

REQUEST FOR PROPOSALS
AIRPORT IMPROVEMENTS
LINCOLN COUNTY AIRPORTS
LIBBY AND EUREKA, MONTANA

The Lincoln County Airport Board, Libby, Montana, is soliciting Statements of Qualifications and Experience from qualified airport consultants for improvements at the Libby and Eureka Airports. Consultant services to be provided may include, but are not limited to, planning, preliminary engineering, design engineering, contract administration, construction coordination and inspections. The consultant contract is expected to be for a five-year period and cover several grant projects.

The services to be provided may include, but are not necessarily limited to:

Libby Airport

- Airport Pavement maintenance
- Taxiway Rehabilitation
- AWOSIII PT
- Runway and Taxiway Electrical Upgrades
- Other Items as selected by the Board

Eureka Airport

- Airport Pavement Maintenance
- Update ALP and Narrative Report
- Taxi lane Extension
- Revenue Generating Hangar
- Runway and Taxiway Electrical Upgrades
- Other Items as selected by the Board

Troy Airport

- New Asphalt Runway Surface.
- Apron Rehabilitation
- Other Items as selected by the Board

Some of the services may not be required and the Lincoln County Airport Commission reserves the right to initiate additional procurement action for any of the services included herein.

Responses should include:

1. The firm's legal name, address and telephone number.
2. The names, experience and qualifications of the staff to be assigned to project, including but not limited to availability, reputation, and knowledge of FAA regulations, policies and procedures.
3. A description of the firm's recent experience, especially with similar projects, project location, total construction costs, and name of local official knowledgeable of the firm's performance.

4. A description of the firm's ability to meet time and project budget requirements, including such things as current and projected workloads and how these would be coordinated with the project, as well as the firm's anticipated availability during the term of the project.
5. A description of the firm's ability to prepare and present grant applications to the Montana Aeronautics Division in Helena, MT for financial assistance with the 10% local cost share on FAA grants.
6. The firm's understanding of the project as advertised.
7. Familiarity with the Lincoln County airports.
8. Evidence of establishment and implementation of an Affirmative Action Program; and
9. The firm's references.

Proposals of the offerors will be evaluated according to the following factors:

1. Qualifications of the firm and the professional personnel assigned to the project.
2. The firm's recent experience on similar projects.
3. The firm's ability to meet time and project budget requirements.
4. Present and projected workload of the firm.
5. The firm's understanding of potential projects.
5. The firm's familiarity with the airports.
7. The firm's establishment and implementation of an Affirmative Action Program.

This contract is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to provisions of the Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation). DBE firms are encouraged to submit.

Consultants will be evaluated based on their written proposals. The Lincoln County Airport Board may select the top ranked firm from the written proposals or may, at their discretion, select any or all firms to participate in a formal interview as part of the selection process.

Interested airport consultants should submit statements of qualifications and experience, including references and promotional material to:

Mr. Scott Mattheis, Chair
Lincoln County Airport Board
145 Grace Lane
Eureka, Montana 59917

To identify its contents, please state "Airport Engineering Services Proposal" on the outside of the response package.

Six (6) copies of the Statement of Qualifications and Experience must be received by 5:00 p.m., Friday, May 1st, 2026. Additionally, one digital copy in MS Word format must be sent to

scottmattheis@yahoo.com by 5:00 p.m., Friday, May 1st, 2026. The Statement of Qualifications and Experience, including references, promotional material, and attachments, shall not exceed thirty (30) pages. An engineering services contract, including a detailed scope of services, schedule of fees and billing procedures will be negotiated with the successful firm.

The Lincoln County Airport Board reserves the right to reject any or all proposals and specifically, to reject any or all responses or proposals that are deemed unqualified, unresponsive to the stated conditions and requirements, unsatisfactory, and/or inappropriate. The Lincoln County Airport Board reserves the right to change, in incidental respects, the eventual engineering contract regarding its scope, required services and duties from the descriptions provided herein.

The Lincoln County Airport Board will review Qualifications statements at its next regular meeting on Thursday June 18th 2026, @ 1:00 pm at the Lincoln County Court House and subsequently request interviews or provide its recommendations to the Lincoln County Board of Commissioners at its discretion.