INTRODUCTION

The Lincoln Airport Authority is soliciting Statements of Qualifications from aviation consulting firms experienced in the preparation of Airport Master Plan updates. The Airport Authority intends to select a firm and negotiate a contract with them for the preparation of this update to be completed in FY2020-21 as part of a FY2020 FAA AIP grant.

This document has been prepared to invite firms to submit a Statement of Qualifications. In support of this invitation, the information presented in subsequent sections is intended to acquaint interested firms with the proposed project, the specific information to be submitted and how the consultant selection process will be carried out.

PROJECT DESCRIPTION

The Lincoln Airport is a primary commercial service airport located in Lincoln, NE. Currently the airport is served by 2 commercial carriers, enplaning over 150,000 passengers each year. A mix of small general aviation aircraft, corporate aircraft, regional jets and wide variety of military aircraft combine for over 60,000 operations per year.

The airport’s three runways (17/35; 18/36 and 14/32) are located on approximately 2,000 acres and are surrounded by an additional 3,000 acres under the care, custody and control of the Airport Authority.

Since the completion of the last Master Plan in 2007, the General Aviation area has expanded significantly. Security requirements have continued to be modified and enhanced, airfield design requirements have continued to change, new opportunities for commercial air service have become a possibility and continued overall growth on both sides of the fence will continue to encompass the airport within the planning period. In addition to considering the impacts of these changes, a number of capital improvement projects are being considered that will require in-depth review and analysis.

As part of this project, the Authority intends to have background and survey data collected in a manner such that it can be used in the ongoing maintenance and development of an airport GIS system.
SUBMITTAL CONTENT

It is the purpose of this request to select a firm/team that is both qualified to undertake such work and whose current workload makes them available to prepare a study in a timely manner. Information from the lead firm and any sub consultant firms should include data which will aid in the evaluation process encompassing, but not necessarily limited to, the below listed criteria.

- Description of the proposed organizational structure for the project, including key individuals.
- Qualifications and recent relevant (5 years) experience of the firm and the key individuals.
- Familiarity with current FAA master planning, airport design and airport layout plan criteria.
- Specialized experience required to perform the necessary services.
- Proposed project schedule, including major tasks and target completion dates.
- Present workload of staff proposed to be assigned to this project.
- Familiarity with the proposed project and the local area.

The Statement of Qualifications shall be submitted on 8 ½” x 11” paper, and should be assembled in a fashion that is easily evaluated and the requested data identified. Please limit submittals to 30 pages or less. Material beyond the specific information requested is neither desired nor encouraged.

SELECTION PROCEDURE

The Lincoln Airport Authority will establish a Selection Committee to review and rate all of the Statements of Qualifications received. This committee will follow a selection process consistent with the requirements of FAA Advisory Circular 150/5100-14E, Change 1. The evaluation of each properly submitted statement will be conducted by the Selection Committee on the basis of relevant qualifications, such as experience, capability of personnel assigned to the project, ability of the firm to perform the work in a timely manner, the quality of the supervisory leadership assigned to the project and the appropriateness of the special or specific comments or suggestions for completing the project.

Depending upon the number and qualifications of respondents, the Airport Authority may elect to select directly from the Statements of Qualification or may develop a shortlist of the most qualified firms/teams and invite them for personal interviews prior to the final selection. A decision regarding the details and timing of the final selection process will be based entirely on the judgment of the Airport Authority’s selection committee. The Airport Authority will then negotiate a fee with the selected firm for the negotiated scope of work.
For the selected consultant, the contract will be subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity); and to the provisions of Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation) and 49 CFR Part 30 (Denial of Public Works Contracts to Suppliers of Goods and Services of Countries that Deny Procurement Market Access to U.S. Contractors; i.e., Foreign Trade Restrictions).

Upon completion of the selection process, all firms that submit statements will be advised of the status of their response and the recommendation of the Committee.

**SUBMITTAL PROCEDURES**

Interested firms should submit six (6) printed copies and one electronic copy of their Statement of Qualification on a flash drive together in a sealed package to:

Chad Lay  
Director of Planning and Development  
Lincoln Airport Authority  
2400 West Adams Street, Suite 200  
Lincoln, NE 68524

The Statement of Qualifications must be received in the offices of the Airport Authority before 2 P.M. on March 10, 2020. Material received after that time will not be considered.

**Questions, Inquiries and Contact with Authority Staff** – The Authority is committed to providing all interested parties with accurate and consistent information in order to ensure that no Responder obtains an undue competitive advantage. To this end, from the date of this RFQ through award of contract, the Authority contact is: Chad Lay, Director of Planning and Development.

All questions from Responders must be submitted in writing, electronically, to c.lay@lincolnairport.com by February 24th, 2020. It will be the sole responsibility of the Responder to ensure questions are submitted in a timely manner. Answers to questions will be posted on the Authority’s website by February 27th, 2020.

It shall be the Responder’s responsibility to monitor the Addendums that may be issued under and as a part of this RFQ. Copies of this RFQ, and any Addendum issued, are available for viewing at the following link: www.lincolnairport.com.

Any Addendums so issued are to be considered a part of this RFQ document. Therefore, receipt of all Addendums issued during this RFQ must be acknowledged with your Response.