

RFP

## NOTICE TO AIRPORT CONSULTANTS

The City of Boone, Iowa (Sponsor) is hereby soliciting Statement of Qualifications from consultants for airfield development projects that are anticipated to occur within the next five years at the Boone Municipal Airport (KBNW) located in Boone, Iowa. Subject to receipt of Federal funding and/or State funding, these projects may include the following:

1. Reconstruct Runway 15/33 (South 1,800 feet of 4,808 feet).
2. Rehabilitate Runway 15/33 (North 3,008 feet of 4,808 feet) with concrete crack/joint repair, spall repair, and select panel replacement and Remark Runway 15/33 full length.
3. Rehabilitate Parallel Taxiway A and all Connector Taxiways A1 to A4 with concrete crack/joint repair, spall repair, and select panel replacement.
4. Construct two Box Hangars and Aprons. These box hangars are identified on Sheet 14 Terminal Area Plan of the ALP set identified as Buildings 16 (80'x80') and 17 (100'x100').
5. Construct Taxilanes and Approach Aprons for an 8-Unit T-Hangar.
6. Construct 8-Unit T-Hangar identified on Sheet 14 Terminal Area Plan of the ALP set identified as Building 15.

These projects have been developed from the Sponsor's Airport Capital Improvement Plan (CIP). A copy of each project CIP Data Sheet will be made available upon request.

The services to be provided may include, but are not limited to, preliminary design, final design, bidding, construction observation, and incidental special services such as geotechnical/subsurface investigations and topographic surveying.

A qualification based selection process conforming to FAA Advisory Circular 150/5100-14E *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects* will be utilized to select a consultant. 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 all applicable Federal Rules and Regulations as identified in AC 150/5100-14E.

Consultants will be rated by a selection committee according to the following selection criteria and the weight given to each:

1. Capability to perform all aspects of the projects (25%) – qualifications of prime firm (and subconsultants, if any).
2. Relevant experience of key personnel from prime firm (and subconsultants, if any) and role; 20%
3. Knowledge of FAA standards, policies, and procedures (5%);
4. Recent experience with comparable projects at similarly sized airports (15%);
5. History of meeting schedules and staying within budget (20%); and
6. Understanding of the project's potential challenges and Sponsor's concerns (15%).

The Sponsor intends to select the most qualified firm directly from submittals but reserves the option to short list up to three (3) of the highest rated firms and perform phone, informal, and/or formal interviews.

Statements must be concise and contain no more than twenty-eight (28) pages of material (14 sheets of paper, double sided). This excludes the front and back covers, the two-page cover letter (1 sheet of paper, double sided), table of contents, section dividers, and resumes. Consultants must submit five (5) hard copies of their Statement and a PDF of their Statement (submitted via email) to the following person:

J. S. Pundzak, Chairman  
Boone Municipal Airport Commission  
clerk@city.boone.ia.us

Statements are to be provided in a package marked with "Airport Statement of Qualifications" in the lower left-hand corner and the sender's name and address in the upper left-hand corner. Statement package shall be addressed as follows:

J.S. Pundzak, Chairman  
Boone Municipal Airport Commission  
PO Box 550  
923 8<sup>th</sup> Street  
Boone, Iowa 50036

All statements must be received by 5:00 p.m. December 7, 2020. Statements received after this deadline will not be considered. The Sponsor reserves the right to reject any and/or all Statements. Submittals will become property of the Sponsor. Please make the email subject line: "Airport Statement of Qualifications" and request delivery/read receipts to confirm it was received on time.

**Inquiries**

All questions must be submitted via email to the above contact by 5:00 p.m. on DATE (ten (12) days before submittal deadline). Answers will be sent via reply email no later than 5:00 p.m. on November 30, 2020 (one week before submittal deadline). For more information, please contact Mr. Pundzak at (515) 577-1744 or by email: jpundzak@gmail.com