

Office of the City Manager



Cole S. O'Donnell
121 W 2nd St
Dixon, IL 61021
(815)288-1481
cole.odonnell@discoverdixon.org

REQUESTS FOR QUALIFICATIONS DIXON MUNICIPAL AIRPORT FEASIBILITY STUDY

The City of Dixon intends to select an engineering firm to perform a long range feasibility of the Dixon Municipal Airport's operations and facility. The selected firm will examine current operations and facility; conduct interviews with stakeholders; determine long range needs; and perform cost/benefit of proposed improvements and/or expansion. Work on the study will begin June 7, 2016 and must be completed no later than October 31, 2016.

The Dixon Municipal Airport is a general aviation facility located on the eastern edge of Dixon. It has two asphalt runways of 3,899 ft and 2,803 ft, respectively. Both runways are single wheel with weight bearing capacity of 12.0. There are 26 single engine planes based at the airport.

Project schedule is as follows:

April, 2016	Distribute RFQ
May 13, 2016	RFQ's submittal deadline
May 16-27, 2016	RFQ Review
June 6, 2016	Approve selected firm
June 7, 2016	Begin project
October 31, 2016	Project completion

Interested firms must submit five (5) copies of the following information by 10:00 AM CDT, May 13, 2016:

1. Name, size, description of firm
2. Location of main office and office where work will be accomplished.
3. Qualifications and previous firm experience in airport planning and operations.
4. Resumes of key personnel assigned to the project.
5. Names, addresses, and telephone numbers of references associated with the previous work experience by your firm.
6. A listing of the airports worked on by your firm as a consultant during the last three (3) years.
7. Provide any additional comments you believe relevant.

All submittals are to be made to:

Cole S. O'Donnell
City Manager
121 W 2nd St
Dixon, IL 61021

Interested firms must have demonstrated experience in airport planning and operations.

RFQ
Preliminary Project Description

Name of Project Dixon Municipal Airport Feasibility Study

Project Owner City of Dixon Illinois

Project Location Dixon Municipal Airport-Charles R. Walgreen Field

Contact Person Cole S. O'Donnell Title City Manager

Address 121 W. 2nd Street

Dixon, IL 61021

Phone (815) 288-148

Description of Proposed Project Analysis of current airport facilities and operations to determine long range feasibility of facility with cost/benefit of possible improvements and/or expansion.

Additional information regarding this project, such as previous studies

(i.e., maps, studies)

will be made available upon request.

Preliminary Budget Estimate \$15,000-25,000

Preliminary Financing Plan City of Dixon General Fund

Project Schedule:

Planned Date of Startup June 7, 2016

Planned Date of Completion No later than October 31, 2016

Planned Date of Construction Startup N/A

Planned Date of Construction Completion N/A

Special Restrictions or Conditions (if known)

Selected firms should have proven knowledge of airport operations and planning.

Professional Services Anticipated Facility and operational planning; long range capital estimates;

RFQ

PUBLIC NOTICE

ENGINEERING FIRM CONSULTANTS

Dixon Municipal Airport Feasibility Study

City of Dixon, Illinois is requesting professional qualifications from engineering firms to provide professional planning services.

Project Name: Dixon Municipal Airport Feasibility Study

Type of Work: Facility Review; Facility and Operational Planning; Capital Planning

Location: Dixon Municipal Airport- Charles R. Walgreen Field

Reason for Project: To determine long range operational feasibility and cost/benefit of possible improvements.

Request for professional qualifications packets may be obtained at City Hall 121 W. 2nd Street, Dixon Illinois, 61021, through Cole S. O'Donnell, City Manager. All proposals must be received at City Hall 121 W. 2nd Street, Dixon Illinois, no later than 10:00 AM CDT, on Friday, May 13, 2016.

City of Dixon reserves the right to reject any or all request for qualifications received.

If you have any questions please contact Cole S. O'Donnell, at cole.odonnell@discoverdixon.org.

Possible notification / distribution:

- Post at library
- Copy to interested vendors
- Web site

RFQ

STATEMENT OF QUALIFICATIONS

TO: _____
(Engineering Firm)

FROM: City of Dixon, Illinois
Depot Avenue Business District Rehab

PROJECT LOCATION: Depot Avenue from 7th Street to 3rd Street

RE: REQUEST FOR STATEMENT OF QUALIFICATIONS

Your firm is invited to submit your Statement of Qualifications to become eligible to be selected to provide professional services.

Your Statement of Qualifications should include the following information:

1. Name, size, description of firm
2. Location of main office and office where work will be accomplished.
3. Qualifications and previous firm experience in airport planning and operations.
4. Resumes of key personnel assigned to the project.
5. Names, addresses, and telephone numbers of references associated with the previous work experience by your firm.
6. A listing of the airports worked on by your firm as a consultant during the last three (3) years.
7. Provide any additional comments you believe relevant.

For firms that are Short-listed for an interview, a tour of the facility and/or site will be arranged if necessary.

5 copies of your Statement of Qualifications should be forwarded to the following address – and must be received no later than 10:00 AM CDT May 13, 2016
(time) *(date)*

TO:	<u>Cole S. O'Donnell</u>	<u>City Manager</u>
	<i>(Contact person)</i>	<i>(Title)</i>
	<u>121 W. 2nd Avenue</u>	<u>Dixon Illinois 61021</u>
	<i>(Address)</i>	<i>(City) (State) (Zip)</i>
	<u>815-288-1485</u>	
	<i>(Telephone Number)</i>	

Evaluation Criteria

The primary considerations are *relevant experience* in the types of services needed and *demonstrated ability to serve in a timely and effective manner*. The basic criteria you will be evaluating during the evaluation process include:

Knowledge – The engineer should have specialized education or training in the aspect of public street engineering projects.

Experience – The engineer should have professional engineering experience with similar Street projects of a similar size system

Ability to Serve – The engineer should demonstrate that sufficient uncommitted time and other resources are available to perform the services within the time needed by the water system

Communication – The engineer should demonstrate the ability to communicate in a thorough and timely manner as needed to keep the City satisfactorily informed.

References – the engineer will provide at least three references from previous clients for public street engineering performed. These projects should list: type of project, the year the project was undertaken, the engineering estimate cost of the project, actual cost of the project and the name of the engineer in charge of the project.