

## **REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL AIRPORT CONSULTING SERVICES**

In accordance with FAA Advisory Circular 150/5100-14E and the policies and procedures of the Duluth Airport Authority (DAA), notice is hereby given that a Request for Qualifications (RFQ) for professional airport consulting services is requested from firms to render services required in connection with projects at Duluth International Airport (DLH). It is the intent of the DAA to select and negotiate with one prime airport consultant for a singular project in the replacement of Runway 3-21 Lighting and Signage.

Specific categories for airport consulting services include but are not limited to:

1. Civil Engineering and Land Surveying Services
2. Electrical Engineering Consulting Services
3. Project and Construction Management Services
4. Financial Tracking and Budgeting Services
5. Project Related Communications and Public Relations

Firms are invited to provide a Statement of Qualifications (SOQ) for the categories listed above. An individual SOQ should be provided for each service category of interest. The DAA plans to make application to the Federal Aviation Administration (FAA) and/or the State of Minnesota Office of Aeronautics (MNDOT) over the next several months for a grant related to the replacement of Runway 3-21 Lighting and Signage. The detailed scope of this project will be determined as the project is approved and funded. Project(s) potentially may be added and funded from other sources. This RFQ selection is only intended to serve a single project

Duluth International Airport (DLH)

- 1) Runway 3-21 Lighting and Signage replacement

Specific details include:

- 1) Replace ~70 runway edge lights (HIRL or MIRL) with new LED lighting in cans. All new underground wiring to be placed in conduit.
- 2) Direct bore and install conduit/wiring under RWY 09-27 so there is a direct line between the north and south ends of RWY 03-21 lighting
- 3) Replace 11 Hold Short Signs with new LED signs to include new concrete bases
  - a. Sign #s 39, 40, 43, 46, 59, 60, 66, 81, 83, 89, 93
- 4) Replace 7 Distance Remaining Markers (DRM) with new LED DRMs to include new concrete bases
  - a. Sign #s 94, 95, 96, 97, 98, 99, 100
  - b. Direct bore under RWY 03/21 to install conduit/wiring between adjacent DRMs

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- 5) Replace both RWY 03 and RWY 21 REILs with new LED REILs (remove existing concrete slabs and place new REILs in cans)
  - a. Rewire RWY 03 REIL electrical source directly into the runway circuit.
- 6) Install new conduit/wiring for the RWY 03-21 circuit between the airfield vault and runway; ensure positive drainage from all hand holes and structures installed as a part of this project.
- 7) Install new airfield vault regulator for RWY 03-21 circuit
- 8) Install new airfield vault regulator for RWY 03-21 DRMs

Approximate diagram of current wiring circuit for Runway 3-21:



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In order to be considered responsive to the RFQ, a firm must be experienced in providing the type of consulting services for which the SOQ is applicable, and a firm must be familiar with the DAA, its environs, and plans for the future. All firms are responsible for costs associated with the preparation of materials in response to this RFQ, and the DAA assumes no responsibility for any such costs.

Upon final decision of the selected firm, contract negotiations for a Professional Services Agreement will be initiated. The length of this Professional Services Agreement will be for approximately one year (or project duration) from the date of contract execution. If these negotiations are unsuccessful, negotiations will be initiated with the second ranked firm.

The negotiation of the project contracts and associated fees shall occur at the time those services are needed for an approved and funded project. If a price cannot be agreed upon between the DAA and the selected firm during negotiations for the individual project contract, then the DAA reserves the right to terminate negotiations and initiate a new procurement action.

Understanding the wide diversity of professional disciplines required to complete the above proposed project, and to allow for the maximum participation of DBE's, additional sub consultants may be proposed, for approval by airport management, as each individual project contract is negotiated. It is the policy of the DAA that Disadvantaged Business Enterprises (DBEs) shall have the maximum opportunity to participate in the performance of contracts financed in whole or part with federal funds. All firms providing professional services for the DAA shall take all necessary and reasonable steps in accordance with 49 CFR, Part 23, to ensure that DBEs have the maximum opportunity to compete for and perform contracts without discrimination on the basis of race, creed, color, national origin, handicap, or gender.

Interested firms are requested to indicate their interest in providing services in each of the above listed categories by submitting six (3) copies of their **Statement of Qualifications on or before 4:00 p.m. (Central Standard Time), September 17<sup>th</sup>, 2021. SOQs received after this date and time will not be considered.** One (1) original (marked Original) and two (2) complete copies of the SOQ must be submitted in a sealed envelope/package clearly marked with Firm's name and the words "**DAA Airport Consulting Services SOQ**". Example is below.

Proposers Name & Address	
	<b>TO:</b> Mr. Mark Papko Director of Operations Duluth Airport Authority 4701 Grinden Dr. Duluth, MN 55811
DAA Airport Consulting Services SOQ	

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**All questions concerning this RFQ shall be submitted to Mr. Mark Papko in writing, or email on or before September 10<sup>th</sup>, 2021.** Mr. Papko will respond to all parties in writing no later than September 14<sup>th</sup>, 2021.

Mr. Mark Papko  
Director of Operations  
4701 Grinden Drive  
Duluth, Minnesota 55811  
[mpapko@duluthairport.com](mailto:mpapko@duluthairport.com)

Timeline :

<b>RFQ Due Date</b>	17 September 2021
<b>RFQ Approval - Authority Board</b>	19 October 2021
<b>Agreement - Effective</b>	19 October 2021

Generally, the format for the SOQ shall be as follows:

- A) Executive Summary
- B) Firm and team history (including local and total airport experience). Include names, qualifications and resumes of the team members assigned that will perform the engineering services listed.
- C) Five (5) tabbed sections that will specifically address each of the 5 categories of airport consulting services listed above. Include resumes of key personnel that will perform services in each service category. A portion of each section (under 5 pages) should indicate the firm's approach to applicable projects and outline any problems that the firm thinks should be considered in a project as well as their approach to solve them. Any additional information the firm wishes the selection committee to review may be included herein, however the total length of the qualifications statement should not exceed the page limitation set forth below. If a firm is not interested in proposing for one of the specific categories, then a single page stating this should be included for excluded section.

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All qualifications statements shall be limited to 50 pages single sided pages (or 25 double side pages). Statements submitted by the established deadline will be evaluated based upon the following criteria:

Qualifications and competence of the firm	15%	Provide firm biography and history of the firm's aviation services business.
Experience of the firm and its employees in the type of service being sought.	25%	List recent experience in similar sized airport projects and ability to meet timelines/schedules. Example projects: Civil, Environmental, NAVAID/electrical, ACIP programming, close out reporting, GIS, and management of complex multi-phase construction projects on time and on budget.
Capability of the firm to perform the service desired within an acceptable time frame	15%	List key project personnel's professional background, experience, and workload.
Firm's familiarity with and proximity to the geographic location of the projects	10%	Indicate office location(s) where work will be performed and familiarity with DLH
Knowledge and experience with working with personnel, policies and procedures of the TSA, FAA, FAA Minneapolis ADO, CBP and MNDOT Office of Aeronautics.	20%	Indicate ability to enhance teamwork philosophy in working with local, state and federal agencies such as but not limited MNDOT, TSA and FAA.
Firms' ability to provide political support and community involvement to assist with outreach, advocacy, used in support of high value or sensitive construction projects	15%	Firm's history and experience of performance in assisting clients with local, state, and federal engagement in high value and/or sensitive projects.

Following submittal, the Statements of Qualifications will be reviewed and evaluated. Based upon the written submissions in response to this RFQ, the DAA will rank the firms in each criterion that it feels are most qualified to provide the required services. **At its sole discretion, the DAA may interview up to 3 top ranked proposers, or make its final selection based entirely upon the written response to the RFQ.** In the event that the DAA elects to invite a firm or firms, to make a personal presentation, a minimum of two weeks will be allowed for preparation of the presentation. The DAA reserves the right to reject any and all Statement of Qualifications or to re-advertise for additional Statement of Qualifications.