



## REQUEST FOR QUALIFICATIONS The City of Ottawa Kansas

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### **Project Scope:**

The City of Ottawa, Kansas, is hereby soliciting statements of experience, qualifications and interest from airport consultants for the following project at the Ottawa Municipal Airport (OWI). The projects listed below are part of the Airport Capital Improvement Plan (ACIP) that was prepared for the FAA by Alfred Benesch & Co. The current ACIP is available upon request. Subject to receipt of federal funding from the Federal Aviation Administration and/or Kansas Department of Transportation, Division of Aviation, these projects may include the following:

1. Reconstruct Parallel Taxiway - \$3,500,000 (FY-25)
2. Construct new T-Hangar and Taxi lanes - \$1,031,400 (FY-27)
3. Construct Maintenance Hangar - \$500,000 (FY-29)

**Submittals Due:**      **3:00 pm May 3, 2024**

**Submit to:**            City of Ottawa, Department of Public Works  
City Hall  
101 S. Hickory  
PO Box 60  
Ottawa, KS 66067

**City Contact:**        Michael W. Haeffele  
Director of Public Works  
(785) 229-3631  
[mhaeffele@ottawaks.gov](mailto:mhaeffele@ottawaks.gov)

### **General Project Information:**

Services required include design and construction services for the above projects. The proposed projects may be funded by the Federal Airport Improvement Program (AIP), Bipartisan Infrastructure Law Program (BIL), and/or the Kansas Airport Improvement Program (KAIP) depending on the availability of funding.

### **Selection Criteria:**

- Recent experience in airport projects
- Capability to perform all aspects of project,
- Ability to meet schedules within budget
- Knowledge of FAA AIP design and construction standards
- Quality of previous airport projects undertaken
- Personnel experience and qualifications

Fees will be negotiated as federal funds become available.

**Qualification Requirements:**

The selection process will be made in accordance with the provisions of Federal Aviation Administration (FAA) Advisory Circular 150/5100-14E: 1) the qualifications-based selection process will be utilized to select a consultant; 2) the agreement(s) between the sponsor and selected consultant shall be subject to all applicable Federal Rules and Regulations; and 3) The Sponsor may short list up to three (3) of the highest rated firms based on the submittals and conduct phone, informal, or formal interviews. Fee information shall not be submitted with Statements of Qualifications as fees will be negotiated upon availability of federal funding for projects.

Statements of experience, qualifications and interest should contain information addressing the following selection criteria:

- Capability to perform all aspects of the proposed projects
- Comparable recent experience
- Knowledge of FAA regulations, policies and procedures
- An implemented Affirmative Action Program
- Key staff professional background and qualifications
- Capacity to perform work in the allotted time
- Capability to complete projects within budgets
- Familiarity with, and proximity to the project
- Quality of projects previously completed by the consultant
- Familiarity with OWI and the proposed project

Statements of experience, qualifications and interest should be limited to ten (10) 8½" x 11" single-sided pages. Page limit excludes 2-page (maximum) cover letter, front and back covers, table of contents, dividers and resumes of key personnel. Consultant selection by the committee reviewing the statements will generally be made following a review of each consultant's qualifications. The selection committee may conduct interviews of the top two to three pre-selection firms. If interviews are conducted, selection will be made following interviews. The City of Ottawa reserves the right to reject any or all submittals.

**Selection Process:**

Upon receipt of proposals, a review by a selection committee of City staff will determine those firms who will be selected for further negotiations or an interview if deemed necessary.

Evaluation criteria will include, but not be limited to: project knowledge and approach, firm experience with similar projects, key project staff experience with similar projects, project schedule and related local experience with the City.

**Federal Provisions:**

Civil Rights Title VI (49 USC § 47123 and FAA Order 1400.11). The Sponsor, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all consultants that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this notice/solicitation/invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. For more information concerning federal

March 25, 2024

contract provisions, please go to the Federal Aviation Administration website at <https://www.faa.gov>

Interested firms must submit six (6) hard copies of their statement of qualifications and experience to the following address, no later than 3:00 pm May 3, 2024. Point of Contact is Michael Haeffele, Director of Public Works.