



# Iowa City Municipal Airport

## Request for Qualifications

### Airport Planning, Architecture/Engineering, Environmental and Consulting Services

The Iowa City Airport Commission is evaluating the best and most effective method to provide for the services needed to accomplish their complex five-year Federal Aviation Administration-Airport Improvement Plan program for the Iowa City Municipal Airport.

#### **RFQ Submission Requirements**

The Iowa City Airport Commission is seeking those with expertise in planning, architecture/engineering, environmental and consulting services related to aviation projects. The Iowa City Municipal Airport would like to retain the professional services of a qualified airport consulting firm to assist the Iowa City Airport Commission on specific projects over the next five-(5) years

#### **Scope of Services**

Tasks involved will include, but not be limited to; planning, architecture, landscaping, airfield civil and electrical engineering, program management, grant project management, surveying and on-call services.

*This contract is subject but not limited to the following federal provisions:*

- *Title VI of the Civil Rights Act of 1964*
- *Section 520 of the Airport and Airway Improvement Act of 1982*
- *DOT Regulation 49 CFR Part 18.36(i) - Access to Records*
- *DOT Regulation 49 CFR Part 20 - Lobbying and Influencing Federal Employees*
- *DOT Regulation 49 CFR Part 26 -Disadvantage Business Enterprises Participation.*
- *DOT Regulation 49 CFR Part 29 - Government-wide Debarment and Suspension*
- *DOT Regulation 49 CFR Part 30 - Federal Trade Restriction Clause*

#### **Current Planned AIP Projects**

Obstruction Mitigation and Runway Marking/Lighting 12/30 & 7/25

Estimated Cost of Development: \$700,000

Runway Rehabilitation

Estimated Cost of Development: \$615,667

Runway Extension – Runway 30

Estimated Cost of Development: \$396,000

Runway Extension – Runway 7

Estimated Cost of Development: \$1,622,000

General Aviation Apron and Connecting Taxiway

Estimated Cost of Development: \$1,250,000

Rehabilitate T-hangar Taxilanes

Estimated Cost of Development: \$532,000

*Initiation of work may be conditioned upon receipt of federal funds*

*AECOM assisted in the preparation of the 5-year CIP plan*

All parties are advised that some of the services may not be required and that the sponsor reserves the right to initiate additional procurement action for any of the services included in the initial procurement.

## Qualifications

The RFQ proposal should include detailed information regarding the consultant's interest and qualifications. To be considered to perform the services requested by this RFQ, a firm or group must submit a proposal demonstrating the following:

1. Current relevant experience with airport improvement projects, planning, design, and engineering of airside and landside aviation facilities. These projects may or may not be funded with FAA-AIP grants
2. A track record in working with governmental agencies on projects of this type. Previous FAA grant experience is a qualifications requirement. Please provide a list of relevant projects, including client contact names, titles, and phone numbers
3. The proposed staffing plan for projects, including the qualifications and job classifications. Resumes of key personnel must also be submitted.
4. Relationship between entities if the proposal includes work performed by someone outside the principal firm.

## Agreement Format and Insurance Requirements

The selected firm or group must be prepared to comply with City of Iowa City, Iowa standard contract terms and insurance requirements.

## Proposed Compensation

This request and solicitation is for a *Statement of Interest and Qualifications*. Fee information will not be considered in the selection process and must not be submitted with the statement of qualifications. Final compensation will be determined through negotiations with the selected firm on specific projects.

## Proposal Submission

1. Proposals: Five (5) copies must be received before 2:00pm *December 4, 2018* and should be marked in the left upperhand corner Request for Qualifications: Airport Planning, Architecture/Engineering, Environmental and Consulting Services. Proposals should be submitted to:

Iowa City Municipal Airport  
C/O City Clerk,  
410 E. Washington St.  
Iowa City, IA 52240

Proposals received after that time will be returned un-opened. Proposals must be received by, not postmarked by, the final filing date and time. Telephone, email, facsimile submittals will not be accepted.

2. Proposals shall include the following:
  - a. Cover Letter: One page cover letter which includes the mailing and email addresses and telephone and fax number of the person(s) to be used for contact and who is authorized to represent the firm or group
  - b. Table of Contents: An index of the material included in the proposal
  - c. Statement of Qualifications: A statement of the firm's or group's qualifications covering the items listed in the qualifications subsection above
  - d. Management and Staff: Describe the organizational structure that is proposed to implement the project, including support staff, and any subcontractors. Include resumes of key project personnel, include staff availability and location of office where majority of work will be completed.

- e. Workload Management: Outlined workload management techniques that will allow ongoing assessments of current workloads.
3. Proposals shall be brief and concise, containing no more than thirty-five (35) pages of material (excluding front and back cover, and dividers)

### **Selection Process**

Proposals received prior to the deadline will be screened and evaluated through the following process:

1. A selection committee consisting of key airport and city officials will screen the proposals to determine whether they are responsive to the RFQ.
2. Selection Criteria contained in FAA Advisory Circular 150/5100-14, as amended, will be considered in the following order of importance:
  - a. Understanding and Recent Experience with similar projects(s)
  - b. Knowledge of FAA Standards and Policies
  - c. Interest in solicitation
  - d. References
  - e. Ability to meet schedules and keep work within the allocated budget.
  - f. Ability to regularly attend airport commission meetings
  - g. Qualifications of the project manager and consultants assigned to project(s)
  - h. Evidence that the consultant has made good faith efforts in meeting Disadvantaged Business Enterprise (DBE) goals (49 CFR 26.53)
  - i. Ability to Furnish Qualified Inspectors for construction inspection if applicable
  - j. Current Workload
3. The selection committee will evaluate all pertinent information and will establish a list from those firms submitting statements. Firms may be contacted for additional information. The selection committee will forward 3-5 firms to the Iowa City Airport Commission to conduct final interviews.
4. Selected firms may be asked to submit a copy of their most recent master agreement.
5. The Iowa City Airport Commission reserves the right to reject any and/or all proposals, and to waive or decline to waive irregularities in any submittal.

The Iowa City Airport Commission is anticipated to schedule approval on *December 20, 2018*. Consultant should be prepared to begin contract negotiations for specific projects.

### **Clarifications and Addenda**

Any requests for clarification will be made in writing to the point of contact no later than *5:00 p.m. November 16, 2018*. Final Addenda will be issue no later than *5:00 pm, November 21, 2018*.

### **Selection Schedule**

Distribution of Request for Proposals	<b><i>November 1, 2018</i></b>
Final Date for Submitting Written Requests for Clarification	<b><i>November 16, 2018</i></b>
Last Date for distribution of Addenda	<b><i>November 21, 2018</i></b>
Proposals Due	<b><i>December 4, 2018</i></b>
Finalist Interviews	<b><i>December 20, 2018</i></b>
Commission Approval	<b><i>December 20, 2018</i></b>