



**Request for Qualifications
Lawton Ft. Sill Regional Airport
Professional Engineering Services
Pavement Management Program**

The Lawton Ft Sill Regional Airport is advertising a Request of Qualifications (RFQ) from qualified consulting firms for professional engineering services for the Pavement Management Program (PMP). This Request for Qualifications (RFQ) is posted on the airports website at www.flylawton.org.

RFQs will be received by the Lawton Airport Authority until 2:00 p.m. on Monday, June 17, 2016

It is anticipated that a Professional Services Agreement (PSA) will be awarded by the Lawton Airport Authority at its June or July board meeting.

A. SCOPE OF WORK

The project scope of work consists of performing a pavement inventory and evaluation, and developing a management program for pavement surfaces at the Lawton Ft Sill Regional Airport (airside). The program will assist the Airport in determining the condition of the pavement, maintenance, rehabilitation, and reconstruction needs, priorities and cost estimates in compliance with AC No: 150/5380-B - Airport Pavement Management Program (PMP).

The project includes calculating a Pavement Condition Index (PCI) for all areas in accordance with In addition, this project scope of work consists of identifying and developing Aircraft Classification Numbers (ACN) and Pavement Classification Numbers (PCN) for the Airport's runways, taxiways, taxi lanes, and aprons. The scope includes assisting the Airport in publishing data on the Federal Aviation Administration (FAA) Form 5010, Airport Master Record.

The PCN (5-part format) shall be developed using the standardized International Civil Aviation Organization (ICAO) method, called the Aircraft Classification Number – Pavement Classification

Number (ACN-PCN) method and comply with *Advisory Circular (AC) 150/5335-5C: Standardized Method of Reporting Airport Pavement Strength – PCN*.

The selected firm is expected to propose a team that is capable of providing all required services.

B. INFORMATIONAL MEETING

A non-mandatory informational meeting is scheduled for June 10, 2016 at 2:00 p.m., in the Airport Conference Room.

C. SUBMITTAL REQUIREMENTS

Five (5) copies of the RFQ shall be provided with one (1) CD in pdf format. Each copy shall be marked on the cover:

- RFQ: Pavement Management Program
- The name of the firm responding to this RFQ.

1. Clarifications

Any clarifications or modifications will be provided in writing by the Airport and will be communicated via the Airport's website. Any request for clarifications must be in writing to the email below and must be received at least five working days prior to the submittal deadline. Any questions relating to the submittal requirements shall be directed to:

Barbara McNally, Airport Director
3401 S 11th Street
Lawton Ft. Sill Regional Airport
Lawton, Oklahoma 73502

Phone: (580) 353-4869 x 301

E-mail: barbara@flylawton.org

D. CONTENTS OF SUBMITTAL

RFQ's shall respond to each criterion listed below. Responses should be clear and concise and formatted as outlined below to provide the Selection Committee with the following information and allow for consistent evaluation of each submittal.

1. Table of Contents (5 points)

Include an identification of the material by section and page number.

2. Transmittal Letter (10 points)

Provide a transmittal letter which introduces the consulting firm and team. Discuss services offered, size of staff, and office location(s) of the consulting firm(s). *Pavement Management Program RFQ*.

3. Statement of Qualifications (35 points)

Provide no more than 15 pages describing the qualifications, experience, and capabilities of the proposing firm and team in the order presented below. Tabs will not be included in the page count.

a. *Relevant Projects*. Include and describe projects of similar scope of work that the firm and team have completed or participated on in the past five (5) years.

b. *Project Organization and Staff Experience*. Include the organizational structure that is proposed to implement the project, identifying the primary point of contact, support staff, subconsultants, and location of office where the majority of work of the prime consultant will be completed. Include resumes of the key project personnel identifying professional qualifications, experience, capabilities, and relevant projects each have completed.

c. *Project Understanding and Approach*. Demonstrate an understanding and familiarity of this project and describe your approach to completing the project.

4. References (25 points)

Provide a list of three (3) references that have specific knowledge of work performed by the consultant.

5. Timeline (25 points)

Once selected, please give the timeline from start to completion.

E. EVALUATION AND SELECTION

All responses received will be evaluated and ranked based upon the responsiveness to the RFQ. A minimum of two (2) firms may be selected for further evaluation and requested to participate in a formal interview as part of the selection process. Alternatively, the Airport may choose to select based the most qualified firm or team directly following the evaluation of the submitted response. One consultant will be selected for negotiation.

F. SCOPE OF WORK AND FEE PROPOSAL

Following the selection process, the Airport will enter into contract negotiations with the selected consultant. The Airport and consultant will meet to discuss the proposed services and scoping of work. The selected consultant will be expected to prepare and submit a detailed breakdown proposal detailing hourly rates, markups, anticipated reimbursable expenses, direct salary costs, labor, general and administrative overhead, and profit data for the project. A cost analysis may be

performed for each of these negotiations. Work will be performed on a lump sum basis. If rates and reimbursable items cannot be agreed upon between the Airport and the consultant, negotiations will be terminated. The Airport will then enter into negotiations with the next highest qualified consultant.

G. QUALIFICATION SUBMITTALS

Responses shall be submitted to:

Lawton Ft Sill Regional Airport
3401 S. 11th Street
Attn: Airport Director's Office
Lawton, Oklahoma 73501

THE LAWTON AIRPORT AUTHORITY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, TO WAIVE ANY IRREGULARITIES IN THE PROPOSALS RECEIVED, AND TO ACCEPT THE PROPOSAL DEEMED MOST ADVANTAGEOUS TO THE BEST INTERESTS OF THE AIRPORT. ALL PROPOSALS BECOME THE PROPERTY OF THE AIRPORT.