



# Request for Qualifications (RFQ)

## Airport Consultant Fairfield Municipal Airport (FFL)

Revised December 6, 2023

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Consultants shall submit their Statement of Qualifications and Experience PDF no later than **Noon on January 16, 2024** to:

Melanie Carlson, PE  
City Engineer – City of Fairfield  
[mcarlson@fairfieldiowa.gov](mailto:mcarlson@fairfieldiowa.gov)  
118 South Main Street  
Fairfield, Iowa 52556

Inquiries that arise concerning this request shall be directed to:

Robert Lyons  
Airport Manager - City of Fairfield  
[ffslyons@yahoo.com](mailto:ffslyons@yahoo.com)  
2013 Airport Road  
Fairfield, Iowa 52556  
(641) 472-3166

**City of Fairfield, Iowa  
Request for Qualification  
Notice to Airport Consultants**

The City of Fairfield, Iowa is hereby soliciting Statements of Qualifications and Experience from qualified Airport Consultants for projects at the Fairfield Municipal Airport (FFL), in the Airport's Five-Year Capital Improvement Plan. Subject to Federal funding and/or State funding, these projects may include:

- Airport Capital Plan update, preparation of project preapplications, applications, and CIP Data Sheets.
- Rehabilitate Airport Entrance Road and Terminal Parking Lot
- Reconstruct Taxiway to T-Hangars - Phase 4
- Replaced of snow removal equipment.
- Rehabilitate Runway 18/36 Lighting System
- Rehabilitate Taxiway A Lighting System
- Replace Fuel Farm
- Rehabilitate Taxiways/Taxilanes
- Construct T-hangar and associated Taxilanes
- Construct Corporate Hangar (up to 10,000 sq. ft.) including site development, demolition or relocation of buildings
- ALP Update / Runway 8/26 Safety Area Evaluation

These projects have been developed from the Sponsor's Airport Capital Improvement Plan (CIP). A copy of the CIP Data Sheets will be made available upon request. These CIP Data Sheets have been prepared with assistance from Crawford Murphy and Tilly.

The services anticipated for the above projects may include, but are not limited to, preliminary design, final design, bidding, construction phase services, and other incidental or special services as needed such as geotechnical/subsurface investigations and topographic surveying.

**Selection Criteria**

In selecting a consultant, the Sponsor is using a qualifications-based selection process conforming to FAA Advisory Circular 150/5100-14E *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*. As such, fee information will not be considered in the selection process and shall not be submitted with the Statement. 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.

The Sponsor intends to select the most qualified firm directly from submittals but reserves the option to short list up to number (3) of the highest rated firms and perform phone, informal, and/or formal interviews. Consultants will be rated by a selection committee according to the following selection criteria and the weight given to each:

- 1) Name of Firm, a brief history of the Firm, location of the office where work will be accomplished. Include the name and location of any sub-consultants regularly engaged by the consultant on this type of work.
- 2) Capability to perform all or most aspects of the project. (10%)
- 3) Relevant FAA Central Region airport projects experience worked on by your firm as the prime consulting during the last 3 years. (25%)
- 4) A listing of project team members, including their overall experience, qualifications, education, location, and knowledge of FAA regulations, policies, and procedures. (40%)

- 5) Quality of projects previously undertaken and capability to complete projects without having major costs escalations or overruns or delays (25%)

### **Federal Provisions for Solicitations**

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)

### **Submittal Requirements and Questions**

Statements of Qualifications and Experience shall be submitted in electronic (PDF) format. The PDF must be concise and contain no more than 36 pages of material. This excludes the front and back covers, the two-page cover letter, table of contents, section dividers, and resumes. The City of Fairfield reserves the right to reject any and/or all submittals. Submittals will become property of the City of Fairfield. Consultants shall submit their Statement of Qualifications and Experience PDF no later than **Noon on January 11, 2024** to:

Melanie Carlson, PE  
City Engineer – City of Fairfield  
[mcarlson@fairfieldiowa.gov](mailto:mcarlson@fairfieldiowa.gov)  
118 South Main Street  
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