



**REQUEST FOR QUALIFICATIONS  
AIRPORT ON-CALL PLANNING SERVICES  
FOR THE OGDEN-HINCKLEY AIRPORT (OGD)**



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Ogden-Hinckley Airport

January 29, 2026

**OGDEN CITY CORPORATION**  
**REQUEST FOR QUALIFICATIONS**  
**AIRPORT ON-CALL PLANNING SERVICES**  
**FOR THE OGDEN-HINCKLEY AIRPORT (OGD)**

ADVERTISEMENT

Ogden City Corporation is requesting statement of qualifications (SOQs) from qualified and experienced consulting firms to provide services regarding airport On-Call Planning Services. Professional Planning to include any or all airport related airfield, taxiway's, aprons, airport buildings subject to federal assistance under the Airport and Airway Improvement Act of 1982 as amended, or other sources of funding.

**Request for Qualifications:** Interested firms may obtain the RFQ packets by downloading from Ogden City's website at <https://www.ogdencity.gov/264/Purchasing>.

Firms are responsible for securing any and all addenda issued.

A **non-mandatory pre-proposal meeting** will be held at **10:00AM on Tuesday, February 10, 2026** at the Ogden Airport Terminal, 3909 Airport Road, Ogden, UT 84405. **No on-line connection will be provided.** Visitor parking rules apply.

**SOQs Due:** Sealed statement of qualifications shall be submitted to the Purchasing Office c/o the 2<sup>nd</sup> Floor Information / Constable Desk at 2549 Washington Blvd., Ogden, UT, **by 2/24/2026, no later than 3PM.**

**LATE SUBMITTALS WILL NOT BE ACCEPTED.**

Ogden City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City.

**Ad Published:** January 31, 2026

**OGDEN CITY CORPORATION**  
**REQUEST FOR QUALIFICATIONS**  
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**FOR THE OGDEN-HINCKLEY AIRPORT (OGD)**

**I. INTRODUCTION**

Ogden City Corporation is requesting statement of qualifications (SOQs) from qualified airport consultants to provide services regarding professional airport planning. The Sponsor plans to award a three (3) year contract, with two (2) one-year extensions at the discretion of the Airport Director, for airport professional planning services subject to review on an annual basis for any and all engineering projects subject to federal assistance under the Airport and Airway Improvement Act of 1982 as amended, or other sources of funding. Contemplated projects under this contract may include any of the following projects:

**Airport Planning Documents**

- Airport Layout Plan (ALP) update or re-certification
- Facility Requirements Analysis
- Aviation Forecasts (FAA-approved methodology)
- Flight Procedures Development
- Alternatives analysis
- Capital Improvement Program (CIP) development
- Airport Development Plan (ADP)
- Airline Service Development Plan

**1. Environmental & Planning Support (Non-Design)**

- Environmental overview or screening
- NEPA planning-level documentation (CATEX support, EA scoping)
- Land-use compatibility analysis
- Noise exposure planning (Part 150 studies)

**2. Pavement & Asset Planning (Planning Level Only)**

- Pavement Condition Index (PCI) studies
- Pavement management planning
- Asset inventory and lifecycle planning
- Airfield condition assessments (planning-level)

### 3. Policy & Program Planning

- Airport Development Guide support
- Land use / lease policy planning support
- Airport system or business planning
- Financial feasibility and funding strategies
- Rates, fees, and charges studies (planning only)

### 4. FAA Coordination & Documentation

- FAA coordination and approvals
- ALP narrative and drawing updates
- Planning-level cost estimates
- Planning grant documentation and support

The above-contemplated projects are dependent upon federal AIP funding and approval of the Sponsor. The Sponsor reserves the right to initiate additional services not included in the initial procurement.

## II. BACKGROUND

Ogden Airport (OGD) is categorized as an FAA non-hub, air carrier airport located approximately two miles southwest of Ogden City which is seeking to implement improvements to accommodate existing and future aviation demand.

The contract issued to the successful consultant is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulation 49 CFR Part 26 (Disadvantaged Business Enterprises). DBE firms are encouraged to participate.

## III. REQUESTS FOR CLARIFICATION

Any requests for clarification of additional information deemed necessary by any respondent to present a proposal shall be submitted in writing via email or phone to the Ogden City's Purchasing Office:

Email: [Purchasing@ogdencity.gov](mailto:Purchasing@ogdencity.gov)

The questions and answer period ends on February 17, 2026 at 3PM.

#### **IV. SCOPE OF WORK**

The selected Consultant will provide sufficient experienced personnel to perform the required design functions for the projects identified by the Authority. All field data collected must comply with the most current requirements and be provided to the Authority in a useable format. All work shall be designed in substantial conformance with the most current regulations and design criteria. The selected Consultant shall complete all work and documentation necessary for submittal to the FAA and/or TSA in order to comply with grant reimbursement procedures.

#### **V. SELECTION PROCESS**

a. The selection process will be in accordance with Federal Aviation Advisory Circular 150/5100-14E, Architectural, Engineering and Planning Consultant Services for Airport Grant Projects and 49 CFR Part 18. Fees will be negotiated for projects on a task order basis as grants are obtained. Cost or fee information is not to be submitted with this proposal.

#### **VI. CONTENTS OF STATEMENT OF QUALIFICATIONS**

Proposers interested in the provisioning of airport engineering and architectural services to accomplish the proposed projects should provide an Executive Summary of no more than three (3) pages and limit their Statements of Qualifications to 35 pages total, exclusive of cover letters or letters of transmittal containing introductory language only. The Statement of Qualifications should include:

- Capability of the firm to perform all aspects of aviation projects. To include the number of staff available for aviation projects, and their titles. This is a general description of the firm, including company organizational structure, size of company, recent experience in comparable airport/aviation projects, and experience with projects funded by FAA-AIP grants.
- Identification of those key individuals who will be involved in the proposed

project(s), setting forth their qualifications, backgrounds, experience, and specific responsibilities.

- A representative list of previous clients and representative project comparable to the proposed engineering projects listed above. Include contact person, airport, projects(s), email address, and phone numbers.
- Reputation: an explanation of the firm's reputation, to include how long the firm has been in the aviation engineering industry.
- Describe your ability to meet schedules within budget. Please describe and provide a list of recent aviation projects. Detail the performance to an established budget and schedule.
- Quality of previous airport projects undertaken, please provide other airport references.
- Familiarity with the project location and the OGD area. To include the distance from the OGD airport to where the majority of the work will be taking place.
- Explain your understanding of the OGD airport
- Approach to proposed projects.

The Sponsor invites firms to submit Statements of Qualifications to perform the above-described services.

**Submission Process:**

Interested firms should submit five (5) copies of the proposal in a sealed envelope no later than 3PM on February 24, 2026 to:

Office of the Ogden City Purchasing Agent  
c/o 2<sup>nd</sup> Floor Information / Constable Desk  
2549 Washington Blvd., Suite 510  
Ogden, UT 84401

**All packages must be sealed and clearly marked on the outside:**

## **“STATEMENT of QUALIFICATIONS FOR OGD AIRPORT ON-CALL PLANNING SERVICES”.**

Proposals not received at or before 3:00 p.m. February 24, 2026 will be considered non-responsive. Failure to meet the required submittal items of this invitation may result in the submittal being deemed non-responsive.

- a. Proposals shall contain the name, address, email address, and daytime telephone number for contact persons to whom additional selection process requests should be communicated.
- b. Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that the Proposer has requested in writing to remain confidential, if allowed under applicable

Utah law.

- c. All signatures shall be accompanied by typed or printed names, as appropriate.
- d. The Proposer shall acknowledge receipt of any addendums that may be necessary.

### **Format:**

- a. For Ogden City record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:
  - i. Submitted as loose leaf with binder clip
  - ii. Submitted in a regular 3-ring binder

### **Public Records:**

SOQs submitted to Ogden City are considered public records, unless protected within Utah Code 63G-2-1.

## **VII. EVALUATION OF SUBMITTALS**

- a. Selection criteria contained in FAA Advisory Circular 150/5100-14E Chapter 2, will be applied in the following order of importance:

1. Capability to perform all aspects of projects - 30 Points
2. Reputation – time in aviation engineering business - 20 Points
3. Ability to meet schedules within budget - 20 Points
4. Quality of previous airport projects undertaken - 25 Points
5. Familiarity with Sponsor and project location - 25 Points
6. Understanding of the OGD airport - 20 Points
7. Approach to proposed projects - 30 Points
8. Recent experience in Airport projects comparable to the proposed projects and experience with the FAA (Northwest Mountain Region and the Denver ADO) - 15 Points
9. Evidence that the consultant has experience in requirements, goals, and methodologies associated with Federal Grants. - 15 Points

**Highest Total Possible Points - 200 Points**

The selection committee will primarily be composed of City employees. On occasion, consultants may be invited to participate in the review.

Note that submittals that are received after the deadline or not conforming to the RFQ requirements may be deemed non-responsive and eliminated. Each firm bears sole responsibility for the items included or not included in the response submitted by that firm. Incorrect information or reference will be taken into consideration when proposals are evaluated.

SOQs will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFQ.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration.



At the conclusion of this initial phase, finalists will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by the firm to supplement their written SOQ. Being selected and entering into an agreement does not guarantee the respondent will be extended any specific amount of work.

It is the intent of the Sponsor to enter into a contract with the most qualified firm no later than March 27, 2026. The consulting firm most qualified to perform professional engineering and architectural services for the contemplated projects will be selected and consulting fees for each project will be negotiated in accordance with FAA regulations.

#### **VIII. Insurance Requirements.**

The selected respondent shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Consultant shall pay the cost of such insurance.

- a. The amount of insurance shall not be less than:
  - i) **Commercial General Liability:** Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
  - ii) **Business Automobile Liability:** \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.

iii) **Workers' Compensation and Employer's Liability:** Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.

iv) **Professional Liability:** Minimum of \$1,000,000 aggregate with \$500,000 per occurrence

b. Each insurance policy required by this Agreement shall contain the following clauses:

"This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".

"It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."

Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:

"Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."

Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do

business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City

Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.

City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.

City reserves the right to require complete, certified copies of all required insurance policies at any time.

Any deductibles or self-insured retentions must be declared to and approved by the City.

At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for

Contractor's contractors shall be subject to all of the requirements stated herein.

Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees or contractors upon the Premises during the License Period.

Under the "Certificate Holder" section, list the following information:

Ogden City Corporation  
2549 Washington Blvd.  
Suite 510  
Ogden, UT 84401

## **IX. GENERAL TERMS AND CONDITIONS**

- a. Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.
- b. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History

Report dated within 30 days of response to RFP for each employee who will be on-site, that shows “Criminal History Verified” and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.

- c. All work must meet current industry standards including all Federal, State and local rules and regulations.
- d. Ogden City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- e. Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- f. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.
- g. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.
- h. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- i. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.

- j. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers. The selected company shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this Request for Proposal. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter into contracts with more than one vendor.
- k. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of bid submission. The form can be accessed through the Recorder's webpage at:  
[https://www.ogdencity.gov/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim\\_revised](https://www.ogdencity.gov/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim_revised)

**X. ADDITIONAL INFORMATION**

The consulting firm will only be allowed to invoice for the cost of services in compliance with the agreed upon fee schedule / pricing as accepted by Ogden City Corporation.

- A. Invoices must contain the following:
  - a) A complete description of the work / services that were performed / provided, and address of service location (as applicable)
  - b) The contract price for each applicable service,
  - c) The authorized City purchase order or contract number,

- d) Point of Contact within Ogden City Corporation
- e) Net 30 term.
- B. Upon the Award of Contract, the Contractor may receive a request to process payments electronically.
- C. Invoices shall be promptly sent to the following address:
  - Ogden-Hinckley Airport
  - Attn. Lynn Hinrichs
  - 3909 Airport Road
  - Ogden, Utah 84405
  - Or;
  - Email invoices to: [lynnhinrichs@ogdencity.gov](mailto:lynnhinrichs@ogdencity.gov)

## **XI. GOVERNING INSTRUCTIONS**

This Request for Qualifications will constitute the governing document for submitting SOQs and will take precedent over any oral representations.

## **XII. TIMELINE**

Ogden City will follow the timetable below.

Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the SOQ deadline will result in an amendment. Amendments will be published in the City's Purchasing webpage - <https://www.ogdencity.gov/264/Purchasing>

<b>EVENT</b>	<b>TARGET DATE</b>
Open RFP Process	January 29, 2026
Ad – Standard Examiner	January 31, 2026

Non-Mandatory Meeting at Ogden Airport Terminal, 3909 Airport Road, Ogden, UT 84405	February 10, 2026, 10 AM (In Person)
Last day for Q&A	February 17, 2026; No later than 3 PM
SOQ Deadline	February 24, 2026; No later than 3 PM
Committee Review and Selection process	To Be Determined
Contract Start Date	To Be Determined

### **XIII. CONTACT INFORMATION**

For any questions related to this RFQ, please contact the Ogden City Purchasing office via email [purchasing@ogdencity.gov](mailto:purchasing@ogdencity.gov).

The question-and-answer period ends at 3 PM on February 17, 2026.

### **XIV. SUBMISSION OF STATEMENT OF QUALIFICATION (SOQ)**

**By February 24, 2026, no later than 3:00 PM**, firms shall submit **five (5) copies** of the SOQ in a sealed envelope.

On the envelope, indicate your company's name and the project name.

**Submit To:**

Ogden City Corporation

ATTN: Purchasing Office

c/o 2<sup>nd</sup> Floor Information / Constable Desk

**“Airport On-Call Planning Services”**

2549 Washington Blvd.

Ogden, UT 84401

**LATE SUBMITTALS WILL NOT BE ACCEPTED.**

No facsimile or email submittals will be accepted.

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

Ogden City offices are closed on the weekends or observed holidays.

Ogden City reserves the right to accept or reject any submittal as it best serves convenience and/or is found to be in the best interest of the City.

## **XV. AWARD/FEE DETERMINATION**

The firm with the highest score from the selection committee will be eligible for award of the project. The selection committee will provide a single scorecard for each proposer, which represents the unified determination of the selection committee. Scoring information for each proposer will be available to each proposer following award.

Ogden City Corporation will enter into a fee negotiation with the selected firm. If fair and reasonable, compensation, contract requirements, and contract documents cannot be agreed upon with the selected firm, Ogden City shall advise the firm in writing of the termination of negotiations. Upon failure of negotiations, Ogden City will enter negotiations with the next qualified firm.

## **XVI. MISCELLANEOUS**

Any additional information from respondents may be attached to their response to the Request in the form of appendices. Statements should be complete but as brief as possible.