



North Dakota Aeronautics Commission

Procedures for Soliciting Quotes of Airfield Asphalt Crack Sealing/Repair Projects

Last Revised: January 8th, 2024

Public airports that request a state grant through Aeronautics to help fund non-federal (i.e. involving no Federal Aviation Administration funds) airfield pavement crack sealing and repair projects are required to adhere to the requirements outlined in this document. The goal of this process is to enhance overall competition and lower project costs. These standardized procedures apply only to asphalt crack sealing and repair projects under \$100,000, and projects over that threshold may require a bidding process.

CONTRACTORS: Airports are required to solicit quotes from **at least three (3) contractors** that are qualified and able to perform the desired crack seal/repair work. Not all contractors may respond to requests or be interested in providing a quote, but **the airport must at least document reasonable attempts to obtain quotes from three or more contractors**. When soliciting quotes, allow contractors at least 30 days to respond. Since state grant applications are typically due in mid-April each year, quotes should be solicited no later than mid-March, and airports that do not allow at least 30 days for contractor responses may have their grant application rejected by Aeronautics. A list of known contractors that have performed airfield crack sealing work in North Dakota will be provided by Aeronautics as a separate document, but airports are not restricted to utilizing only those firms and are both permitted and encouraged to shop around in the interests of fair competition.

ESTIMATING QUANTITIES: Airports are required to provide contractors with a basic estimate of the amount of linear feet of cracks that will need to be sealed or otherwise repaired. There are various methods that an airport can employ to estimate the amount of needed crack sealing (see points 1-4 below for some examples). To determine what cracks on your airfield may require more significant repairs rather than just routine sealing, see Section 4 of the separate Solicitation for Quotes form.

1. **Recent Project Quote/Invoice:** If your airport has performed a crack sealing project in recent years, or received a valid quote for a project that was not subsequently constructed, then the quote or invoice should already provide the amounts for you. Use the linear feet estimated or repaired by the contractor and add 10-15% to account for routine pavement deterioration.
2. **NDAC Pavement Condition Index (PCI) Website:** Aeronautics conducts a detailed evaluation of all public airfield pavements in North Dakota every three years and publishes the data online at <https://aero.nd.gov/studies/pavement-condition-index/>. Follow the *Click Here* and *Airport Details* links to access the database, double-click your airport on the map or select it from the *Network* drop-down list, and use the *Inspection* tab found under the *Split* or *Data Display View* options to see a detailed list of pavement distresses for any given section of pavement on your airfield. The *Extrapolated Quantity* column will show how many linear feet were calculated for each type of cracking, which airports can add together to determine their overall amount of cracks and then add 10-15% to account for routine deterioration. Please note that rehabilitation projects, such as seal coats and pavement overlays, that have occurred at your airport since the most recent PCI study was conducted in 2021 will not be reflected on the website and so an alternate estimation method may be necessary. New PCI data will be collected in the fall of 2024.
3. **Manual Measurement:** It is possible to manually estimate the amount of cracking by measuring the cracks in-person using conventional physical tools, such as measuring wheels.
4. **Satellite Imagery:** It is also possible to estimate cracks using the digital tools available from online satellite imagery services such as Google Earth or geographical information systems.

SOLICITATION FOR QUOTES FORM: In cooperation with multiple experienced airport engineering firms in North Dakota, a standardized form has been created to help airports solicit quotes from qualified contractors and ensure they use approved materials, construction methods, and safety practices.

Airports are required to complete all fields on the form highlighted in YELLOW, including the airport’s selected due date for quotes and estimated linear feet of cracks to be sealed/repared. The airport will then supply each solicited contractor with a copy of the partially-completed form, and the contractor is required to complete all remaining fields, including their name, date of quote submission, bid prices, and certification information, and they can then return the form to the airport for review.

Use the table below to identify which contractors your airport attempted to solicit quotes from, when you emailed or otherwise provided the contractor with your partially-completed quotes form, and indicate if that contractor submitted a quote, declined, or did not respond to your request.

Contractor Name	Date Contacted by Airport	Quote Received (Yes, No, or No Response)

STATE GRANT APPLICATION: When applying for a state grant from Aeronautics, airports must submit all quotes received, as well as this signed document with the above table completed showing reasonable attempts to solicit quotes from at least three contractors. The grant request should be based on the lowest quote, or else the airport must provide reasoning why an alternate firm should be utilized instead. Aeronautics may request or require copies of emailed solicitations or similar correspondence as supporting documentation. Please note that should actual construction costs of the crack sealing or repair work exceed the estimates provided in the state grant application, those overruns are often eligible for supplemental grants which can be applied for in the following calendar year.

CERTIFICATION: By signing below, the airport certifies that they have followed the instructions in this document to the best of their knowledge and ability. Please note that failure to follow these requirements or submitting false or incorrect information may result in the application being rejected or the project determined ineligible for state grant funding.

(Printed Name of Airport Representative)

(Signature of Airport Representative)

(Date)