NOTICE TO AIRPORT CONSULTANTS

The City of Creston, Iowa is hereby soliciting statements of qualifications and experience from airport consultants for projects anticipated to occur within the next five years at the Creston Municipal Airport. Subject to receipt of Federal and/or State funding, these projects may include the following:

- Pavement Improvements Runways, Taxiways, Turnarounds and Aprons
- Pavement Rehabilitation for Runways, Taxiways and Aprons
- Hangar and T-Hangar Building Improvements, including grading and paving
- Terminal Building Rehabilitation
- Fencing and Entrance Road Improvements (State Funded)
- Parallel Taxiway Improvements
- Navigation Aid Improvement. Including Wind Cones (State Funded)
- Land Acquisition, Property Survey and Administration
- Aeronautical/Obstruction surveys and obstruction mitigation

The required services include, but are not limited to, A/E services for preliminary, design, bidding and construction phases including incidental special services for projects funded under the FAA Airport Improvement Program.

A qualification based selection process conforming to FAA Advisory Circular 150/5100-14E will be utilized. Selection Criteria will include: Recent experience in airport projects – 20%; key personnel's qualifications – 20%; knowledge of FAA regulations, policies, and procedures – 10%; knowledge and understanding of work to be done – 10%; ability to meet schedules within budget – 20%; quality of previous airport projects undertaken – 10%; degree of interest shown in undertaking projects – 10%.

Fee information will not be considered in the selection process and must not be submitted with the Statement of Qualification. Fees for projects will be negotiated for projects as federal funds become available. Prospective consultants are advised that applied overhead rates must conform to the cost principals established within 48 CFR Part 31, *Contract Cost Principles and Procedures*. The successful firm will be required to submit a copy of their current overhead rate audit certification.

The eventual contract between the City of Monticello and the chosen consultant will be subject to all applicable Federal Rules and Regulations, including but not necessarily limited to the following:

- Title VI of the Civil Rights Act of 1964
- Section 520 of the Airport and Airway Improvement Act of 1982
- 2 CFR Part 180 – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)
- 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR Part 1200 – Nonprocurement 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 Disadvantage 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

Interested firms should submit three copies of their statement of qualifications and experience along with references to the following address, no later than 3:00 p.m. on November 10, 2016.

Mike Taylor
City Administrator
P.O. Box 449
116 W Adams
Creston, IA 50801

FORMAL CONSULTANT SELECTION PROCEDURE
ENGINEERING SERVICES
CRESTON MUNICIPAL AIRPORT
CITY OF CRESTON, IOWA

The following procedures for selection of a consultant are based on FAA Advisory Circular 150/5100-14E "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects" and Central Region Guidance.

METHOD OF SELECTION:

Consultants employed for work under the Federal airport grant program will be engaged under a qualifications-based selection procedure. This will be accomplished by requesting statements of qualifications from prospective consultants. These qualifications will be evaluated, and the best qualified is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

SELECTION PROCEDURE:

The following procedures will be utilized for selection of a consultant.

1. Establish a selection board. This normally consists of three to five members who are familiar with the project scope of work and project requirements.

2. The board establishes selection criteria and an evaluation system. Recommended criteria are listed on the attached sample evaluation form.

3. Obtain consultant qualifications through public announcement. This includes advertisement in local newspapers and sending announcements directly to known, potentially qualified consultants.

4. Evaluate the consultant submittals in accordance with criteria established in step 2 and rank consultants in order of numerical ratings.

5. Option: Interview up to __3__ consultants.

6. Notify consultants of selection.

7. Initiate discussions with the consultant ranked number one to fully define the scope of work and services to be provided. After agreement on a detailed scope of services has been reached, the consultant should submit their cost proposal together with a detailed project proposal. Negotiations should then be conducted to reach a fair and reasonable cost in general accordance with the procedures

outlined below.

8. Prepare a report recommending the consultant selected and forward to the FAA.

NEGOTIATIONS:

The following procedures are recommended for negotiation of an agreement for the work.

1. A detailed scope of services must be developed from the CIP Data Sheet and refined through a meeting or conference call with the City, Consultant, and the FAA. Submit the scope of work for FAA review and acceptance.

2. Based on the scope of services, the consultant should submit the proposed fee and supporting cost breakdown. The consultant shall prepare a detailed estimate of the hours and cost required for each of the major tasks. In addition to labor, this should include subconsultants, travel, reproduction, and other out-of-pocket expenses expected to be incurred. This information along with the proposed schedule should be submitted to the FAA for review.

3. Have a knowledgeable individual review the proposed fee and render a decision on reasonableness of fees. An Independent Fee Estimate (IFE) will need to be prepared if the proposed fee is $100,000 or more. The FAA has the option to request an IFE be performed if the proposed fee is less than but near $100,000.

4. Negotiations should be based upon the data submitted by the consultant, the reasonableness of fees, an evaluation of the specific work-hours required for each task and the terms of the final contract.

5. If a mutually satisfactory contract cannot be negotiated with the first-ranked consultant, the negotiations shall be terminated. Negotiations should then be initiated with the consultant given second preference by the selection board.

6. After the negotiations are completed furnish the FAA with a Record of Negotiation (see Appendix 5 of 150/5100-14E for sample), IFE documentation if applicable, and a copy of the executed Engineering Contract.

CONSULTANT SELECTION
STATEMENT OF QUALIFICATIONS REVIEW
ENGINEERING SERVICES
CRESTON MUNICIPAL AIRPORT

Date:_____

Reviewed By:_____

	Criteria	Max. Points			
1	Recent experience in airport projects	20			
2	Key personnel's qualifications	20			
3	Ability to meet schedules within budget	20			
4	Knowledge of FAA regulations, policies and procedures	10			
5	Quality of previous projects	10			
6	Knowledge and understanding of work to be done	10			
7	Degree of interest shown in undertaking projects	10			
	TOTAL	100			