

REQUEST FOR QUALIFICATIONS No. 18-19-01

PROFESSIONAL ENGINEERING SERVICES FOR THE TAOS REGIONAL AIRPORT Pre-Proposal Conference November 16, 2018 at 10:00 am

RFQ 18-19-01 Pre-Proposal Conference Minutes

DATE: November 16, 2018
TIME: 10:00 AM, local time
LOCATION: Taos Regional Airport Terminal

1. **Attendee Sign-in:**
 - a) Sign-in sheet will be sent via email and posted on the town's website.

2. **Welcome and Introductions:**
 - a) Sharon Voigt, Chief Procurement Officer (CPO)
 - b) Rick Bellis, Town Manager/Project Manager
 - c) Eric Cortez, Airport Operations Supervisor
 - d) Mitch Miller, Facilities & Events Director
 - e) Tami Concha, Procurement/Assets Officer
 - f) David Henry, Henry Architects
 - g) Dumas Slade, Bohannon Huston
 - h) Chris Ortega, Armstrong Consultants
 - i) Tim Archibeque, Armstrong Consultants

3. **General Information:** The purpose of this voluntary Pre-Proposal Conference is to allow interested firms, the opportunity to visit the site for clarification regarding this Project. The scope of the Pre-Proposal Conference will include questions from potential Offerors to this RFQ.
 - a) All answers by Town representatives to potential Offerors questions are considered **Informal** and non-binding on the Town of Taos.
 - b) All potential Offerors requiring a **Formal** answer to their questions, or requests for clarification or change **must submit their questions in writing to the Purchasing Contact in accordance with Section 1.1 of the RFQ.**
 - c) **Purchasing Contact Email Address: svoigt@taosgov.com**
 - d) All **Formal** answers to **written** Offerors questions, or requests for clarification or changes shall be by issuance of an Addendum to the RFQ 18-19-01 by the Purchasing Contact.

4. **Schedule:**
 - a) Deadline for Questions, Requests for Clarification or Change is Tuesday, November 27, 2018. **Formal** response will be via issuance of an Addendum to RFQ 18-19-01. Two (2) Addendums have been issued to date and we anticipate at least one (1) more Addendum to respond to any questions answered during the Pre-Proposal Conference.
 - b) Proposal Due Date and Time: December 18, 2018, 4:00 pm, local time; Purchasing Division's timestamp is the official time. Late responses will not be accepted.
 - c) We are hoping to have a contract in place by February 2019 (tentatively), however we anticipate expect to conduct interviews so that date could be pushed back. Initial term will be for one (1) year with up to a four year contract, contingent on funding, negotiations, Council Approval, etc.

5. Required Forms:

- a) Transmittal Letter on company letterhead signed by authorized representative (refer to RFQ for Statement of Interest, Statement of Response Life, Statement of Acceptance, Contact Person and Authorized Signature).
- b) Response Form (pages 45-46) signed by authorized representative, notarized, includes Acknowledge all Addendums on this form.
- c) Campaign Disclosure Form (pages 47-48)
- d) Federal Forms (pages 49-51) – Certification Regarding Debarment and Certification Regarding Lobbying, Certification Regarding Tax Delinquency and Felony Convictions, Trade Restriction.
Federal Funding – FAA Advisory Circular 150/5100-14E (Chapter One) and 18.11.9 NMAC will apply to this contract. NOTE: Exhibit G Professional Services FAA Federal Solicitation and/or Contract Provisions is included in the RFQ.
- e) Conditions or Exceptions to the Draft Contract Agreement.
- f) All items identified in Section 3 titled Evaluation Criteria and Proposal Format Requirements, Pages 16-19. Make sure you speak to the Evaluation Criteria in your proposal.

6. Other:

- a) The Town of Taos, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, select disadvantaged business enterprises or airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this RFQ and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.
- b) Disadvantaged Business Enterprises (DBE) goals will be required to submit methodology to the town.
- c) This contract is not subject to the NM Resident Contractor provisions as the contract is funded in whole or in part by federal aid or federal funds (13-1-21J NMSA 1978). Item e)
- d) Do not include a cost proposal. Cost will be negotiated with the highest ranking firm in accordance with the FAA Advisory Circular 150/5100-14E (Chapter One).
- e) For information purposes – provided a copy of the current Capital Improvement Project Plan for the Airport however, it is not a definitive list and is subject to change.

7. Background/Project Description/Technical Questions – Rick Bellis

We are a primarily a civil aviation airport with a combination of tourists that fly in as well as a lot of resident pilots that live here particularly some business people, real estate people, retirees. We had been trying to get the cross winds runway which is the newest runway that was finished just last summer. NM Aviation, Town of Taos, Federal Aviation Administration (FAA), just about everybody that you can think of in state and federal government, Historic Preservation, NM Environmental Department, etc. The hold up on that which went on in litigation for about thirty (30) years was with the Taos Pueblo to protect over flights of the Taos Pueblo and the Blue Lake Wilderness Area. They (Taos Pueblo) own property to the west of the Airport and are on the fence line of the runway. They also own a considerable amount of property on the west of the Mesa and along the mountain where their primary building is. When dealing with the Taos Pueblo they have a government that is reappointed every twelve (12) months so for the first three (3) months of the year they are sequestered and they go through their initiation. Everybody

that works in government starts all over again or are new people, so there is not very much history and then they usually close near Christmastime. Usually there are about three (3) opportunities to meet with the Taos Pueblo at any given year before they start over. It can be tedious but the one thing is that they have been really nice. Our current Mayor that was just reelected already had a pre-existing relationship he was the Chairman for the Taos County Commission for about twelve (12) years and also is in the lumber business, so he has a business relationship with many of the people at the Pueblo. It has been productive. The Pueblo sits on the Airport Advisory Board which is a citizen/pilot based board. If you are awarded this contract you will get familiar with them (Airport Advisory Board). At least once every quarter we like to have an update for that Board on the projects that we are working on and to get their input as a lot of them have been pilots out of here for twenty (20) plus years so they know the weather, they know the terrain, they know the needs. Now that the runway is in our ambitions are a little higher. We think we have a good relationship with NM Aviation as well as the FAA. So far, verbal discussions have led to willingness on their part to offer to find money for particular projects. This was a big project, getting the crosswinds runway in as far as the feds were concerned. The FAA Secretary and his staff came to the opening. We view that this will now allow us to handle both by weight and by length of the runway, any kind of aircraft that we would want to fly in here so that opens the door to commercial service. This December 20th we begin a scheduled/unscheduled series of flights with Taos Air, so that's the Taos Ski Valley Corporation has purchased the jet which they have hired a company to operate. That will be flying out of here Thursday, Friday, Saturday, Sunday twice a day to Dallas and Austin. We just hit yesterday our first weekend that the tickets are already sold out, so that's good news. We have about 800 single day passes that was a week ago so I'm guessing moreover about 1,500 by now. The goal is to use that to draw attention to the airport and I think the slogan that the Taos Ski Valley uses is the "Fastest Route to the Rockies". We have a lot of Texas folks that have second homes here or as well have retired here. A lot of the Taos Ski Valley management comes from the Austin area so it has always been a good connection. In fact the town has designed most of its events around anticipating that audience. They tend to hit that economic and age demographic that they have money, they fly, they travel and it is hot in Texas so they come up here. The goal for that air service is that we are in the initial processes of forming legally what they call a New Mexico Council of Governments, which means it is its own governmental entity that includes the counties, all municipalities, all governmental entities and they are empowered to function just like a government. Monday morning (November 19, 2018) we are taking that paperwork to the state and we have every reason to believe that they will sign it. Their (state) number one (1) priority for economic development is the Taos Regional Airport which considering that Angel Fire and Questa at least were are partners in that, have their own smaller municipal airports, but there is a realization that we function as an economic region. The other ski valleys, Red River, Angel Fire have already agreed that they will be sending vans down here to the hotels and we are just about to announce that. Our Regional Transit District is going to be doing Friday, Saturday nights to get people between ski valleys and the downtown. I can tell you my first three (3) years here I never got a single phone call about economic development and I was chasing people and getting nowhere. In the past three (3) weeks since we announced I don't have time to keep up with all the people that really want to invest in community. We say typically in our publicity that 40% to 50% of our budget comes from tourism but the reality is that it is closer to 70%. Number two (2) of the number one (1) critiques that we have always received in trying to get people here for business as well as tourism has been accessibility. You fly into Albuquerque or you drive all the way from Dallas and in the winter, the ski season in particular, it can be a

beautiful drive but it can be a long drive so you end up spending as much time on the slopes as you do in a car. We think this is really going to turn around so the importance to that Council of Governments is, if the air service is self-sufficient, which we didn't think it would be and we planned on flying at 60% empty on all of these planes and clearly that is not going to be the case. We think it is going to be 70% capacity. If that's the case then our intro to the Taos Ski Valley is that the Town and County and the other jurisdictions in this Council would underwrite the cost of year round air service and we think we are close to getting that agreed to. If that is the case there will be a lot more activity here.

Our difficulty year round at the Taos airport is the weight capacity of our aprons, taxiways, parking areas is considerably less than that of the new runway. We can be flying in some decent sized aircraft and their great on the coming and going but we want to make sure that when we start loading them up here that we don't have people sinking in to the pavement and that it is not breaking up.

On the CIP our next move is for about 3 million dollars is to redo that taxiway that gets people to and from the crosswinds runway. Three big projects not on the CIP that I want to make you are of in the spring we want to entirely rebuild the roadway, entranceway, parking lot areas and expand those for rental car concessionaire service. That will not be FAA money, we believe that we have an arrangement to trade all that blasted rock that we have on the mesa there that we didn't know what to do with and still sitting there to the company that actually did the work, which is Northern Mountain Constructors. They have a project in Questa that they need that rock for and our trade off with them would be at zero cost for construction they would handle the paving and the roadbed here but certainly we would want some engineering done on that and it has to fit into the overall Airport Layout particularly if we are going to expand the hardscape and we want to anticipate where the future hangers will be going so that we have service roads that reach out to them. The two big projects that I would say, this is our terminal and it has done a great job along with the combination of the Fixed Base Operator (FBO) and I am presuming that we are going to take a tour to show them the FBO as well. The majority of the traffic goes through the FBO right now because that's where all of the private pilots have their lounge and feel comfortable, pay for their gas, their maintenance and everything else. If we are going to have expanded year round or commercial service here and that is our goal. Right now for the unscheduled however, if we expand

Really important, we really like to hire consultants with a good working relationship with the FAA or funding source as we found that it is key that they have relationships with the FAA. That we make these projects come in on time, within budget, under budget. With the scarcity of funding, critical in keeping us moving.

8. Taos Regional Airport Site Visit – Eric

9. Adjourn – 11:45 AM