



Request for Qualifications (RFQ)

Airport Consultant Fairfield Municipal Airport (FFL)

REVISED October 10, 2017

The City of Fairfield, Iowa is seeking Statement of Qualifications and Experience from qualified Airport Consultants for projects at the Fairfield Municipal Airport, as hereafter described.

Qualifications will be received until **Noon on October 24th, 2017**. Submit one (1) electronic version in PDF format of the Statement of Qualifications to:

Melanie Carlson, PE
City Engineer – City of Fairfield
mcarlson@fairfieldiowa.gov
118 South Main Street
Fairfield, Iowa 52635

The PDF shall be no larger than 15 MB.

A qualification base selection process as described in FFA Advisory Circular 15/5100-14E *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects* (latest version) will be utilized. Fee information will not be considered in the selection process and shall not be submitted with the statement of qualifications.

**City of Fairfield, Iowa
Request for Qualification
Notice to Airport Consultants**

The City of Fairfield, Iowa is hereby soliciting Statements of Qualifications and Experience from qualified Airport Consultants for projects at the Fairfield Municipal Airport (FFL), in the Airport's Five-Year Capital Improvement Plan. Subject to Federal funding and/or State funding, these projects may include:

- Airport Capital Plan update, preparation of project preapplications, applications, and CIP Data Sheets.
- Assistance with the acquisition of snow removal equipment. This project will replace the current 1987 dump truck with a new carrier vehicle and a blade or broom attachment.
- Assistance with a crack filling and/or pavement rehabilitation project for the taxiways and taxilanes.
- Construction of fueling facilities including removal and remediation. This project will replace the existing underground 10,000-gallon Jet A and 10,000 gallons AvGAS fuel systems in the late 1980s with new above ground 10,000-gallon Jet A and 12,000-gallon AvGAS fuel tank systems.
- Installation, rehabilitation or relocation of airport lighting systems
- Land acquisition related services including appraisals, legal, plat preparation, negotiations, and purchase for air space projection.
- Construct T-hangar and associated Taxilanes.
- Construct Corporate Hangar (up to 10,000 sq. ft.) including site development, demolition or relocation of buildings.

These projects have been developed from the Sponsor's Airport Capital Improvement Plan (CIP). A copy of available CIP Data Sheet will be made available upon request. These CIP Data Sheets have been prepared with assistance from Crawford Murphy and Tilly.

Services required include, but are not limited to, land acquisition services; preliminary design, final design, bidding, and construction phase services; environmental services, and other incidental or special services as needed.

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The Statement of Qualifications and Experience submittal shall include information regarding the consultant's interest and qualifications. A firm or group shall submit a document demonstrating the following:

- 1) Name of Firm, a brief history of the Firm, location of the office where work will be accomplished. Include the name and location of any sub-consultants regularly engaged by the consultant on this type of work.
- 2) Capability to perform all or most aspects of the project. (10%)
- 3) Relevant FAA Central Region airport projects experience worked on by your firm as the prime consulting during the last 3 years. (25%)
- 4) A listing of project team members, including their overall experience, qualifications,

- education, location, and knowledge of FAA regulations, policies, and procedures. (40%)
- 5) Quality of projects previously undertaken and capability to complete projects without having major costs escalations or overruns or delays (25%)

Fees will be negotiated for projects as federal and/or state funds become available. Consultants will be rated by a selection committee on the percentages listed above. The City of Fairfield may select the most qualified firm directly from submittals, but the City of Fairfield reserves the option to short list up to three (3) of the highest rated firms and perform formal, informal, and/or phone interviews.

The City of Fairfield reserves the right to reject any and/or all submittals. Submittals will become property of the City of Fairfield.

After the selection is made, the City of Fairfield will negotiate a scope and then fee for the work. Consultants are advised that applied overhead rates must be in accordance with Federal Regulation 48 CFR Part 31, *Contract Cost Principles and Procedures*. The contract is subject to, but not limited to, the following federal provisions:

- Title VI of the Civil Rights Act of 1964
- Section 520 of the Airport and Airways Improvements Act of 1982
- 2 CFR Part 180 – OMB Guidelines to Agencies on Government-wide Debarment and Suspension
- 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR Part 1200 – Non-procurement Suspension and Debarment
- 48 CFR Part 31 – Contract Cost Principles and Procedures
- 49 CFR Part 18 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- 49 CFR Part 20 – New Restrictions on Lobbying
- 49 CFR Part 21 – Nondiscrimination in Federally-Assisted Programs of the Department of Transportation (Effectuation of Title VI of the Civil Rights Act of 1964)
- 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.
- 49 CFR Part 30 – Denial of Public Works Contracts to Suppliers of Goods and Services of Countries that deny Procurement Market Access to U.S. Contractors.

Inquiries that arise concerning this request shall be directed to:

Robert Lyons, Airport Manager
City of Fairfield
ffslyons@yahoo.com
2013 Airport Road
Fairfield, Iowa 52556
(641)472-3166

Consultants shall submit their electronic copy of Statement of Qualifications and Experience no later than **Noon on October 24th, 2017**. Submit one (1) electronic version in PDF format of the Statement of Qualifications to:

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