

**Cheyenne Regional Airport
Request for Proposals (RFP)**

RFP 08-001

Design and Construction of an Airport Hangar Facility

Issue Date: September 6, 2022

RFP No. 08-001

Questions Due: September 30, 2022

Request for Proposals Due: October 21, 2022

Delivery Address: Cheyenne Regional Airport
Tim Bradshaw, A.A.E.
Director of Aviation
4000 Airport Parkway
P.O. Box 2210
Cheyenne, Wyoming 82001

Contact: Tim Bradshaw, A.A.E.
Director of Aviation
Email: tbradshaw@cheyenneairport.com
Phone: (307) 426-4151

Notice of Addenda: Any addenda issued will be posted on
the Airport's website

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Purpose

The Cheyenne Regional Airport (CYS or Airport) is seeking proposals from qualified Consultants/Contractors to design and build an 80' x 80' aircraft hangar facility at the Cheyenne Regional Airport.

Introduction

The Cheyenne Regional Airport is seeking proposals from qualified Contractors/Consultants to design and construct/build an 80' x 80' (6,400) sf hangar for the purpose of aircraft storage.

The Airport reserves the right to accept or reject any or all Proposer, alter the scope of work, to waive informalities and irregularities in the Proposal submission process to the extent permitted by law, to extend the date for submittal of responses, to request additional information from any or all Proposers, to supplement, amend or otherwise modify the RFP prior to the closing date and time, to cancel this request with or without the substitution of another RFP, to re-solicit or cancel the procurement process, and to accept a Proposal which is considered to be in the best interest of the Airport.

The construction is subject to the requirements of the City of Cheyenne Unified Development Code and all applicable regulations of the FAA.

Sealed proposals shall be submitted by 2:00 p.m. MST October 3, 2022 to:

Attention: Tim Bradshaw
Cheyenne Regional Airport
4000 Airport Parkway
PO Box 2210
Cheyenne, Wyoming 82001

All Proposals will be time-stamped upon receipt and any Proposals received after the time specified above will be returned unopened. Faxed or emailed copies will not be accepted. All responsive Proposals become the property of the Airport and must be provided without cost to the Airport. Except as otherwise provided herein, Proposals that are incomplete or which are not in conformance with the law, may be rejected as non-responsive.

Any proposal submitted will be deemed to be valid for a period of up to 90 days following the close date of the RFP. Timely Proposals received shall be subject to applicable laws and regulations governing public disclosure. Submission of a Proposal indicates Acceptance by the Proposer of the conditions contained in this RFP, and the intent to enter into a Contract with the Airport.

This RFP does not obligate the Airport to enter a Contract or pay any costs incurred in the preparation of a Proposal pursuant to this RFP or incurred in subsequent negotiations. It is the intent of the Airport to negotiate a Contract with the Proposer it deems most beneficial to the Airport. During the Proposal evaluation process, the Airport may request additional information or clarification from Proposers.

Scope of Services

The Airport is interested in obtaining a 100% design and issued for bid plan set for the following 3 phase development of a single aircraft hangar at Cheyenne Regional Airport.

Note: No plans are to be submitted as part of this RFP.

Phase 1: Design Development-prepare and provide a set of working drawings that are ready for obtaining building permits.

Phase 2: Site Development-Construction to include utilities, electric, water, sewer, grading for hangar structure, and concrete pad.

Phase 3: Hangar Construction-Construction of a single 80' x 80' (6,400 sf) hangar.

Provide, if selected, a mutually acceptable set of working drawings prepared by licensed professionals qualified to practice in the State of Wyoming. These drawings shall be adequate for the purpose of obtaining building permits and properly defining the work and material for various crafts employed on the project. All plans, specifications, as-built plans, and related construction documents shall become property of the Airport. Any portions of the foregoing deemed by the Consultant/Contractor to be confidential and/or proprietary shall be clearly marked as such. Such marking will be honored by the Airport to the extent deemed reasonable and as is permissible by law.

Proposal Contents

RFP responses must be completed and prepared in a form that provides an insightful, straightforward, and concise overview of the capabilities of your firm. Additional facts and information other than those listed below may be included if it will highlight your firm's qualifications and experience. All materials submitted in response to this RFP shall become the property of the Airport. Contents must comply with Wyoming State Statute § 16-6-707 Construction management alternate delivery method as listed below.

Currentness

(a) Excluding contracts for professional services, construction management and design-build delivery negotiations by public entities and construction managers shall be in

accordance with residency and preference requirements imposed under W.S. 16-6-101 through 16-6-107.

(b) Formal requests for proposal for preconstruction or construction services by a construction manager or a design-builder submitted by a public entity shall require at least the following information:

- (i) The location of the primary place of business;*
- (ii) The name and identification of individuals to be assigned to the project;*
- (iii) Experience with similar projects;*
- (iv) Qualifications;*
- (v) Ability to protect the interests of the public entity during the project;*
- (vi) Ability to meet project budget and time schedule requirements;*
- (vii) Excluding contracts for professional services, compliance with W.S. 16-6-101 through 16-6-107; and*
- (viii) For design-build alternative construction delivery methods, the names of the prime consultants used for architectural and engineering design services.*

(c) Negotiations between a public entity and a construction manager at-risk shall require that the construction manager at-risk comply with the residency and preference requirements imposed under W.S. 16-6-101 through 16-6-107 in the procurement of subcontractors and materials.

Proposals must also include the following:

- **Cover Letter** – Cover letter should include a brief description of the firm or individuals, as well as the name, email and contact information of the principal. It should also acknowledge that the Proposer will comply with all the terms and conditions set forth in the Request for Proposals, unless otherwise waived or agreed by the Airport prior to the submission deadline.
- **Executive Summary** – Executive Summary should contain an outline of your general approach to the provisions of services in addition to a brief summary of your qualifications to engage in a professional service relationship with the Airport. It should also include purpose, outcomes, and key points on the timeline.
- **Key Personnel** – List all personnel to be involved in the process along with their role and prior experience. Summarize all qualifications and experience.
- **Project Plan** – Describe the methodology. Tasks, timeline, and key dates.
- **References** – Provide contact information of three current or previous clients.
- **Work Samples** – Provide two or more executed design plans and related contact information.
- **Fee for Services** – Provide a fee for the Scope of Services outlined in this RFP. Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the Contract. **Place the fee for services in an separate envelope and seal; identify as Cost Proposal on the outside of the envelope.**

Qualifications

The following minimum qualifications are required:

- Ten or more years of experience performing the type of work required in the Request to include experience with public agencies, preferably government agencies.
- Sufficient personnel and financial resources to complete the work
- Proven track record in performing said work
- Familiarity of, and compliance with, all local, state, and federal laws and regulations pertaining to said work
- An office location within a reasonable time and distance of Cheyenne, Wyoming

Selection Criteria

Airport staff will evaluate each Proposal on the following criteria:

1. Design Team Qualifications
2. Design Team Experience
3. Cost of the Project-Professional and Construction Costs
4. Completeness of the Proposal

The successful Proposer will be solely responsible for the conformance of the construction documents with all applicable laws, codes, and regulations, including but not limited to the City of Cheyenne Building Codes.

General Technical Specifications:

- 80' x 80' box hangar for aircraft storage purposes
- Steel beam construction with metal skin exterior
- Building to be constructed on concrete slab for critical aircraft weight of (45,500 lbs.)
- Hangar doors will be electric bifold with back-up manual crank lift for power outages
- Vertical opening will provide adequate clearance for critical aircraft tail height (24'8")
- Apron door opening should span the entire hangar face at 80' or as much as possible to accommodate aircraft wingspan up to 65'
- Utilities-Hangar shall be designed and constructed with electrical service to a 110v/220v panel to located on the north side of the hangar wall. The hangar shall also be equipped with service to the City's sewer system. Provisions for one toilet will be provided within the slab at the South side of the hangar nearest the road. Utility connections are available within close proximity to the proposed site.

Plans Review

Prior to permitting, the Airport will review and approve the proposed construction plans. No plans are to be submitted as part of this RFP.

Permitting

The hangar will need to be designed and constructed in accordance with the City of Cheyenne Building code requirements for permitting.

All construction is required to comply with the most currently adopted editions of the building, electrical, plumbing, mechanical, fire codes of the City of Cheyenne as well as the National Fire Protection Association (NFPA), particularly NFPA 409.

Location

The proposed hangar will be located on Airport Parkway, as shown on the attached exhibit "A."

Proposal Requirements

The Airport requires that Proposals are limited to no more than 15 pages including a cover letter with a brief description of the firm or individual, as well as the name and contact information of the principal. Proposers must include an email address for the primary point of contact for this RFP in the cover letter.

Proposer shall submit four printed copies and an electronic copy of the Proposal on a flash drive in a sealed package to:

Cheyenne Regional Airport
Attention: Tim Bradshaw
4000 Airport Parkway
P.O. Box 2210
Cheyenne, Wyoming 82001

SIGNATURE PAGE

The undersigned Proposer, having examined these documents, and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that he/she will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth, and that he/she will furnish all required products/services and pay all incidental costs in strict conformity with these documents, for the stated prices as payments in full.

Submitting Consultant: _____

Address: _____

City: _____ State: _____ Zip: _____

Authorized Representative (print): _____

Authorized Signature: _____

Date: _____ Email: _____

Telephone number: _____

Exceptions/Deviations to the Request for Proposal shall be taken below. If adequate space is not provided for exceptions/deviations, please use a separate sheet of paper. If your company has no exceptions/deviations, please write "No Exceptions" in the space below.

Firm-Pricing – Offered prices shall remain firm for a minimum of 90 days after the due date of this solicitation unless indicated otherwise; and, accepted prices shall remain firm for the duration of the Agreement.

Exhibit "A"

