

OMAHA AIRPORT AUTHORITY

REQUEST FOR QUALIFICATIONS

PROFESSIONAL AIRPORT PLANNING AND ARCHITECTURAL ENGINEERING  
CONSULTING SERVICES

TERMINAL AREA MASTER PLAN AND RELATED PROJECTS  
EPPLEY AIRFIELD, OMAHA, NEBRASKA

INTRODUCTION

The Omaha Airport Authority (OAA) is hereby soliciting statements of qualifications and experience from airport consultants for master planning terminal and airfield areas at Eppley Airfield, Omaha, Nebraska. Services will include, but are not limited to planning, architectural and engineering and will be funded under the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) for the specific work identified. Work shall be in accordance with all applicable FAA regulations, Advisory Circulars, policies and procedures. Transportation Research Board guidelines will be addressed and used.

A qualification based selection process conforming to FAA Advisory Circular 150/5100-14D 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: Recent experience with airport planning projects at Commercial Service Airports operating under FAR Part 139 certificate, capability to perform all aspects of the projects, demonstrated ability to meet schedules within budget, quality of previous airport planning projects undertaken, interest shown, and the consultant's qualifications.

Prospective Consultants are advised that applied overhead rates must be in accordance with the cost principles established within Federal Regulation 48 CFR Part 31, Contract Cost Principles and Procedures.

Contracts are 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 & influencing Federal Employees
- DOT Regulation 49 CFR Part 26-Disadvantaged Business Enterprises Participation
- DOT Regulation 49 CFR Part 29- Government-wide Debarment and Suspension
- DOT Regulation 49 CFR Part 30- Federal Trade Restriction Clause.

The specific work will follow tasks negotiated during the scope of services prior to defining a contract. The OAA intends to select a consulting firm to provide all identified tasks to include any sub-consultants. The work will begin in 2011. The consultant selected will manage all tasks undertaken.

The OAA has direct contact with the FAA for projects at Eppley Airfield. All consultant actions will be taken through the staff of the OAA. Direct contact by the Consultant with the FAA for Eppley Airfield planning must have prior authorization by the Staff of the OAA.

The purpose of this notice is to invite qualified, interested firms to submit a Statement of Qualifications. In support of this invitation, the information presented in a separate document is designed to acquaint interested firms with the specific submittal and how the consultant selection process will be accomplished by the OAA.

Interested consultants may obtain a Request for Qualifications information packet from the OAA by contacting Susan Miller, Project Administrator for Planning and Engineering at 402/661-8000. The statement of qualifications submitted must follow the guidelines provided in the packet to be considered. Consultants desiring to be considered should submit six copies of their statement of qualifications with related experience and references to the following address no later than 5:00 p.m. January 14, 2011. Electronic submissions will not be accepted.

Omaha Airport Authority  
4501 Abbott Drive, Suite 2300  
Attention David L. Roth, P.E., Director of Planning & Engineering  
Omaha, Nebraska 68110.

#### PROJECT DESCRIPTION

The professional airport planning and architectural engineering services are required for tasks funded by the FAA, and may include projects funded by the OAA. The consultant will be selected for the work specified in the Notice. However, separate consultant agreements may be consummated for tasks as funded. In lieu of a separate consultant contract, amendments may be used for additional tasks at the Owner's discretion. The consultant may be required to coordinate with other consultants employed by the Owner or the FAA. The Owner reserves the right to proceed with follow on tasks based upon the consultant's performance.

#### BACKGROUND

Eppley Airfield is a medium hub commercial service airport serving the Omaha, Nebraska area. The last Master Plan completed in 1997, identified airfield development based upon forecast activity of the airport. Over 80 percent of the airfield development identified in the 1997 plan has been completed. With respect to the terminal area, work has been undertaken to provide additional parking facilities and other improvements to support airport operations. Fixed jet bridges have been replaced with apron drive bridges capable of servicing regionals to the largest wide body aircraft. An analysis undertaken two years ago reveals that some portions of the terminal need to be upgraded or expanded. A Terminal Area Master Plan is needed to define future development which diagrammatically depicts terminal floor plans. The Terminal Area Master Plan will define facility requirements and planning configurations so the Airport can move forward with design and construction to the airside and landside in the future. Previous studies and the currently approved Master Plan and ALP will be provided to the selected consultant.

The Airfield Master Plan is needed to review current facilities and indicate any future development needs. The basis will be the current approved Master Plan and Airport Layout Plan which will be provided to the selected consultant.

An electronic Airport Layout Plan may be required to meet current FAA standards. If the FAA's guidance with respect to EALP's is not ready or required then the traditional paper ALP with pdf will be required. The current ALP is an AutoCAD document and will be provided to the selected consultant as a basis for the update. A decision as to which ALP is provided will be made before a contract is finalized.

Geographic Information Systems (GIS) are available for some facilities on the airfield; however, the need for approach surveys and verification and update of all existing data will be required. FAA guidance included in Advisory Circulars 150/5300-16A General Guidance and Specification for Aeronautical Surveys, Establishment of Geographic Control and Submission to the National Geographic Survey, 150/5300-17B General Guidance and Specification for Aeronautical Survey and Airport Imagery Acquisition and Submission to the National Geographic Survey and 150/5300-18B General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) standards will be followed by the consultant. The OAA will require the existing data to be expanded and transferred to the FAA standards.

The U.S. Department of Transportation FAA Order 5200.11 Safety Management System requires the order be followed after June 1, 2011. The OAA is requiring the selected consultant to create and follow the standard with the update of the Terminal Area Master Plan. The FAA's Advisory Circular 150/5200-37 and the FAA's Order 5200.11 will be the basis for this effort.

Hazardous wildlife attractants on or near airports must be addressed in the Master Plan Report. The OAA has an agreement with the U.S. Department of Agriculture Fish and Wildlife Services which provide a full-time representative on the airport to manage a Wildlife Hazard Management Plan. The selected consultant will have to review the existing management plan and incorporate information in the final report. The basis for this will be Advisory Circular 150/5200-33B Hazardous Wildlife Attractants On or Near Airports. The extent of this effort will be defined in the scope of services developed with the selected consultant as agreed to by the FAA.

### CONSULTANT SERVICES REQUIRED

Professional services to be performed under the direct supervision of the consultant will involve a basic agreement for the Terminal Area and Airfield Master Plan. The Terminal Area and Airfield Master Plan agreement may be amended or a second agreement will be consummated for the tasks identified herein.

The Terminal Area and Airfield Master Plan must review the existing facilities, update forecasts, analyze demand and capacity, identify alternates and produce a new set of Airport Layout Plans for Eppley Airfield. The plans may be provided as an EALP or traditional paper set. Approval of the Master Plan by the OAA, FAA, as well as other agencies is required. The Master Plan must be prepared in conformance with FAA Advisory Circular 150/5070-6B Airport Master Plans. The FAA's Central Region check list for submission of Airport Layout Plans will be followed. The Airport Cooperative Research Program particularly the Airport Passenger Terminal Planning and Design Guidebooks, Volumes 1 and 2, must be utilized by the consultant.

The objective of the Terminal Area and Airfield Master Plan is to clearly explain and illustrate where proposed development will occur in the short, medium and long-term to meet future aviation demand. Included in the plan shall be an explanation of the development's benefit, cost, necessity and relativity to alternate concepts.

The plan must integrate and comprehensively address policies and actions for enhanced airfield safety and security and shall be flexible enough to respond to variable aviation demand as well as variation in local environmental, political and economic conditions. The plan must satisfy local, state and federal regulations.

Deliverables may include the following and additional items may be added during the scoping process:

1. Demand-based forecast for facility development
2. Existing conditions/inventory
3. Aviation forecast
4. Facility requirements including a Capital Improvement Plan (CIP) for the next twenty (20) years with a financial plan identifying potential resources.
5. Alternative development evaluation (terminal facilities including access, parking, in-line baggage systems, international arrivals and departure lounges, etc. will be diagrammatically depicted)
6. EALP or standard ALP
7. Geographic Information System for all airport infrastructure including data systems
8. Technology Infrastructure Analysis
9. Building Systems Infrastructure Analysis
10. SMS Program with a security assessment screen on proposed projects during the next fifteen (15) years
11. Environmental overview
12. Sustainability (terminal building, i.e. recycling, LEED see [www.airportsustainability.org](http://www.airportsustainability.org) for examples)
13. Air Traffic Control Tower evaluation and coordination with the FAA
14. Compatible land use section including collateral development around the airport
15. An Exhibit "A" updated property map for use in future grant applications
16. A narrative on the existing Wildlife Hazard Management Plan
17. Environmental review of proposed development with respect to all projects included in the development plan addressing categorized exclusions or the need for further environmental reviews, assessments, etc.
18. Terminal passenger and baggage movement - access roadway, curb, parking, rental car facility, capacity, common use facilities, revenue and location of concessions, passenger self-service facilities, airline considerations, etc.
19. Transportation Security requirements
20. Financial Feasibility Analysis
21. Specific technical reports as developed through the planning process
22. Final Technical Report
23. Executive Summary Report

## STATEMENT OF QUALIFICATIONS

In order for the OAA's Consultant Selection Committee to best identify the most qualified firm, the Statement of Qualifications should respond to, and be presented in the following identifiable components.

**COMPONENT 1.** A transmittal letter shall be included in the submittal and signed by the intended project manager, identifying the key personnel to be used on projects and all sub-consultants. The consultant in submitting qualifications for the work identified must address in the transmittal letter the project team envisioned for each task proposed. Each task may vary with different team members and sub-consultants participating in parts of the work.

The use of a Certified Disadvantage Business Enterprises (DBE's) sub-consultant must be addressed in the transmittal letter and the executive summary. Certification of DBE's must be by the Nebraska Department of Roads. It is recognized the DBE sub-consultant may not be needed for all tasks. If the selected DBE's certification expires without renewal, then the consultant will be required to locate another certified DBE sub-consultant. Only DBE's on the Unified Certification List published by the Nebraska Department of Roads are accepted DBE's. The DBE goal for this project is 4.22%.

If the consultant team does not include a Certified DBE, the executive summary must address good faith efforts with an appendix indicating who was contacted and why the firm was not part of the consultant's team. It is recognized that dollar amounts cannot be submitted with the proposal; however, the consultant should have the goal in mind when selecting a proposed team. Additional information on the OAA DBE Program and administration are included in an exhibit attached hereto.

The transmittal letter must acknowledge review of the proposed contract format as attached hereto with a statement the consultant agrees to the contract format its content and all requirements as presented including professional liability insurance limits. The contract language will not be changed/amended during negotiations except for modifications as required for tasks included in a specific project. Work will proceed based upon project fund availability.

**COMPONENT 2.** An executive summary which addresses the planning and other tasks for Eppley Airfield and the methodology the consultant proposes to use in the preparation of the tasks included in this request. Any deviations, conflicts with other work or schedule difficulties should be addressed in this section. If different individuals, sub-consultants would be proposed for the various efforts, these must be identified in the executive summary. It is recognized that the period of the services and variations in the scope will require changes to be discussed with the contract negotiations or amendment thereof, however, the initial submittal must address the tasks described above in general terms. The consultants understanding of the issues involved with the work identified must be provided in the methodology presented. The use of substitute sub-consultants for the tasks identified by the consultant may be considered in negotiations.

**COMPONENT 3.** Request the following information be provided along with an organizational structure of the team proposed by the consultant.

- a. Name of the firm, address, telephone number, fax number, e-mail address and website.
- b. Name and title of contact person.
- c. The total number of personnel by discipline employed by the firm in the office who may be used for specific tasks. If persons from other offices of the consultant will be assigned to the tasks, the persons should be identified as well as the location of the assigned office and tasks being performed by persons. This section should indicate if different persons will be utilized for different work. The Owner desires to have a single Project Manager identified for all work. The Project Manager should be a key person in the consultant's organization.
- d. The names and addresses of sub-consultants and the role each sub-consultant may perform on a particular task and the relation of each to the consultant's efforts.
- e. Resumes of all Key Persons, specialists and sub-consultants who will be assigned to the project team. Identify the Key Persons role on tasks with their experience on relevant work. Identify the percentage of time the key personnel will be engaged in a particular task. Identify the physical location (office, branch, city and state) where the staff member will work.
- f. List up to five (5) similar airport-type projects which the consultant's team acted in a capacity similar to this undertaking. Work performed more than five (5) years ago should not be listed. Projects performed at commercial service airports will receive higher scoring in the selection process. Include the following:
  1. Project name and location
  2. Consultants team/staff assigned to the project and the Project Manager.
  3. Project owner's name, address, phone number for a contact person.
  4. Completion date of the project.
  5. Total cost of the project.
  6. Identify work performed by the consultant or sub-consultant.
  7. Firms' responsibility/estimated percentage of the total services performed by the consultant on a particular project.
  8. Brief description of the project and each consultant's responsibility on the project.
- g. Professional / Technical references
- h. The above information (items a through g) must be provided for all proposed sub-consultants.

- i. The use of standard forms is not desired. Submission of the U.S. Government's 330 will not be accepted.

**COMPONENT 4.** Additional information concerning the consultant and or sub-consultants may be provided. **THE ADDITIONAL INFORMATION IS LIMITED TO SIX SINGLED SIDED PAGES OR THREE DOUBLE-SIDED PAGES.** Pictures, graphs, inserts, spacers and charts are considered as additional information.

#### SUBMITTAL PROCEDURES

Interested firms should submit six (6) copies of their Qualifications to:

Omaha Airport Authority  
David L. Roth, P.E.  
Director of Planning and Engineering  
4501 Abbott Drive, Suite 2300  
Omaha, Nebraska 68110

Format of the statement shall not exceed 8 ½ " x 11" in size. Materials beyond the information specifically requested are neither desired nor encouraged. Six (6) copies of the Statement of Qualifications must be received before 5:00 p.m., January 14, 2011. Materials received after that time shall not be considered. Any questions regarding the Request for Statement of Qualifications should be addressed to David L. Roth, Director of Planning and Engineering at [info@eppleyairfield.com](mailto:info@eppleyairfield.com). Only written questions will be formally answered. No questions will be considered after January 4, 2011.

## SELECTION PROCESS

The OAA has established a Selection Committee. The selection will follow the guidance provided by the U.S. Department of Transportation in the FAA Advisory Circular 150/5100-14D dated September 30, 2005, entitled Architectural, Engineering and Planning Consultant Services for Airport Grant Projects. The Selection Committee will review all responses that meet the requirements outlined and are received prior to the designated date and time. Evaluation of each Statement of Qualification may consider the following criteria:

- o Understanding of the proposed tasks.
- o Recent experience in airport projects comparable to the proposed project for commercial service Airport Terminal Area Master Planning and other mentioned deliverables in the last five (5) years.
- o Experience of personnel and qualifications to perform each task.
- o Key personnel's professional background, education and availability for the proposed tasks.
- o Current workload as identified by the consultant and/or sub-consultants.
- o Experience in special areas associated with Airport planning such as phasing limiting the closure of components as may be necessary to perform the tasks.
- o Demonstrated ability to meet schedules or deadlines. (Note this will be reviewed by contacting references listed in proposal.)
- o Capability to identify project costs without having cost escalations from budgets presented. (Note this will be verified by contacting references.)
- o Qualifications and experience of sub-consultants.
- o Quality of projects previously undertaken as may be recognized by professional organizations.
- o Consultants familiarity with and proximity to the geographic location of the airport.
- o The physical location of the design team.
- o Knowledge of FAA regulations, policies and procedures.
- o Understanding of the potential challenges of the work.
- o Understanding of funding constraints for the development undertaken.



- o Degree of interest shown by the consultant in undertaking the project.

It is the intention of the Selection Committee to review the qualifications of the interested firms and make a selection based upon the Statement of Qualifications as submitted. However, the Selection Committee reserves the right to conduct interviews. If interviews are conducted, adequate notice (seven calendar days) will be given.

All firms submitting responses will be notified of the status of their response and the recommendations of the Selection Committee according to the following tentative schedule.

- Deadline for Submission of Statement of Qualifications - January 14, 2011
- Notification of Selection - January 28, 2011
- Preparation of Scope of Work Services and approval of the tasks - February 25, 2011; Required FAA approval before proceeding to the next item.
- Negotiation of Agreement - March 25, 2011
- Approval of Contract - April 19, 2011
- Notice to Proceed - April 20, 2011

Enclosure:  
Proposed Engineering Agreement