

**City Of Medicine Lodge  
Request for Proposals  
Project: 2020-AP-002  
Runway Preservation Design Services**

The City of Medicine Lodge is seeking proposals for aviation-related engineering services to design and develop a crack sealing and seal coat project at Medicine Lodge Municipal Airport. Proposers must demonstrate experience and knowledge of Federal Aviation Administration (FAA) regulations, policies, and procedures and must have experience in designing and developing similar aviation-related projects.

**Background:**

Medicine Lodge Municipal Airport is a General Aviation airport with a 3,200 runway primarily serving general aviation users and agricultural spraying operators. The City undertook a major rehabilitation and overlay of the primary runway in 2016. A KDOT-sponsored Pavement Condition Report, issued in December 2018, is available for download on the "Bid" section of the City's website.

**General Scope of Services**

Under this proposal, the work to be considered includes an AIP project to seal coat Runway 16-34. Services may include but are not limited to, the following:

- Development of construction plans
- Development of cost estimates
- Development of specifications and contract documents
- Contract administration
- Construction inspections
- Preparation of required reports, reviews, and certifications
- Preparation of final report and project closeout

**Statement Requirements:**

Statements must be concise and contain no more than ten (10) pages of material. This excludes the front and back covers, a two-page (maximum) cover letter, table of contents, and section dividers.

Submittals shall include, but are not limited to, the following:

1. Key personnel's professional qualifications and experience in airport environmental studies 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. Please provide a representative list of similar projects underway, as well as any completed in the last three years. List the project manager you assigned to each project. Identify the starting dates for all projects and the completion dates (where completed).
4. Demonstrated ability to meet schedules or deadlines.
5. Understanding of the project's potential challenges and the Sponsor's unique concerns.
6. Degree of interest shown in undertaking the project and their familiarity with and proximity to the project's geographic location.

No cost or fee schedules shall be submitted with your proposal. Consultants will be selected based on their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants are evaluated. The best-qualified consultant is 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 Change 1 to Advisory Circular (AC) 150/5100-14E "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects."

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 – qualifications of the prime firm (and sub-consultants, if any);
2. Relevant experience of key personnel from the prime firm (and sub-consultants, if any) and role;
3. Knowledge of FAA standards, policies, and procedures;
4. Recent experience with comparable projects at similarly-sized airports;
5. History of meeting schedules and staying within budget; and
6. Familiarity with and proximity to the Airport

The Sponsor reserves the right to make consultant selection based on submission of the Statement of Qualifications or by conducting phone, informal, and/or formal interviews.

**Additional Information:**

The City of Medicine Lodge, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Prospective Consultants are advised that applied overhead rates must be in accordance with the cost principals established within Federal Regulation 48 CFR Part 31, Contractor Cost Principles and Procedures. The selected firm must submit a copy of their current overhead rate audit.

The contract is subject to but not limited to the Professional (A/E) Services Procurement federal provisions listed at the following link:

[http://www.faa.gov/airports/aip/procurement/federal\\_contract\\_provisions/](http://www.faa.gov/airports/aip/procurement/federal_contract_provisions/)

**Submittals:**

Interested firms should submit one (1) physical copy and one (1) digital copy of their proposals to the address below, no later than **2:00 p.m. on January 22, 2020**. Statements received after this deadline will not be considered. The Sponsor reserves the right to reject any and/or all Statements. Submittals will become the property of the Sponsor. The digital copy may be

submitted via PDF to the email below. Please reference the project number and name in the subject line.

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**Inquiries**

For more information, please contact Jeffrey Porter at (620) 886.3908 or [jeffp@medicinelodge.ks.gov](mailto:jeffp@medicinelodge.ks.gov)