

Request For Statement of Qualifications and Experience for Airfield Engineering, Design and Construction Services

The Meadow Lake Airport Association is soliciting Statements of Qualifications and Experience from consulting firms to provide the following services for the Meadow Lake Airport, Falcon/Peyton, Colorado during 2026. Submissions may be for either or both projects. The ramp project may be extended to additional years if additional funding requires a phased construction plan.

Airfield Engineering, Design and Construction Services

Runway 15/33 RPZ Acquisition

- Assist with acquisition of land for the Runway 15/33 Runway Protection Zone
- Assist with ALP updates as required
- Provide Land Survey services as needed (including general surveying and mapping)
- Prepare appropriate Environmental Assessments

Airfield Engineering, Design and Construction Services

Transient Ramp Reconstruction

- Design and construct transient parking ramp
- Assist with ALP updates as required for these projects
- Provide Land Survey services as needed (including general surveying and mapping)
- Prepare appropriate Environmental Assessments
- Assist with Meadow Lake's DBE Program as needed

The Meadow Lake Airport Association desires to enter into an agreement for services for these two projects. Projects may include but are not limited to planning, design, bidding, contract administration, construction observation, and other related services pertaining to the projects listed (in no order of priority).

PROPOSAL EVALUATION

All proposals received will be evaluated based on FAA Advisory Circular 150/5100-14E and on compliance with this request. Selection will be based upon the following criteria:

- Qualifications of the firm including resumes, in-house services, technology used and capabilities;
- Degree of interest shown in undertaking the project(s);
- Familiarity with the accepted approach to airport planning and design required by Meadow Lake Airport, Colorado Division of Aeronautics, and the FAA;
- Experience of the firm on comparable projects, verifiable through references;
- Firm's organizational structure relating to the Meadow Lake Airport projects, i.e.: project team, use of sub-consultants, office location where work will be accomplished, etc.

PROPOSAL REQUIREMENTS

Statements of Qualifications and Experience shall be limited to a maximum of 30 pages, including all cover letters, tables of contents, resumes or any preprinted or other promotional material included with the proposal whether bound or unbound. Pages left blank or dividers shall not be included in the page count. Interested consultants are to submit eight (8) complete copies of the Statements of Qualifications and Experience by **5:00 pm, November 25th, 2025**. In addition, each Respondent must submit one (1) copy of its entire Statement of Qualifications (including all attachments and exhibits) in electronic form. The electronic copy of the Statement of Qualifications must be submitted via CD or other generally available storage media in .pdf format. Proposal documents should be clearly marked on the outside of the envelope with “Statements of Qualifications and Experience for Airport Planning Services Selection” or “Statements of Qualifications and Experience for Airfield Engineering, Design and Construction Services Selection”. The outside of the envelope or package must also state the name of the respondent. The information should be submitted to:

Mr. David Elliott
Manager, Meadow Lake Airport
13625 Judge Orr Road
Peyton, CO 80831-6051

Requests for information or questions concerning this Request for Statement of Qualifications may be submitted in writing to the address above at least 14 days prior to the submittal deadline of **November 25th, 2025**. Phone or email requests for information can also be made at the number or address below and must be made at least 14 days prior to the submittal deadline.

cell phone: (719) 339-0928
email: falcon20flier@msn.com

Proposals received after the deadline shall remain unopened and will under no circumstances be considered.

The proposal shall include at a minimum, the following:

1. Cover letter
2. A narrative statement detailing the Proposer’s understanding of the requirements of the Sponsor and the capability to perform all or most of the aspects of the projects and tasks contemplated;
3. A general description of the Proposer’s firm, including company organizational structure, size of company, recent experience in comparable airport/aviation projects, and experience with projects funded by Federal Aviation Administration AIP grants.
4. Identification of those key individuals who will be involved on the contemplated projects and their qualifications, backgrounds, experience, and specific responsibilities.
5. A representative list of previous clients and representative projects comparable to the proposed planning and/or engineering projects listed above (include contact person, airport, brief project description(s), and phone numbers/email address.
6. Demonstrated capability to meet schedules/deadlines, without delays, cost escalations or overruns, and claims.

The Meadow Lake Airport Association may seek FAA Airport Improvement Program (AIP) funding and/or Colorado Discretionary Aviation Grants for any or all of the Contemplated Projects. These contracts are subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulations 49 CFR Part 23 (Participation by Disadvantaged Business Enterprises).

By submitting a Statement of Qualifications in response to this RFQ, each respondent agrees that it understands that the Meadow Lake Airport Association is an equal opportunity employer. It is the policy of the Association to comply with all applicable portions of 49 CFR 21 (Title VI of the Civil Rights Act of 1964) which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, or disability. The Agreement will require that the Consultant(s), and all subcontractors, represent and warrant to the Board that it (and they) will comply with all applicable provisions of 49 CFR Part 21 and all other laws, rules and regulations prohibiting discrimination.

These contracts are subject, but not limited, to the following federal provisions:

- Title VI of the Civil Rights Act of 1964
- Section 520 of the Airport and Airway Improvement Act of 1982
- DOT Regulation 49 CFR Part 18.36(i) – Access to Records
- DOT Regulation 49 CFR Part 20 – Lobbying and Influencing Federal Employees
- DOT Regulation 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises
- DOT Regulation 49 CFR Part 29 – Government Debarment and Suspension
- DOT Regulation 49 CFR Part 30 – Foreign Trade Restriction Clause

The Meadow Lake Airport Association shall not be liable for any costs incurred by any Respondent in preparation of its Statement of Qualifications. Further, the Association shall not be liable for any costs incurred by the selected Respondent(s) in the course of negotiation of the Agreement(s).

SELECTION PROCESS

After reviewing the Statement of Qualifications received, the Association may develop a short list of most qualified firms. Consultants on the short list may be asked to attend an interview prior to selection being made. A schedule of fees will be negotiated with the selected consultant for the services to be performed under the initial FAA or other grant or grants. Subsequent fees will be negotiated on a task order basis as additional grants are obtained.

It is the intent of the Sponsor to enter into a contract with the most qualified firm(s). The consulting firm(s) most qualified to perform planning services for the airport and/or for engineering services for the contemplated projects will be selected and consulting fees for each project will be negotiated in accordance with FAA regulations.