Request for Statements of Qualifications

The Lincoln (NE) Airport Authority is soliciting Statements of Qualifications from qualified aviation consulting firms for a number of proposed airfield development projects at the Lincoln Airport. To assist in the preparation of Statements of Qualifications, the Airport Authority has prepared a document intended to acquaint interested firms with the proposed projects and the specific information to be submitted. Statements of Qualifications are due by 2:00 P.M., October 13th, 2020. Interested firms can obtain additional information by contacting:

Chad Lay, Director of Planning and Development
Lincoln Airport Authority
P.O. Box 80407
Lincoln, NE 68501
Telephone: (402) 458-2403
c.lay@lincolnairport.com
INTRODUCTION

It is the intent of the Lincoln Airport Authority to select a qualified consulting firm to provide engineering services for a number of projects proposed to be undertaken over the next five (5) years. Services to be provided are to include, but not be limited to, design, bidding and project oversight for these projects. In order to begin the process of selecting a consulting firm, the Lincoln Airport Authority is soliciting Statements of Qualifications from consulting firms knowledgeable in the area of airport design and construction.

This document has been prepared to invite qualified 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 projects, the specific information to be submitted and how the consultant selection process will be carried out.

PROJECT DESCRIPTION

The proposed projects are to be carried out utilizing funding provided by the Federal Aviation Administration (FAA) under their Airport Improvement Program (AIP). This will require that the consultant follow all applicable guidance provided by the FAA in the form of, but not limited to, advisory circulars, engineering briefs, orders and program guidance letters.

In addition, note that all projects proposed for the selection period are within the airfield fence. It is especially important that the consultant understand, be familiar and comply with all operational and security requirements of the Lincoln Airport Authority and the FAA in undertaking this work.

Proposed Projects for the selection period are: General Aviation area expansion and taxilane construction; Mill and overlay the asphallic pavement on Runway
14/32 (8,650’ x 150’); Rehabilitate the asphaltic pavement on taxiways Alpha, Golf, Papa, Juliet and Kilo, Rehabilitate/Reconstruct the pavement of Runway 18/36 (12,901’ x 200’), Rehabilitate the PCC pavement on the terminal ramp.

While this list proposes a number of projects for the selection period, it is possible additional airfield projects may develop and be added, just as projects listed may be dropped as they are more fully explored. As such, separate contracts will be negotiated for projects as they mature.

**ENGINEERING/CONSULTANT SERVICES REQUIRED**

Professional services to be performed under the direct supervision of a registered professional engineer licensed in the State of Nebraska are summarized as follows but will be defined specifically for each contract consummated.

- Participate in necessary conferences and periodic project reviews with staff representing the Lincoln Airport Authority, the Nebraska Department of Aeronautics and the Federal Aviation Administration.
- Confirm budget costs and engineering data needed for further development of each project. The scope of each project will be finalized after a consultant is selected.
- Preparation of construction contract documents for projects at such time as funding is anticipated or defined. Documents shall include surveying/geotechnical investigations, contract drawings, contract specifications, application for any and all permits as required for any part of the work, detailed cost estimates before bidding.
- Assistance with bid advertisement, bid evaluation and award of contracts.
- Construction management to include: services provided in accordance with a construction observation program required and approved by the Federal Aviation Administration before each construction contract begins; conduct weekly construction progress/coordination meetings with LAA staff and contractors; publish minutes of meetings; checking and processing of shop drawings as necessary; insure materials testing for construction work is in compliance with contract documents; preparation and/or processing of construction reports, payroll reports, monthly or semi-monthly contractor pay estimates, change orders coordination of certificated or affidavits for materials acceptance of work, preparation of punch lists, final inspections and any other required reports.
• Preparation of electronic record drawings and updating of LAA GIS system to reflect as-built conditions.

• Submittal of final reports as required by the Federal Aviation Administration to close the project.

• Update of the Airport Layout Plan to show the work as it is completed.

STATEMENT OF QUALIFICATIONS

To permit the selection committee to identify the most qualified firm, the statement of qualifications shall provide, at a minimum, the following information:

A transmittal letter shall cover the statement, and be signed by the intended project manager, who shall be a professional engineer registered in the State of Nebraska. The transmittal letter shall identify the key personnel to be used on the projects as well as any subconsultants to be used. Any geotechnical firms proposed to be used shall be accredited and a copy of the accreditation certificate shall be attached to the transmittal letter. Pending accreditation will not be acceptable.

The transmittal letter shall also address the use of Disadvantaged Business Enterprise (DBE) subconsultants. If a DBE subconsultant can be part of the consultants team, this is desirable, particularly since this is intended to be federally funded work. Certification of proposed DBE’s must be by the Nebraska Department of Roads. If no DBE is proposed, an explanation of the process used to make the determination that DBE’s were either unavailable or it was not feasible to use DBE’s, shall be attached.

Under the transmittal letter, the following information shall be provided:

• Name of the firm, address, telephone number, fax number and email address.

• Name and title of person to contact, address, telephone number, fax number, and email address, if different from above. The Lincoln Airport Authority requires a single Professional Engineer be identified as Project Manager for all work. The Project Manager should be a key person in the consultant’s organization/administration of the work.

• The total number of personnel, by discipline, employed by the firm in the office which will be used for the projects. If persons from other offices of the
consultant will be assigned to the projects, the persons should be identified as well as the location of the assigned office and the tasks being performed. This section should indicate if different persons will be utilized for different work.

- The names and addresses of subconsultants and the role each subconsultant may perform on a particular part of the project and the relation of each to the consultant’s efforts.

- Resumes of all key persons, specialists and subconsultants who will be assigned to the project team. Identify the key personnel on project with their experience on relevant work. Identify the percentage of time the key personnel will be engaged in particular projects.

- List up to 10 relevant airport projects in which the consultant team acted in a capacity similar to these projects. Include the following:
  
  o Project name and location.
  o Project manager and key consultant’s staff assigned to the project.
  o Project owner name, address and phone number.
  o Completion date of the project.
  o Original estimated project cost, pre-bid estimated project cost, low bid amount and final total construction cost of the project.
  o Identify work performed by the consultant and subconsultant.
  o A brief description of the project and the consultant’s responsibility on the project.

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 35 pages or less. Material beyond the specific information requested is neither desired nor encouraged.

Depending upon the number and qualification 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. The decision as to the process, timing and selection will be based entirely on the judgment of the Airport Authority’s selection committee.
SUBMITTAL PROCEDURES

Interested firms should submit four (4) 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 October 13th, 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 final selection, 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 October 2nd, 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 October 5th, 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.

The Statement of Qualifications must be received in the offices of the Airport Authority located at 2400 West Adams, Lincoln, Nebraska 68524 before 2:00 P.M. on or before October 13th, 2020. Material received after that time will not be considered.

Please direct any inquiries regarding this RFQ to Chad Lay, Director of Planning and Development, at 402.458.2403.