



DULUTH AIRPORT AUTHORITY

Duluth International Airport

Construction Management as Adviser Services (CM)

22-4406 Request for Qualifications

Construction Management as Adviser Services (CM)

Issued: May 2, 2022

Statements Due: May 25, 2022, 2:00 pm (local time)

A. INTRODUCTION

The Duluth Airport Authority (DAA) invites firms to submit Statements of Qualifications (SOQ's) for Construction Manager as Adviser (CM) Services. The DAA operates and maintains the Duluth International Airport (DLH) and Sky Harbor Airports (DYT) in Duluth, Minnesota.

Purpose of Request for Statement of Qualifications (SOQ)

The purpose of this Request for Qualifications (RFQ) is to evaluate construction management firms to consider for the role of CM for multiple construction projects at Duluth International and/or Sky Harbor Airports over the next five (5) years. Every project considered for CM services is at the sole discretion of the DAA and subject to change. Projects shall be fully defined in a separate, written, and dated Work Order that requires the prior written approval of the DAA's Board of Directors and will include the following:

1. A full definition of each Project including scope of work with project phasing and tasks, if required.
2. A fee and expense schedule for each project.
3. A timeline for each Project.
4. Execution by the DAA and the CM.

The DAA has retained the services of an architectural, engineering, design and planning firm (the "Engineer") to provide engineering, design, planning and other typical architectural services for proposed development projects at the Airport when the DAA deems applicable to engage them. Projects that the DAA does not wish to use the Engineer on will require the CM to design itself or bid out the relevant architectural or engineering services as needed.

The DAA desires to secure the services of a CM for a term of up to five (5) years who can advise the DAA and the Engineer with regard to proposed materials and construction methods, the scope of contracts and other issues and to perform other construction services designed to expedite the construction of Airport projects, improve their utility, and reduce the DAA's costs of construction.

The proposed projects defined by the recently completed Airport Master Plan and Airport Strategic Plan may include but are not limited or guaranteed to the following:

Duluth International Airport:

1. Construction of multiple new general aviation aircraft hangar buildings as depicted by the attached draft future ALP.
2. Construction of new Car Rental Quick Turn Around Facility
3. Rehabilitation of Hangar 104
4. Demolition of Hangar #101, Hangar #622, Building #305, and Building #306
5. Demolition of Building #616 Air Traffic Control Tower
6. Construction of new Air Traffic Control Tower
7. Construction of a new Aircraft Run-up Enclosure
8. Parking Lot/Ramp Technology and Preventative Maintenance
9. Existing Air Traffic Control Tower Maintenance Projects
10. Passenger Boarding Bridge Replacement/Maintenance
11. Federal Inspection Services Upgrades
12. Various Terminal Improvements
13. Future Non-Aeronautical Property Development

Sky Harbor Airport:

1. Construction of new Snow Removal Equipment (SRE) Building

2. Construction of new general aviation aircraft hangar buildings
3. Rehabilitation/Reconstruction of General Aviation Terminal Building

More information can be found here:

<https://duluthairport.com/master-plan/>
<https://duluthairport.com/wp-content/uploads/2022/03/DAA-Strategic-Plan-2020-2025-Revised-18JAN22.pdf>.

B. STATEMENT REVIEW AND SELECTION TIMELINE

Description	Date and Time
Request for SOQ Issued	May 2, 2022
Deadline to submit questions	May 9, 2022 10:00am local time
Final response to questions	May 13, 2022
Deadline for SOQ Submissions	May 25, 2022 2:00pm local time
Interviews	June 17-June 30, 2022
Anticipated Contract Execution	July 19, 2022

C. STATEMENT SUBMISSION

All statements must be received at the address below no later than local time 2:00 p.m. May 25, 2022.

All statements must be addressed to:

Duluth Airport Authority
SOQ Construction Management Services
Attn: Jana Kayser
4701 Grinden Drive
Duluth, MN 55811

All statements must be submitted in a sealed envelope clearly marked with SOQ Construction Management Services. All submittals shall include one (1) complete, original statement marked "ORIGINAL"; five (5) complete copies of the original statement; and other related documentation required by this SOQ as well as one (1) electronic copy (USB drive). Any SOQ submittal not received by the deadline may not be considered.

It is the sole responsibility of the Responder to ensure delivery of statements by the deadline. It is not the responsibility of DAA to ensure delivery.

It is the obligation of each Responder to examine instructions, requirements, and specifications before submitting a SOQ. DAA will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Responder.

Cost of Statement Development: DAA claims no financial responsibility for any costs incurred by the responder in responding to this SOQ, whether or not it is the successful responder. These costs include, but are not limited to; bonding, legal costs for any reason, production, reproduction, travel, postage and mailing.

D. SOQ QUESTIONS

All SOQ questions must be submitted in writing no later than local time 10:00 A.M. on May 9, 2022.

Questions must be emailed to purchasing@duluthmn.gov. Please be sure to put "22-4406 Airport Construction Management SOQ" in the subject line. Any question submitted after this date will not be answered.

All questions submitted in accordance with the requirements stated above will be answered in the form of an addendum posted to the Purchasing website at <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/> along with the original SOQ. The firm shall acknowledge receipt of any addenda that may be issued by including a copy in the SOQ submission.

E. CONTRACT

After a pre-qualified firm is selected for potential future projects, DAA and the selected CM firm will enter into a contract to be approved by the Duluth Airport Authority Board of Directors.

F. RFQ PROCESS AND EVALUATION

An evaluation committee will review the quality and completeness of each SOQ as it addresses each requirement contained in this RFQ.

G. SCOPE OF CONSTRUCTION MANAGEMENT AS ADVISER SERVICES

The CM works closely with DAA's Continuing Engineer as well as DAA staff, and all of the airports' tenants and stakeholders. In general, during the planning and design phases of all projects, the CM provides consultation during project development to advise on site use, selection of materials, and construction feasibility/constructability, prepares project schedules and phasing, and develops project budgets and construction estimates. During the construction phase, the CM provides project management and control, inspects the construction for compliance with the contract documents and conducts construction administration and project closeout. It is preferred that the selected firm has a local office in the Duluth area capable of completing all work assignments under this contract.

The CM shall support the DAA and the engineer in the pursuit of legislation and/or funding as needed for individual projects. Support includes but is not limited to participation in presentations to governmental bodies or community groups, advocacy meetings with legislators, pre-project meetings with project stakeholders and public hearings.

The selected firm shall be qualified and be prepared to provide the following range of services:

A. Design and Planning

1. Consultation During Project Development

- a. Develop management plan and strategy based on DAA's project parameters.
- b. Type of contracting method (design-build, CMAR, fixed fee, etc.)
- c. Ongoing review of conceptual design and specification documents.
- d. Review existing facilities and record drawings.
- e. Advise and recommend on:
 - Site usage and improvements
 - Materials selection
 - Building systems
 - Building equipment
 - Construction feasibility
 - Labor availability
 - Alternate design options

- Preliminary budgets
- 2. Schedules
 - a. Develop integrated project delivery schedule including planning and design phase through post-construction.
 - b. Periodic scheduling updates
- 3. Project Budget
 - a. Develop project budget for DAA's review and approval.
 - b. Provide periodic budget updates.
 - c. Develop schematic design phase quantities and cost estimate.
 - d. Recommend corrective budget actions.
- 4. Coordination of Construction Contract Documents
 - a. Ongoing review of contract documents for construction feasibility and schedule.
 - b. Determine number/type of bid packages.
 - c. Review documents for jurisdictional overlap, inclusion of all work and construction phasing.
 - d. Investigate and identify long-lead items.
- 5. Bidding
 - a. Recommend pre-qualification criteria.
 - b. Solicit contractor interest in project.
 - c. Solicit bids for construction
 - d. Preparation of bid documents
 - e. Schedule and conduct pre-bid conference.
- B. Construction Phase
 - 1. Project Control
 - a. Schedule, conduct and document pre-construction conference.
 - b. Schedule, conduct and document progress meetings.
 - c. Provide daily activity reports.
 - d. Provide photographs of project progress.
 - e. Assist in resolving jurisdictional disputes.
 - f. Monitor contractor's schedule and prepare changes if required to meet completion date.
 - 2. Cost Control
 - a. Provide regular reports on project cost, including estimates, actuals, unencumbered and variances.
 - b. Apprise DAA when costs may exceed budget.
 - c. Provide cost accounting for extra work.
 - d. Prepare and assist in negotiation of field orders, proposal requests and change orders.
 - e. Review and approve contractor's requests for payment.
 - 3. Inspection
 - a. Manage construction for compliance with construction documents.
 - b. Manage safety conditions.
 - c. Prepare project progress photographs as required.
 - 4. Project Administration/Closeout
 - a. Establish date of substantial completion.
 - b. Compile project punch list.
 - c. Certify that all punch list items have been completed or corrected, determine date and conduct final project inspection.
 - d. Complete all project close-out documents including final Application for Payment, Certificate of Substantial Completion and Certificate of Final Acceptance.
 - e. Coordinate with contractor delivery of spare parts and operation and maintenance manuals.
 - f. Coordinate with contractor and DAA staff equipment and systems start up.

- g. Coordinate all services required during the warranty period for repair and replacement of warranty items.
- h. Schedule warranty inspection prior to end of warranty period.
- 5. Post Construction Representation
 - a. In the event that a construction project completed within the CM's scope fails to perform or meet its designed intent, the CM will provide representation and remediation services to remedy the situation/project.

H. STATEMENT FORM-FORMAT INFORMATION

Responders shall submit their SOQ in accordance with the requirements listed above and as detailed in the required components below. Responses must be sufficient in detail to provide for a thorough evaluation. Information in the SOQ shall conform to the following format and be arranged in the same order in which it is requested.

REQUIRED COMPONENTS

1. Cover Letter, including brief overview. It shall be signed by an individual authorized to commit the responder to the scope of work proposed. Include the name and email address of the person responsible for communications regarding this SOQ.
2. Table of Contents
 - a. Provide a Table of Contents for the information in the SOQ, including page numbers, in the sequence outlined below.
3. Organization Information about the firm including:
 - a. Name of Firm and Location of principal and branch office
 - b. Length of time in business and year established
 - c. Contact Information
 - d. Type of firm and ownership (Corporation, Partnership, Joint Venture, Other)
4. Legal Status
 - a. A statement that the responder is not currently disbarred or suspended by the Federal Government, the State of Minnesota or any of its departments or agencies or another government entity.
5. Key Personnel
 - a. DAA desires quality representatives that will handle themselves and the projects as an extension of DAA staff, with professional conduct, on time meeting attendance, timely turnaround of documentation, short notice availability per staff requests, clear communication and firm management skills.
 - b. List and provide short statements of duties/responsibilities of key project personnel fitting this description, including the prime contact and all project managers to be assigned. Indicate licenses/certifications held and key specialties. Indicate in which office each person is currently located and where they would be located if selected to provide these services.
6. Similar Projects
 - a. Provide a concise description of relevant previous work accomplishments your firm has completed in the last five years relevant to the chosen service areas focusing on airports and other public building projects involving ongoing operations and stakeholder engagement.
7. Essay
 - a. Describe in broad terms why your firm is most qualified to provide CM services for the DAA.
 - b. Please provide your insights on overall construction coordination and how your clients have successfully completed complex projects with multiple stakeholders' cradle to grave. Please provide an example.

- c. Please provide a construction project example of significant scope where your firm was able to budget effectively and save the client money in the long-term. Help justify the ROI of bringing on your firm to act as a CM.
8. References
 - a. Name and describe at least three references within the past 3 years in which your firm has provided construction management services. Include the address, phone numbers and email addresses. Each reference shall be different and non-DAA related. Identify the key personnel who worked on the project. Include the name and location of each project completed for that reference, year it was completed or anticipated completion date, a brief description, and approximate cost.
9. Supplementary Information
 - a. Present any additional information you feel is important to understanding your qualifications.
10. MBE/WBE/DBE/TGB Utilization: For five completed contracts which had either minority business enterprises (MBE), women's business enterprises (WBE), disadvantaged business enterprises (DBE), and/or targeted group businesses (TGB) goals, including the two most recent DAA projects (if applicable), list the following:
 - a. Client
 - b. Project title
 - c. Original contract amount
 - d. Original MBE, WBE, DBE, and/or TGB goals expressed as a percent of original contract amount;
 - e. Completed contract amount;
 - f. Completed contract MBE, WBE, DBE, and/or TGB utilization expressed as a percent of completed contract amount.
11. Potential Conflict of Interest:
 - a. A conflict of interest exists if a firm/team has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. Either certify: (i) your firm/team is unaware of any potential conflict of interest, or (ii) indicate the potential conflict(s) and the nature of such conflict. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your firm/team is currently, or have been, employed and which may be affected.
12. Minnesota Department of Human Rights Affirmative Action Certification:
 - a. Under MN Statute §473.144, DAA may not accept any bid or proposal for a contract or execute a contract for goods or services in excess of \$100,000 with any business having more than forty (40) full-time employees within Minnesota on a single working day during the previous twelve (12) months, unless the firm or business has an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals that has been approved by the Commissioner of the Minnesota Department of Human Rights. Further, DAA may not accept any bid or proposal for a contract or execute a contract for goods or services in excess of \$100,000 with any business having more than forty (40) full-time employees on a single working day during the previous twelve (12) months in the state where the business has its primary place of business, unless the business has a certificate of compliance issued by the Commissioner of the State of Minnesota Department of Human Rights or the business certifies to DAA that it is in compliance with federal affirmative action requirements. Each firm submitting a proposal must transmit documentation indicating the firm's compliance or exemption from the above requirements.
13. Minnesota Government Data Practices Act
 - a. Data supplied in response to this RFQ by businesses, firms and individuals is governed

by the Minnesota Government Data Practices Act in that:

1. The information requested will be used to evaluate each proposer's qualifications.
2. The proposer is not legally required to supply this information; however, failure to supply the information requested may result in that SOQ receiving lesser consideration and a determination by DAA that the SOQ is non-responsive.
3. The public is authorized to receive the information that is not classified by law as private, confidential, or non-public data. The proposer is responsible to clearly identify any data classified by law as private, confidential or non-public data and to provide the specific basis for the classification when the data is submitted to DAA.

Prompt Payment of Subconsultants.

- a. Per MN Statute 471.425, Subd. 4a., Each contract of a municipality must require the prime contractor to pay any subcontractor within ten days of the prime contractor's receipt of payment from the municipality for undisputed services provided by the subcontractor. The contract must require the prime contractor to pay interest of 1-1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the prime contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from a prime contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

Mandatory Disclosures. By submitting a proposal, each Bidder understands, represents, and acknowledges that:

- a. Their proposal has been developed by the Bidder independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder.
- b. There is no conflict of interest. A conflict of interest exists if a Bidder has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.
- c. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.
- d. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

I. REVIEW AND SELECTION CRITERIA

The DAA has selected a group of personnel to act as the evaluation team. All evaluation personnel will

use the evaluation criteria stated below:

a. Company profile	30%
b. Experience on similar projects	40%
c. Key personnel/project team qualifications	20%
d. References	10%

The DAA will invite up to three firms to present their SOQ in a live interview with the selection committee. Key personnel identified in the SOQ should be present. Firms selected to participate in the live interview will be based off of initial SOQ scoring criteria.

Based on the results of this evaluation, the respondent determined to be the most advantageous to the DAA, considering all of the evaluation factors, may be selected by the DAA for further action, such as proposal submission and contract negotiations. If, however, DAA decides that no statement is sufficiently advantageous to the DAA, the DAA may, at its sole discretion, take whatever further action that is deemed necessary to fulfill its needs. If, for any reason, a statement is selected and it is not possible to finalize a contract with the Respondent, the DAA may begin contract preparation with the next qualified Respondent or determine that no such alternate statement exists.