

NOTICE TO AIRPORT CONSULTANTS

The City of Harlan Iowa and the Harlan Airport Commission (Sponsor) is hereby soliciting Statement of Qualifications from airport planning and design consultants for Harlan Municipal Airport located in Harlan IA. Subject to receipt of Federal funding, these projects may include the following:

1. FY-2023 update Airport Layout Plan with a focus on the following:
 - a. Provide new CADD drawings to current design standards.
 - b. Supporting Narrative report
 - c. Evaluate Runway Safety Areas for Runways 3 and 21
 - d. Provide terminal area layouts including hangars, apron and fuel locations.

A qualification-based selection process conforming to FAA Advisory Circular 150/5100-14E *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects* will be utilized to select a consultant. Fee information will not be considered in the selection process and shall not be submitted with the Statement. Fees will be negotiated for projects as federal funds become available. The agreement(s) between the Sponsor and the selected consultant will be subject to all applicable Federal Rules and Regulations as identified in AC 150/5100-14E.

Consultants will be rated by a selection committee according to the following selection criteria and the weight given to each:

1. Capability to perform all aspects of the projects (20%) – qualifications of prime firm (and subconsultants, if any);
2. Relevant experience of key personnel from prime firm (and subconsultants, if any) and role; (20%)
3. Knowledge of Harlan Airport, FAA standards, policies, and procedures (15%);
4. Recent experience with comparable projects at similarly-sized airports (15%);
5. History of meeting schedules and staying within budget (15%); and
6. Understanding of the project's potential challenges and Sponsor's concerns (15%).

The Sponsor intends to short list up to 2 of the highest rated firms based on the submittals. If required the Sponsor may conduct phone, informal, and/or formal interviews.

Statements must be concise and contain no more than twenty-eight (28) pages of material (14 sheets of paper, double sided). This excludes the front and back covers, the two-page cover letter (1 sheet of paper, double sided), table of contents, section dividers, and resumes. Consultants must submit number (X) hard copies of their Statement and a PDF of their Statement (submitted via email) to the following person: [Enter contact information]

All statements must be received by 5:00 p.m. on Wednesday, June 15, 2022. Statements received after this deadline will not be considered. The Sponsor reserves the right to reject any and/or all Statements. Submittals will become property of the Sponsor.

Statements are to be provided in a package marked with "Airport Statement of Qualifications" in the lower left-hand corner and the sender's name and address in the upper left-hand corner. Please make the email subject line: "Airport Statement of Qualifications" and request delivery/read receipts to confirm it was received on time.

CITY OF HARLAN, CITY HALL/BOX 650, HARLAN, IA 51537

Phone 712-755-5137

Inquiries

All questions must be submitted via email to the above contact by 5:00 p.m. on Wednesday, June 1, 2022 (two weeks before submittal deadline). Answers will be sent via reply email no later than 5:00 p.m. on Wednesday, June 8, 2022 (one week before submittal deadline). For more information, please contact Gene Gettys, ggettys@cityofharlan.com, 712-755-5137.