

NDOT DIVISION OF
AERONAUTICS

CONSULTANT SELECTION PACKET

DEAR SPONSOR,

The NDOT Division of Aeronautics has prepared this Consultant Selection Packet to help guide you through the process of selecting a qualified consultant for the next 5 years of projects, as outlined in the FAA Central Region's AIP Guide Section 300.

This letter highlights what you need to know and what you need to do. The packet includes documents you will use during your consultant selection process.

Contact us if you have any questions.

-Tiffany Thompson

CONTACT

TIFFANY THOMPSON

Airport Services Manager

PHONE:
402-471-4411

EMAIL:
tiffany.thompson@nebraska.gov

OFFICE:
NDOT DIVISION OF AERONAUTICS
1600 Nebraska Pkwy
Lincoln, NE 68502

WHAT YOU NEED TO KNOW

PROCUREMENT OF PROFESSIONAL SERVICES:

Attached is AIP Sponsor Guide Section 300, Procurement of Professional Services. This is the FAA Central Region's guidance for the selection of consultants.

GIVEN THE PROJECTS ON YOUR CURRENT CIP, YOU SHOULD USE THE FORMAL SOLICITATION PROCEDURES FOR CONTRACTS OVER \$100,000.

To dig deeper into this, look at the [FAA Advisory Circular 150/5100-14E](#).

WHAT YOU NEED TO DO

STEP 1: IDENTIFY PROJECTS (DURING THE NEXT 5 YEARS)

List projects within the next **5 years** from your current CIP. (NDOT has this information available). Plus, any additional projects you wish to complete during the next 5 years.

STEP 2: ESTABLISH A SELECTION COMMITTEE

Create a committee of at least 3 people to take the lead through this process.

The committee will be responsible for:

- contacting references
- making the final recommendation to the entire Authority at the appropriate meeting.
- conducting interviews

STEP 3: DEVELOP NOTICE TO AIRPORT CONSULTANTS

Included is a draft Notice to Airport Consultants for you to fill out and use while advertising. **Read the draft Notice carefully;** there are several sections where you will need to add your preferences, including those below:

- Projects: Be sure to add all the projects you identified in Step 1.
- Due Date: You must give potential consultants adequate time to submit their Statement of Qualifications. Set the due date for 3 weeks after you begin advertising.

STEP 4: ADVERTISE THE NOTICE TO AIRPORT CONSULTANTS

Below are 4 ways to advertise the Notice that meet FAA conditions:

1 ADVERTISE IN THE LOCAL NEWSPAPER

Publish the Notice at **least once (preferably 3 times)** in the newspaper. Keep the proof of publication from the newspaper for your files.

2 DIRECT MAILING TO CONSULTANTS

Mail/Email the Notice directly to **at least 5** consultants of your choice. Keep a record of the consultants you send notices to, how they responded, and your follow-up with consultants that didn't respond.

NDOT DIVISION OF AERONAUTICS

CONSULTANT SELECTION PACKET

EXAMPLE CONSULTANT SELECTION SCHEDULE

	Task	Due Date
1	Publish Notice and send it to consultants	7 weeks before meeting
2	Deadline for consultants to submit qualifications	4 weeks before meeting
3	Selection committee shortlists consultants	3 weeks before meeting
4	Consultant references & interviews complete	1 week before meeting
5	Committee recommends firm, official selection by the Authority	Day of meeting
6	Submit completed Record of Selection to NDOT\FAA	1 week after meeting

ATTACHMENTS

This packet includes the following documents:

- AIP Sponsor Guide Section 300-Procurement of Professional Services
- draft Notice to Airport Consultants
- sample List of Consultants
- sample Reference & Interview Questionnaire
- draft Record of Selection

Included is a sample list of airport consultants. You may send the Notice to any consultants you wish, on or off the list. *Note: You are not required to send the Notice to all the firms on the list, nor is it any kind of recommendation by the NDOT.*

3 ADVERTISE NATIONALLY IN TRADE JOURNALS

Submit your Notice to any trade journals you wish, such as "ACC Outlook," a weekly email from the [Airport Consultant Council](#). Email the Notice to Grace Healey (graceh@ACConline.org). This is a free service.

4 ADVERTISE ON THE NDOT AERONAUTICS WEBSITE (OPTIONAL)

A new optional way to advertise is on the NDOT Division of Aeronautics website. Email your Notice to Tiffany Thompson, Airport Services Manager (tiffany.thompson@nebraska.gov)

STEP 5: CONSULTANT SELECTION PROCESS

During the 3-week waiting period for consultants to respond, you will begin receiving Statements of Qualifications from interested consultants.

Once you have received the Statement of Qualifications, you will need to:

1. Check the consultants' references
2. Rate the Statements of Qualifications based on the criteria in the Notice
3. *Interviews are optional:* Select the consultants you want to interview (shortlist). Schedule and conduct interviews: interviews can be in person, over the phone, or by video conferencing
4. Make your final selection

Attached is a sample Reference & Interview Questionnaire to use when checking references and during the interviews. **Remember you are looking for the most qualified consultant, not the least expensive.**

STEP 6: RECORD OF SELECTION

Once you have made your final consultant selection, the FAA must accept your selection process and the Record of Selection.

The 'Record' documents all your efforts from beginning to final selection. Attached is a draft Record of Selection for you to use. **We encourage you to complete the 'Record' as you go.**

Document everything related to the selection process, including but not limited to:

- Advertising dates
- Telephone conversations
- Methods of advertising
- Number of Statements of Qualifications received
- Contact information

STEP 7: SUBMIT YOUR RECORD OF SELECTION

Send the completed Record of Selection to NDOT Division of Aeronautics via email to Anna Lannin (anna.lannin@nebraska.gov) or by mail. We will then submit your 'Record' to the FAA for their approval before we move on to scoping your first project.