

## NOTICE TO AIRPORT CONSULTANTS

The City of Aberdeen (Sponsor) is hereby soliciting Statement of Qualifications from consultants for airport planning projects that are anticipated to occur within the next five years at the Aberdeen Regional Airport (ABR) located in Aberdeen, SD. Subject to receipt of Federal funding and/or State of South Dakota, these projects may include the following:

1. Airport Master Plan inclusive of an Airport Layout Plan

This project has been developed from the Aberdeen Regional 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: Airport Master Plan inclusive of an Airport Layout Plan.

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-qualifications of prime firm (and sub-consultants, if any)-20%;
2. Knowledge of FAA standards, policies, and procedures-20%;
3. Recent experience with comparable projects at similarly-sized airports including relevant experience of key personnel from the prime firm (and sub-consultants, if applicable)-20%;
4. History of meeting schedules and staying within budget-20%; and
5. Understanding of the project's potential challenges and Sponsor's concerns-20%.

The Sponsor intends to short list up to three of the highest rated firms based on the submittals and conduct phone, informal, and/or formal interviews.

The requirements of 49 CFR part 26 apply to this contract. It is the policy of the Aberdeen Regional Airport to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. The Owner encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

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 four (4) hard copies of their Statement to the following person:

Cody Roggatz-Transportation Director  
123 South Lincoln Street  
Aberdeen, SD 57401

All statements must be received by 5:00 p.m. on May 24<sup>th</sup>, 2018. Statements received after this deadline will not be considered. The outside of any submittal shall be clearly marked with the following statement:

*Statement of Airport Planning Qualifications*

The Sponsor reserves the right to reject any and/or all Statements. Submittals will become property of the Sponsor.

### **Inquiries**

All questions must be submitted via email to [cody.roggatz@aberdeen.sd.us](mailto:cody.roggatz@aberdeen.sd.us) by 5:00 p.m. on 05.10.2018 (two weeks before submittal deadline). Answers will be sent via reply email no later than 5:00 p.m. on 05.17.2018 (one week before submittal deadline). For more information, please contact Cody Roggatz at (605) 626-7020 or [cody.roggatz@aberdeen.sd.us](mailto:cody.roggatz@aberdeen.sd.us).