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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for On-Call Airfield Planning Services

January 4, 2023

Statements of Qualifications are due Friday, February 3, 2023, 1:00 P.M.

GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act ([Neb. Rev. Stat. §81-1702](#)), the Brooks Act ([40 USC 1101](#)), and [FAA Advisory Circular 150/5100-14E](#), the State of Nebraska, Department of Transportation (NDOT), is issuing a Request for Qualifications (RFQ) for Airport Planning Services. 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 Aeronautics is requesting statements of qualifications from firms interested in providing professional aviation consultant services for the State-Owned Airfields. Interested firms must have experience and demonstrated knowledge in the airport planning process per FAA Advisory Circular 150/5070-6B, Change 2 "Airport Master Plans" (or most current version).

This RFQ does not commit NDOT 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 reserves the right to award contracts to more than one qualified consultant, to accept or 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 to do so.

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 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 SERVICES

Standard Work Categories anticipated on this project are:

- 170 Airport Planning Services
- 171 Airport Survey (FAA-18B Survey)
- 172 Airport Design

Information regarding the [Standard Work Categories](#) can be found on NDOT's website.

Interested consultants must be certified by NDOT or have a completed certification form on file with NDOT prior to the deadline identified in the Schedule of Activities. Instructions for completing the NDOT Annual Consultant Certification form is available at: <https://dot.nebraska.gov/media/6075/cert-instruc-annual-certification.pdf>

Please submit your Drug-Free Workplace Policy (DF Policy) separate from the response to this RFQ ([DF Policy Example](#)). The DF Policy is a one-time submittal to NDOT. Please do not re-submit unless your DF Policy has changed or you never have previously submitted a DF Policy. While the DF Policy is not a submittal requirement, all consultants must have an acceptable DF Policy on file prior to the deadline identified in the Schedule of Activities. If necessary, the consultant's DF Policy may be submitted via email to: NDOT.PDAnnualCertification@nebraska.gov

GENERAL SCOPE FOR PROFESSIONAL AVIATION PLANNING SERVICES AT THE STATE-OWNED AIRFIELDS

The general scope of the planning services for the State-Owned Airfields includes but is not limited to the following tasks:

- **Airport Layout Plan (ALP) and Narrative Report, and Exhibit A**

This task consists of the master plan study, Airport Layout Plan (ALP), and Airport Narrative document. All will be conducted and prepared in accordance with FAA AC 150/5070-6B, Change 2 "Airport Master Plans" (or most current version).

The ALP drawing set must also be developed per FAA Standard Operating Procedure (SOP) 2.00 "Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) and SOP 3.00 "Standard Operating Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps."

Deliverables will include AutoCAD files and electronic copies (PDFs) of the ALP and Airport Narrative Report.

- **FAA Airports Geographic Information System (AGIS)**

The AGIS Project includes data collection and obstruction survey for future instrument approach development and the ALP.

The AGIS Project must be compliant with FAA ACs 150/5300-16A "General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey," AC 150/5300-17C "General Guidance and Specifications for Aeronautical Surveys: Airport Imagery Acquisition and Submission to the National Geodetic Survey," and AC 150/5300-18B "Survey and Data Standards for Submission of Aeronautical Data Using Airports GIS" (or most current version).

- **Airport Management/Document Sharing Application**

The airport management application will be used to support and enhance certain components detailed in the ALP to assist Sponsor's staff in the collection, organization, and use of information including the AGIS survey.

The application will allow users to establish new user accounts, set permissions, view maps and modules, and run customized reports. Available modules include a base map and tasks

related to data quality control, airspace analysis, lease management, and wildlife hazard management.

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.

- **Anticipate contract for work at the Scribner State Airfield in 2023** (between \$250,000 and \$350,000)
- **Anticipate contract for work at the Fairmont State Airfield in 2025** (between \$350,000 and \$450,000)
- **Anticipate contract for work at the Harvard State Airfield in 2026** (between \$250,000 and \$350,000)

GENERAL INFORMATION

NDOT Aeronautics is requesting statements of qualifications from firms interested in providing professional aviation consultant services for airfield planning tasks. Interested firms must have experience and demonstrated knowledge in the airport planning process per 150/5070-6B, Change 2 "Airport Master Plans" (or most current version).

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 Airport Planning 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 planning 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 Cost 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.

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.

NDOT reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. NDOT also reserves the right to accomplish services for future phases on all projects with the selected consultant, select another consultant, or utilize its own forces.

Please do not call or write NDOT staff for information regarding the services in this RFQ. Email all inquiries/questions to NDOT Procurement Engineer, at: ndot.pdRFQinfo@nebraska.gov or call (402) 479-4778.

EVALUATION CRITERIA

Short List (40 Points)

A. QUALIFICATIONS (15 POINTS)

1. Qualifications of the project manager and key team members to perform the services described in the Scope of Services.
2. Consultant's knowledge and understanding of services outlined in this RFQ.
3. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
4. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.

B. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (15 POINTS)

1. Consultant has demonstrated understanding of the key elements of airport planning at GA airports.
2. Experience with GA airport planning projects and FAA AGIS surveys.
3. Consultant has provided comparable projects for which they have been involved.
4. Consultant has demonstrated familiarity with Nebraska State Owned Airfields.

C. PERFORMANCE DATA (10 POINTS)

1. Consultant should include three (3) references in their response, including contact information of the individuals that have directly been involved with similar services performed by the consultant.

Final Selection (60 points / 100 points total)

A. DISCUSSION OF FOCUS AREA TOPICS (40 Points)

1. Consultant's interview presentation was clear and concise.
2. Consultant showed knowledge and understanding of topics.
3. Consultant described their ability to deliver projects to meet NDOT-Division of Aeronautics needs.

B. COMMITTEE Q&A SESSION (20 Points)

1. Consultant answered committee questions logically and thoroughly.

SELECTION TIMELINE SCHEDULE OF ACTIVITIES	Date (2022-23)	Time (CST)
RFQ posted	Jan 4, 11, 18	
Last day questions will be accepted	Jan 11	4:00 PM
Last day Q&A or updates to RFQ may be posted	Jan 18	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	Jan 18	4:00 PM
Statement of Qualifications Due	Feb 3	1:00 PM
Post Short-List Consultants & Interview Schedule	Feb 9	4:00 PM
Interview	Feb 17	
Post Final Selections	Feb 23	4:00 PM

NOTE – Shortlisted Firms may be asked to provide verification that they and all subconsultants have submitted their indirect cost rates and certifications for their latest fiscal year. Latest fiscal year means the last fiscal year with an end date no more than 6 months in the past.

SUBMITTAL OF QUALIFICATIONS

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

One (1) electronic copy (PDF format) of your firm's statement of qualification (SOQ) must be submitted using the Online "[SOQ Submittal Form](#)" link found on the Consultant Services Business Opportunities page. Please "reduce file size" of PDF before submitting.

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.

John Selmer, P.E., Director
Nebraska Department of Transportation

EQUAL OPPORTUNITY EMPLOYER