

**REQUEST FOR QUALIFICATIONS  
PROFESSIONAL AIRPORT ENGINEERING  
SERVICES FOR  
CABLE AIRPORT  
UPLAND, CALIFORNIA**

Cable Airport is requesting Statements of Qualifications from interested and qualified Aviation Consultants for engineering and subcontracted special services. The services may include, but are not limited to, the design and construction phases of the following projects:

- Runway 6-24 Resurface (Design and Construction)
- Runway 6/24 PAPIs (Design and Construction)
- Rehabilitate Apron G and Storm Drain Improvements
- Annual preparation of the Airport Capital Improvement Plan
- Assistance with compliance requirements requested by the Federal Aviation Administration (FAA) including, but not limited to, requirements for complying with the National Environmental Policy Act and the Disadvantage Business Enterprise programs.
- Other Projects as identified by the Master Plan Update and/or Airport Administration based on the needs of the Airport and its community.

Services requested may also include subcontracted special services, as needed.

**PURPOSE**

The purpose of this Request for Qualifications (RFQ) is to obtain information about Aviation Consultants interested in providing expert professional, technical, and advisory services at the discretion of Cable Airport for anticipated engineering services listed in the above paragraph. Services will be for a period not to exceed five (5) years. The information obtained will be utilized by Cable Airport to evaluate each interested firm by utilizing the criteria outlined in this RFQ.

**REQUIREMENT/SCOPE**

To be considered for selection, the Aviation Consultant shall be qualified and capable to provide at a minimum the following services:

1. Preliminary design, final design, estimating, bidding, construction administration, and resident project representative services for the proposed projects.
2. Subcontracted special services such as planning, surveying, geotechnical, environmental, and quality assurance testing.
3. Assist in preparation of grant applications for the FAA and/or any other entity where Cable Airport may qualify to receive grant funding including developing justification to document the need for federal, state, or local funds. Demonstrated assistance in obtaining project funding is required.
4. Provide technical assistance and advice for the activities identified above as required.

**PROPOSAL FORMAT**

To facilitate review of your Statement of Qualifications by Cable Airport, is requested that

your Submission conform to the following format:

1. **Cover Sheet:** List project title (Airport Engineering and Subcontracted Special Services), the name of your firm, and the name, address, and telephone number of a contact person for questions concerning the Statement of Qualifications submitted.
2. **Experience of the Firm:** Provide a narrative of your firm's prior experience and qualifications in airport engineering, and construction work for similar projects. Provide a list of similar airport projects involving federal and state funding completed within the last seven (7) years. Also, please reference the experience of firm personnel in working with FAA and CalTrans regulations and procedures.
3. **Project Team:** Provide a list of the project team members, including the office location where they currently work, that you propose to use on these projects and identify the responsibility of each team member. Provide a brief résumé for each person listing specific similar project experience.
4. **References:** Provide the name, address, and telephone number of at least three (3) references familiar with the quality of work done by your firm on similar projects.
5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm. The entire Qualifications Statement must not exceed fifteen (15) pages, excluding the cover sheet and letter of introduction. Qualification Statements exceeding fifteen (15) pages will be returned and not considered.

### **CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS**

Criteria to be used in screening and ranking of the Statement of Qualifications and selection of the successful firm are as follows:

1. **Qualifications of the Firm, Including Firm Personnel:** Preference shall be given to those firms and personnel with experience and training in airport engineering, land acquisition, airfield design, and construction administration for similar projects, as outlined in this RFQ.
2. **Overall Qualifications of the Project Manager and Project Team:** Identify the Project Manager and those personnel that will be assigned to the project(s) including the location of their office. Preference shall be given to project teams with specific experience on similar projects, and familiarity with proposed projects, as outlined in this RFQ.
3. **Experience in Working with FAA Regulations and Procedures:** Preference shall be given to project team personnel (especially the project manager) with a demonstrated working relationship with the FAA and possess a thorough understanding of FAA rules and regulations regarding design and development of airports like Cable Airport.
4. **Response Capability/Project Understanding:** Preference shall be afforded to those firms which in the opinion of Cable Airport will be able to adequately respond to requests for consultation meetings or project administration requirements, and firms that have a detailed understanding of the project requirements.

### **SELECTION OF THE CONSULTANT**

It is the intent of Cable Airport to review the Statement of Qualifications submitted and

select, based on the criteria requirement contained in this RFQ, the highest ranked firm.

Contact with any members of the Cable Airport staff other than the contact person specified in this RFQ by any of the proposing Aviation Consultants during the evaluation period is strictly prohibited and will result in that Aviation Consultant being eliminated from consideration.

### **CONTRACT**

After all the Statement of Qualifications have been screened and ranked by Cable Airport, the highest ranked firm will be invited to negotiate a Master Contract with Cable Airport for a period not to exceed five (5) years.

For each project performed under the Master Contract, a detailed scope of work will be developed and agreed to by the Aviation Consultant and Cable Airport. This detailed scope of work and associated fee will be developed into a work authorization and included as an attachment to the Master Contract. The Master Contract may be cancelled by either party for any reason at any time.

### **SUBMISSION OF QUALIFICATIONS STATEMENT**

Qualification Statements must be clearly marked “REQUEST FOR QUALIFICATIONS” and submitted no later than 3:00 p.m. PST on Friday, June 5, 2026 to:

Name: Annette Guthrie, C.M.

Address: Cable Airport  
1749 W 13<sup>th</sup> St  
Upland CA 91786  
Work: (909) 982-6021  
Fax: (909) 920-3608

Four (4) copies of the Qualifications Statement are required.

### **CONTACT PERSON**

All questions must be directed by email no later than 5:00 p.m. PST on Friday, May 22, 2026 to:

Annette Guthrie, C.M.  
Program Manager  
1749 W 13<sup>th</sup> St  
Upland CA 91786  
Email: [AGuthrie@cableairport.com](mailto:AGuthrie@cableairport.com)