

PRE-PROPOSAL CONFERENCE AGENDA

Professional Engineering Services for the Four Corners Regional Airport 26-166781

April 16, 2026 11:00 AM Four Corners Regional Airport Conference Room

I. **OPENING OF MEETING** - (Purchasing)

Sign-in Sheet or Chat

Purchasing will not be recording this meeting. Please enter your questions into the City's online bidding system to be answered via addenda.

II. **INTRODUCTIONS** - (Purchasing)

III. **RFQP DOCUMENTS** - (Purchasing)

A. Review of RFQP Documents

1. Online Bidding System: fmtn-ebidding.ionwave.net. Offerors must be registered in the system in order to submit a proposal.
2. Request for Proposals – Submittal
 - a. Proposal Due Date – May 7, 2026 @ 2:00 PM
 - b. Deadline for Questions – April 21, 2026 @ 2:00 PM - Please submit all questions in the Online Bidding System.
3. Cost Proposal will be requested from the top evaluated firm only.

B. Attributes

1. Required attributes consists of acknowledging the City General Conditions, RFQP Submittal Information, Scope of Services as well as questions about your firm's experience and qualifications.

C. Response Attachments

1. Federal Contract Provisions must be completed.

D. Criteria for Award: (Attribute or Attachment)

1. A Selection Committee will review and evaluate all replies and detailed proposals.
2. Presentations may apply if the Committee requests.

E. Draft Agreement Attachment

1. Review and Acknowledgment in Attributes
2. List Exceptions, if any, in Attributes
3. Certificate of Insurance – required from Awarded Offeror
4. Negotiations with the top evaluated firm – cost proposal and contract exceptions

IV. **PROJECT SUMMARY** - (Purchasing or Department Representative)

A. 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.

V. **QUESTIONS FROM OFFERORS**

VI. **OTHER BUSINESS FROM THE FLOOR**

PRE-PROPOSAL MEETING SIGN-IN SHEET

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COMPANY NAME	REPRESENTATIVE	MAILING ADDRESS	EMAIL (TO SEND ADDENDA)	TELEPHONE NUMBER
BOLTON & MENK	JAKE HOBAN	5670 GREENWOOD PARK BLVD, W505 GREENWOOD VILLAGE, CO 80111	JAKE.HOBAN@BOLTON-MENK.COM	719-261-2688
ARUNA Lochner	DAUL MARTIN	Town Fireman	tftr@qerchubpe.com	434.665.2187
Lochner	Chhokila Lama		clama@hwlotech.com	646-422-5086
FERRA	Stacy Piron		jfe@ferrafarming.com	505-320-0211
CDF	Christina Lazebny	885 Municipal	clazebny@farming.com	505-599-1372

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