

NOTICE TO AIRPORT CONSULTANTS

The City of Olean (City) is soliciting statements of qualifications and experience from qualified consultants for airfield development projects at Cattaraugus County – Olean Airport (OLE). Subject to future receipt of Federal funding under the FAA Airport Improvement Program (AIP) and/or New York State Department of Transportation Aviation Capital Grant Program. See attached ACIP for project list.

Four copies of the statement of qualifications and experience should be addressed to:

Robert W. Ring, P.E.
Director of Public Works
City of Olean
101 E State St, Room 206
Olean, NY 14760

Questions regarding the proposal may be directed to Mr. Ring at:

Phone: (716) 376-5650
Email: bring@cityofolean.org

Proposals should be received by the City no later than 3:00PM on Friday, December 10, 2021.

The required services include, but are not limited to; engineering services for preliminary, design, bidding and construction phases and incidental special services including geotechnical and surveying.

A qualification based selection process conforming to FAA Advisory Circular 150/5100-14e will be utilized to select the most qualified firm. Fee information will not be considered in the selection process and must not be submitted with the statement of qualifications.

The City's current DBE triennial goal is 1.78%. This will be re-established in 2022. DBE contract goals have not been established at this time for the RFQ. DBE contract goals will be established once the scope of work has been identified for on-call contract task orders, or, project-specific contract. The City of Olean is an Equal Opportunity Provider and Employer.

Selection criteria and subsequent numerical rating are as follows:

- | | |
|---|-----|
| a. Firm's capability to perform | 10% |
| b. Firm's experience in similar projects | 10% |
| c. Professional qualifications of key personnel | 20% |
| d. Implementation of affirmative action plan | 10% |
| e. Current workload | 10% |
| f. Knowledge of FAA and NYS Standards & Policies | 20% |
| g. Demonstration of understanding of the projects | 10% |
| h. Capability to furnish qualified inspectors | 10% |

The City will rank the proposals received and may interview the top three firms. The City will select, at its option, one consultant with which to enter into an agreement for services, subject to the negotiation of fair and reasonable profit should federal or state funds become available.

POLICY STATEMENT

The City of Olean, owner of Cattaraugus - Olean Municipal Airport, herein referred to as “The Airport”, has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The Airport has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the Airport has signed an assurance that it will comply with 49 CFR Part 26 (hereafter referred to as “Part 26”).

It is the policy of the Airport to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT–assisted contracts. It is also the Airport’s policy to engage in the following actions on a continuing basis:

1. Ensure nondiscrimination in the award and administration of DOT- assisted contracts;
2. Create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. Ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. Ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. Help remove barriers to the participation of DBEs in DOT assisted contracts;
6. Promote the use of DBEs in all types of federally-assisted contracts and procurement activities;
7. Assist the development of firms that can compete successfully in the market place outside the DBE Program; and
8. Make appropriate use of the flexibility afforded to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

Keri Kerper, Community Development Coordinator, has been delegated as the DBE Liaison Officer. In that capacity, Keri Kerper is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the Airport in its financial assistance agreements with the Department of Transportation.

The Airport has disseminated this policy statement to the Common Council and all of the components of our organization. This statement has been distributed to DBE and non-DBE business communities that may perform work for us on DOT-assisted contracts. A copy of this statement is available at <https://www.cityofolean.org/dpw/airport.html>

The City reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select consultants for the program outside the scope of this RFQ.

Prospective consultants are advised that applied overhead rates must conform to the cost principals established within Federal Regulation 48 CFR Part 31, Contract Cost Principles and Procedures. The successful firm will be required to submit a copy of their current overhead rate audit certification.

The City assumes no responsibility or liability for costs incurred by respondents to this Request for Qualifications, including any requests for additional information, interviews, or negotiations.

The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. The contractor shall be an independent contractor of the City. The independent contractor will be required to maintain its own workers compensation, liability and automobile insurance coverage, and provide proof of same to the City, all in the manner provided in the contract required to be signed.

This contract is subject to all applicable Federal and State provisions that include, but not limited to:

- Title VI of the Civil Rights Act of 1964
- Section 520 of the Airport and Airway Improvement Act of 1982
- DOT Regulation 2 CFR Part 180 & 1200 – Government-wide Debarment and Suspension
- DOT Regulation 49 CFR Part 18.36(i) – Access to Records
- DOT Regulation 49 CFR Part 20 – Lobbying and Influencing Federal Employees
- DOT Regulation 49 CFR Part 26 – Disadvantaged Business Enterprises Participation
- DOT Regulation 49 CFR Part 30 – Federal Trade Restriction Clause

**Cattaraugus County - Olean Airport
Capital Improvement Program**

Airport:	Cattaraugus County Olean Airport	State:	NY	NPIAS #:	36-0091	LOC ID:	OLE	Date:	8/19/2021						
Project Description/Narrative	NPR	Work Code	Federal Funds (\$1,000)				Supplementary Discretionary	State Matching Funds (\$1,000)	Local (\$1,000)		State funded only	Totals (\$1,000)	Environmental Type	Environmental Status	Comments
			Entitlement	Cargo Entitlement	Discretionary	State Apportionment			PFC	Other					
2022															
Taxiway Rehabilitation - (Const.)	74	RE TW IM	\$ 150.00		\$ 1,550.10			\$ 94.5		\$ 94.45		\$ 1,889.0	Catex		
T-Hangar Apron (Design)										\$ 10.0	\$ 95.0	\$ 105.0	Catex		***Place Holder for T-Hangar State Grant
Total FY2022			\$ 150.00	\$ -	\$ 1,550.10	\$ -		\$ 94.5	\$ -	\$ 104.5	\$ 95.0	\$ 1,994.0			
2023															
Rehabilitation of Aircraft & Automobile Parking (Design)	67	RE AP IM	\$ 72.00					\$ 4.0		\$ 4.0		\$ 100.0			
	25	OT OT PA	\$ 22.50					\$ 1.3		\$ 1.3		\$ 25.0			
Total FY2023			\$ 94.50	\$ -	\$ -	\$ -		\$ 5.25	\$ -	\$ 5.25	\$ -	\$ 125.0	Catex		Carryover 55.50
2024															
Rotating Beacon Reconstruction (Design)	78	RC EQ VI	\$ 67.50					\$ 3.75		\$ 3.75		\$ 75.0			
T-Hangar Apron (Construction)										\$ 95	\$ 858.0	\$ 953.0	Catex		***Place Holder for T-Hangar State Grant
Airfield Lighting & Signage (Design)	65	RC RW LI	\$ 15.8			\$ 20.2		\$ 2.0		\$ 2.0		\$ 40.0			\$185.00
	74	RC TW LI	\$ 36.0					\$ 2.0		\$ 2.0		\$ 40.0			
	79	RC RW SG	\$ 31.5					\$ 1.8		\$ 1.8		\$ 35.0			
	79	RC TW SG	\$ 31.5			\$ -		\$ 1.75		\$ 1.75		\$ 35.0			
	83	RC RW VI	\$ 31.5					\$ 1.75		\$ 1.75		\$ 35.0			
Total FY2024			\$ 213.8	\$ -	\$ -	\$ 20.2		\$ 13.0	\$ -	\$ 108.0	\$ 858	\$ 1,213.0			No Carry Over
2025															
Rehabilitation of Aircraft & Automobile Parking (Construction)	67	RE AP IM	\$ 64.5			\$ 428.3		\$ 27.4		\$ 27.0		\$ 547.5			
	25	OT OT PA				\$ 164.3		\$ 9.0		\$ 9.0		\$ 182.5			
AWOS (Design)	72	ST EQ WX	\$ 85.5					\$ 4.8		\$ 3.0		\$ 95.0	Catex		
Total FY2025			\$ 150.0	\$ -	\$ -	\$ 592.5	\$ -	\$ 41.1	\$ -	\$ 39.0	\$ -	\$ 825.0			No Carry Over
2026															
Rotating Beacon Reconstruction (Construction)	78	RC EQ VI	\$ 150.0		\$ 187.5			\$ 18.8		\$ 18.8		\$ 375.0			
Snow Removal Equipment	75	ST EQ SN			\$ 630.0			\$ 35.0		\$ 35.0		\$ 700.0	Catex		
Airfield Lighting & Signage (Construction)	65	RC RW LI				\$ 272.7		\$ 15.15		\$ 15.15		\$ 303.0			\$1,520.00
	74	RC TW LI				\$ 311.4		\$ 17.30		\$ 17.30		\$ 346.0			
	79	RC RW SG				\$ 272.7		\$ 15.15		\$ 15.15		\$ 303.0			
	79	RC TW SG				\$ 272.7		\$ 15.15		\$ 15.15		\$ 303.0			
	83	RC RW VI				\$ 238.5		\$ 13.25		\$ 13.25		\$ 265.0			
Total FY2026			\$ 150.0	\$ -	\$ 817.5	\$ 1,368.0	\$ -	\$ 129.8	\$ -	\$ 129.8	\$ -	\$ 2,595.0			No Carry Over
2027															
AWOS (Construction)	72	ST EQ WX	\$ 150.0		\$ 300.0			\$ 25.0		\$ 25.0		\$ 500.0			
Total FY2027			\$ 150.0	\$ -	\$ 300.0	\$ -	\$ -	\$ 25.0	\$ -	\$ 25.0	\$ -	\$ 500.0			

Prepared by:

