience within the past five (5) years that serve to demonstrate knowledge of performance on contracts with government agencies.
4. Provide names and qualifications of proposed team members, including information on their proposed role in City of Farmington project. Include an organization chart. (Limit 10 pages)

Note: The personnel named in the qualification statement submitted by your firm must remain responsible through the completion of this project. No diversion or replacement may be made without submission of qualifications of the proposed replacement. Final approval must be granted by the City's Project Administrator.

5. Provide a list of projects your firm has completed similar in size and scope to the City of Farmington project. Include the client's name and contact information along with project dates and a brief summary addressing cost control, quality of work, and adherence to project schedule. (Limit 8 pages)

C. Tab 3 – Additional Considerations

1. Provide a summary of design work to be completed by New Mexico businesses. Percentages for sub-consultants must be included. (Limit 2 pages)
2. Include a list of design work provided to the City of Farmington which is not 75% complete. (Limit 2 pages)
3. Include all required federal forms (Federal Terms and Conditions and Forms, and Federal Contract Provision Guidelines) and Campaign Contribution Disclosure Form.

VII. Scope of Services

A. Introduction

The City of Farmington (City) will accept qualifications-based proposals from consultants/engineers (Offeror) to provide professional services as required from time to time in accordance with U.S. Department of Transportation, Federal Aviation Administration Advisory Circular No. 150/5100-14E dated September 30, 2014 for professional engineering, planning and consulting services for airport development projects at the Four Corners Regional Airport.

Projects may include, but not limited to:

1. Ramp pavement plan for replacement
2. Runway 7-25 - Reconstruction-mill and overlay, grooving and painting
3. Runway 7-25 - Remove and replace all lighting and signage with LED units
4. Airfield pavement maintenance
5. Taxiway A reconstruction- Mill, overlay, and painting
6. Taxiway C reconstruction – Mill, overlay and painting
7. Runway 5-23 RSA Improvements
8. Airport Master Plan Update
9. Airport Action Plan
10. Airport Layout Plan Update as needed
11. Airfield lighting visual aids upgrade
12. Terminal building analysis
13. Terminal building improvements
14. Safety area grading/improvements
15. Equipment acquisition SRE/ARFF
16. Apron rehabilitation/reconstruction
17. Drainage study and improvements
18. ARFF building rehabilitation
19. Parking lot improvements
20. Deicing pad improvements
21. Develop plan for access to airfield for northside property tenants
22. Hangar development
23. Taxi lane construction
24. Upgrade ASOS/AWOS
25. Environmental studies for proposed improvements
26. Fencing improvements
27. Misc. Non-FAA funded projects

These projects may have multiple funding sources, such as Federal Aviation Administration (FAA) grants, New Mexico Department of Transportation (NMDOT) Aviation Division grants and the City of Farmington. Offerors must certify compliance with all applicable federal and state requirements to which the City is obligated as a result of receiving federal and state funding assistance.

The scope of services for the proposed projects shall include all necessary professional engineering, architectural, surveying, planning and project management services related to the project, including but not limited to:

1. Site analysis services including easements and environmental studies.
2. Conceptual project planning and/or budgeting.
3. Project schematic design and design development services.
4. Construction documents preparation for bidding. (The City Purchasing Department will facilitate the bidding process.)
5. Construction contract administration services including planning and scheduling of all work.
6. Preparation of funding requests, grant applications and requests for reimbursement to the FAA and or NMDOT.

7. Surveying and mapping.
9. Evaluations (project feasibility studies).
10. Comprehensive planning (preparation of as-built plans).
11. Conceptual designs.
12. Plans and Specifications (Construction plans and specifications will be required to be submitted to the City electronically and on CD.)
13. Drawing Reviews
14. Soils Engineering
15. DBE goals (period October 1, 2024 through September 30, 2027). The Awarded Offeror will be required to submit their methodology to the City.
16. Other services directly related to airport operations and management.

For each project, the City will give the awarded Offeror a detailed project description, including scope of work and any other special instructions needed by the awarded Offeror to prepare items such as preliminary and final cost estimates, complete project plans and specifications, construction inspection project reports and other related engineering services.

- I. The awarded Offeror will be expected to communicate with the FAA and State DOT Aviation Division to ensure engineering requirements are met.