



REQUEST FOR QUALIFICATIONS

Airport Planning Services
for Airport Development Projects
RFQ 2026-11

DUE: Tuesday October 13, 2026 – 2:00 PM

QUESTIONS: Tuesday, September 22, 2026 – 12:00PM

CITY OF BOULDER

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SECTION I – BACKGROUND

The City of Boulder City (“City”) is the owner, operator, and Airport City of the Boulder City Municipal Airport (the “Airport”) located just southwest of the town center in Southern Nevada. The Airport is designated as a primary non-hub airport. The Airport is located approximately 25 miles southeast of Las Vegas and southwest of the Lake Mead Recreation Area.

The Airport is situated at an elevation of 2203 feet above mean sea level, and the property consists of approximately 525 acres, two runways and three taxiways, aircraft parking and aprons, 140+ hangars, tour operators, and other airport facilities. The airfield is equipped with Medium Intensity Runway Lights (MIRL) and a Precision Approach Path Indicator (PAPI) system.

The Airport participates in the Federal Aviation Administration’s Federal Contract Tower (FCT) Program and is currently constructing a new Air Traffic Control Tower (ATCT) facility, which is anticipated to be completed in the spring of 2028. The airport has a diverse mix of aviation activity including fixed-wing and helicopter commercial air tours, general aviation, flight training, and limited corporate aviation activity. Due to its proximity to the Las Vegas Valley, the Airport also serves as an important alternative for aircraft during major seasonal events, temporary flight restrictions (TFRs), and periods of constrained capacity at other Southern Nevada airports

The Airport is also coordinating with a private hangar developer to construct over 120 aircraft storage hangars. With over 260 individuals on a waiting list for the area, it will fill a large need in our area.

Airport activity continues to reflect the diverse nature of its operations. In 2025, the airport had approximately 52,273 aircraft operations and 53,813 enplanements. In 2024, the airport had approximately 50,407 operations and 59,617 enplanements.

SECTION II – PROJECT DESCRIPTION

The City is soliciting Statements of Qualifications from qualified firms (“Firm or Proposers”) to provide Airport Planning Services Airport Development Projects for the Airport.

The City seeks one qualified Airport Planning Services consulting firm to assist with projects subject to federal assistance under the Federal Airport and Airway Improvement Act of 1982, as amended, and may include projects funded by the Airport or State. Services will include general consulting and advisement on airport development issues including assistance in the following projects:

- A. Assist in the preparation and development of Airport Capital Improvement Programs (ACIPs)
- B. Prepare necessary applications and documentation for Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant funding

- C. Aeronautical surveying to meet the requirements of Airport Geographic Information System (AGIS), including Electronic Airport Layout Plan (eALP)
- D. Obstacle evaluation/removal
- E. Acquire Avigation Easement for Uncontrolled 6.75 Acres Located in Runway 27 RPZ
- F. ARFF Station
- G. Airport Master Plan, ALP Update, Airport land use planning, Strategic Plan, Business Plan or Economic Impact Study, SMS Program Development Implementation
- H. Airport/facility site selection studies
- I. Aviation analysis, including airport demand, capacity analysis, and noise analysis
- J. Airport facility requirements
- K. Airspace and airfield analysis and planning
- L. Landside analysis and planning including roadway planning, traffic forecasts, and both public and employee forecasts
- M. Aviation forecasts
- N. Support facility and infrastructure assessments
- O. Multi-modal facilities planning
- P. Grant administration and financial planning analysis
- Q. Strategic planning and Business planning services
- R. Commercial development planning and analysis
- S. Environmental (NEPA) documentation
- T. Airport development and capital investment planning
- U. Administrative services including Airport development phasing and cost estimates
- V. Engagement with Federal, State, and Local governments
- W. Participation in public information and community involvement programs and/or public hearings relating to airport development and planning projects.

The above contemplated projects are dependent upon federal AIP funding and approval of the City, thus, some of the above-listed projects may not come into being. In addition, the City reserves the right to request services not included in this RFQ.

SECTION III – SCOPE OF WORK

Airport consultant services utilize sequential phases. Proposers are required to set out their qualifications and to provide a proposal on the following scopes of work:

A. Preliminary Phase: This phase involves activities required for defining the scope of a project and establishing preliminary requirements including, but not limited to, the following:

1. Conferring with the City on project requirements, programming, finances, schedules, early phases of the project and other pertinent matters and meetings with FAA and other concerned agencies and parties on matters affecting the project.
2. Defining and documenting the services that will be provided along with a schedule

and proposed fee for execution.

3. FAA AIP Grant Administration, including but not limited to: assisting the City in the preparation of necessary pre-applications, applications, and required documents for federal grants, including Disadvantaged Business Enterprise (DBE) plans, goals, exhibits, and reporting.

3. Planning, procuring, and preparing necessary surveys, field investigations, and studies required for preliminary design considerations.

4. Develop design schematics, sketches, environmental and aesthetic considerations, project recommendations and preliminary layouts and cost.

B. Plan Development, Analysis and Design Phase: This phase includes all activities required to undertake and accomplish a full and complete project including, but not limited to, the following:

1. Preparing an inventory and baseline assessment, developing forecasting and modeling, preparing alternatives and providing an evaluation, conducting stakeholders and public meetings/consultations,
2. Meetings and design conferences to obtain information and to coordinate and resolve design matters.

3. Collecting engineering data and undertaking field investigations, surveys and engineering and environmental studies.

4. Preparing interim and final planning reports and recommendations.

5. Preparing detailed plans, specifications, and cost estimates.

6. Conducting a detailed value engineering analysis, if applicable.

C. Project Closeout Phase: This phase includes all basic services rendered after the completion of services, including, but not limited to the following activities:

1. Delivery of final reports, data sets, and supporting materials
2. Presentation of findings and recommendations to stakeholders
3. Documentation of key decisions and feedback
4. Final invoicing and administrative wrap-up

E. Consultant may be required to provide other incidental services or subcontract with third party individuals or companies for such services. Incidental services include, but are not limited to, the following:

1. Soils investigation, including core sampling, laboratory tests, related analyses, and reports.
2. Detailed mill, shop, and laboratory inspections of materials and equipment.
3. Land surveys and topographic maps.
4. Field and construction surveys.
5. Expert witness testimony in litigation involving specific projects.
6. Miscellaneous plans, studies, and assessment reports including environmental, noise, etc.
7. Assist City in preparing equipment (i.e., Sweeper, Vehicles, Aircraft recovery, Airport Rescue and Fire Fighting, etc.) specifications for procurement purposes.

SECTION IV - EVALUATION CRITERIA

Submissions shall be evaluated by a selection committee, which will be seeking to distinguish which firm(s) has, through the appropriate combination of several criteria; the unique abilities to best successfully perform the required services to the satisfaction of the City and FAA. While some criteria may be ranked higher than others in the selection process, the firm(s) that achieves the highest overall ranking will be considered the top-ranked firm(s) by the selection committee. The submittals will be evaluated using the following criteria:

1. Qualifications of the project team and/or individuals who would be primarily responsible for providing services to the Airport and availability of those key personnel (25%)
2. Quality and extent of the firm's experience and expertise in airport planning and environmental analysis related to the scope of services (20%)
3. Capability to perform all or most aspects of the contemplated projects (10%)
4. Recent experience in airport projects comparable to the proposed projects (10%)
5. Demonstrated ability to meet schedules or deadlines (10%)
6. Quality of projects previously undertaken (10%)
7. Knowledge of FAA regulation, policies, and procedures including experience working with the State and Regional FAA Office (10%)
8. Local management structure for the proposed operation inclusive of experience and qualifications of any proposed sub-consultant (5%)

SECTION V - SUBMITTAL REQUIREMENTS

Interested firms should submit their Statement of Qualifications (SOQ) as one PDF, which is

limited in length to 50 single pages, not including dividers, table of contents, covers and cover letter. All submissions must be signed by an officer of the firm or by a designated agent empowered to bind the firm in a contract. The PDF SOQs will be submitted electronically utilizing the Nevada Government eMarketplace (NGEM) located at <https://www.ngemnv.com> until 2:00 PM, Tuesday, October 13, 2026. The firm is responsible for ensuring their SOQ is submitted as a single PDF document and received on time.

This request is for a Statement of Qualifications, and a detailed cost proposal should not be included with your submittal. Final project costs will be determined through negotiations with the selected firm. The City reserves the right to enter negotiations with more than one firm.

Responses to this RFQ must be received by the City as follows:

Due Date:	October 13, 2026
Time:	2:00 PM Pacific Standard Time
Deliver to:	City of Boulder City Paul Sikora Attn: Marissa Adou, Airport Manager 401 California Avenue Boulder City, NV 89005
Electronic:	One (1) electronic submitted through NGEM https://www.ngemnv.com ; <u>all materials are to be included in one PDF file.</u>

All questions concerning this RFQ must be received through NGEM no later than 12:00PM, Tuesday, September 30, 2025.

The Statements of Qualifications and Experience shall include the following:

1. Qualification and competence of firm(s). Provide relevant information about the qualifications and capabilities of the firm(s) to perform the services for which pre-qualification is desired.
2. Firm(s)' experience in the types of services being sought. List recent relevant experience with similar projects to those for which selection is desired. Please provide at least three current references including contact name, agency or company, telephone number, and email address.

3. Capability of key staff to perform the required services. Provide an overall management or organizational chart for the firm. Include background, experience, professional registration, and current forecast workload of all proposed key staff. Clearly indicate past performance of the key staff on similar project(s).

4. Proposer(s)' familiarity with, and proximity to, the geographic location of the project. Indicate the office location(s) where the work will be performed, the percentage of work anticipated to be performed from the local office. Describe familiarity with the conditions of Boulder City Airport. If proposer does not maintain a local office, describe how equivalent local accessibility, responsiveness and coordination will be provided.

5. Compliance with the Laws and Regulations. Proposer must indicate that it will comply with all applicable Federal, State and Local regulations and laws.

6. Evidence of Insurance. Proposer shall provide confirmation of insurance listing the City of Boulder City as additionally insured, with mailing address 401 California Ave, Boulder City, NV 89005; e-mail AirportAdmin@bcnv.org.

The Proposer and each subconsultant, at its own cost, shall maintain in full force and effect throughout the term of this Agreement the following insurance coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

- (1) Commercial General Liability: This policy shall include bodily injury, property damage and broad form contractual liability coverage:

Each Occurrence:	\$1,000,000
Personal and Advertising Injury:	\$1,000,000
General Aggregate:	\$2,000,000
- (2) Automotive Liability: This policy shall provide coverage for bodily injury and property damage for any owned, hired, leased, borrowed, and non-owned vehicles used in the performance of this Agreement:

Combined single limit (CSL):	\$1,000,000
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- (3) Professional Liability Insurance (Errors and Omissions): This policy shall include coverage for the activities and any errors or omissions of Consultant's professional staff, including those positions identified in any of the exhibits to this Agreement, in connection with the Services and any other work performed by Consultant in connection with this Agreement. These are minimum limits and could be increased to be commensurate with the Services:

Each Claim:	\$1,000,000
Annual Aggregate:	\$2,000,000

- (4) Workers' Compensation and Employer's Liability: The policy shall contain a waiver of subrogation against the City.

Workers' Compensation: Statutory

Employers' Liability:

Each Accident: \$1,000,000

Disease/Employee: \$1,000,000

Disease/Policy Limit: \$1,000,000

SECTION VI - SELECTION PROCESS

The selection process will be in strict accordance with Federal Aviation Advisory Circular 150/5100-14E (or most current version), Architectural, Engineering and Planning Consultant Services for Airport Grant Projects and 2 CFR Part 200.

A selection committee established by the Airport will select the top qualified firms based on qualifications submitted and each of these firms may be interviewed by the selection committee. Proposals submitted which do not meet the requirements of this RFQ may be considered incomplete and may not receive further consideration. (Follow-up calls for missing or incomplete information may not be made.) The award will be made to the firm or firms whose proposal is determined to be professionally and technically complete. The selection process may include a request for additional information or an oral presentation to support the written proposal. Final selection will be based on both the written qualification data submitted, and information provided at the oral interview. Further, the City reserves the right to award a contract to the firm(s) that demonstrates the best ability to fulfill the requirements of this RFQ, and such firm will be chosen based on the qualifications and criteria discussed in this RFQ.

The firm(s) most qualified to perform professional services for the contemplated projects will be selected, and consulting fees for each project will be negotiated, in accordance with FAA regulations.

The successful firm(s) shall commence work only upon receipt of a Purchase Order and Notice to Proceed and will perform the services indicated therein in compliance with the Purchase Order and its written contract with the City.

The City reserves the right to reject all proposals in whole or in part.

The City will not pay for any costs associated with this RFQ nor is it be liable for any costs incurred by a bidder in connection with this RFQ.

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

Firms whose proposals do not meet the City's requirements may be considered incomplete and may be rejected.

SECTION VII – GENERAL INFORMATION

Instructions. The City of Boulder City shall not be held responsible for any oral instructions. Any changes to this Request of Qualifications (RFQ) will be in the form of an addendum, which will be published electronically utilizing the Nevada Government eMarketplace (NGEM) located at <https://www.ngemnv.com>.

Accommodations. Pursuant to the Americans with Disabilities Act (ADA), the City of Boulder City endeavors to ensure the accessibility of all its programs, facilities and services to all persons. If you need accommodation regarding this RFQ, please contact the Airport Administration Office at (702) 293-9405 so that accommodation may be made.

Pre-submittal Conference/Site Visit. A pre-submittal conference/site visit will not be held for this RFQ.

City Rights. This RFQ does not commit the City to enter into an agreement, to pay any costs incurred in the preparation of the response to this request or in subsequent negotiations, or to produce a contract for the project. The City of Boulder City reserves the right to reject any or all proposals, to waive any informality or irregularity in any SOQs received, and to be the sole judge of the merits of the respective SOQs received.

Contact with City. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the City Council, Selection Panel, the City Manager, Department Heads or other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this selection process should be addressed to the NGEM questions portal.

Agreement. The City of Boulder City does not enter into a blanket on-call agreement with the successful firm. The selected firm will enter into an agreement with the City to perform work associated with an agreed-upon scope of services.

Questions. All questions related to this RFQ prior to the opening of SOQs shall be completed utilizing the NGEM question portal.

Eligibility. This project is open to all properly licensed businesses. The ideal candidate(s) for this project will have experience and expertise in similar projects. Proposer shall be licensed in the State of Nevada. Consultant will be required to obtain a Boulder City business license.

Non-Discrimination. The City of Boulder City is committed to compliance with Title VI of the Civil Rights Act of 1964 and subsequent related regulations and directives. No person shall, on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any service, program, or activity.

Boulder City also makes every effort to prevent discrimination on minority and low-income populations.