

# **Iowa Aviation Economic Impact Study**

## **Request for Qualifications**

### **Iowa Department of Transportation**

#### **Introduction**

The Iowa Department of Transportation's Aviation Bureau is interested in entering into a professional services contract with an aviation consulting firm to conduct an economic impact study for the state of Iowa to quantify the relationship between Iowa's aviation system, the state's economy, and the qualitative benefits of having a strong air transportation system. The study will quantify aviation activity and economic impact in Iowa related to aviation uses and airport operations and will be a resource for aviation stakeholders, decision makers, and the public in assessing investment and the importance of supporting a strong air transportation system in Iowa. The study will require economic assessments of public airports and key aviation user segments. If your firm is interested in providing the described services, please submit a statement of qualifications outlining your ability and availability to complete this work.

#### **Project Background**

A similar study and subsequent report titled *Uses and Benefits of Aviation in Iowa* was released in 2009. This study is intended to build on the 2009 effort to identify the uses and benefits of aviation in Iowa, provide information to support aviation system investment decisions, and to educate aviation stakeholders and the public on impacts of the aviation system in Iowa. Study efforts will consider survey, interview, and other economic data and will supplement the Iowa Aviation System Plan update currently underway and expected to be published in the spring of 2021.

#### **Project Scope**

- Identify types of operations, activity levels and qualitative benefits in Iowa's air transportation system to include analysis of;
  - Passenger air service, air cargo, and military aviation activities;
  - General aviation operations including business aviation, personal aviation, aerial application, flight training, helicopter air ambulance, public safety, mercy flights, recreational activities, special uses, and other areas that may be identified;
  - Unmanned aircraft systems activities, and;
  - Iowa-based aircraft fleet, pilots and itinerant aircraft operations, reasons for air travel, and visitors coming to Iowa.
- Determine economic impact of aviation in Iowa by airport, aviation segment, off-airport aviation related businesses, and benefits to aviation users.
  - Firms are asked to provide approaches for mitigating negative data impacts resulting from the COVID-19 pandemic.
- Estimate tax revenue impacts to the State of Iowa.
- Determine the role airports and aviation services play in supporting Iowa businesses and

- providing essential services to the citizens of Iowa.
- Provide deliverables including a technical report, executive summary, individual airport reports, brochure, web content, and presentations.

### **Estimated Project Cost**

The project is estimated at \$450,000. Actual fee will be negotiated after finalizing a project scope of services.

### **Contract Information**

The project should be completed within 18 months after the notice to proceed. The notice to proceed may be issued anytime between May and October 2021, contingent on Federal Aviation Administration funding and timing.

### **General Requirements**

The consultant and their subconsultants are required to be prequalified as defined in the Iowa DOT's Policy and Procedure Manual, Policy No. 300.04, for the duration of the contract. Prequalification will occur as a part of the RFQ application as your submittal should document your qualification to perform the work.

It is the policy of the Iowa DOT that Disadvantaged Business Enterprises (DBEs) and Targeted Small Businesses (TSBs) shall have the maximum practicable opportunity to participate in the performance of Iowa DOT contracts. Funding of the work under this contract is expected to involve Federal Aviation Administration funds. The Iowa DOT's FAA DBE race conscious goal for FFY 2019- 2021 is 3.54%. The consultant shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26, to subcontract 3.54 % of the dollar value of the prime contract to disadvantaged business enterprises (DBE), as defined in 49 CFR Part 26. A list of certified DBE firms may be found at <https://iowadot.gov/civilrights/disadvantaged-business-enterprise-program-dbe/dbe-program>. A list of TSB firms may be found at <https://iowaeda.microsoftcrmpartals.com/tsb-search/>.

### **Selection Information**

Emphasis should be placed upon providing information concerning your proposed project approach, similar projects your firm has recently performed and the availability and qualifications of your key staff. The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

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.

The selection committee will review and evaluate the proposals submitted based on the following criteria and the weighted value assigned to each. Include a detailed statement for each evaluation criteria.

- 25% - Recent experience of key personnel and subconsultants
- 25% - Technical project approach and understanding of project
- 15% - Understands issues and relevancy to airports and local communities in Iowa
- 15% - Knowledge of federal and state regulations and ability to work with the FAA and Iowa DOT and the Proposed Selection Schedule
- 10% - Project schedule and availability to meet schedule
- 10% - Feasibility and Completeness of submittal

Oral interviews may be required as determined by the selection committee

The Selection Committee will recommend the top three consultants, in priority order, to the Aviation Bureau. The Aviation Bureau will make the final selection and will negotiate the detailed scope and fees with the selected consultant.

Contacting any selection team member other than the RFQ contact person is inappropriate.

### **Proposal Requirements**

Please provide the following information in the order listed:

1. Include your firm's approach to addressing the identified tasks, your understanding of the project's scope, key issues and relevancy to Iowa's transportation system. Briefly discuss similar projects the members on your team have completed in the past five years. This listing should be limited to the three most applicable projects.
2. Include the name, qualifications, experience, office address and availability of the contract manager as well as the manager in charge of each major work task. This information should include the identification of similar projects managed or participated in by this individual. The selection of a contract manager and work task managers by a firm will constitute a commitment by that firm and NO substitute managers will be allowed without prior written approval by the Iowa DOT.
3. Include experience and qualifications for any sub-consultants to be used and work they will perform.
4. Include a detailed resume, summary of current workload and a time commitment for each professional or technical person to be assigned to the project. Identify the principal or manager who will serve as the project manager.
5. The location of the office where the majority of work will be performed.
6. A disclosure of all work for other clients that may be affected by work on the proposed contract to avoid a potential conflict of interest.
7. Include a statement that the consultant will meet the DBE goal. If the consultant cannot meet the minimum goal, include a commitment statement for the percentage of participation that they can meet.

The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

Cost information must not be submitted as part of the proposal.

The proposal must be submitted as a single electronic PDF and be formatted to print on 8.5" x 11" pages. The proposal must be limited to 25 single-sided pages. All pages will be counted including: proposal covers, cover letter, dividers, etc. The maximum size limit of a **proposal is 7 megabytes**.

On the cover page of the proposal, please include title of the RFQ for which the proposal is submitted and the email address of the person who should receive the results of the selection. Inclusion of promotional literature of a general nature will not be considered in the selection process.

The electronic proposal must be submitted via email to [jacqui.digiacinto@iowadot.us](mailto:jacqui.digiacinto@iowadot.us). An email will be sent confirming receipt of the proposal within 30 minutes or by 1:00 p.m. on the submittal deadline date, whichever is later.

Submittals are due by 3:00 pm on Friday December 4, 2020

Any technical questions or questions regarding this RFQ shall be submitted via email to [jacqui.digiacinto@iowadot.us](mailto:jacqui.digiacinto@iowadot.us). Any questions about this RFQ must be received by noon on November 30, 2020. Questions and answers regarding this RFQ will be posted with the RFQ on the Consultant Utilization website, <https://apps.iowadot.gov/rfp>.

**Any proposal not complying with all requirements stated in the RFQ may not be accepted.**

### **Public Records Law**

The Iowa DOT will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying. The Iowa DOT's release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.

### **Statement of Non-Discrimination**

The selection and contract are subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity). Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's affirmative action officer at 515-239-1399. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 515-239-1399.