

**REQUEST FOR STATEMENTS OF QUALIFICATION (SOQ) PROFESSIONAL ON-CALL
PLANNING SERVICES
FOR WATERLOO REGIONAL AIRPORT
WATERLOO, IOWA**

The City of Waterloo, IA, is requesting Statements of Qualifications from interested and qualified Aviation Consultants for Professional On-Call Airport Planning Services at Waterloo Regional Airport (ALO) for the next five (5) years. Professional, technical, and advisory services are needed for projects identified in the Airport's Capital Improvement Program (CIP) for Federal funding through the FAA AIP and/or State funding through the Iowa Department of Transportation's Office of Aviation.

SCOPE OF WORK

Projects may include airport airside / landside design, airport building design, and AIP program management. The projects anticipated to occur in the next five years include:

- **Airport Master Plan (2027)** – Complete a Master Plan project for the Waterloo Airport. Current plan is from 2015. Primary focus of study will be ultimate runway length and width of both runways, terminal study to determine best location of terminal (long-term planning) and land use planning. Will include ALP update and AGIS Survey Requirements.
- **Hangar Development Planning Study** – The purpose is a planning study to evaluate the feasibility and estimated costs of developing additional hangar space at the airport to meet current and future demand. The study will review site suitability, infrastructure requirements, regulatory considerations, and construction options for hangar development. Will include ALP update.
- **Signage Plan** – The purpose of this signage plan is to create a comprehensive, consistent, and effective system of signage throughout the airport property. The plan is designed to improve wayfinding, enhance safety, reinforce airport branding, and ensure compliance with applicable federal, state, and local requirements.
- **Air Transport Optimization Planning Study** – To assess and identify strategic improvements and facility optimizations to enhance airport growth, utilization, and economic performance.
- **Additional On-Call Services**, as needed and/or required, for the term period.

A detailed copy of the most recent CIP, ALP, or Master Plan can be requested from the Airport. Consultants should be familiar with Federal Aviation Administration (FAA) and State aviation funding programs and requirements. The services to be provided for these projects 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.

PROPOSAL FORMAT

To facilitate review, submissions should conform to the following format:

1. **Firm's Experience with Similar Projects:** Provide a description of your firm's recent experience (within 5 years) and qualifications in airport engineering, architectural, design, financial, planning, and environmental analysis on projects similar in magnitude to the Waterloo Regional Airport, as well as meeting schedules, deadlines, and budgets of those projects.
2. **Key Personnel:** Identify proposed project team members and responsibilities. Provide a brief resume for each key person proposed, outlining their credentials and experience working on

airports similar to the Waterloo Regional Airport. If other firms/individuals are proposed, please provide a brief description of the firms and history working together, anticipated role, and key individuals that will be assigned.

3. **Knowledge of Airport:** Describe your understanding and knowledge of the Waterloo Regional Airport.
4. **References:** Provide the name and contact information for at least three (3) references of similar size airports who are familiar with the quality of work by your firm for projects of similar nature to those contained in the above Scope of Work.
5. **Approach to Disadvantaged Business Enterprise (DBE) Participation:** Provide your approach to DBE participation.
6. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm.

The entire Statement of Qualifications shall not exceed twenty (20) pages; excluding the front and back covers, dividers, cover sheet, table of contents, and letter of introduction (maximum two pages).

CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

The following criteria will be used in screening, ranking and selection of the successful firm:

1. **Qualifications of the Firm and Key Personnel (30 points):** Preference shall be given to those firms and key personnel's experience with airport engineering, architectural, design, financial, planning, and environmental analysis on projects of similar magnitude and at airports similar to those anticipated at Waterloo Regional Airport.
2. **Experience with State and Federal Grant Programs (15 points):** Preference shall be given to project teams whose personnel have a demonstrated and effective working relationship with the Iowa DOT Office of Aviation and the FAA Central Region Airports Division and possess a thorough understanding of regulations and procedures of Airport Improvement Programs (AIP).
3. **Approach to Projects (25 Points):** Preference shall be given to those firms that can demonstrate a clear understanding and familiarity of the pending projects and an approach that establishes a strategy for completing the various projects identified in the CIP. Preference will be given to firms who demonstrate the capability to perform all or most aspects of the work without needing to subcontract various elements. If a team approach is used, the proposal shall identify team structure, responsibilities of each firm, and history of the team working together on similar projects. The approach should highlight potential for DBE participation on projects as well as indicate a closeout strategy for the projects.
4. **Experience on Comparable Projects (25 points):** Preference shall be given to project firms who have demonstrated satisfactory experience and performance at like airports on similar projects to those listed in the CIP. The project experience section should highlight project budget and overall schedule/completion information on similar projects at like airports.
5. **Swift and Effective Response (5 Points):** Ability to respond to new requests and projects both through in person and digital consultations.

SELECTION OF THE CONSULTANT

The qualification-based selection process shall conform to FAA Advisory Circular 150/5100-14E, current edition, which will be utilized to select the most qualified firm. Fee information will not be considered in the selection process and should not be submitted with the statement of qualifications.

It is the intent of the owner to select and negotiate a master contract with one prime aviation consultant for a five (5) year term. The owner will appoint a committee to review the submitted Statements of Qualification (SOQs) and rank the qualified firms. The owner may select a consulting firm directly based on the submitted SOQ (based on the above criteria) or may request interviews. All unsuccessful firms will be notified in writing no later than 10 days after selection of the Consultant and may contact the owner.

The owner reserves the right to reject any and all submissions to this RFQ, request clarification, or waive technicalities, if it is deemed in the best interest of the owner. The owner assumes no responsibility for costs incurred in responding to this RFQ. No fees are to be submitted at this time or with the SOQ's.

CONTRACT

The top-ranked firm will be invited to negotiate a contract with the City of Waterloo. If a successful negotiation cannot be reached, the City of Waterloo reserves the right to negotiate with the next most qualified firm that submits an acceptable SOQ.

The Sponsor, in accordance with FAA Order 1400.11A, hereby notifies all consultants that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this notice/solicitation/invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged.

RFQ TIMELINE

The anticipated milestone dates for this RFQ are as follows:

Release of RFQ	September 30, 2025
Deadline for Submittal of Questions	October 17, 2025
Statement of Qualifications Due	October 31, 2025
Anticipated Announcement of Successful Firm or Scheduling of Interviews	November 15, 2025

Questions will be accepted in writing at the physical or email address below until COB, October 17, 2025. Written responses will be sent out shortly after October 17, 2025 to those that request a copy of the responses. Request for responses can also be sent to the physical or email address below.

TERMS AND CONDITIONS

The following Federal provisions are incorporated into this Notice by reference:

- Buy American Preference (Title 49 USC § 50101)
- Davis-Bacon Requirements (2 CFR § 200, Appendix II(D); and 29 CFR Part 5)
- Debarment and Suspension (2 CFR Part 180 (Subpart C), 2 CFR Part 1200, and DOT Order 4200.5)

- Disadvantaged Business Enterprise (49 CFR Part 26)
- Foreign Trade Restriction (49 USC § 50104 and 49 CFR Part 30)
- Lobbying and Influencing Federal Employees (31 USC § 1352 – Byrd Anti-Lobbying Amendment; 2 CFR Part 200, Appendix II(J); and 49 CFR Part 20, Appendix A)
- Procurement of Recovered Materials (2 CFR § 200.322, 40 CFR Part 247, Solid Waste Disposal Act)

The agreement(s) between the Sponsor and the selected consultant will be subject to the latest “Federal Contract Provisions for A/E Agreements” prepared by FAA Central Region.

SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON

Five (5) hard copies and one electronic copy of the Qualifications Statement must be submitted no later than 4:30 p.m. on Friday October 31, 2025, to the address below. The envelope should be clearly marked “Aviation Consultant Statement of Qualification.”

*Waterloo Regional Airport
2790 Livingston Lane
Waterloo, Iowa 50703
319-291-4483*

All questions regarding this RFQ should be directed to:

*Steven Kjergaard
Director of Aviation
Waterloo Regional Airport
2790 Livingston Lane
Waterloo, Iowa 50703
319-291-4483
steven.kjergaard@waterloo-ia.org*