

TO: Proposers on Rock Springs Sweetwater County Airport RFQ 22-001 and RFQ 22-002

FROM: Southwest Wyoming Regional Airport

SUBJECT: Addendum #1

This addendum is to announce and serve as official notice that there are questions presented to the airport by prospective firms for the Southwest Wyoming Regional Airport RFQ # 22-001 and RFQ #22-002.

The airport has prepared the attached responses to prospective proposer's questions.

To ensure the integrity of the proposal process, a signed copy of this addendum notice should be included with any proposal offered to the Southwest Wyoming Regional Airport as a result of these RFQs.

Printed Name

Date

Signature

Company Name

Sincerely,



Devon Brubaker, A.A.E.
Airport Director

REQUEST FOR PROPOSALS (RFQ) 22-001 & 22-002
Addendum #1

Question #1

RFP # 22-001 for A/E Services and RFP # 22-002 for Planning Services have two different dates for an optional pre-proposal meeting. Can you confirm that there are two separate meetings?

There was an error made in RFQ #22-001. There is only going to be a single pre-proposal meeting. It is schedule to occur as stated in RFQ #22-002, which states that the meeting will occur from 1 pm to 3 pm on October 26, 2022. As a reminder, this meeting is optional and attendance will have no bearing on scoring and/or selection.

Question #2

Section 1.10 on both RFQs references a Sample Agreement. Can you provide the Sample Agreement?

Please disregard existing language in Section 1.10 of both RFQs. There is no sample agreement. The airport intends on utilizing the selected consultant's standard agreement for negotiations. The following shall be inserted into Section 1.10:

"The proposer shall procure and maintain during the term of this agreement, such insurance as will protect it and the Airport from claims under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any of its employees or of any person other than its employees and from claims or damages because of injury to or destruction of property including loss of use resulting therefrom; and such insurance will provide for coverage in such amounts as set forth below:

- a) Workers' Compensation Insurance complying with statutory requirements in Wyoming and in any other state or states where the work is performed.***
- b) Comprehensive Commercial and Automobile Liability Insurance with limits not less than One Million and No/100 Dollars (\$1,000,000.00) per person and occurrence for personal injury, including but not limited to death and bodily injury, One Million and No/100 Dollars (\$ 1,000,000.00) per occurrence for property damage, and One Million Five Hundred Thousand and No/1 00 Dollars {\$1,500,000.00) for excess umbrella liability.***
- c) Professional Liability Insurance in amounts not less than One Million Dollars (\$1,000,000.00) covering services and work performed by Engineer for Airport under this Contract and Standard Form of Agreement for a specified Project.***

Consultant shall furnish to Airport a certificate or certificates of insurance showing compliance with this section. Consultant shall obtain a special endorsement from its insurance carrier that provides that the insurance shall not be changed or cancelled until after ten (10) days after written notice has been given to Consultant, and provide a copy of such endorsement to Consultant. Consultant shall immediately notify Airport of any substantial change in, or cancellation, or non-renewal of any such insurance.

Consultant agrees to hold harmless, defend and indemnify Airport from and against any liability to third parties, arising out of negligent acts, errors or omissions of Engineer, its employees, subcontractors and consultants."

Question #3

There is no page limit specified in the RFQ. Does one exist.

A page limit does not exist. We request that proposers recognize the time necessary to review all proposals and therefore, only submit what is necessary to demonstrate your qualifications as required by these RFQs.

Question #4

There are no GIS (Geographic Information System) requirements listed in either RFQ. Are there any requirements?

The Airport does not currently have a formal GIS system. It does use an informal software called Veoci for Part 139 compliance. The only requirement of the consultant is to comply with all FAA AGIS requirements. Occasionally, the airport may request SHP files for use with the Veoci Software.

Question #5

Are there any specific goals that the airport would like to accomplish with these selections?

Beyond the goals listed within the RFQs, the airport desires to work with a firm that is a "small town firm, with big firm backing." It is important that the selected firm have the bench strength available (internally or externally) to support all projects listed within the RFQs.

Question #6

Will the proposals and interviews be scored independently from each other or will there be a single evaluation?

Proposals will be used to determine the firms that will receive interviews through the scoring system laid out within the RFQs. The interviews will allow for final rankings and selections to be made. A formal scoring sheet will be used by the selection committee during the interviews. A blank copy of this will be provided to firms selected for interviews at the time of scheduling.

Question #7

What will the interview format be?

Firms selected for an interview should be prepared to provide a presentation to the selection committee that is not longer than one hour in length. The presentation will be followed by a questions and answer session with the selection committee.

Question #8

Section 2 of the Engineering RFQ references Planning and Special Services. How does the airport envision the selected engineering firm working with the selected planning firm?

It is the expectation that for the duration of the agreement period, both consultants will collaborate as necessary to fulfill the goals and needs of the airport. Should updates to the ALP be necessary, it is the airport's expectation that the selected Planning Consultant be responsible for these updates based on information provided from the airport and the Engineering Consultant.

Question #9

Is there a more detailed Schedule available of projects?

Please see the attached CIP for RKS that was submitted in September of 2022 to WYDOT and the FAA.

Question #10

The RFQs references a Business License with the City of Rock Springs. Can you provide more information regarding this requirement?

After consultation with the City of Rock Springs, the requirements for the selected firm(s) to have a business license with the City of Rock Springs are waived at this time.

Question #11

Will the selected firm have the ability to sub-out certain parts of contracts?

The selected firms shall have the right to sub contract certain services to other firms should the need arise and be approved in advance by the Airport Director. The Airport requests that should there be a set list of partners the proposer wishes to work with to fulfil the requirements of these RFQs, the list be provided within the proposals.