

Instructions/Suggestions

The following document is an initial example request for qualifications (RFQ) and is expected to be modified by Sponsors to meet their selection needs. The example has been developed from AC 150/5100-14E. The example is to be tailored for engineering, environmental studies, or planning services (not all, except as further described in AC 150/5100-14E, Section 2.3.3 for incidental services, regarding requirement to procure these services separately).

As outlined in AC 150/5100-14E, Section 2.2.3 and Section 2.3, the Sponsor's procurement action must be void of individual and organizational conflicts of interests both real and/or perceived with all procurement transactions conducted in a manner which provides full and open competition. Subsequently, unless hired to do so, consultants should not be involved in development of the selection process. If a consultant is hired to assist with the selection, then that consultant cannot be considered for selection.

With the limited exceptions as outlined in AC 150/5100-14E, Section 2.7.2(4), the services are limited to those specific projects that the Sponsor reasonably expects to initiate within five (5) years of the effective date of the initial contract.

The example RFQ may not necessarily include all provisions and items required by this AC or local procurement requirements. The Sponsor is expected to revise as necessary for any unique situations and revise as necessary for local procurement requirements prior to advertising for selection.

The highlighted portions of the following document will require revision to reflect Sponsor needs at a minimum.

LIBERTY COUNTY AIRPORT - REQUEST FOR QUALIFICATIONS

Liberty County Airport is soliciting statements of qualifications and experience (SOQ) to be used in selecting a Principal Consultant to provide AVIATION ARCHITECTURAL/ENGINEERING SERVICES FOR AIRPORT DEVELOPMENT PROJECTS for SPONSOR/AIRPORT. Services are outlined in FAA Advisory Circular 150/5100-14E, Change 1, SECTION 1.4.2 (DEVELOPMENT) for the following project(s):

PROVIDE DESCRIPTION OF PROJECTS BEING SELECTED FOR. THE SERVICES ARE LIMITED TO THOSE SPECIFIC PROJECTS THAT THE SPONSOR REASONABLY EXPECTS TO INITIATE WITHIN 5 YEARS OF THE EFFECTIVE DATE OF THE INITIAL CONTRACT.

The work may be accomplished during the course of multiple grants. All parties are advised that some of the services may not be required and that the Sponsor reserves the right to initiate additional procurement action for any of the services included in the initial procurement.

If more than one party is selected, the expected projects to be performed by each party will be defined, together with the statement of work and the required services, at the time of the procurement action. The Sponsor will provide notification to each firm of the projects they are being awarded.

Selection criteria contained in the FAA Advisory Circular 150/5100-14E, will be applied with the following numerical rating factors assigned:

SELECTION CRITERIA	RATING
Capability to perform all or most aspects of the project and recent experience in airport projects comparable to the proposed task.	##
Key personnel's professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures.	##
Capability to meet schedules or deadlines.	##
Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns	##
Qualifications and experience of sub-consultants regularly engaged by the consultant under consideration.	##
Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office. The use of geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract	##
Ability to furnish qualified inspectors for construction inspection if applicable.	##

Understanding of the project's potential challenges and the Sponsor's special concerns.	
Degree of interest shown in undertaking the project and their familiarity with and proximity to the geographic location of the project.	##
Capability to incorporate and blend aesthetic and architectural concepts with the project design while accomplishing the basic requirements that transportation facilities be functional, safe, and efficient.	##
In meeting the Disadvantaged Business Enterprise (DBE) contract goal, evidence documenting that the consultant met the DBE goal, or by documenting that it made adequate good faith efforts to meet the DBE goal. (See 49 CFR, § 26.53)	##
Capability to conduct a Value Engineering (VE) study for projects that are particularly complex or have unique features. Order 5100.38, Chapter 3, Subsection 3-57; AC 150/5300-15, <i>Use of Value Engineering for Engineering and Design of Airport Grant Projects</i> ; and AC 150/5370-10, <i>Standards for Specifying Construction of Airports</i> , contain additional guidance on VE studies.	##

Upon review of the submitted material, Liberty County Airport may select a consultant based on the submitted material, or reduce the list of applicants to approximately three (3) for oral presentation. A detailed scope of work will be developed with the selected consultant. Firm consulting fees will be negotiated, utilizing an independent cost estimate as necessary, for the services to be performed under an FAA grant as approved by the FAA. This contract is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of Department of transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation). DBE firms are encouraged to submit. To be considered for these services, please provide three (3) copies, plus one (1) unbound copy of a Statement of Qualification (SOQ) no later than 5:00 p.m. on or before September 5, 2017. All responses must be submitted in a sealed envelope plainly marked "Statement of Qualifications - Airport Engineering and Planning Services." The Statement of Qualifications should not exceed ## pages. Questions or comments and submittals should be addressed to Liberty County Airport, PO Box 459, Chester, MT 59522.

