

NOTICE TO AIRPORT CONSULTANTS ENGINEERING

The City of Dubuque, Iowa (Sponsor), is hereby soliciting Statement of Qualifications (Statements) from consultants for development projects associated with the Commercial Service Terminal Building that are anticipated to occur within the next five years at the Dubuque Regional Airport (DBQ). Subject to receipt of Federal funding and/or State funding, these projects may include the following to increase the capacity of the commercial terminal complex, which are not listed in any order of priority or importance:

1. Expand Terminal Building
2. Add Secure Area Exit Lane Automated Technology
3. Add Passenger Boarding Bridges
4. Renovate Terminal Building
5. Upgrade or Install Terminal Building Technology Systems
6. Improve and Expand Terminal Parking Lot
7. Improve and Expand Terminal Building Entrance Road
8. Expand Apron Area

These projects have been developed from the Sponsor's FAA Airport Capital Improvement Plan (ACIP) and IDOT Commercial Service Vertical Infrastructure Program (CSV) with assistance from Foth Infrastructure & Environment LLC. A copy of each project CIP Data Sheet may be made available upon request.

Services Requested

The services to be provided may include, but are not limited to, architectural, preliminary design, final design, bidding, construction observation, and incidental special services such as archeological and topographic surveying and geotechnical/subsurface investigations.

Selection Process

A qualification-based selection process conforming to *FAA Advisory Circular 150/5100-14E Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects* will be utilized to select a consultant. Fee information will not be considered during the selection process and shall not be submitted with the Statement of Qualifications. Fees will be negotiated for projects as federal funds become available. The agreement(s) between the Sponsor and the selected consultant will be subject to Federal Contract Provisions for A/E Agreements.

From the Statements, consultants will be rated by a selection committee. The selection criteria and the weight given to each is as follows:

1. Capability to perform all aspects of the projects – qualifications of prime firm (and sub-consultants, if any) (25%).
2. Relevant experience of key personnel from prime firm (and sub-consultants, if any) and role (15%).
3. Knowledge of FAA and IDOT Aviation standards, policies, and procedures (15%).

4. Recent experience with comparable projects at similarly sized airports (15%).
5. History of meeting schedules and staying within budget (15%).
6. Understanding of the project's potential challenges and Sponsor's concerns (15%).

The Sponsor intends to select the most qualified firm directly from Statements but reserves the option to short-list the highest rated firms and perform phone, informal, and/or formal interviews. The selection process is anticipated to meet the following milestones:

Tentative Timeline

August 10	Advertise for RFQ's.
September 5	Return of Statement of Qualifications from Consultants.
September 5-8	Selection Committee review of Statements received.
September 8	Notify Consultant selected from Statements, request 5-year retainer contract for review.
September 12	Receive Consultant 5-year engineering retainer, forward to FAA for approval. Hold Commission meeting, execute 5-year engineering agreement, pending FAA and City Legal concurrence.

If Interviews Are Required

September 8	Schedule dates of interviews by Selection Committee and, notify top two (2) or three (3) firms of interview date, time, and length of presentation.
September 11-13	Conduct interviews. Presentations should be limited to 30-45 minutes; Selection Committee selects Consultant.
September 14	Notify Consultant selected, request 5-year engineering retainer contract for review. Notify firms that were not selected.
September 19	Receive Consultant selection engineering 5-year retainer, forward to FAA for approval. Hold Airport Commission meeting to accept Consultant, execute 5-year retainer agreement pending FAA, City Legal concurrence.

Federal Provisions for Solicitation

Civil Rights Title VI (49 USC § 47123 and FAA Order 1400.11). The Sponsor, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all consultants that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this notice/solicitation/invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. The following seven Federal provisions are incorporated into this Notice by reference:

- Buy American Preference (Title 49 USC § 50101)
- Davis-Bacon Requirements (2 CFR § 200, Appendix II(D); and 29 CFR Part 5)

- Debarment and Suspension (2 CFR Part 180 (Subpart C), 2 CFR Part 1200, and DOT Order 4200.5)
- Disadvantaged Business Enterprise (49 CFR Part 26)
- Foreign Trade Restriction (49 USC § 50104 and 49 CFR Part 30)
- Lobbying and Influencing Federal Employees (31 USC § 1352 – Byrd Anti-Lobbying Amendment; 2 CFR Part 200, Appendix II(J); and 49 CFR Part 20, Appendix A)
- Procurement of Recovered Materials (2 CFR § 200.322, 40 CFR Part 247, Solid Waste Disposal Act)

Statement Format/Requirements

Statements must be concise and contain no more than twenty-eight (28) pages of material (14 sheets of paper, double sided). This excludes the front and back covers, the two-page cover letter (1 sheet of paper, double sided), table of contents, section dividers, and resumes.

Submittal Process

Consultants must submit five (5) hard copies of their Statement to the following person:

Sponsor's Contact Person:

Cheryl Sheldon
csheldon@cityofdubuque.org
563-589-4234

Sponsor's Mailing Address:

Dubuque Regional Airport
11000 Airport Road
Dubuque, Iowa 52003

and additionally, one electronic copy to:

<https://cityofdubuque.sharefile.com/r-r4d2ebad4b38e40469bdccedd2013c994>

All hard copy and electronic statements must be received per the above deadline. Statements received after this deadline will not be considered. The Sponsor reserves the right to reject any and/or all Statements. Statements will become property of the Sponsor.

Statements are to be provided in a package marked with "Airport Statement of Qualifications-Engineering" in the lower left-hand corner and the sender's name and address in the upper left-hand corner.

Inquiries

All questions must be submitted via email to the above contact per the above deadline. The Sponsor will provide answers via reply email per the above schedule.