

Date: October 31, 2023

**Ref: RFP #2024-002P Professional Engineering Services for Sierra Blanca Regional Airport (SBRA)**

**ADDENDUM #1**

Purpose: This addendum is to change language in the Request for Proposal and to post the Pre-Proposal Conference Agenda for October 31, 2023.

**1. Changes to Language in RFP:**

**Section III. Response Format and Organization C. Proposal Format. 1 Proposal Content and Organization**

**Original Language:**

1. Proposal Content and Organization

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material should be minimal. The proposal shall be **organized, indexed with tabs, and in a binder** in the following format and **must contain**, at a minimum, all listed items in the sequence indicated below. (See Exhibit A: Proposal Submittal Example)

Binder 1: Technical Proposal

TAB A: Table of Contents

TAB B: Response to Business Specifications (Section IV. B)

1. Signed Letter of Transmittal Form (Appendix D)
2. Campaign Contribution Form (Appendix E)
3. Debarment Certification (Appendix F)
4. Non-Collusion Affidavit (Appendix G)
5. New Mexico Resident Vendor or Resident Veteran Certificate (if applies) (Section II.C.32)

TAB C: Response to Technical Specifications (Section IV. C)

(Please reference Section IV.C.1-4)

1. Specific Qualifications
2. Specialized Planning and Past Record of Performance
3. Proximity to or Familiarity with the Contracting Agency
4. References

## Revised Language:

Binder 1: Technical Proposal

TAB A: Table of Contents

TAB B: Response to Business Specifications (Section IV. B)

6. Signed Letter of Transmittal Form (Appendix D)
7. Campaign Contribution Form (Appendix E)
8. Debarment Certification (Appendix F)
9. Non-Collusion Affidavit (Appendix G)
10. New Mexico Resident Vendor or Resident Veteran Certificate (if applies) (Section II.C.32)

TAB C: Response to Technical Specifications (Section IV. C)

(Please reference Section **IV.C.1-6**)

1. **Corporate Experience and Capabilities**
2. **Program Manager Experience**
3. **Experience in Airport Development Projects**
4. **Knowledge of State, Local, and Federal Procurement and Contracting Policies and Procedures**
5. **Specialized Planning and Past Record of Performance**
6. **References**

## 2. Pre-Proposal Conference Agenda and Sign In Sheet

- Please see attached Pre-Proposal Conference Agenda and Sign In Sheet.

Please contact me at [purchasing@ruidoso-nm.gov](mailto:purchasing@ruidoso-nm.gov) if you have any questions.

Sincerely,

Carol Kirkpatrick  
Purchasing Agent

RFP: #2024-002P  
Professional Engineering Services for Sierra Blanca Regional Airport (SBRA)

Pre-Proposal Agenda  
October 31, 2023

Introductions:

- Carol Kirkpatrick, Purchasing Agent
- Lee Baker, Airport Manager
- Joe Kasuboski, Fire Chief/Airport Director

Please ensure that you have signed the sign in sheet.

Deadlines:

- Proposals Due: November 16, 2023 at 1:00 pm local time
- Deadline to Submit Questions: November 7, 2023
- Response to Written Questions: November 10, 2023
- Organizational References Due: November 10, 2023 by 5:00 pm

Technical Proposal Submittal:

TAB A: Table of Contents

TAB B: Response to Business Specifications (Section IV. B)

1. Signed Letter of Transmittal Form (Appendix D)
2. Campaign Contribution Form (Appendix E)
3. Debarment Certification (Appendix F)
4. Non-Collusion Affidavit (Appendix G)
5. New Mexico Resident Vendor or Resident Veteran Certificate (if applies)  
(Section II.C.32)

TAB C: Response to Technical Specifications (Section IV. C) **(This is a correction that will be posted via an addendum)**

(Please reference Section IV.C.1-6)

1. **Corporate Experience and Capabilities**
2. **Program Manager Experience**
3. **Experience in Airport Development Projects**
4. **Knowledge of State, Local, and Federal Procurement and Contracting Policies and Procedures**
5. **Specialized Planning and Past Record of Performance**
6. **References**

TAB D: Proposal Summary (Optional)

TAB E: Offeror's Response to Contract Terms and Conditions (If applicable) (Section II.C.15)

TAB F: Offeror's Additional Terms and Conditions (If applicable) (Section II.C.16)

TAB G: Other Supporting Material (If applicable)

Detailed Scope of Work:

- See Attached

Questions:

- All questions must be submitted in writing to [purchasing@ruidoso-nm.gov](mailto:purchasing@ruidoso-nm.gov) and will be addressed in an addendum and posted to our website. All potential offerors who submitted the Acknowledgement of Receipt Form (Attachment A) will receive an email when it is posted.

# APPENDIX B – DETAILED SCOPE OF WORK

## RFP #2024-002P

### Professional Engineering Services for Sierra Blanca Regional Airport (SBRA)

The Village of Ruidoso is soliciting qualification and experience information to be used in selecting principal consultants to provide planning and/or professional engineering services for potential projects at the Sierra Blanca Regional Airport.

Applicants must be a Professional Engineer licensed in the State of New Mexico with the capabilities and experience in Airport Construction and the Airport Improvement Program processes. The firm must employ a staff that is adequate enough to respond to the Village's requests within a reasonable amount of time.

Applicants shall have recent and extensive experience in the administration, planning, design, and construction of airport development projects under Federal Aviation Administration's Airport and Airway Improvement Programs and the New Mexico Department of Transportation Aviation Division, Airport Grant Assistance Program and other funding sources as deemed necessary.

Hereafter, the company submitting an offer or proposal will be referred to as "firm" and the Village of Ruidoso will be referred to as "Village." Specific capabilities and experience shall address the following information and show how it relates specifically to the Ruidoso area. The format of response shall follow the outline as required in the RFP document.

#### **Scope of Work:**

The engineering firm may perform professional services as hereafter stated:

1. To develop project plans and specifications for the Sierra Blanca Regional Airport.
2. To apply for federal and state grants for the Village of Ruidoso (Sierra Blanca Regional Airport) to help defray the cost of the engineering services and construction.
3. To assist in development of invitations to bid, receipt of bids, and prepare recommendation of Award and Contract to the Village of Ruidoso.
4. General construction management, engineering supervision and contract administration during construction.
5. Periodic or full-time on-site construction observation during project construction.
6. Multi Agency Compliance with rules and regulations.
7. To assist with the development of a financial plan for the Sierra Blanca Regional Airport.
8. To assist with Capital Improvement Planning and Programming for the Sierra Blanca Regional Airport.
9. To assist with the development of an economic development plan for the Sierra Blanca Airport.
10. To assist with the recruitment of commercial airline and/or commercial freight carrier services for the Sierra Blanca Regional Airport.

Contemplated Projects under this contract may include:

## **A. Master Plan and Updates**

- Capital Improvement Plan (CIP)
- Airport Action Plan
- Update Airport Layout Plan
- MALSR Approach Light System
- PAPI Glide Path Indicator
- ARFF Building Improvements
- Runway Improvements
- Taxiway Improvements
- Terminal Building Improvements
- Vehicle Parking Area
- Fire Department Sub-Station / Firefighting Base
- Fixed Based Operator (FBO)
- Other Miscellaneous items related to the Airport Master Plan.

## **B. Capital Improvement Planning and Development**

Prioritized Projects:

1. Rehab. Taxiway A, A1 and Apron (RS AP IM) (Preservation)
2. Relocate Fuel Farm
3. Airfield Electrical Vault Design and 6/24 Lighting and Navaid Upgrade
4. Update Master Plan (PL PL MA)
5. Replace ARFF Truck (F550)

Additional Projects:

- Design, Construction of airfield electrical improvements
- Rehab of Taxiway B, B1
- Ramp Rehab
- Design/Construction of Airport Terminal and Bathroom Improvements
- Design/Construction of T-Hangars for Twin Engine Aircraft
- Design/Construction of Hangars as per Airport Master Plan
- Rehab/preventive maintenance of existing T-Hangars
- Possible Design, Construction of Airport Master Plan Phase II hangar area, to include taxiway access
- Ramp Rehabilitation, crack seal, seal coat, paint remark – design
- Prepare Environmental assessments, impact analysis, DBE's, and SWPP's associated with projects
- Other projects that may be approved by the Village of Ruidoso over the 4-year period of this contract for services

## **C. Capital Equipment**

- Replace Enclosed Tractor with 18' Mower Deck
- Replace 1998 ARFF Oshkosh T-1500 Crash Rescue Truck
- Replace 2007 Ford F-550 Rapid Intervention Vehicle (RIV) Crash Rescue Truck
- Replace 1989 Oshkosh Snow Blower
- Replace 1989 Oshkosh Snowplow

## **D. Special Services**

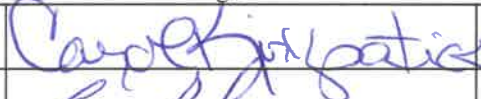
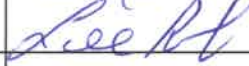




This category involves studies under the broad heading of airport system and master planning and includes, without limitation, as follows:

- Study designs to establish the framework and detailed work program
- Airport data collection and facility inventories
- Facility requirements determination
- Capital Improvement Planning and Programming
- Airport financing planning
- Project Coordination (Grant Management)

The above-contemplated projects are dependent upon federal AIP funding and State Aviation Division funding and approval of the Village of Ruidoso, so it shall be understood that some of the services related to the above-listed projects may be deleted and that the Village of Ruidoso reserves the right to initiate additional services not included in the initial procurement. Services, as outlined in FAA Advisory Circular 150/5100-14E (2015) Chapter One, include engineering and planning services for all phases and required incidental services for some or all of the above projects which may be multiple FAA and/or NMDOT - Aviation Division grants funded.

**RFP #2024-002P**  
**Professional Engineering Services for Sierra Blanca Regional Airport (SBRA)**  
**Pre-Proposal Conference**  
**October 31, 2023**

**Sign-in Sheet**

Print Name	Signature	Company	Email	Phone Number
Carol Kirkpatrick		Village of Ruidoso	<a href="mailto:purchasing@ruidoso-nm.gov">purchasing@ruidoso-nm.gov</a>	575-258-4343 x 1081
Lee Baker		Village of Ruidoso	<a href="mailto:leebaker@ruidoso-nm.gov">leebaker@ruidoso-nm.gov</a>	575-336-8111
Joe Kasuboski		Village of Ruidoso	<a href="mailto:joekasuboski@ruidoso-nm.gov">joekasuboski@ruidoso-nm.gov</a>	575-257-3473
Michael Krusing		Parkhill	<a href="mailto:mkrusing@parkhill.com">mkrusing@parkhill.com</a>	806 473-3671
Kent Freier		Molzen Corbin	<a href="mailto:kfreier@molzenkorbin.com">kfreier@molzenkorbin.com</a>	505 247-5700
CHERYL RODRIGUEZ		Delta	<a href="mailto:crodriguez@deltaairport.com">crodriguez@deltaairport.com</a>	575-496-0890
Tim Archibegue		Armstrong Consultant	<a href="mailto:tarchibegue@hwlochner.com">tarchibegue@hwlochner.com</a>	505-508-2192
Andrew Bachicha		Armstrong Consultant	<a href="mailto:Abachicha@hwlochner.com">Abachicha@hwlochner.com</a>	505-401-4062
Jacque Martinez		Parkhill	<a href="mailto:jmartinez@parkhill.com">jmartinez@parkhill.com</a>	505-639-3844