

REQUEST FOR STATEMENTS OF QUALIFICATION
TO PROVIDE SERVICES RELATED TO
IDAHO AIRPORT SYSTEM PLAN UPDATE
AND
AIRPORT ECONOMIC IMPACT ANALYSIS UPDATE

The Idaho Transportation Department (ITD), Division of Aeronautics, requests statements of interest and qualifications to provide aviation planning services for: the Idaho Airport System Plan Update and Airport Economic Impact Analysis Update.

The firms expecting to respond need to refer to the “**General Scope of Work**” and “**Response Requirements and Evaluation Criteria**” documents available via e-mail from William P. Statham or downloadable versions from the Idaho Transportation Department, Consultant Services Web Page (<http://itd.idaho.gov/business/?target=consultant-agreements>). Please refer to the contact information listed below.

The Division of Aeronautics reserves the right to make the selection based upon the Statement of Qualifications only or to short list based upon the Statement of Qualifications and conduct interviews, at their discretion.

In an effort to achieve ITD’s DBE Annual Participation Goal (APG), ITD respectfully requests and encourages responder to consider utilizing sub consultants and service providers listed on our DBE Directory located at: <https://itd.dbesystem.com>. For this project, it has been determined that there is a DBE availability of 7% or more. For more information regarding ITD’s DBE Program, please contact Elizabeth “Liz” Healas at Elizabeth.Healas@itd.idaho.gov or (208) 334-8567.

Note: Any contract award under this Request for Qualifications is expected to be funded in part by the United States Federal Aviation Administration. This procurement will be subject to the provisions outlined in Title 2 CFR part 200

Questions that arise as a result of this Request for Qualifications should be sent to William P. Statham, Airport Planning and Development Manager via e-mail: Bill.Statham@itd.idaho.gov.

Deadline for questions is **4:00 P.M. Mountain Daylight Time, Monday, April 3, 2017**. Aeronautics will post all questions received from interested parties, along with Aeronautics responses on the ITD website.

Submission Deadline: Responders must submit all statements of interest and qualifications no later than **4:00 P.M. Mountain Daylight Time, Friday, April 7, 2017**, attention:

William P. Statham
Airport Planning and Development Manager
Idaho Division of Aeronautics
P.O. Box 7129
3483 Rickenbacker Street
Boise ID 83705

An acceptable response to this request is the submission of three (3) Statements of Qualifications, and attachments, provided in a sealed envelope, marked as indicated, and submitted by the deadline indicated:

Statement of Qualifications for
Idaho Airport System Plan Update and Airport Economic Impact Analysis Update
Idaho Division of Aeronautics
William P. Statham
Airport Planning and Development Manager
3483 Rickenbacker
Boise Idaho 83705

The deadline for receipt of statements is 4:00 P.M. Mountain Daylight Time, Friday, April 7, 2017.

RESPONSE REQUIREMENTS AND EVALUATION CRITERIA
FOR
REQUEST FOR STATEMENTS OF QUALIFICATION
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The written Statement of Qualifications must address each of the numbered items below, in the categories indicated.

BASIC INFORMATION

- 1) Legal name of the firm, address, and telephone number
- 2) State in which firm is incorporated
- 3) Principals of the firm with brief statement of experience and area of expertise
- 4) Evidence that the firm has established and implemented an Affirmative Action Program
- 5) Provide a statements regarding the firms plan to utilize DBE firms to meet a goal of 7% or more that is Race/Gender Neutral. Otherwise, show evidence documenting a good faith effort to secure DBE services
- 6) Describe your corporate Quality Control methods and approach to planning projects
- 7) Evidence that the firm has established and implemented an Equal Employment Opportunity (EEO) Program

PERSONNEL INFORMATION

- 8) Name of the project manager assigned to this project, including:
 - Professional qualifications/education
 - Professional project experience
 - Knowledge of FAA regulations, policies, and procedures
 - List of system plans managed in the past 5 years
 - List of system plans worked on (subordinate role) in the past 5 years
 - The reputation, professional integrity, and competence of the PM
- 9) List the anticipated percentage of time the project manager will have available for this project and a statement of when the firm can commence work
- 10) Names of the key personnel assigned to this project and the following for each:
 - Professional qualifications/education
 - Professional project experience
 - Percentage (%) of time availability for this project
 - Knowledge of FAA regulations, policies, and procedures
 - List of system plans worked on in the past 5 years
 - The reputation, professional integrity, and competence of key personnel
- 11) Names of any sub-consultants assigned to the project including
 - Professional qualifications/education
 - Professional project experience
 - Percentage (%) of time availability for this project
 - Knowledge of FAA regulations, policies, and procedures
 - List of system plans worked on in the past 5 years
 - The reputation, professional integrity, and competence of sub-consultants
- 12) Discuss any special capabilities your firm can provide to the proposed project.

QUALIFICATIONS INFORMATION

- 13) Description of all System Planning projects undertaken during the past 5 years. For each:
 - Location and description of each system plan project
 - The scope of work and special features of each
 - The original anticipated completion date and the actual completion date
 - The original anticipated budget amount and the actual final costs
 - Your project manager for each project
 - Your satisfaction with the final plan
 - Any particular problems completing work items
 - Sponsors satisfaction with the final plan
 - The sponsor's name and contact information
 - Name, address, and contact information of the sponsor's PM on the plan
- 14) Provide loaner printed copies of the final work products for two recently completed system plan studies of a similar nature to Idaho's and involving the project manager and key personnel assigned to this project.
- 15) Describe the firm's demonstrated ability and related experience in facilitating and leading a public involvement process/program.
- 16) Discuss your company's local branch office and its capability to lead the work effort needed and its ability to perform independently of the home office. Conversely, discuss a branch offices' capability to obtain necessary support from the home office.

However, if your company does not have a local branch office, discuss how you will provide the on-site expertise to do the work within the time allowed. Also, discuss how you can respond in a timely manner to the client or others, to take the time needed to become familiar with the airports and aviation community of Idaho or make the local contacts to secure the information required to prepare a comprehensive system plan and economic impact analysis.

PROJECT UNDERSTANDING

- 17) Discuss your firms understanding of the project as advertised, and your:
 - Capability to perform all or most aspects of the project
 - Recent experience with system planning projects comparable to the one proposed
 - Understanding of the project's potential challenges
 - Special concerns for a complete study
 - Proposed methods and approach to completing the work
 - Anticipated amount of time needed to complete the work as advertised
- 18) Discuss the firms understanding of the nature of Idaho's airport system and aviation industry and the ability of your firm to work responsively with Idaho airports, Idaho businesses, and State Aeronautics.

RESPONDENTS WILL BE EVALUATED ACCORDING TO THE FOLLOWING FACTORS

BASIC INFORMATION

<u>Question</u>	<u>Score</u>	<u>Weight</u>	<u>Max Points</u>
1 Legal Name / State INC	Points = 0 to 1	1	1
2 Principals of the Firm	Points = 0 to 1	1	1
3 Quality Control	Points = 0 to 1	1	1
4 Resources Available	Points = 0 to 1	1	1
5 Statements regarding DBE	Points = 0 to 1	1	1
6 Evidence of AA / EEO	Points = 0 to 1	1	1
Total Points			6
SCORE	0 = no answer	1 = answered	

PERSONNEL INFORMATION

<u>Question</u>	<u>Score</u>	<u>Weight</u>	<u>Max Points</u>
7 Name/Quals - Project Manager	Points = 0 to 2	2	4
8 Project Manager time on job	Points = 0 to 2	2	4
9 Name/Quals - Key Personnel	Points = 0 to 2	2	4
10 Name/Quals - sub-Consultants	Points = 0 to 2	2	4
11 Special Capabilities of the Firm	Points = 0 to 2	2	4
Total Points			20
SCORE	0 = poor answer	1 = aver answer	2 = good answer

QUALIFICATIONS INFORMATION

<u>Question</u>	<u>Score</u>	<u>Weight</u>	<u>Max Points</u>
12 System Planning Projects Undertaken	Points = 0 to 2	5	10
13 Provide copies/refs Final Work	Points = 0 to 2	5	10
14 Ability at Public Involvement	Points = 0 to 2	5	10
15 Branch Offices	Points = 0 to 2	5	10
Total Points			40
SCORE	0 = poor answer	1 = aver answer	2 = good answer

PROJECT UNDERSTANDING

<u>Question</u>	<u>Score</u>	<u>Weight</u>	<u>Max Points</u>
16 Understanding of the Project	Points = 0 to 3	8	24
17 Understanding of Idaho Aviation	Points = 0 to 3	8	24
Total Points			48
SCORE	0 = Obfuscation	1 = aver answer	2 = good answer
			3 = insightful

TOTAL MAXIMUM SCORE

Total Points 114

POINTS ARE BASED ON THE QUALITY OF RESPONSE TO EACH REQUIRED ITEM

GENERAL SCOPE OF WORK
FOR
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OBJECTIVE

The Idaho Division of Aeronautics, with significant assistance from a consultant team, prepared a new statewide system plan and economic impact study, known as the Idaho Airport System Plan (IASP) 2010. This planning effort was a direct outgrowth of the Idaho Transportation Department (ITD) recently completed (2004) 'Transportation Vision' plan, which developed a new mission for ITD: Your Safety, Your Mobility, Your Economic Opportunity. The 2010 IASP incorporated ITD's Vision to prepare a traditional system plan with new performance measures and policy evaluation, a full economic impact study, as well as a compatible land use guidelines component. ITD's Aeronautics Division and others within ITD have used this fundamental study and its findings to great advantage since its publication. Transportation and aviation officials have used the IASP's performance measures and economic impact results more than any other planning documents previously prepared by the Division, helping to show the improvements and accomplishments during our recent past with investments in airports and mechanisms to track and monitor performance.

With the momentum created by the 2010 study and the aviation industries' management and program changes that have occurred at the federal, state, and local levels, the Idaho Division of Aeronautics now desires to update the IASP including the traditional system plan and economic impact analysis. Together, these two documents and the individual airport products produced at the conclusion of the study help our airport managers, operators, and owners, local and state policy makers, State Aeronautics, aircraft owners and airport users, local and state businesses investing in aviation, and the citizens of Idaho and the surrounding region. These stakeholders now understand how each airport contributes to their community and the system, each airports facility needs, and the economic value and potential growth derived from the airport.

It is important to update this information regularly to help maintain the system, monitor its performance, and preserve the momentum that resulted from a solid planning process. The updated IASP will also provide information to the planners and engineers at the Helena Airports District Office of the FAA working with Idaho airports that were not involved in the previous IASP study.

The principal objective is to update the Idaho Airport System Plan to reflect conditions and needs for 2018. It is important that the IASP update examine current standards, policies, procedures, and trends. At the national level, numerous changes that have happened since 2010 include:

- FAA's new ASSET role categories;
- changes in FAA design standards such as taxiway geometry;
- policy changes on runway protection zones (RPZs);
- the based aircraft reporting system (basedaircraft.com);
- NextGen improvements and implementation; and more.

This update serves all Idahoans, and the Idaho economy, with updated goals, performance measures, and development plans, and it meets the Idaho Transportation Department's strategic plan goal to "provide a mobility-focused Transportation System that drives economic opportunity".

This update of the Idaho Airport System Plan (IASP) will provide a needed analysis of the statewide aviation system to meet current and future needs. The IASP will provide Aeronautics with guidelines to continue the successful development of its aviation system, with an emphasis on planning for the airport system as a whole.

PURPOSE

The Division of Aeronautics will develop the update to the IASP using an approach that articulates the status of aviation and the aviation system in Idaho. The approach to the update of the IASP will assess current and future system deficiencies, while evaluating the impact of new technologies related to aviation.

We will use a strategic approach to conduct the IASP to:

- Utilize proven methods consistent with the FAA's Advisory Circular 150/5070-7, Change 1, "Airport System Planning"
- Be visionary in establishing future goals for the system
- Develop a process that is consistent with DOT planning for other modes of transportation
- Establish performance measures for system evaluation
- Benchmark the adequacy of the current aviation system
- Analyze potential NPIAS changes
- Assess needs related to economic development, air service, air cargo, and multimodal accessibility
- Determine the financial requirements of the system and prioritize future system development
- Provide an implementation plan to ensure adoption and action as a result of the plan
- Create sustainability in the planning process

Two significant reports will inform the Idaho aviation industry of the IASP findings, goals, and strategic approach. They are the Idaho Airport System Plan and the Airport Economic Impact Analysis. We expect to perform the work needed to complete the desired study under one contract over a two-year period to take advantage of an economy of scale and to increase the studies efficiency and reduce cost. The scope of work under each work element shall generally follow the guidance provided in FAA's Airport System Planning Advisory Circular.

Since the publication of the last System Plan and Economic Impact Analysis, staff at the Idaho Division of Aeronautics has used the findings and goals in many ways on various airports. This work has given us the opportunity to evaluate the strengths and weaknesses of the previous study. Those observations have allowed us to identify areas where we recommend modifications to the previous methods and approaches. The additions to, deletions from, and modified methods and approaches are discussed in the following sections under the work elements needing these modifications. The importance of incorporating these changes is critical to our current study. Experience has informed us that different methods and approaches will produce the desired results and will improve the quality of the final reports.

The FAA, in their System Plan Advisory Circular, states that "airports that are not included in the NPIAS should be included in system planning projects only to the extent that they play an essential role in the state airport system. Work on non-NPIAS airports is limited to nominal data collection and analysis tasks, such as general inventories, forecasting, or facility requirements."

The Division of Aeronautics intends to include a number of public use non-NPIAS airports in this update study. They include small community airports, state owned and/or operated airports, and federal government owned and operated airports. The community airports provide an essential and valuable service to their local areas and regionally within the state, including agricultural support, medical evacuation support, business support, recreational flying support, and support for access to the backcountry as portal airports. The state and federal government airports provide an essential and valuable service to their local areas, including medical evacuation support, business and administrative support, recreational flying support, and primarily as access to Idaho's backcountry for personal and family recreation, hunting and fishing, hiking and trail rides, environmental and historical research, and monitoring for the protected natural and scenic values.

PROJECT APPROACH

The **IDAHO AIRPORT SYSTEM PLAN** is a comprehensive study that follows a strategic approach to provide a blueprint to insure that Idaho's future system of airports meets the state's needs as viewed at a macro or top down perspective. This approach allows each airport's role in the system, its demand for aviation activity, and infrastructure to contribute to the larger statewide system context. Additionally, this study provides increased accountability for future funding decisions.

IASP 1: Scoping - Study Design

Since the previous IASP, the FAA updated Advisory Circular (AC) 150/5070-7, Change 1.

The Airport System Planning Process, published January 15, 2015.

This updated AC provides new checklists for system plans including:

- Appendix C: Checklist for Project Development
- Appendix D: Checklist for Elements of an Airport System Plan Report
- Appendix E: Checklist for FAA's Coordination and Review of an Airport System Plan Report

The State and Consultant must consider these checklists in developing the scope and coordinating the FAA's review and participation in the study.

IASP 2: Public Consultation and Project Advisory Committee (PAC)

IASP 3: System Goals and Performance Measurements

Idaho Aeronautics expects the study to reduce and simplify the number of performance measures and select those that provide the most delineation between airports. This includes integration of the results from pavement management work.

While it is anticipated that the performance measures will be simplified and reduced, there are some new measures that will be important to consider especially as they relate to FAA standards such as the percentage of airports that meet the current taxiway geometry standards and the percentage of airports that are participating in the FAA's Airports Geographic Information System (AGIS) platform.

IASP 4: State, Regional, and Local Airport Issues

IASP 5: Inventory of System Condition and Performance

Perform on-sites visits only where significant changes have occurred

It is important that the inventory effort follow the development of goals and performance measurements to ensure that all data needed for measurement purposes is gathered in the inventory process. Through establishment of the goals and performance measurements, we will consider the need for data beyond what may exist in Aeronautics and FAA files.

Maximum use will be made of existing data including the past system plan inventory, 5010 Forms, airport layout plans, aerial photography, master plans, and other data.

Add a data set for airport rates and charges. Gather data on individual airport rates and charges for public services to enhance revenues. This information will broaden the understanding of airport financing practices throughout the state and will serve as reference data for airports looking to enhance revenue generation approaches.

Add the development and implementation of a computer application to automate information storage and retrieval. Provide Idaho Aeronautics, on an ongoing basis, an automated information storage, information retrieval, analytical and management system as a repository for past and new system plan data, 5010 data, individual airport planning, and engineering data. This will contain both a public access site (for presenting white papers, documents, and system plan status) as well as a restricted site for the Team to store, comment, review and update relevant documents and information on the aviation system prior to publication.

The Idaho Airport System Plan and the related Idaho Airport System Plan Website will need to have a consistent look and feel to all of the users, participants, and stakeholders. This will be most apparent in the appearance of the publicly accessible site where many will go to view and access data. We will need a consistent brand, logo, and look for the website and will use the same look and style throughout the study to ensure visible brand consistency and awareness. The Team will develop and program portions of the Idaho Airport System Plan pertaining to the Project Advisory Committee (PAC) involvement and the System Condition and Performance Inventory Section for interactive use during the Idaho Airport System Plan study on the Idaho Airport System Plan Website.

The State will approve the Idaho Airport System Plan Website. The Team will upload the site to the Production Environment and it will receive regular updates and maintenance for the duration of Idaho Airport System Plan study. The Team will host, update, and have domain management of the website, control access by all the stakeholders, and process requests for custom query and report development. State Aeronautics must include additional tasks and agreements to host, update, and maintain the site beyond the System Plan Study.

The output from this task will consist of an overview of the existing airport system. The team will compile the data to serve as source material for subsequent tasks. In addition, the Team will prepare an existing system GIS-based map that depicts locations and FAA roles of the airports and provide maps to depict the results of other study elements.

IASP 6: Role Analysis

Internal observations by Idaho Aeronautics indicate that the roles classification scheme previously developed does not provide meaningful or useful distinctions between classes. Additionally, the FAA expects, for consistency, adherence to NPIAS definitions of airport roles in airport system planning documents. The FAA does not require the use of the ASSET categories however; a state system plan must provide a cross-reference indicating how the NPIAS and ASSET roles line up.

The study needs to reevaluate the previous roles classification scheme, compare the ASSET and NPIAS classifications to the current system plan approach and recommend modifications if needed, update the facility and services objectives based on current FAA and State standards and terminology, and make the objectives more realistic and functionally appropriate to the various classes of airports. To accomplish this we expect to examine modifications to inventory data gathered and used to determine roles.

IASP 7: Aviation Forecasts

Prepare forecasts that provide specific and meaningful data to evaluate Idaho's airports and provide useful information to evaluate the performance of our airports. This may include methodologies to consider the based aircraft reporting system and methodologies to better estimate annual operations and determine a critical aircraft

IASP 8: System Adequacy

IASP 9: System Requirements

IASP 10: Environmental Considerations

IASP 11: Alternatives Analysis

IASP 12: Recommended System of Airports

Aeronautics expects a more detailed evaluation of the ability of airports to change to a higher role or classification. This element also includes integration of the recommendations from pavement management work.

IASP 13: Inter-Modal Integration and Airport Access

IASP 14: Policy Analysis and Investigation Recommendations

Idaho Aeronautics expects the Team to simplify and identify the performance measures that require tracking and monitoring to provide clear policies and meaningful recommendations.

We also expect to add a policy stating the imperative to adopt and implement airport compatible land use zoning and enforcement as a condition of eligibility for public financial assistance.

IASP 15: Implementation Plan, Priorities, and Justification

IASP 16: Recommended NPIAS Changes

IASP 17: Deliverables - Documentation and Coordination

Technical Report – System Plan

Executive Summary – System Plan

Provide a computer application to automate information storage and retrieval.

An Appendix containing the ‘Idaho Airport Land Use Guidelines’

Electronic copy of all data collected and analyzed as part of this Update

The **AIRPORT ECONOMIC IMPACT ANALYSIS** provides an in-depth approach and updated values to calculate the current economic impact associated with each airport. The Economic Impact Analysis uses a FAA approved methodology that highlights the important economic contributions that Idaho realizes from its airports by quantifying employment, annual payroll, and total annual economic activity associated with these airports. Completing the analysis on a regular basis is important to ensure that the data is current, and reflects the continuing economic contribution of aviation to the communities of Idaho.

AEIA 1: Conduct Data Collection and Surveys for Direct/First Round Impacts

We expect this element to provide updated information on the quantitative and qualitative benefits of each airport and the state as a whole to use in gaining support for airport maintenance, protection, and investment.

This will include enhanced descriptions/discussions of each airport in their brochure that tells the “Story” of the airport. The story will detail the historic and current functions of the airport, examples of operators that exemplify the listed functions, a list of current operators, and their function to the community, and specific needs of each airport to justify the use of public financial assistance.

Add an evaluation of the impacts of backcountry airports to the statewide system.

AEIA 2: Conduct Data Collection and Surveys for Indirect/First Round Impacts

AEIA 3: Estimate First Round Impacts (Direct and Indirect Impacts)

AEIA 4: Estimate Second Round Impacts (Induced Impacts)

AEIA 5: Estimate Total Annual Economic Impacts

AEIA 6: Value Added Business Benefits

AEIA 7: Tax Impacts

AEIA 8: Qualitative Benefits

AEIA 9: Timeline Economic Impact Changes

AEIA 10: Documentation and Coordination

Technical Report – Economic Impact

Individual Airport “Stories” and Economic Impacts Brochures

Executive Summary – Economic Impact

Electronic copy of all data collected and analyzed as part of this Economic Impact update

END OF THE
GENERAL SCOPE OF WORK