



DEPARTMENT OF CIVIL AVIATION  
MINISTRY OF INFORMATION & COMMUNICATIONS

# Request for Qualifications (RFQ)

(Formulation of Domestic Airport Master Plan)

**TITLE:** Greenfield Domestic Airport Master Plan Project, Gelephu

**RFQ Reference #:** DCA 006/1/35

**DATE ISSUED:** 15<sup>th</sup> July, 2010

**DEADLINE FOR SUBMISSION:** 16<sup>th</sup> August, 2010, at 12:00 p.m.

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## 1. Introduction

The Department of Civil Aviation (DCA) under the Ministry of Information & Communications (MoIC) is the country's civil aviation regulatory body, as well as the air navigation and airport service provider.

Of the three planned domestic airports in the country, constructions works for the domestic airports at Yonphula (Trashigang Dzongkhag) and Bathpalathang (Bumthang Dzongkhag) are under way. Whilst, for the third planned domestic airport site at Gelephu; so far, only preliminary site survey has been completed, which was carried out in 2006. The proposed site is under Sarpang Dzongkhag and is located about 250 km southeast of the capital city, Thimphu near Indo-Bhutan border. The land area earmarked for this greenfield domestic airport project is approximately 519 Acres (210 Hectares). The site is at an elevation of 1075 feet (328 meters) above mean sea level.

The DCA hereinafter referred to as the 'Client' seeks a forward thinking aviation/airport consultancy firms/companies hereinafter referred to as the 'CF' to formulate a comprehensive domestic airport master plan in accordance with the Scope of Consultancy Services stipulated in section 4 of this RFQ. This RFQ is intended to identify qualified consultancy firms for further consideration in the procurement of airport master plan consultancy services.

## 2. Eligibility

This RFQ is open to both registered aviation/airport CF and joint venture undertakings.

## 3. Cost of RFQ Preparation

The Client shall not be liable for any expenses incurred by any CF preparing a submittal in response to this RFQ.

## 4. Scope of Consultancy Services

The solicited scope of consultancy services for Airport Master Plan Project includes, but is not limited to, the following tasks:

- i) All preparatory studies such as geological and geo-technical studies and wind data analysis
- ii) Determining the optimal siting and orientation of the runway within the earmarked area considering the prevailing wind conditions and surrounding obstacles. The siting and the orientation of the runway should be such that, in future it can be extended to accommodate wide-bodied aircraft and can be upgraded with instrument landing facilities.
- iii) Determining the length of the runway to accommodate Airbus 319 with acceptable runway end safety area.

- iv) Detailed runway design, layout and associated tasks. The design should be comprehensive enough to form the technical specification of the bid document.
- v) Sizing, detailed design and layout of taxiway, apron and associated tasks. The apron shall be large enough to simultaneously accommodate one (1) Airbus 319 and one (1) ICAO code 1B aircraft.
- vi) Engineering and architectural design of the terminal building. As in para iv), the design should be comprehensive enough to form the technical specification of the bid document. The size of the terminal building should be adequate to handle and accommodate a maximum of 114 passengers. The design of the terminal building should be such that any future expansion of the terminal building on to the existing structures can be carried conveniently and aesthetically without incurring significant cost. Furthermore, the terminal building should also have the provision to house the ATC tower.
- vii) Planning and layout of landside facilities such as access road, parking, security fences
- viii) Airport utilities such as power and water supply, drainage system, sewage etc.
- ix) Designing the flight procedures for the aerodrome and the traffic circuit.
- x) Miscellaneous advisory services such as development of tender document for procurement of civil works or any other advisory services as may be required
- xi) Environmental impact study.

## 5. Essential CF Qualifications

CF submitting a response to this request must have the capability to provide the full range of anticipated airport master planning consultancy services underscored in section 4. Previous professional work in airport master planning services will be a heavily weighted factor in the selection process.

## 6. Statement of Qualifications (SOQ) Submittal Requirements

To be considered to perform the services requested by this RFQ, the CF must submit a SOQ demonstrating the following:

- i) Brief discussion of the CF's history. In the case of JV arrangement, discussion should cover the histories of both firms.
- ii) Statements of professional qualifications of personnel identified to perform services. Include full resumes of staff identified for the project.
- iii) Statement of the unique qualifications of the CF/JV undertaking to meet the generalized results of the Client as identified in section 4 of this RFQ.
- iv) Identify projects for similarly sized or categorized airports completed within the past 5 years.
- v) At least three references for similar projects.

Completed SOQ are to be enclosed in plain envelopes marked with the Title, RFQ reference number, and be addressed to the Director General, Department of Civil Aviation and either:

- be deposited in DCA's office at Paro International Airport, or
- posted to DCA at  
G.P.O Box. 1229  
Paro  
Bhutan

## 7. Short-list Selection Process

An RFQ review committee shall be appointed by the Client to review the SOQ giving consideration to the following:

- a) Understanding of the Project
- b) Capability to provide full range of services underscored in section 2 of this RFQ
- c) Qualifications of the consultants identified to the project.
- d) Recent experience on airport master plan project(s).

The review committee will evaluate all pertinent information and will establish a short-list of 3 CF that are deemed superior pursuant to above criteria and section 6. CF may be contacted for additional information. If warranted, detailed interviews will be conducted.

## 8. Proposed Compensation & Final Selection

This request and solicitation is for a *Statement of Qualifications (SOQ)*, only. A cost proposal is not requested at this time. Final compensation will be determined through negotiations with the short-listed CF. Amongst, the short-listed CF, the CF which demonstrates the ability to meet schedules complimented by reasonable cost proposal will be selected for award of work for the Domestic Airport Master Plan Project.

## 9. Tentative Schedule of RFQ Events

The DCA reserves the right to amend, withdraw and cancel this RFQ. The DCA reserves the right to reject all responses to this RFQ at any time. The DCA reserves the right to request or obtain additional information about any and all submittals.

- Statements of Qualification (SOQ) are due no later than **16<sup>th</sup> August, 2010 at 12:00 PM.**
- RFQ review committee establishes the short-list of CF no later than **19<sup>th</sup> August, 2010.**
- Selected CF notified latest by **23<sup>rd</sup> August, 2010.**
- Short-listed CF invited for negotiation on **30<sup>th</sup> August, 2010.**
- Declaration of the selected CF on **2<sup>nd</sup> September, 2010,**

## 10. Questions Regarding RFQ or Process

All questions regarding this RFQ should be directed to:

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