



**Request for Statements of Qualifications of
Professional Engineering Services for
Projects at the Waterloo Regional Airport**

PREPARED BY:

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Request for Statements of Qualifications of Professional Engineering Services for Projects at the Waterloo Regional Airport

PURPOSE:

The Waterloo Regional Airport, a department of the City of Waterloo, Iowa, is soliciting Statements of Qualifications for professional engineering services for airport development projects that are anticipated to occur within the next five years.

Subject to receipt of Federal funding through the Federal Aviation Administration's (FAA) Airport Improvement Program (AIP) and/or State funding through the Iowa Department of Transportation's Office of Aviation, these projects may include the following:

- FY-2019 – No project. Sponsor to carry over entitlement funds from 2018 & 2019 to FY-20.
- FY-2020 – Reconstruction of Taxiway Bravo.
- FY-2021 – Rehabilitation of Runway 12/30, Taxiways Alpha (East) & Echo, (Pavement Maintenance).
- FY-2022 – Rehabilitation of Taxiway Alpha (West).
- FY-2023 – Remark Runway 18/36 & Associated Taxiways; and, Purchase of an Airfield Pavement Regenerative Sweeper (separate projects)
- FY-2024 - Rehabilitation of Runway 18/36 Within the Safety Area of Runway 12/30.
- Additional On-Call Services, as needed and/or required, for the term period.

Background information about the Waterloo Regional Airport is presented in **Attachment A**.

A general overview of the scope of each project is presented in **Attachment B**.

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

Professional engineering services may include, but are not limited to, preliminary design, final design, bidding, construction observation (including on-site resident engineer observation and/or inspection), project management and incidental special services such as geotechnical investigations and topographic surveying.

TERM OF 5-YEAR MASTER AGREEMENT:

The term of this next Five (5) Year Master Agreement will begin on or about December 17, 2018 for work associated with the list of projects for FY-2020 thru 2024, and pending the FAA's issuance of the Go Letter for FY-2020 for Waterloo Regional Airport.

ELEMENTS OF STATEMENT OF QUALIFICATION:

The Statement of Qualifications shall include the following elements:

1. Qualifications of the firm, sub-consultants and personnel assigned to perform the work, as well as the time commitment and qualifications of the project engineer, project manager, and on-site resident engineer as maybe proposed for the project(s).
2. Organizational chart of Firm/Team submitting Statement of Qualifications, as well as an organizational chart/s and location of the office/s of the Firm/Team that will provide services to Waterloo Regional Airport.
3. Brief description of the scope of services for the last five (5) similar airfield projects performed for a Commercial Service Airport shall include client references resulting from the studies and work performed.
4. A defined approach to Waterloo Regional Airport's proposed projects, solutions including responsibilities of key team members and sub-consultants.
5. A list identifying DBE consultants proposed for use in performing the work. DBE information shall be submitted in compliance with the FAA's recommendation for airport sponsors to comply with DBE program and goal criteria.

SELECTION PROCESS

A Qualifications Based Selection (QBS) process conforming to FAA Advisory Circular 150/5100-14E (Includes Change 1), *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, and dated September 25, 2015, will be utilized.

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. Fee information will not be considered in the Selection Process and should not be submitted with the Statement of Qualifications.

The selection process is outlined in **Attachment C**. The criteria by which the Statements of Qualifications will be evaluated is presented in **Attachment D**. Additional unrated considerations are presented in **Attachment E**. Note regarding City of Waterloo requirements can be found in **Attachment F**.

DEADLINE TO SUBMIT STATEMENT OF QUALIFICATIONS:

Ten (10) copies of the Statement of Qualification, not to exceed 25 double-side pages in length, must be submitted in a sealed envelope by 5:00 p.m. local (CST) Friday, October 26, 2018.

Statements will not be accepted after this time. The Statement of Qualifications must be submitted to:

WATERLOO REGIONAL AIRPORT
Attn: Keith Kaspari, MPA, C.M. Airport Director
2790 Livingston Lane
Waterloo, Iowa 50703
OFC: 319-291-4483 / FAX: 319-291-4250
KEITH.KASPARI@WATERLOO-IA.ORG

ATTACHMENT A

AIRPORT BACKGROUND:

The Waterloo Regional Airport, owned and operated by the City of Waterloo, Iowa, is a small Non-Hub Primary Commercial Service Airport, with USDOT supported Essential Air Service, and is currently served by American Eagle Airlines providing twice daily (on average) Regional Jet service to Chicago's O'Hare International Airport with the ERJ-145 series of Regional Jet aircraft.

Total enplaned passenger traffic in CY-2017 was approximately 25,156.

The Waterloo Regional Airport's airfield consists of the following major features:

- Primary Runway 12/30 measuring approximately 8,400 feet by 150 feet,
- Secondary Runway 18/36 measuring 6,000 feet by 150 feet,
- GA-only Runway 6/24 measuring 5,400 feet by 129 feet,
- Several associated taxiways,
- Terminal and GA aprons; and,
- FAA-owned and operated Air Traffic Control Tower (ATCT) with operational hours between 6:00 a.m. and 8:00 p.m. seven days per week.

The City of Waterloo receives annual AIP entitlement funds, and occasionally discretionary funding from the FAA to accomplish eligible planning, design, construction, and equipment acquisition projects at the Waterloo Regional Airport.

Waterloo Regional Airport employs a full-time Airport Director who is actively involved in facility planning, project administration, development of technical approaches to solutions, construction coordination, and in some cases on-site owner inspection.

The Airport Department, like all City of Waterloo departments, has a Board or Commission to advise City Staff. The Airport Board is comprised of seven (7) members as appointed by the City Council of Waterloo.

The Airport Board also includes two (2) members of the City Council to serve as Board Liaisons. The Board meets at Noon on the fourth Tuesday of the month, unless otherwise re-scheduled due to National Holidays, Vacations, or Other.

The Waterloo City Council is comprised of seven (7) members, five (5) as elected from each of the five City Wards, and two (2) members elected to serve At-Large positions.

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ATTACHMENT B

BRIEF LIST OF PROJECTS AND PROJECT OBJECTIVES

FY-2019

No Project.

Sponsor to Carry Over 2018 & 2019 AIP Entitlement Funds to FY-2020

City of Waterloo intends to carryover all of ALO's \$1,000,000 in AIP Entitlement Funds to FY-2020.

FY-2020

Reconstruction of Taxiway Bravo

Using Sponsor entitlements from both FY's 2019 & 2020, this project will include the full rehabilitation of Taxiway Bravo pavement areas, from the Airline Terminal Apron and the Intersection of Taxiway Alpha, to Runway 6/24, and then from the Intersection of Runway 6/24 to the Intersection of Runway 18/36.

This project also includes the replacement of taxiway edge lighting, Runway Guard Lights, and guidance signage.

The last rehabilitation of this taxiway was completed in 1986 and is the primary taxiway for access to Runways 12 & 18, reflecting a PCI range of 30 to 37.

FY-2021

Pavement Maintenance – Runway 12/30, Taxiways Alpha (East) & Echo

Runway 12/30 is the primary instrument runway for the City of Waterloo at Waterloo Regional Airport. The most recent pavement evaluation study completed in 2017 reflects that the last major runway rehabilitation was completed in 2006.

The current PCI for Runway 12/30 is in the mid-70's, indicating runway pavement rated in "Satisfactory" condition, yet this pavement surface is showing signs of pavement oxidation and raveling.

For Taxiway Alpha (East) and Taxiway Echo, the last major rehabilitative work was completed during CY-2015 and CY-2012 respectively. The current PCI for these two aircraft surfaces reflects PCI ratings of 98 and 93 respectively, but is showing pavement oxidation.

This project request will include the application of a pavement rejuvenator with the completion of crack-seal and joint repair work to extend the pavement life.

The repainting of all pavement markings on this runway and taxiways will be included in this project.

FY-2022

Rehabilitation of Taxiway Alpha (West)

Taxiway Alpha (West) serves as the primary taxiway for access to Runways 36 and 6. The most recent pavement evaluation completed in 2017 reflects that Taxiway Alpha (West) was last rehabilitated in 1978.

The area of future reconstruction reflects the pavement area located west of Taxiway Bravo, up to the Intersection of Runway 36.

The current PCI of this taxiway ranges from 32 to 51 indicating that the pavement is rated from Very Poor to Fair, and is in need of future reconstruction.

FY-2023

Airfield Pavement Markings Project – Runway 18/36 & FAA Eligible Taxiways; and, Purchase of an Airfield Regenerative Pavement Sweeper

The airfield pavement markings were last repainted airfield-wide during the Summer of 2018.

This project will include the repainting of Runway 18/36 and Taxiways Alpha - Bravo - Charlie and Echo.

Also in this Fiscal Year, the airport intends to purchase an airfield regenerative pavement sweeper.

This is an equipment acquisition that can be used year-round to allow for the removal of FOD and misc. debris pickup during the spring, summer and fall seasons on Waterloo's aircraft movement and non-movement areas, but also for collection of aircraft deicing fluids used during the winter season; and, properly dispose of the fluids properly and safely.

This equipment will also be used during the winter season to assist in the pickup of sand located in the grooves of the primary and secondary runways to allow for proper drainage of the runways during the heavy rain events that ALO receives each winter season.

This equipment will be used to prevent unnecessary ponding of wet areas on the runway that could contribute to ice patches due to sand remaining in the grooves preventing the rain water to properly flow thereby allowing for an improved surface of the runway to continue aircraft operations.

FY-2024

Rehabilitation of Runway 18/36

(Within the Safety Area of Runway 12/30)

The last major rehabilitation of Secondary Runway 18/36 occurred in 2010 with a 9” concrete overlay of the majority of the then existing asphalt runway.

To transition the new concrete pavement, asphalt tapers were constructed on the runway and connecting taxiways.

The only portion of the runway that was not rehabilitated was inside the Runway 12/30 Safety Area. The most recent pavement evaluation for this runway was completed in 2017 and estimated a PCI ranging from 57 to 70.

The proposed project will provide rehabilitation or reconstruction to the asphalt pavement section located both north and south of the intersection of Runway 12/30 and just south of Bravo Taxiway.

In addition, this project will rehabilitate the concrete portions with crack sealing and concrete joint sealant replacement as necessary to continue to extend the life-cycle of this runway surface.

**Pavement Condition Index
(Airfield)**

See Attachment Next Page

Pavement Condition Index
(Terminal Area Taxiways and Aprons)

See Attached Next Page

ATTACHMENT C

SELECTION PROCESS

In selecting a consultant, the Waterloo Regional Airport will employ the following steps of the qualifications based selection process:

1. Determine the Scope of Services
2. Sponsor Shall Establish a Selection Board
3. Determine the Selection Policy
4. Development of a Selection Criteria and Numerical Rating
5. Develop a Request for Qualifications
6. Proceed with Selection Procedures
7. Determine if the Selection Satisfies the Needs, Objectives and Goals
8. (If Yes, Proceed with No: 9)
9. Award Consultant Master Contract

Once a Master Agreement is approved, the project scope will be refined and engineering fees will be negotiated as federal funds become available.

Policy for Selection:

The selection of a consultant shall be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the service required.

Moreover, the selection process must satisfy requirements for open and free competition.

Selection Criteria

Based on the proposed Scope of Service(s) and prior to evaluating consultants, the Airport Sponsor has developed a list of selection criteria to be used in evaluating potential consultants.

Numerical rating factors (ranges) shall be assigned to each criterion on the basis of the Sponsor's priorities and conception of the importance of each favor in the attainment of a successful project.

The numerical rating factors are presented in **Attachment D**.

The selection criteria is as follows:

1. The capability to perform all or most aspects of the project, and recent experience in airport projects comparable to the proposed task;
2. 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.

3. The capability to meet schedules or deadlines;
4. The quality of projects previously undertaken and the capability to complete projects without having major cost escalations and/or overruns;
5. The qualifications and experience of sub-consultants regularly engaged by the consultant under consideration;
6. The 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.
7. 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 project;
8. The ability to furnish qualified inspectors for construction inspection and project administration services;
9. An understanding of the project's potential challenges and the Sponsor's special concerns (if applicable);
10. The degree of interest shown in undertaking the project and their familiarity with and proximity to the geographic location of the project;
11. The 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;
12. In meeting the Disadvantage Business Enterprise (DBE) program and/or 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, S26.53) and,
13. The capability to conduct a Value Engineering (VE) Study for projects that are particularly complex or have unique features.

FAA Order 5100.38, Chapter 3, Subsection 3-57; Advisory Circular 150/5300-15, *Use of Value Engineering for Engineering and Design of Airport Grant Projects*; and Advisory Circular 150-5370-10, *Standards for Specifying Construction of Airports*, contain additional guidance on VE studies.

The City, Airport Staff and Airport Board will evaluate, rank and interview, each consultant based on the qualifications-based package as submitted, if necessary.

After completion of the above ranking and interview/s, and pending the response from the Central Region Office of the Federal Aviation Administration to ensure that the consultant selection process has been managed appropriately, the top-rated consultant will be selected to enter into negotiations with the Airport Board for initial approval, with final approval by the City Council of Waterloo, Iowa.

If after final selection of a Firm/Team, and that City of Waterloo, Waterloo Airport Board and Staff, and the Firm/Team cannot come to an agreement for compensation of services, the City of Waterloo reserves the right to discontinue negotiations with successful Firm/Team and begin negotiations with the next highest qualified and ranked Firm/Team.

ATTACHMENT D
EVALUATION CRITERIA

All Statement of Qualifications received will be evaluated regarding compliance with this Request, FAA Advisory Circular 150/5100-14E, “Architectural, Engineering, Planning Consultant Services for Airport Grant Projects”, dated September 25, 2015.

As such, as per Chapter 2, Sub-section 2-1 (a) and (b), Title IX and the “Brooks Act” process will be followed, and the selection of a Firm/Team will be completed through a qualifications-based selection process.

All Firms/Teams competing for the work shall be advised that the projects will be accomplished over the course of several grant projects.

The expected schedule of projects must be defined, together with the scope of work and the required services. The scope of work shall be described in sufficient detail so that all parties are adequately informed of the items to be accomplished.

One or more Firms or Teams may be provided an opportunity to interview with City / Airport and Airport Board personnel to showcase their company, personnel and skill-set in greater detail. If such an opportunity is afforded, this will be at the sole cost of the Firm/Team.

The successful Firm/Team shall comply with all Local, State and Federal statutes, regulations and laws.

One or more of the highest rated firms may be requested to submit additional information, including an estimated schedule.

The successful Firm/Team will be based on the below listed Rating Factors.

Each Rating Factor will be assigned to each respective criteria based on the basis of City and Airport priorities and conception of the importance of each Rating Factor in the attainment of a highly successful project.

A. Capabilities of the Firm/Team. (Weighted 20% in Selection Criteria):

Capability of the Firm/Team to perform all or most aspects of the project, such as planning, environmental, financial analysis, architectural design, and mechanical, electrical, and civil engineering.

Below is a brief list of specific areas for the Firm/Team to demonstrate their abilities and experience as follows:

1. Runway and Taxiway Design;
2. Implementation of FAA Design Criteria;
3. Airfield drainage and storm water drainage system design;
4. Airfield Electrical Systems design and operating requirements.

**B. Key Personnel With Firm/Team & Reputation.
(Weighted 15% in Selection Criteria):**

The Firm/Teams key personnel and professional background and caliber and availability for the proposed project/s.

The Firm/Team shall also demonstrate the Firm / Team's industry reputation for personal as well as professional integrity and competence.

**C. Project Deadlines & Firm / Team Workload.
(Weighted 10% in Selection Criteria):**

The demonstrated ability of the Firm/Team to meet agreed upon schedules or deadlines as established by the Sponsor or FAA.

The Firm / Team shall also demonstrate the workload of the Firm / Team to manage the current workload of the Firm/Team, and the ability to successfully perform time management skills in accommodating the workload for the City of Waterloo and Waterloo Regional Airport Staff, keeping in mind the timeliness of project or projects and the FAA granting process.

**D. Past Projects and Project Cost Estimating.
(Weighted 5% in Selection Criteria):**

The quality of the Firm/Teams projects previously undertaken. Firm/Team shall provide a list of similar projects, without having major cost escalations and/or overruns.

The demonstrated ability of the Firm / Team and the capability to complete project cost estimating.

**E. Use of Outside Consultants.
(Weighted 5% in Selection Criteria):**

The qualifications and experience of outside sub-consultants regularly engaged by the consultant under consideration.

**F. Capabilities of Branch Office & Support of Home Office.
(Weighted 5% in Selection Criteria)**

The 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.

**G. Qualified Inspector
(Weighted 10% in Selection Criteria):**

The capability of the Firm/Team to furnish qualified, competent and professional personnel to perform on-site construction inspections and project administration services.

**H. Potential Project Challenges and Sponsor Concerns & Problem Areas.
(Weighted 5% in Selection Criteria):**

The Firm/Teams ability to demonstrate an analysis and/or understanding of the project's potential problems and the special concerns by the sponsor.

**I. Level of Interest & Geographic Location.
(Weighted 5% in Selection Criteria):**

The degree of interest shown by the Firm/Team in undertaking the future project/s and the Firm / Team's familiarity with and the proximity to the geographic location of the Waterloo Regional Airport.

**J. Design Concepts.
(Weighted 5% in Selection Criteria):**

The capability of the Firm/Team 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.

**K. Disadvantage Business Enterprise (DBE).
(Weighted 5% in Selection Criteria)**

In meeting the Disadvantage Business Enterprise (DBE) program and/or 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, S26.53) and,

**L. Value Engineering Studies.
(Weighted 5% in Selection Criteria):**

The ability of the Firm/Team to conduct value engineering studies, if necessary, for projects that maybe considered particularly complex, or have unique features.

FAA Order No: 5100.38, Chapter 38, Sub-Section 3-57, Advisory Circular 150/5300-15, Use of Value Engineering for Engineering Design of Airport Grant Projects; and Advisory Circular 150/5370-10, Standards for Specifying Construction of Airports, contains additional guidance on VE Studies.

ATTACHMENT E

ADDITIONAL MISCELLANEOUS ITEMS FOR CONSIDERATION

The following considerations are not assigned a numerical rating:

Experience with FAA and Iowa DOT Staff.

The ability of Firm/Team to demonstrate past and present experience in working with personnel from the Federal Aviation Administration's Central Region Office located in Kansas City, MO, and the Iowa Department of Transportation – Office of Aviation located in Ames, Iowa.

Experience with Passenger Facility Charge Programs.

Coordination with the Waterloo Airport's PFC program. Some of the anticipated projects may be funded with PFCs.

Established Affirmative Action Program.

The evidence that the Firm/Team has an established and implemented an accepted Affirmative Action Program.

Incorporation of Sustainability into Design.

The recent experience of the Firm/Team in special areas associated with the project or projects such as energy conservation and life-cycle cost analysis.

Contracting with Local Engineering Firms

For those national or Iowa-based firms located outside the City of Waterloo and Black Hawk County, Iowa, the Waterloo Regional Airport encourages the use of local engineering firms that may have experience and the skill-set in various engineering disciplines, for the airport projects listed within this RFQ.

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ATTACHMENT F
GENERAL NOTES

The consultant and sub-consultants shall not discriminate on the basis of race, color, national origin, or sex in the performance of this future contract.

The consultant shall carry out applicable requirements of 49 CFR Parts in the award and administration of U.S.DOT, FAA and Iowa DOT funded and assisted contracts.

Failure by the consultant to carry out these requirements is a material breach of this Statement for Qualifications, which may result in the termination of the contract or such other remedy, as the recipient deems appropriate.

The City of Waterloo and Waterloo Regional Airport reserves the right to reject any and all Statement of Qualifications submitted in response to this request for any reason.

All Firms/Teams responding to this Statement of Qualifications must comply with all City of Waterloo, Iowa, requirements for insurance, liability, indemnification and other requirements of the office of the City Clerk for the City of Waterloo, Iowa.

Thank you for your interest in providing professional engineering services at the Waterloo Regional Airport for the City of Waterloo, Iowa.

END of SOQ