

**REQUEST FOR QUALIFICATIONS**  
**FORT SMITH REGIONAL AIRPORT**  
**PREPARATION OF AN AIRPORT MASTER PLAN UPDATE**

The Fort Smith Airport Commission is seeking statements of professional qualifications and experience from airport consultants pursuant to Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5100-14 to prepare an Airport Master Plan for the Fort Smith Regional Airport, subject to the receipt of FAA funding.

The consultant will conduct the work under the overall direction of the Airport Director and the Airport Commission in accordance with FAA AC 150/5070-6 Airport Master Plans.

**STATEMENT OF QUALIFICATIONS SUBMITTAL REQUIREMENTS:**

Consultants or consultant teams wishing to be considered for this assignment should submit a statement of qualifications that shall include, but are not limited to the following:

1. Key personnel's professional qualifications and experience in airport planning and their role anticipated for the proposed project; their knowledge of FAA regulations, policies, and procedures.
2. Qualifications and experience of sub-consultants to be engaged by the consultant under consideration.
3. Demonstrated ability to meet schedules or deadlines.
4. Please provide a list of all current airport planning projects, as well as any which have been completed in the last three years. List the project manager assigned to each project. Identify the starting and completion dates for all projects.
5. Degree of interest shown in undertaking the project and familiarity with and proximity to the geographic location of the project.
6. Other materials establishing the capability of the firm(s) to successfully complete the project.

**Submittal Deadline:**

Four (4) copies and One (1) electronic copy of your statement of qualifications must be submitted on or before **November 28, 2017** to:

Attn: Michael Griffin  
Airport Director  
Fort Smith Regional Airport  
6700 McKennon Blvd., Ste. 200  
Fort Smith, AR 72903

## **General Scope of Service**

Note: This general scope attempts to identify major items of work. Prior to any contract award, a more detailed and specific scope of work will need to be developed and agreed upon.

The Consultant will follow the guidance in the most current version of FAA AC 150/5070-6 in preparation of the Airport Master Plan. Elements of content for inclusion will include, but are not limited to:

- Airport Geographics Information Systems (AGIS) Survey
- Public Involvement Program
- Existing Conditions
- Environmental Considerations
- Aviation Forecasts
- Facility Requirements
- Demand/Capacity and Facility Requirements
- Airport Layout Plan (ALP) Drawing Set

## **Additional Information:**

The previous master plan update was conducted in 2005-2006. No cost or fee schedules shall be submitted with your proposal. Consultants will be selected on the basis of their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants are evaluated and the best qualified consultant will be selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

## **Selection Process and Criteria**

The selection process shall be in accordance with FAA AC 150/5100-14 “Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.”

It is the policy of the Department of Transportation that disadvantaged business enterprises (DBEs) as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds. Consequently, the DBE requirements of 49 CFR Part 23 apply to the services solicited under this RFQ.

Within approximately two weeks of the submittal deadline, 3 – 5 firms will be selected for interviews. Interviews will be conducted by a panel of members of the Airport management team, members of the Fort Smith Airport Commission and other advisors in order to clarify information and expand on the material presented in the qualifications statement. Additional information may be requested of those consultants selected for interviewing at the time of notification.

On the basis of the written materials submitted, as expanded upon during the interviews, and the interview, the Airport Commission will evaluate all qualifications received as guided by the following criteria:

1. **Experience with Similar Assignments.** Recent experience in airport projects including airport master plans, airport layout plans.
2. **Project Team.** Qualifications of the Project Manager and Project Team

3. **Strength and Clarity of Approach.** Understanding of the problem, ability to provide suggestions to enhance the preliminary project outline, ability to organize and complete the work in a timely manner, and capacity to develop creative solutions.
4. **Overall Proposal Presentation.** Overall quality of the package, including clarity of written text, completeness and depth of supporting materials, general organization and graphic presentation quality, and oral presentation and communication skills demonstrated during the interview.
5. **Responsiveness and Familiarity with the Airport.** Familiarity with the airport, Federal, State and Local conditions, codes, ordinances, laws, and regulations.

At the conclusion of the interview process, the panel will recommend a rank ordering of firms. The Commission will approve a rank ordering and authorize the Airport Director to negotiate a contract for professional services with the top ranked consultant, modifying and refining the scope of work consistent with planning and funding. If an agreement cannot be reached with the top-ranked firm, the Director may initiate negotiations with the second-ranked firm, and so on, until a contract is awarded.