



REQUEST FOR PROPOSALS

**Owners Representative Services
for Baggage Handling System and
Building Modifications Project**

Issued by Jackson Hole Airport

**REQUEST FOR PROPOSALS (“RFP”)
ENGINEERING FIRM TO PROVIDE OWNERS REPRESENTATIVE SERVICES
FOR BAGGAGE HANDLING SYSTEM AND BUILDING MODIFICATIONS PROJECT
JACKSON HOLE AIRPORT
JACKSON, WYOMING**

INTRODUCTION

The Jackson Hole Airport Board (the “Board”) is soliciting Proposals for its use in selecting a qualified Engineering Firm (“Firm”) to provide Owner’s Representative (“OR”) Services for the Baggage Handling/Checked Baggage Inspection System and Building Modifications Project (“CBIS Project”) at the Jackson Hole Airport (“Airport” or “JAC”).

OVERVIEW OF THE AIRPORT

JAC is a commercial service airport located approximately seven miles north of the Town of Jackson in Teton County, Wyoming. The Airport is owned and operated by the Jackson Hole Airport Board under authority granted jointly by the Town of Jackson and Teton County. The Airport is located entirely within Grand Teton National Park under a Use Agreement with the United States Department of the Interior, making it the only commercial service airport in the U.S. operating within a national park. The area boasts world-class ski areas and provides easy access to both Grand Teton and Yellowstone National Parks.

As the busiest airport in the state, JAC is a valued gateway for those who call the area home and for those wanting to experience the natural beauty and wide range of recreational opportunities Wyoming has to offer. The Airport also supports search and rescue, wildland firefighting, air medical service, the National Park Service, and US Forest Service, among other activities. JAC employs approximately 150 people and is also home to over 650 other badge holders which include tenant employees and other users.

The Airport is served by United, Delta, American and Alaska Airlines year-round. The Board also operates the Fixed Base Operator (FBO) and provides all services to general aviation aircraft.

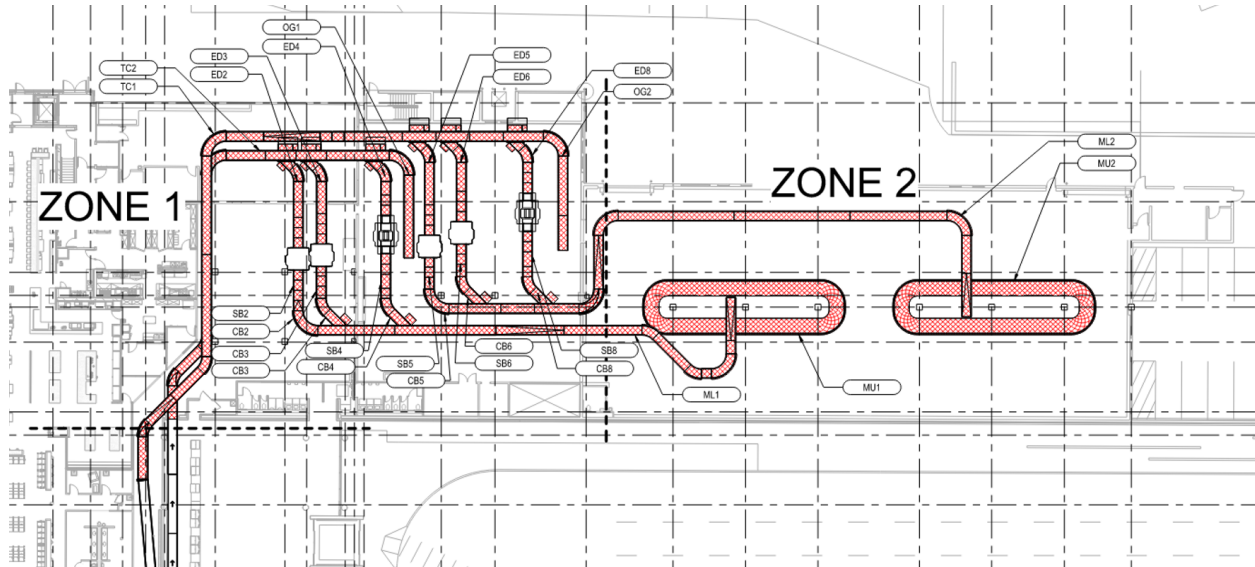
PROJECT DETAILS

The airport is currently designing a new inline baggage handling system, the CBIS Project, that will replace the two existing semi-inline systems. During the design process, it was determined that an expansion of the building footprint will be necessary to accommodate the new baggage equipment as well as associated airline operations.

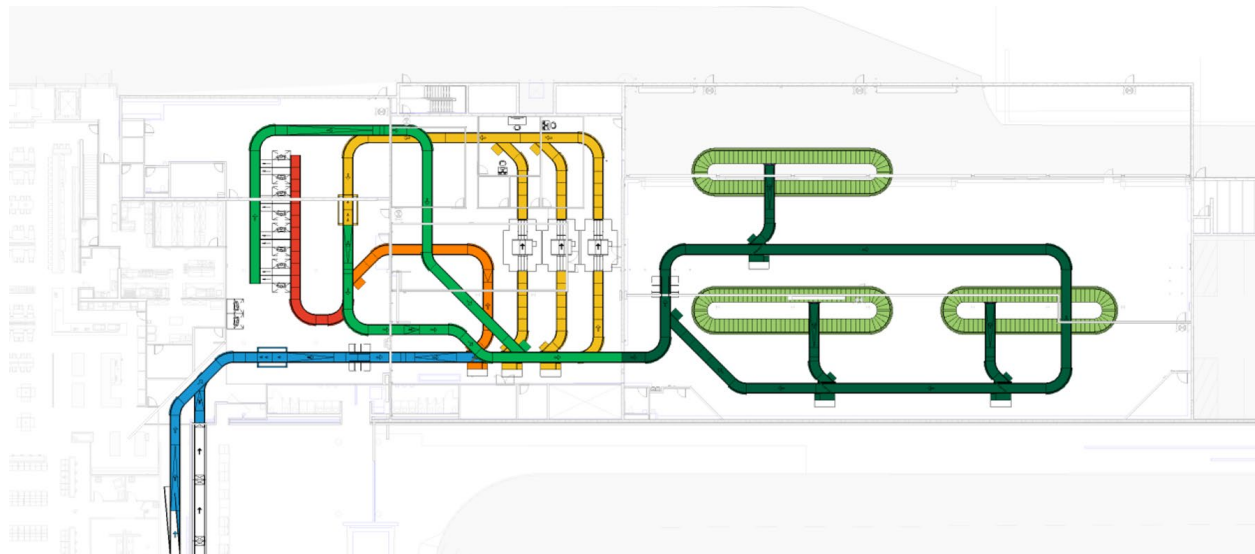
The project timeline is dependent on funding availability, including expected financial assistance from the Transportation Security Administration; however, construction could begin as early as fall 2027. The anticipated duration is 24 months or less. Due to the complexity of the work and the need to maintain continuous baggage operations, the project will be executed in

multiple phases. Major construction activities will be strategically scheduled during off-peak seasons to minimize operational impacts to the airport and its users.

Current System:



Current Design Concept (may be revised as needed):



This project will require the building to be expanded roughly 6,080 square feet to accommodate the new design. Additionally, the Airport anticipates the system will require roughly 170 new drives and about 1,850 feet of new installed conveyor.

STATEMENT OF NEED FOR OWNER’S REPRESENTATIVE SERVICES

The Board anticipates using a Construction Manager at Risk (CMAR) alternate project delivery method to construct the CBIS Project, in accordance with TSA standards and Wyoming law. This project involves the design and construction of multiple phases that will occur sequentially over approximately three years. Work elements are expected to include:

- Temporary Building to house Temporary Baggage Handling System
- Building expansion to accommodate updated CBIS equipment
- Related infrastructure improvements (HVAC, electrical distribution, security controls, tug drive, etc.)
- CBIS reconfiguration, equipment upgrades and expansion
- Other work elements may be added

Role and Authority

All of the phases of the CBIS Project must occur within the available space, and airport operations must be maintained throughout construction. Different professional service firms, the CMAR, subcontractors, and suppliers will be working on adjacent and overlapping sites.

The Firm will assign one employee to act as the OR for the CBIS Project. This individual will personally provide the majority of the required services, with support of the Firm’s planners, technicians, and administrative staff when their efforts would be efficient and economical on specific tasks. The OR will act as coordinator and advisor for the CBIS Project and will take direction from the Airport Director or Authorized Designee (“Staff”).

The OR will coordinate competing requirements and interests, develop and analyze options, and provide recommendations to Staff and the Airport Board. Firm will not make decisions or direct JAC’s consultants and CMAR unless directed by Staff to act as JAC’s agent on specific issues.

Overall Project Management

The OR will serve as the central point of coordination and provide overall management of the CBIS Project across all phases, integrating design, procurement, and construction activities so that they are sequenced to maintain continuous airport operations within the available space.

The OR will develop and maintain a master project schedule that captures the sequencing and interdependencies of each phase. The OR will monitor progress against that schedule, identify potential delays and conflicts between concurrent work elements, and recommend corrective action to Staff.

The OR will monitor the overall project budget, tracking expenditures and forecasts across all phases, contracts, and funding sources. The OR will provide Staff with regular cost reporting so that funding and cash flow can be managed proactively across the life of the project.

The OR will identify, track, and help mitigate project risks — including risks to schedule, budget, operations, and safety — and will maintain a risk and issues log for regular review with Staff.

The OR will work with Staff to develop and maintain effective reporting, tracking, and document control protocols for the CBIS Project, and may assist Staff with financial or regulatory reporting.

The OR will provide quality oversight by reviewing project work for conformance with contract and other legal requirements and coordinating the resolution of deficiencies.

CMAR Procurement and Contract Administration

The OR will assist Staff in preparing the RFQ for CMAR services for the CBIS Project and prepare the CMAR contract. Upon selection of a CMAR, the OR will assist Staff in preparing the GMP Amendments under the CMAR contract for specific construction elements.

The OR will review CMAR payment requests, recommend appropriate payment, and assist Staff in reviewing CMAR cost documentation. The OR will also assist with resolving and documenting CMAR contract change orders. The OR will review and approve the CMAR's requests to use Contingencies and Allowances within the GMP Amendments.

The OR will review project requirements and review the CMAR's procurement methodologies to assure contractual compliance and maximize eligibility for federal reimbursement.

Consultant, Stakeholder Coordination

The OR will support preparation and/or review of consultant scopes of services and review consultant fee proposals. The OR will review consultant payment requests and recommend appropriate payment. The OR will review any consultant contract amendment requests and assist Staff to resolve and document those issues.

The OR will work with Staff to develop and maintain effective reporting and tracking protocols for the CBIS Project and may assist Staff with financial or regulatory reporting.

The OR will conduct regular coordination meetings with the CMAR, consultants, and other parties (airlines, TSA, other tenants) to coordinate the impact of the concurrent work elements. The OR will attend project meetings either by telephone/video conferencing or on-site.

The OR will assist Staff with coordinating the CBIS Project with JAC stakeholders including the airlines and help develop strategies and adjust projects to minimize adverse impacts on stakeholders and achieve support for the projects.

The OR will coordinate project details, restrictions, and approvals with the FAA, TSA, WYDOT Aeronautics, GTNP, and other government agencies as directed by Staff. This work may include preparing required project submittals and reports that are not the contractual responsibility of other JAC consultants.

The OR will monitor and coordinate TSA allocable costs according to the latest versions of TSA Design Guide and TSA Funding of CBIS Project Costs Policy Memo.

Engagement

The OR will begin work immediately upon Contract execution. The OR will be engaged in the CBIS Project on an as needed basis with higher weekly hours anticipated during the typical JAC construction period and less hours anticipated during the winter months.

If the OR is not located in Jackson, Wyoming, site visits are expected to occur on a regular basis with more frequent site visits during the construction period. During site visits the OR will attend meetings with Staff, Board, Stakeholders, the CMAR, and consultants. The OR will also provide verification of project work, on-site review of options, issue resolution, and negotiation of change orders and amendments.

Miscellaneous Tasks

From time to time, Staff may direct the OR to assist with miscellaneous tasks related to the CBIS Project or to broader airport interests. These may include coordinating with other JAC projects or initiatives that could impact — or be impacted by — the CBIS Project, identifying and helping pursue grant or funding opportunities associated with this or other airport projects, and providing analysis, research, or recommendations on related matters as requested. The OR will perform these tasks on an as-needed basis at the direction of Staff.

REQUIRED QUALIFICATIONS

1. The Firm shall, at all times, be in compliance with all applicable federal, state and local laws, rules, and regulations and all other applicable rules and regulations for the term of the Agreement. This includes, without limitation, applicable requirements under rules promulgated by TSA found at 49 C.F.R. Part 1542.
2. The Firm without additional expense to the Board, shall be responsible for obtaining and maintaining any necessary licenses and permits required in connection with the performance of the required services. Failure to maintain said license(s) may be grounds for default of the Agreement and subsequent termination.
3. The Firm may not subcontract any segment or services covered herein, without the permission of the Board.
4. The successful Firm shall have been conducting business a MINIMUM of five (5) consecutive years prior to its Proposal. OR shall have experience providing similar services in a commercial setting and to a degree and scope outlined in this solicitation.

RFP HOLDERS LIST

Firms responding to this RFP are required to register on the RFP Holders List by contacting Anna Valsing, Administration Manager, with the Jackson Hole Airport, by email at anna.valsing@jhairport.org.

QUESTIONS

If discrepancies or omissions are found by any Firm or there is doubt as to the true meaning of any part of the RFP, a written request for clarification or interpretation shall be submitted before the deadline set forth in this RFP. Questions submitted after this time will not be considered.

Any clarification or interpretation or change to the RFP will be by written addendum. The Board is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner except by written addendum. A copy of each addendum will be posted on the JAC website and provided to firms registered on the RFP holder's list. Any addenda so issued are to be considered a part of the RFP document.

All questions and correspondence related to this RFP shall be emailed to the Authorized Representative designated below:

**Anna Valsing
Administration Manager
Jackson Hole Airport
anna.valsing@jhairport.org**

PROPOSAL CONTENT

SOQs shall include, **at a minimum**, the following:

- a) A cover letter signed by the submitting firm's primary contact person outlining capability and resources to perform the work.
- b) Firm Information - Firm name, address of the primary place of business, firm type (e.g. single source, joint venture, etc.), legal organization, and contact person.
- c) Firm Profile and Qualifications – description of qualifications, services provided, firm resources, professional and contractor licenses, corporate structure, years in business, location of the primary place of business, and office locations.
- d) Organizational Chart – depicting key project personnel and team members, areas of responsibility, and lines of communication for this Project.
- e) Project Personnel – identify and outline project assignments for key personnel consistent with the Organizational Chart and provide their resumes. Identify the Owner's Representative and other key personnel involved in the OR services being provided. Resumes shall state project type and years of experience, years with the firm, professional and industry qualifications, education, and relevant OR experience.

- f) OR Services Approach – outline your Firm's approach to providing OR services as outlined in the Statement of Need as well as your approach to meeting the project budget and time schedule.
- g) Fee Proposal – propose (i) hourly rates for the OR and other intended project personnel using a rate sheet or schedule that will remain in place for the term of the agreement, and (ii) a proposed maximum contract liability representing the sum of all fees and expenses under the agreement.
- h) Similar Project Experience and References – provide project title, location, description of work, role of the firm, initial contract value, final contract value, schedule performance, client references, and contact information for up to five (5) relevant projects. ***Describe any specific OR project experience and experience within Wyoming and with baggage system projects.***
- h) Insurance – Demonstrate that your firm has obtained or can obtain customary insurance coverages.
- i) Form of Agreement - The Board previously has used and anticipates engaging Firm for the CBIS Project with EJCDC Engineering Series contract documents. Proposers should confirm their ability and willingness to use the EJCDC form of agreement or identify their preferred alternate form of agreement and basis for requesting a deviation.

Firms must label any information in their submittal that they consider confidential or proprietary. The Board is a governmental entity subject to the open records requirements under the laws of the State of Wyoming and may be obligated to disclose information contained in a Proposal as required by law.

SUBMITTAL REQUIREMENTS

Interested Firms shall submit one (1) hard copy of their complete Proposal package and one PDF copy on a thumb drive. Proposals shall be delivered in a sealed envelope marked on the exterior with “Proposal for OR Services for Checked Baggage Inspection System and Building Expansion Project”. Emailed submissions will not be accepted. Proposals should be sent via FedEx or UPS and addressed to:

Anna Valsing, Administration Manager
Jackson Hole Airport Board
Administration Office
1250 East Airport Road
Jackson, Wyoming 83001

Competitive Proposals shall be submitted no later than 3:00 pm (MST) on September 9, 2026. No Proposals will be opened prior to the proposal due date.

Proposals received after the deadline shall remain unopened and will under no circumstances be considered.

SCHEDULE OF KEY EVENTS, DATES, AND TIMES

RFP Published	July 29, 2026
Deadline for Questions	August 14, 2026
Addendum Answering Questions Issued	August 21, 2026
Proposals Due	September 9, 2026
Estimated Award Date of OR Contract	October 21, 2026

EVALUATION CRITERIA AND PROCESS

An Evaluation Committee shall be formed for the purpose of reviewing submitted Proposals and making recommendations to the Board. In evaluating the Proposals, the Evaluation Committee shall use the following criteria:

Evaluation Criteria	Weighting
Firm and OR Qualifications	20
Firm and OR Experience	20
Approach to Project	40
Fee Proposal	20

The Evaluation Committee will score and rank each proposal. The Board reserves the right to conduct interviews of one or more short-listed proposers. If there is no need to conduct interviews, the Board may move forward with award of an Agreement.

The Board and the Evaluation Committee reserve the absolute right to conduct such investigations as they deem necessary to assist in the evaluation of Firms and to establish the experience, responsibility, reliability, references, reputation, business ethics, history and financial ability of the Firm. Such investigations could include a virtual or on-site interview with one or more Firms. The purpose of such investigation is to satisfy the Board that the Firm has the experience, resources and commercial reputation necessary to perform its obligations under the terms of the Agreement. Any incomplete, false or misleading information provided by or through the Firm shall be grounds for non-consideration.

Whether or not interviews or negotiations are held, award of an Agreement may be made to the Firm whose proposal is deemed most advantageous to the Airport, considering all evaluation factors. The Board shall be the sole judge of this determination. A copy of the Firm's Proposal may be attached to the Agreement. However, in the event of any ambiguity with any attachments, the Agreement will prevail. The Board intends to make one (1) award but may make multiple awards if determined to be in the best interest to the Airport.

GENERAL TERMS AND CONDITIONS

General Conditions

Any changes or clarifications to this RFP will be issued by written addendum which will be published on the Airport website and sent to those parties registered on the RFP Holders List.

The Board shall not be responsible for any verbal communication or to deliver addenda to firms not registered on the RFP Holders List.

The Board shall not be responsible for the costs incurred in responding to this RFP or any costs incurred prior to award by the Board and execution of the Agreement.

The Board reserves the right to reject any or all Proposals and to be the sole judge of the qualifications of the respective Proposals received.

Influencing the Process

Firms or their agents (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) are instructed not to contact evaluation committee members, JAC employees, or the Board for the purposes of influencing the Board's decision, creating bias in the evaluation process, or influencing the RFP process in any way beginning on the Date of Release of this RFP through actual Award Date By the Board. The Board, in its sole discretion, may disqualify Firms for any violation of the requirements of this section.

This policy is intended to create a level playing field for all potential firms and to protect the integrity of the evaluation process. All contact during this evaluation process should be addressed only to the Authorized Representative identified in the Process for Questions section of this RFP.

Title VI Solicitation Notice

The Jackson Hole Airport Board, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4), 28 CFR § 50.3, and 49 CFR Part 21, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, creed, age, or disability in consideration for an award.

Non-Collusion

By submitting a proposal, the Firm shall certify that such proposal is genuine and not collusive or sham; that said Firm has not colluded, conspired, connived, or agreed, directly or indirectly with any responder or person, to put in a sham response, or that such other person shall refrain from offering and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the submittal of affiant or any other responder or to fix any overhead, profit or cost element of said proposal or of that of any other responder or to secure any advantage against the Board by any person interested in the proposed Agreement; and that all statements in said proposal are true; and further, that such Firm has not,

directly or indirectly submitted its RFP, or the contents thereof, or divulged information or data relative thereto to any other Firm making a proposal.

Assignment

No Agreement awarded under this RFP may be sold, transferred, or assigned without the written approval of the Board.

Independent Firm Status

The successful Firm shall not, by entering into an Agreement, become a servant, agent, or employee of the Board, but shall remain at all times an independent Firm. The Agreement resulting from this RFP, if any, shall not be deemed to create any joint venture, partnership, or common enterprise between the Firm and the Board.

Confidentiality

Firms must label any information in their submittal that they consider confidential or proprietary. The Board is a governmental entity subject to the public records requirements under the laws of the State of Wyoming and may be obligated to disclose information contained in a proposal as required by law.

Changes to this RFP

The Board reserves the right at its sole discretion, to extend the proposal Due Date or other deadlines, modify or amend any and all provisions herein, and to make changes to this RFP. Any changes and clarifications will be made by written addendum, which will be published on the Airport website and sent to those parties registered on the RFP Holders List. It is the responsibility of each Firm to be properly recorded as a Firm of record with the Board, for purposes of receiving clarifications, addenda or other pertinent information

Withdrawal of Proposal

Proposals may not be withdrawn after the proposal Due Date. In submitting the proposal, the Firm agrees that the proposal will remain valid for 180 calendar days after the proposal Due Date and may be extended beyond that time by mutual agreement.

Reservation of Rights

There is no guarantee that a Firm will be interviewed and no guarantee that those interviewed will be awarded an Agreement. The Board reserves the right to reject any and all Proposals; to waive any informalities or irregularities in any proposal received; to withdraw this RFP at any time; to extend the time for submittal of Proposals; to conduct or not conduct interviews; to reschedule interviews scheduled; or to recommend no Firms for an award.