

Item 7.a: Request for Qualification – Architectural/Engineering Services

The FAA requires airports that receive capital improvement funds through the Airport Improvement Program to select an Architectural/Engineering firm through a Request for Qualification (RFQ) process in accordance with FAA AC 150/5100-14E. This selection process has key elements:

- The selection process must be conducted in a manner providing full and open competition.
- Selection criteria are based on qualifications – cost cannot be considered
- A Selection Committee is established, of at least 3 persons, to:
 - Review the submittals to the RFQ
 - Select and interviews the top 3 firms (if needed)
 - Select the first preference firm
 - Make a recommendation to the governing body
- Fees are negotiated and an independent fee review is conducted
- A four-year Master Services Agreement is negotiated and executed

Draft Timeline for the A/E RFQ:

June 03, 2016	RFQ Posted on City’s website
June 04 & 11, 2016	RFQ Advertised
June 25, 2016	Final Date for Written Questions
July 05, 2016	RFQ Submittals Due
July 26-28, 2016	Finalist Interviews (if needed)
August 02, 2016	Anticipated Selection Committee Recommendation
August 15, 2016	Recommendation of Award to Finance Committee
August 29, 2016	Recommendation of Award to Public Works Committee
August 31, 2016	Recommendation of Award to City Council
September 09, 2016	Anticipated Contract Execution
September 19, 2016	Start of Contract Date

Requested Action: AAB identify one member to sit on the Selection Committee