



City of Lawrence

REQUEST FOR QUALIFICATIONS (RFQ)

- RFP Description:** The City of Lawrence is requesting statements of qualifications and experience from airport consultants for a five-year services contract for proposed projects at the Lawrence Municipal Airport
- City RFQ Number [Q1601](#)
- Department:** Public Works
- Contacts:** Charles F. Soules, P.E., Director of Public Works/Airport Manager
Email: csoules@lawrenceks.org
Phone: (785) 832-3124
- Jason Stowe, Building & Structures Manager
Email: jstowe@lawrenceks.org
Phone: (785) 832-3126
- Copy Requirements:** Submit five (5) copies of qualifications/proposal plus one electronic copy of PDF format
- Pre-Submittal Meeting:** No meeting is scheduled; please call with questions.
- Due Date & Time:** **May 6, 2016**
- Submit to Address:** Charles F. Soules, P.E.
Direct of Public Works
City of Lawrence
6 East 6th Street
P.O. Box 708
Lawrence, KS 66044

NOTICE TO AIRPORT CONSULTANTS

The City of Lawrence, Kansas is requesting statements of qualifications and experiences from airport consultants for a five-year services contract for proposed projects at the Lawrence Municipal Airport.

Subject to receipt of Federal funding, these projects may include the following:

1. Design/Install Wildlife Perimeter Fence w/ control gates
2. Complete TWY B extension for 1/19
3. Reconstruct terminal apron – mill, overlay & remark
4. Reconstruct RWY 15-33 - mill, overlay & remark
5. Complete land acquisition of RWY 1/19 approaches
6. Implement Drainage Study recommendations

The attached 5-year ACIP was completed with assistance from Airport Development Group. The required services include, but are not limited to, A/E services for preliminary, design, bidding and construction phases including incidental special services for projects funded under the FAA Airport Improvement Program.

A qualification based selection process conforming to FAA Advisory Circular 150/5100-14e will be utilized. Fee information will not be considered in the selection process, and must not be submitted with the Statement of Qualifications.

Selection Criteria will include:

- a. Capability to perform all aspects of the project including construction observation and materials testing
- b. Recent experience in similar projects, and ability to meet schedules within budget
- c. Professional qualifications of key personnel and firm qualifications, including key sub-contractors
- d. Current workload and ability to meet schedules or deadlines
- e. Quality of previous airport projects undertaken and capability to complete projects without having major cost escalations or overruns
- f. Knowledge of FAA regulations, policies, and procedures
- g. Demonstration of understanding of the projects and the Sponsor's special concerns
- h. Capability to furnish qualified inspectors
- i. Familiarity with and proximity to the geographic location of the project
- j. Participation by DBE firms
- k. Interest shown and Firm reputation
- l. Implementation of Affirmative Action Plan
- m. Client references

Fees will be negotiated for projects as federal/state funds become available. Prospective Consultants are advised that applied overhead rates must be in accordance with the cost

principals established within Federal Regulation 48 CFR Part 31, *Contract Cost Principles and Procedures*.

This contract is subject but not limited to the following federal provisions:

- Title VI of the Civil Rights Act of 1964
- Section 520 of the Airport and Airway Improvement Act of 1982
- DOT Regulation 49 CFR Part 18.36(i) - Access to Records
- DOT Regulation 49 CFR Part 20 - Lobbying and Influencing Federal Employees
- DOT Regulation 49 CFR Part 26 -Disadvantage Business Enterprises Participation
- DOT Regulation 49 CFR Part 29 – Government-wide Debarment and Suspension
- DOT Regulation 49 CFR Part 30 - Federal Trade Restriction Clause

Interested firms should submit **five (5)** copies of their statement of qualifications, including a PDF electronic copy on a USB thumb drive to the following address, no later than **May 6, 2016 by 5:00 p.m.**

Charles F. Soules, P.E., Director of Public Works/Airport Manager
City of Lawrence
6 E 6th St.
P.O. Box 708
Lawrence, KS 66044

Proposals received after the identified date and time will be returned un-opened. Telephone, email, facsimile submittals will not be accepted.

All packages must be submitted in a sealed envelope and clearly marked on the outside: "STATEMENT of QUALIFICATIONS FOR AIRPORT ENGINEERING SERVICES."

For more information, or to schedule a tour of the airport, please contact Mr. Soules before April 22, 2016 either by phone: (785) 832-3124; or by email: csoules@lawrenceks.org.

Any requests for clarification will be made in writing to the point of contact no later than April 27, 2016. Final Addenda will be issued and posted on the City's web site no later than April 29, 2016. The City will not respond in writing to enquiries or requests for clarifications, but will post all questions and answers on its website.

Selection Process: A selection committee will review the statements of qualifications and make recommendations to the Airport Board for interviews. The Board will conduct interviews & recommend the qualified firm to the City Commission.

5-year ACIP plan attached

Airport Master Plan can be viewed at:

<https://www.lawrenceks.org/assets/airport/pdf/Lawrence-airport-Master-Plan-Final.pdf>