



Request for Qualifications

REQUEST FOR QUALIFICATIONS AIRPORT CONSULTING SERVICES BID NUMBER: AP-73-170502-F-212

The City of Lebanon is soliciting statements of qualifications and experience from qualified consultants for airfield development projects at Floyd W. Jones Lebanon Airport.

Participants may:

- Submit a response to “PART A – AIRPORT ENGINEERING CONSULTANTS”
- Submit a response to “PART B – AIRPORT PLANNING/ENVIRONMENTAL CONSULTANTS”
- Submit a response to “PART A and B – AIRPORT CONSULTING SERVICES”

To be considered, participants shall submit one (1) original proposal, so marked, and one (1) electronic copy by 2:00 PM on Tuesday, 05/02/2017 to City Clerk, P.O. Box 111 or 401 South Jefferson Avenue, Lebanon Missouri 65536. Each response should be in a sealed envelope clearly marked “Airport Consulting Services.” For questions regarding the request for qualifications please contact, Sandra Shore, Airport Manager, at (417) 991-2330 or sshore@lebanonmo.org.

Fees will be negotiated for projects as federal funds become available. **Consultants shall not include fee or cost information when responding to this solicitation.** Prospective consultants are advised that applied overhead rates must be in accordance with the cost principles established within Federal Regulation 48 CFR Part 31, Contract Cost Principles and Procedures. After selection, the successful firm will be required to submit a copy of their current overhead rate audit certification or MoDOT pre-approval.

Contracts are subject to all applicable Federal Provisions, which include, but are not limited to:

- 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 20 – Lobbying and Influencing Federal Employees
- DOT Regulation 49 CFR Part 26 – Disadvantaged Business Enterprises Participation
- DOT Regulation 49 CFR Part 30 – Foreign Trade Restriction Clause
- DOT Regulation 2 CFR Part 180 and 1200 – Government Debarment and Suspension
- DOT Regulation 2 CFR 200 Appendix II, including Access to Records and Reports, Breach of Contract Terms, Rights to Inventions, and Termination of Contract

REQUEST FOR QUALIFICATIONS – AIRPORT CONSULTING SERVICES

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PART A
AIRPORT ENGINEERING
CONSULTANTS

PART A – AIRPORT ENGINEERING CONSULTANTS

SECTION ONE – SCOPE OF SERVICES

1.0 General Information

The City of Lebanon is soliciting statements of qualifications from qualified consultants for airfield development projects at Floyd W. Jones Lebanon Airport. The purpose of the request for qualifications is to demonstrate the competence and capacity of the firm seeking to provide airport consulting services to the City. As such, the substance of the proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. Interested consultants must be registered to do business in the State of Missouri and must be in good standing with the Secretary of State's office.

2.0 Scope of Services

Airport consulting and engineering services shall include, but not limited to (on an as needed basis):

- Airport pavement rehabilitation, maintenance, earthwork, and improvements, i.e. crack-fill, seal-coat, overlay, grading, marking, etc. Estimated cost \$712,000.
- Runway mill and overlay design and construction. Estimated cost \$1,900,000.
- Hangar and taxiway development. Estimated cost \$600,000.
- Airfield lighting and signage development and improvements. Estimated cost \$620,000.
- ARFF vehicle access and road construction. Estimated cost \$30,000.
- Parking lot and frontage road pavement improvements. Estimated cost \$46,000.

Projects may be subject to future receipt of Federal funding under the Federal Aviation Administration (FAA) Airport Improvement Program, as administered by the Missouri Department of Transportation (MoDOT) through the State Block Grant Program (SBGP).

The required services include, but are not limited to, engineering services for preliminary, design, bidding, and construction phases and incidental special services including geotechnical, preparing categorical exclusion documentation, as built ALP updates, and surveying. The consultant should provide the name(s) of preferred firm(s) for any work which is likely to be sub-consulted. Sub-consultant changes can occur with City approval. At the Sponsor's discretion, this selection can be retained for projects initiated within five years or until all projects are complete. Projects other than those listed above will require a new solicitation except as allowed in FAA Advisory Circular 150/5100-14 paragraph 2.7.2 (4). Disclosure: Under a previous agreement, Burns & McDonnell assisted the Sponsor with preparation of their CIP and the above cost estimates.

3.0 Insurance

This contractor must supply the City of Lebanon with the insurance requirements listed.

Coverage	Minimum Amounts & Limits
Workman's compensation (Including Employer's liability)	Statutory \$1,000,000 per accident \$1,000,000 per person per disease \$1,000,000 disease aggregate
Commercial general liability including XCU coverage (if applicable)	\$1,000,000 per occurrence; \$2,000,000 general aggregate; \$2,000,000 products/completed operations aggregate
Business auto liability	\$1,000,000 per occurrence, for owned, non-owned, and hired
Professional liability (if applicable)	\$1,000,000 per claim; \$2,000,000 aggregate

PART A – AIRPORT ENGINEERING CONSULTANTS

SECTION TWO – PROPOSAL REQUIREMENTS

1.0 Content Proposal

The proposal shall include:

- Company history
- Size of firm
- Location of offices in which the work engagements will be performed
- List of staff to be involved with work engagements, including resumes of key staff
- Organizational structure of firm
- Identify relevant projects the firm has executed in the last five years with references
- Appropriate references
- Proof of firm's liability, professional liability, and worker's compensation insurance
- A list of any consultants that will be affiliated with the firm in the performance of the services requested by the City

Do not submit any hourly rate schedule or fee related information with statement of qualifications

PART A – AIRPORT ENGINEERING CONSULTANTS

SECTION THREE – EVALUATION PROCEDURES

1.0 Evaluation Process

During the evaluation process, the City of Lebanon reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposal, or allow correction of errors or omissions. Proposals will be submitted to the City staff for consideration. Selection process is summarized as follows:

- City of Lebanon solicits qualifications for identified professional services
- Interested professionals submit qualifications
- The City of Lebanon evaluates the firms based on a) Experience and competence of firm, b) Capacity of firm to complete the work in the timeframes needed, c) Past performance and history of similar projects, d) proximity to and familiarity with project area. The top 2 – 5 firms are placed on the "short list"
- The City of Lebanon evaluates the firms on the short list to determine the firm most qualified to perform the services. This may include interviews or presentations.
- The City of Lebanon and the selected firm develop a well-defined project description and scope of services.
- The selected firm submits a copy of their hourly fee structure and estimated hours required to complete typical projects. The City of Lebanon and the firm negotiate to assure the hours and fees are reasonable and fair. If an agreement cannot be reached with the first firm, negotiations will be terminated and initiated with the second firm. The selected consultant will be required to submit a not to exceed cost estimate for each individual project before any project is released for work.
- After successful negotiations, the City of Lebanon and the consultant enter into a contract for services.

PART B
AIRPORT PLANNING/ENVIRONMENTAL
CONSULTANTS

PART B - AIRPORT PLANNING/ENVIRONMENTAL CONSULTANTS

SECTION ONE – SCOPE OF SERVICES

1.0 General Information

The City of Lebanon is soliciting statements of qualifications from qualified consultants for airfield development projects at Floyd W. Jones Lebanon Airport. The purpose of the request for qualifications is to demonstrate the competence and capacity of the firm seeking to provide airport consulting services to the City. As such, the substance of the proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. Interested consultants must be registered to do business in the State of Missouri and must be in good standing with the Secretary of State's office.

2.0 Scope of Services

Airport planning/environmental consulting services shall include but is not limited to (on an as needed basis)

- Development of an Airport Layout Plan (ALP) and Narrative or Master Plan.
- Preparation of a Certificate of Title, including an Exhibit "A" Property Map.
- Assistance with required environmental actions and documentation.
- Perform Aeronautical Surveys for instrument approach procedure development and AGIS requirements

Projects may be subject to future receipt of Federal funding under the Federal Aviation Administration (FAA) Airport Improvement Program, as administered by the Missouri Department of Transportation (MoDOT) through the State Block Grant Program (SBGP).

The required services include, but are not limited to, airport planning, environmental, land acquisition, and necessary incidental services. The consultant should provide the name(s) of preferred firm(s) for any work which is likely to be sub-consulted. Sub-consultant changes can occur with Sponsor approval. At the Sponsor's discretion, this selection can be retained for projects initiated within five years or until all projects are complete. Projects other than those listed above will require a new solicitation except as allowed in FAA Advisory Circular 150/5100-14 paragraph 2.7.2 (4).

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Commercial general liability including XCU coverage (if applicable)	\$1,000,000 per occurrence; \$2,000,000 general aggregate; \$2,000,000 products/completed operations aggregate
Business auto liability	\$1,000,000 per occurrence, for owned, non-owned, and hired
Professional liability (if applicable)	\$1,000,000 per claim; \$2,000,000 aggregate

PART B - AIRPORT PLANNING/ENVIRONMENTAL CONSULTANTS

SECTION TWO – PROPOSAL REQUIREMENTS

1.0 Content Proposal

The proposal shall include:

- Company history
- Size of firm
- Location of offices in which the work engagements will be performed
- List of staff to be involved with work engagements, including resumes of key staff
- Organizational structure of firm
- Identify relevant projects the firm has executed in the last five years with references
- Appropriate references
- Proof of firm's liability, professional liability, and worker's compensation insurance
- A list of any consultants that will be affiliated with the firm in the performance of the services requested by the City

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PART B - AIRPORT PLANNING/ENVIRONMENTAL CONSULTANTS

SECTION THREE – EVALUATION PROCEDURES

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- After successful negotiations, the City of Lebanon and the consultant enter into a contract for services.

APPENDIX A – CRITERIA FOR EVALUATION

1. **General experience of firm (35 points)** – Evaluate the consulting firm based on the following:

- Recent experience in airport projects
- Capability to perform all aspects of project
- Ability to meet schedules within budget
- Knowledge of FAA/MoDOT design and construction standards
- Knowledge of FAA/MoDOT regulations, policies and procedures
- Quality of previous airport projects undertaken
- Familiarity with, and proximity to the project
- An implemented Affirmative Action Program

The maximum value of 35 points is for many years (over 20 years) of established practice in the proposed type of work and related studies. A maximum value of 18 points may be assigned for above-average experience (15 – 20 years), while a maximum value of 13 points may be given for experience adequate (10 – 15 years) to perform the contract. The points for a firm with little operating experience in the selected field may be reduced further.

2. **Overall past performance (10 points)** – Rate the adequacy of firms that have previously performed work with the City of Lebanon or other agencies in related fields, assigning a maximum of 10 points. (20 = excellent, 15 = adequate, 10 = fair, 0 = inadequate)
3. **Qualifications of personnel (30 points)** – Rate the qualifications of employees designated to this engagement, assigning a maximum of 30 points for the firm with the most qualified personnel (qualitative). Those rated 20 points are considered good but lack extensive experience in the particular type of service desired. A value of 10 points is assigned to firms with well-qualified personnel who have no experience in the proposed area of work. Reduce the rating for a level of personnel inadequate to handle the firm's indicated workload.
4. **Familiarity and capability (10 points)** – Evaluate the firm's familiarity and ability to comply with the required procedures and contract requirements, using a maximum of 10 points for a consultant that previously performed satisfactory work. Firms that have performed similar type work only for other governmental agencies are assigned a maximum of 5 points.
5. **Accessibility (15 points)** – Priority is given to firms with a previously established record of responsiveness to their clients' needs and a familiarity with the area in which the project is located. A value of 15 points should be allocated to such firms, with lesser values given to firms not satisfying these requirements.

APPENDIX B – CERTIFICATION OF SUBMITTAL REQUIREMENTS

This form must be signed and included with the submitted statement of qualifications.

The undersigned certifies to the following:

1. This firm is registered to do business in the State of Missouri and is in good standing with the Secretary of States' Office.
2. This firm carries insurance coverage that meets or exceeds the minimum requirements of the City of Lebanon.
3. The firm certifies that it is submitting qualifications for one of the following:

☐ Part A ☐ Part B ☐ Parts A & B

Name

Title

Name of Company