

NOTICE TO AIRPORT CONSULTANTS (Issued 10/8/25)

The City of Waverly, Iowa, is hereby soliciting Statements of Qualifications and Experience from Airport Consultants for projects at the Waverly Municipal Airport in conjunction with the Airport's Five-Year Capital Improvement Plan and Long-Range Needs Assessment. Services required include, but are not limited to, engineering services for preliminary design, final design, bidding and construction phase services, and other incidental special services as needed over a five (5) year period. Subject to funding, the projects may include:

- Taxilane Reconstruction and/or Expansion
- Apron Reconstruction and/or Expansion
- T-Hangar Construction and Associated Taxilanes/Aprons
- Additional On-Call Services as Needed Over the Next Five (5) Years

These projects have been developed from Waverly's Airport Capital Improvement Plan (CIP) with the assistance of McClure Engineering Company. A copy of each project Data Sheet will be made available upon request.

A qualification-based selection process as described in FAA Advisory Circular 150/5100-14E (or latest version) will be utilized. Fee information will not be considered in the selection process and should not be submitted with the statement of qualifications.

Selection Criteria will include the following: consultant qualifications, recent experience in airport projects, experience with FAA GIS Surveys, capability to perform all aspects of project, reputation, quality of previous airport projects undertaken, and degree of interest shown. The City may select the most qualified firm directly from submittals, but the City reserves the option to short list up to three (3) of the highest rated firms and perform formal, informal, and/or phone interviews.

After the selection is made, the City will negotiate a scope and then fee for the work. Consultants are advised that applied overhead rates must be in accordance with Federal Regulation 48 CFR Part 31, *Contract Cost Principles and Procedures*. The City reserves the right to reject any and/or all submittals. Submittals will become property of the City of Waverly. The contract is subject to, but not limited to, the following federal provisions:

Federal Provisions for Solicitations

Civil Rights Title VI (49 USC § 47123 and FAA Order 1400.11). The Sponsor, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all consultants that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this notice/solicitation/invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. The following seven Federal provisions are incorporated into this Notice by reference:

- Buy American Preference (Title 49 USC § 50101)
- Davis-Bacon Requirements (2 CFR § 200, Appendix II(D); and 29 CFR Part 5)
- Debarment and Suspension (2 CFR Part 180 (Subpart C), 2 CFR Part 1200, and DOT Order 4200.5)
- Disadvantaged Business Enterprise (49 CFR Part 26)
- Foreign Trade Restriction (49 USC § 50104 and 49 CFR Part 30)

- Lobbying and Influencing Federal Employees (31 USC § 1352 – Byrd Anti-Lobbying Amendment; 2 CFR Part 200, Appendix II(J); and 49 CFR Part 20, Appendix A)
- Procurement of Recovered Materials (2 CFR § 200.322, 40 CFR Part 247, Solid Waste Disposal Act)

Inquiries that arise concerning this request shall be directed to Justin McGlaun, Director of Public Works, City of Waverly, 2900 5th Avenue NW, P.O. Box 616, Waverly, Iowa, or by calling (319) 352-6247, or by emailing jmcglaun@waverlyia.com.

Consultants must submit five (5) copies of their Statement of Qualifications and Experience to the above-referenced address no later than **3:00 pm on Tuesday, October 28, 2025**. Responses shall be brief and concise, containing no more than twenty-five (25) single-sided pages of material (excluding front and back cover, and dividers).