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DEPARTMENT OF TRANSPORTATION  
AERONAUTICS DIVISION

# Request for Qualifications

## Professional Services to prepare a Nebraska Aviation System Plan

March 6, 2020 r1 3-25-20

Statements of Qualifications are due **Wednesday, April 8, 2020, 4:00 P.M.**

### GENERAL

In accordance with the Brooks Act ([40 USC 1101](#)), the [FAA Advisory Circular 150/5100-14E, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects](#) and [Title IX of the Federal Property and Administrative Services Act of 1949](#), the State of Nebraska, Department of Transportation (NDOT), Aeronautics Division, is issuing a Request for Qualifications (RFQ) for preparation of a Nebraska Aviation System Plan. Qualified consultants are invited to submit a statement of qualifications as outlined below. NDOT's website referred to in this document is located at: <http://www.dot.nebraska.gov/business-center/consultant/>

NDOT, Division of Aeronautics is requesting statements of qualifications from firms interested in providing professional aviation consulting services to prepare and provide a detailed system plan of Nebraska's public-use airport system. Interested firms must have experience and demonstrated knowledge in the aviation system planning process.

This RFQ does not commit NDOT Aeronautics to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services. NDOT Aeronautics reserves the right to reject any or all responses received as a result of this request, to negotiate with any qualified consultant, or to modify or cancel in part or in its entirety the RFQ, if it is in the best interest of NDOT Aeronautics.

In accordance with Nebraska Revised Statute [84-712](#) *et seq.*, Nebraska Public Records Act, documents provided to NDOT are public records subject to disclosure; unless the Consultant requests in writing that documents must be kept confidential and can demonstrate that such records are confidential under federal or state law.

### SCOPE OF WORK

#### GENERAL SCOPE FOR THE 2021 NEBRASKA AVIATION SYSTEM PLAN

The NASP will identify and evaluate the aviation system's needs within the State of Nebraska. The Nebraska system currently includes 80 public use airports, including one seaplane base and nine commercial service airports. The primary goal of the plan is to layout a structure to support sound decisions and planning for the ongoing and future maintenance and development of Nebraska's airports. This system planning effort is consistent with FAA

Advisory Circular 150/5070-7. In addition to FAA's guidance, we intend to tie this system plan to Nebraska industries that rely on our aviation system for success.

The general scope of the project includes but is not limited to:

- **Establish Study Design and Goals**

Identify the framework, stakeholders, organizational arrangements, major problems to be resolved, specific objectives and project schedule. This will include review and update of the long-term vision for Nebraska's aviation system.

- **Inventory of System Condition and Performance**

The inventory of system and airport-specific data form the backbone of the system plan update. The inventory must thoroughly define the facilities, activities, existing conditions, and socioeconomic conditions that comprise the system. It is anticipated that existing data from a variety of sources will be used including airport layout plans, aerial photography, airport drawings, capital improvement plans, master plans, existing databases, and other sources. A survey will be developed to supplement and complete overall system knowledge. It is expected that a range of constituents including airport sponsors, airport tenants, other airport users, aviation groups and community leaders will be surveyed. Interviews may be necessary.

- **Explore Other Industry Reliance on Airports and Identify System Needs**

This study shall provide for an exploration of non-aviation industries that rely on Nebraska's airport system for their own viability. These industries include, but should not be limited to:

- Tourism
- Agriculture
- Medical Services

The final product of this task should be the identification of the system elements that are essential for these industries and identify if preservation or enhancement of existing facilities is needed. Infrastructure elements that should be included in this analysis should include at least:

- Airport approaches
- RPZ ownership
- Utility availability
- Runway length, width, and weight bearing
- Emergency access
- Obstructions
- Terminal facilities

- **Forecast of Aviation Activity and System Demand**

It is important to understand changes in future demand for the system in order to maintain and develop a responsive aviation system. Once we have estimates of future demand we can identify required facilities. Forecasts of aviation demand including activity levels, based aircraft, fleet mix, aircraft operations, passengers and cargo will be

completed using simple methods and assumptions. These forecasts will be approved by FAA.

- **Review Existing NPIAS Airport Roles and Classes**  
Review current airport classification system and update as needed. Considerations will include metropolitan, regional, and rural economies.
- **Review of Environmental Considerations**  
Review general land use, noise, air quality, and other environmental studies to consider particular issues that airports may need to address in their development planning. Special emphasis will be given to incompatible land uses adjacent to airports and recommendations to acquire land to protect imaginary surfaces.
- **Analysis of System Alternatives**  
This task will document how best to enhance, maintain, and expand the state aviation system to meet its stated vision and goals. As part of this task projects needed to meet facility and/or service objectives for airports in each of the functional/role groupings will be finalized. This analysis will include a reasonable number of alternative airport systems including alternatives based on available funding levels.
- **Develop System-wide Cost Estimate and Implementation Plan**  
One of the greatest challenges to the development and improvement of Nebraska's Aviation System is limited resources which are always exceeded by the needs of the system. It will be necessary to quantify system needs and to develop a methodology for prioritizing funding. This may be done through analysis of system-wide airport capital improvement plan data as well as any other available data.

This task will be the culmination of this system planning process. The Implementation Plan will provide direction to the Nebraska Aeronautics Commission as to how best to invest in the Aviation System to maximize its return to the citizens of Nebraska and to meet the needs of the system including the identified industries. The Implementation Plan will give recommendations from both a statewide and airport-specific basis. It will identify strategies for improving the system to meet targeted goals. It will propose initiatives that need to be undertaken to support the implementation of the Plan and may include detailed airport-specific actions.

- **System Goals and Performance Measures**  
This task will develop performance measures which NDOT Aeronautics can use to track progress toward goals. These measures should be specific and easily tracked using existing digital data sources.
- **Real Life Stories**  
This study will develop several stories to provide real-world examples of the positive impact that airports have in the lives of Nebraskans. These stories will be included in the final report.

Deliverables will include but not be limited to electronic (PDF), production-ready versions of the full technical report and executive summary. It is anticipated that proposers may want to propose some type of digital tool as a final deliverable. NDOT Aeronautics is not specifying this type of solution but encourages proposers to suggest innovative methods to meet the requirements of this request.

### GENERAL INFORMATION

NDOT Aeronautics is requesting statements of qualifications from firms interested in providing professional aviation consultant services for the Nebraska Aviation System Plan. Interested firms must have experience and demonstrated knowledge in the airport system planning process per FAA Advisory Circular 150/5070-7, "The Airport System Planning Process."

This project will be funded with both FAA Airport Improvement Program funds and NDOT Aeronautics funds. The selection process will be performed pursuant to FAA Advisory Circular 150/5100-14E. The agreement between NDOT Aeronautics and the selected consultant will be subject to all applicable Federal Rules and Regulations as identified in AC 150/5100-14E. The most current version of the Federal Contract Provisions for A/E agreements will be attached to each agreement. Title IX of the Federal Property and Administrative Services Act of 1949 requires that qualifications based selection procedures be used for the selection of firms to perform architectural and engineering services. Qualifications based procedures require that a contract for A/E services be awarded pursuant to a fair and open selection process based on the qualifications of the firm. Negotiations will be initiated with the first-ranked firm to fully define the scope of work and services to be provided. After agreement on a detailed scope of work has been reached Aeronautics will initiate the preparation of an Independent Fee Estimate in conformance with 2 CFR 200.323 and Table 3-67 of FAA Order 5100.38. The fees for such services are established following selection of a firm through a negotiation process to determine a fair and reasonable price.

All proposals will be evaluated using the criteria described below. A selection committee chosen by NDOT Aeronautics will short-list the top three (3) qualified firms based on the proposals submitted; and each of these firms will be interviewed by the selection committee. The successful firm is not automatically entitled to a contract for services but rather the firm is granted the first right to negotiate a final scope-of-work and contract terms with NDOT Aeronautics. Should negotiations with the first-ranked firm fail, NDOT Aeronautics will negotiate with the second-ranked firm, and so forth.

It is anticipated that one (1) consultant firm will be awarded the contract for this work. The payment method for this contract may be Lump Sum or Cost Plus Fixed Fee. NDOT Aeronautics will not hold a briefing. All information is contained within this RFQ and on NDOT's website. If additional information is deemed necessary, it will be posted on the same web page as this RFQ and will be labeled as an update. Consultants interested in this RFQ are responsible for checking for updated information.

Inclusion of a Disadvantaged Business Enterprise is not a requirement in the selection of a project team.

**Please do not call or write NDOT staff for information regarding the services in this RFQ.** Email all inquiries/questions to Ann B. Richart, Aeronautics Division Director, at: [ann.richart@nebraska.gov](mailto:ann.richart@nebraska.gov) or call (402) 471-2371.

**PROPOSAL EVALUATION CRITERIA**

	<b>Weighted Value</b>
Qualifications, experience, and expertise in providing services as related to this project (prime and subcontractors)	20%
Description of project approach, technical content of proposal and methods and approach proposed	20%
Qualifications, experience, and workload of personnel assigned to project	20%
Clear and feasible goals and objectives, organized and logical task sequence	20%
Adequacy and completeness of proposal. Proposal inspires confidence in product	20%

**SELECTION TIMELINE**

Advertise RFP	March 6, 2020
Proposals Due	April 8, 2020
Proposals Ranked by Selection Committee	April 10, 2020
Interviews	Week of April 20, 2020
Contract Negotiations Begin	April 27, 2020
Proposed Scope of Work Completed	May 8, 2020
IFE Completed	May 22, 2020
Consultant Contract Submitted to FAA for Approval	May 26, 2020

**SUBMITTAL OF QUALIFICATIONS**

***All information must be received by the deadline identified in the Selection Timeline. No exceptions to this deadline will be given.***

The submittal must be emailed to [ann.richart@nebraska.gov](mailto:ann.richart@nebraska.gov).

~~Four (4) copies of the proposal must be sent to the address listed below prior to the submittal deadline.~~

~~Ann B. Richart, Director  
Nebraska Department of Transportation  
Division of Aeronautics  
3431 Aviation Road, Ste. #150  
Lincoln, NE 68524~~

Submittals should include the following information and documentation:

- Statement describing specialized capabilities and experience in the airport system planning process
- Statement describing overall project understanding and technical approaches including key study elements and potential study challenges
- Experience, qualifications and workload of team members and individual personnel assigned to the project
- Scheduled program goals and timelines
- Description of proposed project deliverables
- References from three (3) recently completed projects of a similar nature

## **INTERVIEWS**

NDOT Aeronautics will contact the short-listed consultants to schedule interviews with the NDOT Aeronautics' selection committee. Interviews will be conducted at the Department of Transportation, Division of Aeronautics, 3431 Aviation Road, Ste. #150, Lincoln, NE 68524.

Upon completion of all interviews and approval of the Aeronautics Director, the selected consultant will be notified by telephone.

Kyle Schneweis, P.E., Director  
Nebraska Department of Transportation

*EQUAL OPPORTUNITY EMPLOYER*