

# **Request for Proposals**

**For**

## **Quality Assurance Testing Services**

City of St. George, Utah  
Replacement Airport  
July 1, 2009

City of St. George  
175 East 200 North  
St. George, UT 84770

## **REQUEST FOR PROPOSALS TESTING SERVICES**

### **I. INTRODUCTION**

The City of St. George is engaged in the construction of its Replacement Airport. To comply with testing requirements of the Federal Aviation Administration (FAA), the City is requesting proposals from interested firms.

### **II. TESTING SERVICES**

The City of St. George is seeking the services of a firm to provide a broad range of quality assurance materials testing and geotechnical services for construction of its Replacement Airport. Testing will include, but not be limited to, soils, asphalt, concrete, structural steel and various other materials as project conditions require.

### **III. INSTRUCTION TO RESPONDENTS**

In order to be considered for this work, written submittals must be received no later than 5:00 p.m., local time on Tuesday, July 21, 2009. Five (5) copies of the submittal must be sent to:

Connie Hood  
Purchasing Agent  
City of St. George  
175 East 200 North  
St. George, UT 84770

Late submissions will not be accepted.

All inquiries regarding this RFP must be submitted in writing to: Larry H. Bulloch, Public Works Director, by 5:00 p.m., local time, July 14, 2009. Inquiries must be in the form of questions and can be faxed to 435-627-4009 or e-mailed to [lbulloch@sgcity.org](mailto:lbulloch@sgcity.org). Responses to inquiries will be by fax or e-mail. Firms shall provide a fax number and an e-mail address in their proposal to facilitate communications.

It is inappropriate for interested parties and their agents to lobby or otherwise interact with the City or FAA staff, management, elected officials or selection committee members after submittal of the RFP. Accordingly, parties interested in this assignment are instructed not to contact said individuals during the entire selection process subsequent to the RFP submittals.

### **IV. SCOPE OF SERVICES**

The scope of work shall include the following:

- Services are anticipated to begin in August 2009.

- Services shall include all testing that is required to certify that construction activities meet the specifications and requirements found in all applicable FAA Advisory Circulars, including, but not limited to, AC150-5320 and AC150-5370.
- Firms shall be capable of providing full quality assurance testing and geotechnical services to include, but not be limited to, the following project elements:
  - Airfield Paving and Lighting
  - Terminal Building
  - Air Rescue and Firefighting Building
  - Airport Parkway
  - Utility Line Installation
  - Earthwork
  - Terminal Parking Lot and Access Road

## V. PROPOSAL FORMAT AND CONTENT

The proposals must not exceed 15, 8 ½ x 11 pages using 12 point font size (not including cover, table of contents, cover letter and resumes). Submittals that do not meet these requirements may not be considered.

The submittal must include the following information and must be presented in the following order:

### A. Cover Letter

Include a cover letter highlighting the Firm's qualifications and reasons why the Firm should be selected.

### B. Resources, qualifications and references

Describe the experience and qualifications of the Firm and the Firm's role in previous related services. Describe the relevant experience and resources of the Firm that can be committed to the project. Provide an overview of the Firm, including the name of the Firm and address of the principal office. Describe knowledge and experience with FAA projects and specifications. Describe the firm's current work load and its historical annual volume of work. Provide the specific staffing plan proposed for the work, including resumes, and other information describing the Firm's capacity and capability to provide the anticipated services and any specialized capabilities including licenses and any unique skills or resources the Firm offers. Provide an organizational chart of personnel providing services on the project. Include a brief resume and the percent of time available for each individual. Describe the location and resources of the laboratory that will be provided for the project. Identify other resources available for enhancement of services. Describe the approach to performing the required services. Address any unique circumstances of the project that need special attention. Describe how the Firm will be responsive to the City's needs. Proposals shall provide references from previous similar projects where the Firm provided services. References shall include the name, address and telephone number of contacts who were directly involved in day-to-day management of the project.

VI. SELECTION PROCESS

The primary purpose of the RFP process is to enable the City to identify and evaluate capabilities, resources, and relevant experience of a firm that can provide requested services.

The following criteria and numerical rating factors will be used to determine which respondent will provide the best quality of service at reasonable rates:

<b>Criterion</b>	<b>Number</b>
Experience on similar FAA Projects	25
Company Capability and Qualifications	25
Personnel Assigned to the Project	25
References and Responsiveness	25

The City will appoint a selection committee to evaluate the RFP responses and make a recommendation to the City Council for award.

VII. GENERAL INFORMATION

- The City reserves the right to reject any or all submittals, to request new submittals, or reissue the Request for Proposals. The City further reserves the right to waive responses to any portion of this request if, in its sole judgment, it determines that it is in the best interest of the City to do so. The City reserves the right to modify any provisions herein at its sole discretion as shall fit the City's needs. At its discretion, the City reserves the right to use all or any portion of the Firm's resources made available to the project.
- The City shall not be responsible in any manner for any cost or expenses associated with the preparation or submittal.
- Upon receipt by the City, the proposals submitted, including any and all attachments, shall become the property of the City.
- The City shall have the right to copy, reproduce, or otherwise use or dispose of each submittal.
- The City shall be free to use as its own, without payment of any kind or liability therefore, any idea, scheme, technique, suggestion, layout, or plan received during this RFP process.