

Questionnaire  
for  
Surveying Services  
Replacement of PACS and SACS  
Statewide  
Project No.: AS1058-11

Experience and professional qualifications relevant to the project

1. This project will conduct the survey(s) in accordance with FAA Advisory Circulars (AC) 150/5300-16, General Guidance and Specifications for Aeronautical Surveys (AC-16A) and AC 150/5300-18, General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards (AC-18B) using the most current version of each circular.
  - a. By responding with a “Yes” or “No”, does your firm have the experience and qualifications to provide FAA Airport Geographic Information System (AGIS) survey services?
  - b. By responding with a “Yes” or “No”, does your firm have any experience in providing completed AGIS survey services?
  - c. If the response to question 1b is “Yes”, please describe, in detail, the capacity of your firm’s role in the completion of an AGIS compliant survey.
  - d. If the response to question 1b is “No”, please describe how your firm’s experience and professional qualifications are relevant to this project.
  - e. By responding with a “Yes” or “No”, does your firm have any experience in the installation of PACS or SACS survey per FAA AC-16A and AC-18B?
  - f. If the response to question 1e is “Yes”, please describe, in detail, the capacity of your firm’s role in the completion of an AGIS compliant survey.
  - g. If the response to question 1e is “No”, please describe how your firm’s experience and professional qualifications are relevant to this project.

Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies

2. For PACS and SACS installation or AGIS survey projects where your firm has provided surveying services, please list the following:
  - Project title, location, year completed and scope
  - Client’s name and phone number
  - Client’s primary project manager or contract administrator
  - Successful project elements
  - Project challenges and how they were overcome
  - How successes or lessons learned can apply to this contract

Capacity to accomplish the work in the required time

3. Please provide your firm's organizational chart as to how this project will be staffed, at a minimum, by the following classifications, and the name of the employee(s) per classification - please note the maximum number of employee(s) to be listed per classification. Special attention is directed to question 10d. Please submit a resume of your key employee(s) for those classifications denoted by an "\*", including their experiences working with AGIS compliant surveys and PACS and SACS installation. Resumes shall be limited to one page maximum per person.

\*Project Manager – (one employee)

\* Licensed Land Surveyor – (one employee)

\*Survey Party Chief – (maximum of two employees)

4. For each key employee(s) identified in the organizational chart, please list all of their current design project(s), and the expected project completion date(s).
5. Does your firm close its office for any extended period of time during the year? If yes, please identify the dates. How will your firm respond to any request for services during this time period?
6. The following are Airports policies are with regard to consultant contracts and will apply to your firm and sub-consultant(s). Please provide an explanation for any of the conditions that your firm cannot meet:
  - a. Fee proposals shall be formatted by the above classifications, whose efforts will be compared to those efforts of the equivalent Airports Division's classifications. The clerical classification will not be considered a project chargeable classification, and shall be considered as an overhead expense.
  - b. The direct labor rates shall be the actual rates, supported by the latest payroll register for each employee. Hourly rates will be based on 2,080 hours per year. If there are multiple employees per classification, then an average rate shall be used. If payroll registers are not available, then the latest DAGS maximum hourly rates will be used. There will be no increases to the direct labor rates during the contract time period.
  - c. The maximum allowable multiplier factor (overhead rate and profit) shall be 2.88. However, the overhead rate shall be the actual overhead rate, subject to an Airports Division or any other Department of Transportation Division audit. Federal audits will not be accepted. The profit rate shall be limited to 10% maximum.
  - d. If your firm is selected, your firm will be obligated to staff the project with those key employee(s) listed in the organizational chart submitted in question 3. Key employee(s) shall not be replaced, unless they are no longer employed by your firm, and their replacement shall be subject to the Airports Division's approval.