REQUEST FOR QUALIFICATIONS

Airport Engineering Services
October 8, 2026

Statement of Qualifications Due
Friday, November 6, 2026
1:00 p.m.

Yellowstone Regional Airport
2101 Roger Sedam Dr
Cody, WY 82414

Telephone: 307-587-5096

Yellowstone Regional Airport
Cody, Wyoming

REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ)

Yellowstone Regional Airport requests statements of qualifications from consultants to provide Airport Engineering Services for the following projects identified in the Airport's Wyoming Aviation Capital Improvement Plan (WACIP):

- Acquire ARFF Vehicle (2027)
- Seal Coat and Mark Pavements (2028)
- Acquire Snow Removal Equipment (2028)
- Rehabilitate Runway 4/22 (2029)
- Land Acquisition

Statements shall conform to a prepared set of specifications available from the Airport. Questions regarding the RFQ including receiving a copy of the RFQ specifications should be directed to Aaron Buck, C.M., Airport Director at 307.587.5096 ext. 5 or aaronb@flyyra.com. The Airport reserves the right to reject any or all qualification statements or waive any specification or requirement if it is in the Airport's interest to do so. The Airport reserves the right to select one consultant for all projects or separate consultants for individual projects. The Airport assumes no liability for the cost of preparing responses to this request. Statements will be received until 1:00 p.m. (Mountain Time) on Friday November 6, 2026, at the Yellowstone Regional Airport Administration Office, 2101 Roger Sedam Dr Suite 1, Cody, Wyoming 82414. Qualifications received after the stated time, as well as faxed or e-mailed material, will not be accepted.

REQUEST FOR QUALIFICATIONS
FOR ENGINEERING SERVICES FOR THE
YELLOWSTONE REGIONAL AIRPORT

DESCRIPTION OF WORK

Yellowstone Regional Airport is soliciting statements of qualifications and experience from engineering consultants. For the pavement projects, the consultant shall provide design, bidding and negotiation, and construction management services. For the equipment projects, the consultant shall provide needs assessment, specification development, procurement, and acceptance services. We recommend that firms with recent experience on similar projects respond.

Federal and state funds will be used to accomplish these improvements. The Airport will conduct an open engineering selection process in accordance with FAA Advisory Circular 150/5100-14E, including Change 1, Architectural, Engineering, and Planning Consulting Services for Airport Grant Projects. The consultant shall have experience working under the guidance of the Federal Aviation Administration (FAA) and the Wyoming Department of Transportation (WYDOT) Aeronautics Division, and shall have knowledge of all current environmental, Buy American, and other project-related requirements.

ANTICIPATED PROJECTS

The four projects below are programmed in the Airport's current WACIP. Estimates are planning-level and are provided for information only. Project timing depends on FAA and WYDOT funding availability.

Project	Program year	Estimated total cost	Anticipated funding
Acquire ARFF Vehicle	2027	$1,386,667	FAA AIP entitlement, state and local match
Seal Coat and Mark Pavements	2028	$828,000	WYDOT Aeronautics (90%), local (10%)
Acquire Snow Removal Equipment	2028	$1,386,667	FAA AIP entitlement, state and local match
Rehabilitate Runway 4/22	2029	$6,720,000	FAA AIP entitlement and discretionary, state and local match
Land Acquisition	2027-2032	$1,200,00	AIP

Acquire ARFF Vehicle. The consultant shall assist the Airport in confirming vehicle requirements consistent with the Airport's ARFF Index under 14 CFR Part 139. The consultant shall prepare procurement specifications in accordance with FAA AC 150/5220-10 (current edition), Guide Specification for Aircraft Rescue and Fire Fighting (ARFF) Vehicles. Services include preparing the FAA grant application and supporting documentation, bid documents, Buy American compliance review, bid evaluation and recommendation of award, pre-delivery and delivery acceptance inspection, and grant closeout.

Seal Coat and Mark Pavements. The consultant shall evaluate the condition of airside pavements and recommend the limits of treatment. The consultant shall then prepare plans, specifications, and an engineer's estimate for seal coat and pavement marking in accordance with FAA AC 150/5370-10 (current edition) and AC 150/5340-1 (current edition). Services include the construction safety and phasing plan, bidding assistance, construction administration, observation, materials testing, and

closeout. This project is programmed with state and local funds. The Airport may elect to participate in a WYDOT Aeronautics group maintenance project, which could change the consultant's role.

Acquire Snow Removal Equipment. The consultant shall assist the Airport in determining the type and size of equipment needed, consistent with FAA AC 150/5220-20 (current edition), Airport Snow and Ice Control Equipment, and the Airport's snow and ice control plan. Services include eligibility justification, the FAA grant application, procurement specifications, bid documents, Buy American compliance review, bid evaluation and recommendation of award, delivery acceptance inspection, and grant closeout.

Rehabilitate Runway 4/22. The consultant shall provide survey, geotechnical investigation, and pavement evaluation. The consultant shall then prepare pavement design in accordance with FAA AC 150/5320-6 (current edition), plus plans, specifications, and an engineer's estimate. The design shall evaluate paving runway shoulders as an additive alternate. Services include the environmental review needed for the grant, the construction safety and phasing plan in accordance with AC 150/5370-2 (current edition), and coordination with the air carriers and the FAA on closures and phasing. Services also include bidding assistance, construction administration, resident engineering, materials testing, and grant closeout. The Airport anticipates the design phase will begin ahead of the construction year.

CONTRACT TIME

The contract awarded, if any, to the selected consultant will be for a period of three years. The Airport reserves the right to extend the awarded contract by two years. The Airport further reserves the right to terminate the contract or consultant services at any time during the term of the contract. The selected consultant will be required to enter into a consultant services contract within two (2) weeks of selection.

INCURRING COSTS

The Airport is not liable for any cost incurred by the consultant in the preparation of the statement of qualifications, or in an interview if interviews are conducted.

SUBMITTAL REQUIREMENTS

The consulting firm must submit a detailed qualification statement that meets the requirements of this RFQ. Two (2) hard copies and one (1) electronic copy of the completed submittal are required. The Airport is not requesting elaborate or special brochures. The submittal should be clear and concise, should not include fee or cost information, and shall include, at a minimum, the following:

A. A list of related airport projects the consultant has completed within the last five years, particularly runway pavement rehabilitation, seal coat and marking, and ARFF vehicle or snow removal equipment procurement. Identify the start and end date of each project, and the owner or sponsor's contact person and telephone number.

B. A list of all sub-consultants, with a contact person and telephone number, that your firm would use to complete the proposed Airport projects.

C. A current resume for each professional who would work on the Airport projects, including qualifications, skills, and responsibilities. The list must include the project manager, design engineer, equipment specification and procurement lead, environmental planner, resident engineer, and materials testing lead. Design work shall be performed under the responsible charge of an engineer licensed in the State of Wyoming.

D. The names of the person(s) authorized to represent the consultant in negotiating and signing any contract that may result.

E. Information on your firm's ability to meet project Disadvantaged Business Enterprise (DBE) goals.

F. The location of the firm's home office and the locations where the work would likely be performed. Describe how on-site work would be staffed and from which office, including field survey, project management, construction inspection and management, and materials testing.

G. Your firm's experience working with the FAA, particularly the Northwest Mountain Region and the Denver Airports District Office, and with the WYDOT Aeronautics Division. Indicate the type of work your firm has completed (environmental, design, construction administration, equipment procurement, PFC, airspace analysis, etc.) and the FAA regions and district offices where this work was completed.

H. A brief description of your firm's approach to phasing runway construction at a commercial service airport to limit impacts on scheduled air carrier operations.

I. The project or projects for which your firm is submitting. Firms may submit qualifications for all projects or for one or more individual projects.

SELECTION AND EVALUATION PROCEDURES

The selection process shall follow Chapter 2 of FAA Advisory Circular 150/5100-14E, Change 1. Selection is based on qualifications; fees will not be considered or requested until negotiations with the top-ranked firm. A Selection Committee will be appointed to evaluate the submittals received. The Selection Committee will review all submittals, evaluate the required criteria, and prepare a consultant short list. The Selection Committee may conduct phone interviews or oral on-site interviews to complete the selection process. The Committee reserves the right to make a selection based solely on the submittals received.

The Committee will evaluate each submittal on how fully it meets each criterion listed under Selection Criteria and Rating, for the purpose of ranking. The possible points shown for each criterion indicate its weighted value. Each Selection Committee member will total the results of all criteria to determine that member's score. The consultant with the highest overall score from the entire panel combined will be given the greatest consideration for first negotiations.

SELECTION CRITERIA AND RATING

1. Detail and completeness of the submittal and overall quality of the response (10 points).

2. The past performance record and qualifications of the firm and the individuals involved, verifiable through references and resumes on similar projects (20 points).

3. Completion of similar airport projects, including runway pavement rehabilitation, seal coat and marking, and ARFF vehicle or snow removal equipment procurement (20 points).

4. Past experience working with the Federal Aviation Administration and the WYDOT Aeronautics Division (10 points).

5. The size of the firm and experience managing similar airport projects (10 points).

6. Firm's plan and ability to meet DBE goals (5 points).

7. Firm's organizational structure and approach as they relate to the Airport, including project team, use of sub-consultants, office location where YRA work will be accomplished, and approach to runway construction phasing (25 points).

SELECTION

If the Selection Committee cannot make a clear choice of the best consultant based on RFQ responses, the top-ranked firm or firms will be asked to make an oral presentation to the Committee. The final selection recommendation will be made following review and ranking of the submitted RFQs and interviews, if required, and will be presented to the Yellowstone Regional Airport Joint Powers Board for approval. After selection, a task order for each project will be prepared based on a negotiated scope of work and final price. If the Airport and the consultant are unable to negotiate a fair and reasonable price for any task order, the Airport shall have the right to end negotiations and negotiate with the next-ranked consultant or other consultants of the Airport's choice. Selection under this RFQ does not guarantee that any or all of the listed projects will be funded or awarded.

The Airport reserves the right to select one consultant for all projects listed in this RFQ, or to select separate consultants for individual projects or groups of projects, whichever the Airport determines to be in its best interest. The Selection Committee may evaluate and rank firms separately for each project. A firm's ranking or selection for one project does not obligate the Airport to select that firm for any other project.

FEDERAL REQUIREMENTS

The selected consultant's contract will include all applicable federal contract provisions required for FAA Airport Improvement Program grant projects. These include provisions on civil rights, DBE participation, debarment and suspension, lobbying, access to records, and Buy American requirements.

Title VI Solicitation Notice: Yellowstone Regional Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders and offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

PROJECT INQUIRIES

Questions regarding the scope or content of the RFQ should be directed to Mr. Aaron Buck, C.M., Airport Director, 307.587.5096 ext. 5, or e-mail at: aaronb@flyyra.com. Airport tours will not be granted as they will not be necessary for the preparation of the firm's Statement of Qualifications.