

CONSULTANT SELECTION REQUEST FOR QUALIFICATIONS TEMPLATE July, 2010

This document is intended to assist airports with the solicitation of Statements of Qualifications from interested and qualified Aviation Consultants for Professional On-Call Airport Architectural, Engineering, and Planning Consultant Services. It is intended to serve as the basis for the development of their Request for Qualifications.

In addition, the Airports Consultants Council (ACC) provides relevant white papers and documents for consultants and airport managers to use. These additional documents and guidance can be found in the ACC Contracting Toolkit located at:

<http://www.acconline.org/Content/NavigationMenu/Resources/ContractingToolkit/default.htm>

Contracting with Consultants

- [Best Practices for Consultant Selection PPT](#)
- [Improving the Quality of Airport Projects: ACC/FAA Best Practices](#)
The Best Practices document provides airport consultants and FAA staff guidelines on how to improve communications and relationships, with the overall goal of enhancing the airport project delivery process. The updated version contains new sections and enhancements, and has been structured to follow the development of an airport project. It is an important tool to help consultants and FAA navigate the complexities of improving our nation's airports.
- [FAA Advisory Circular 150/5100-14D](#) – Contracting for Planning, Architectural and Engineering Services.
This advisory circular (AC) provides guidance for airport sponsors in the selection and engagement of architectural, engineering, and planning consultants. It also discusses services that normally would be included in an airport grant project, types of contracts for these services, contract format and provisions, and guidelines for determining the reasonableness of consultant fees.
- [Airport Owner's Guide to Project Delivery Methods](#) This white paper presents a list of the widely used project delivery systems (PDS) and offers guidance in selecting the most advantageous PDS. The document analyzes what conditions influence project success and discusses the types of project conditions for which each PDS is most applicable and offers the greatest potential to deliver a successful project.
- [Construction Resident Representatives](#)
On behalf of the 2003 Best Procurement Practice Committee, the document summarizes several key benefits to an airport for engaging the professional services of a consultant for Construction Resident Representative.

REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL ON-CALL AIRPORT ARCHITECTURAL, ENGINEERING, AND
PLANNING CONSULTANT SERVICES
FOR _____ (AIRPORT, CITY, STATE)

The _____ (owner) is requesting Statements of Qualifications from interested and qualified Aviation Consultants for Professional On-Call Airport Architectural, Engineering, and Planning Consultant Services at _____ (Airport) for the next five (5) years. Professional, technical and advisory services are needed for projects identified in the Airport's capital improvement program.

FAA Advisory Circular (AC) 150/5100-14D, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects* should also be referenced. This AC provides guidance for airport sponsors in the selection and engagement of architectural, engineering, and planning consultants. It also discusses services that normally would be included in an airport grant project, types of contracts for these services, contract format and provisions, and guidelines for determining the reasonableness of consultant fees.

SCOPE OF WORK

Projects may include airside/landside design, drainage and lighting, planning and environmental services, and construction related services. A copy of the airport's current capital improvement program can be requested from _____ (contact) at _____ (phone/email). Consultants should be familiar with Federal Aviation Administration (FAA) and State aviation funding programs and requirements.

PROPOSAL FORMAT

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

1. **Experience of the Firm:** Provide a description of your firm's prior experience and qualifications in airport architectural, engineering, planning and environmental analysis. Also, please reference the experience of the firm in working with the State and FAA regulations and procedures.
2. **Project Team (Key Staff):** Identify the proposed Project Manager and key project team members and responsibilities. Provide a brief resume for each person outlining their credentials and experience.
3. **References:** Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm of similar nature as contained in the above Scope of Work.
4. **Project Understanding:** Provide your general understanding of the airport, project and issues regarding the identified project(s). Identify any potential challenges or special concerns that may be encountered.

5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm or the makeup of the project team including sub-consultants.

The entire Statement of Qualifications shall not exceed thirty (30) 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 (20-30%):** Preference shall be given to those firms with experience in airport architectural, engineering, planning and environmental analysis related to the scope of services.
2. **Qualifications of the Project Team (Key Staff) (30-40%):** Preference shall be given to those with key staff experience in items listed in the above scope of services and any familiarity with the region.
3. **Experience in Working with State and FAA Regulations and Procedures (10%):** Preference shall be given to project teams whose personnel have a demonstrated working relationship with the State and FAA, and possess a thorough understanding of FAA rules and regulations regarding design and development of airports similar to the _____ (Airport).
4. **Project Understanding (25-35%):** Preference shall be given to those firms which have a comprehensive understanding of the project requirements and environment.

SELECTION OF THE CONSULTANT

It is the intent of the _____ (owner) to appoint a committee to review the Statements of Qualifications submitted and rank the qualified firms.

The _____ (owner) may choose to interview a shortlist of consultants before making the selection. The shortlisted consultants shall be notified at least 14 days prior to the interview date.

All unsuccessful firms will be notified in writing no later than 10 days after selection of the Consultant and may contact the _____ (owner) for debriefing.

_____ (owner) reserves the right to reject any and all submissions to this RFQ, request clarification, or waive informalities/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.

In accordance with FAA selection procedures, all selections should be qualification based. No overhead rate, fees, or any cost information should be identified as part of this submission.

CONTRACT

The top ranked firm will be invited to negotiate a contract with the _____ (owner). A detailed scope of work will be developed and agreed to by the selected consultant and the _____ (Owner). This detailed scope of work and associated fee will be incorporated as part of the contract.

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.

SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON

___ copies of the Qualifications Statement must be submitted no later than _____ p.m. on (month, date, year) to:

Name / Title
Physical Address (for overnight delivery)
Phone

All questions regarding this RFQ should be directed to:

Name / Title
Address
Phone / Email