



**DULUTH AIRPORT AUTHORITY**

## Duluth International Airport

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Professional Airport Consulting Services

Request for Qualifications

Issued: March 14, 2023

Proposals Due: April 21, 2023

# REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL AIRPORT CONSULTING SERVICES

## 1. Introduction

In accordance with FAA Advisory Circular 150/5100-14E and the policies and procedures of the Duluth Airport Authority (DAA) or “Authority”, 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 the duration of the project identified below (or 5 years).

The project(s) for this RFQ is for the planning, design, engineering, and construction phase services of a New Air Traffic Control Tower (ATCT) at the Duluth International Airport. The specific delivery method is intended to be a traditional design – bid – build but the Authority reserves the right to modify this approach.

## 2. Background

Duluth International Airport’s Air Traffic Control Tower is over 70 years old making it the 3<sup>rd</sup> oldest in the country. In addition to its age, it has many other non-compliant issues including line-of-sight, and life, health, and safety, deteriorating conditions, etc.

The DLH ATCT is operated by the FAA but owned and maintained by the DAA, making this a unique facility, not commonly found at airports in the United States. The airport will leverage a mix of funding sources to complete this project including competitive funding through the FAA’s Airport Terminal Program (ATP), State of Minnesota Bonding/Cash, as well as local DAA cash reserves. The early estimated cost of the ATCT replacement is fifty-two million dollars. This includes predesign work and a number of enabling projects.

In September of 2022, the DAA began the AFTIL (Airway Facilities Tower Integration Laboratory) process to determine the location of the new Tower. During AFTIL the Airport studied seven different locations. Of those seven locations only two locations remain as options for the future site. AFTIL is currently finalizing the site location and accompanying site requirements workbook (expected delivery in April 2023).

## 3. Current Status and Looking Forward

In January 2023, the DAA began the Environmental Assessment and Preliminary Design to include utility locates, topographic surveys, civil site preliminary design, stormwater analysis, architectural, structural, mechanical, and electrical design considerations, schematic design report and project closeout documentation. The DAA expects to receive a FONSI by early summer 2023.

The DAA plans to apply for the Federal Fiscal Year 2024 Notice of Funding Opportunity for the Airport Terminal Program. If successful and determined by the limitations imposed on the DAA by funding availability, construction may happen in multiple phases. However, the duration of this contract will remain consistent throughout the project, regardless of funding.

## 4. Scope of Services

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Specific categories for airport consulting services surrounding the replacement of the DLH ATCT include but are not limited to:

1. Architectural Design Services
2. Civil Engineering and Land Surveying Services (if further services are required beyond the preliminary design underway)
3. Environmental Consulting Services (if further environmental services are needed beyond the Environmental Assessment already underway)
4. Capital Financial Consulting Services
5. Project and Construction Administration Services
6. Political Engagement, Community Involvement and Public Relations

Further details are identified below:

Design Services - including programming, schematic design, design development, and construction document services:

- Provide and educate an architectural design that minimizes the need for ongoing maintenance throughout the new Tower's useful life.
- Educate a design that acknowledges the differences/requirements between airport owned towers versus that of contract/FAA owned towers.
- Leverage existing FAA standard design elements where applicable to reduce overall design cost/elements.
- Based on the FAA approval of the future ATCT site the Consultant will be requested to provide full bid documents of required improvements for the project delivery method.
- Geotechnical evaluations and surveys required for design completion.
- Coordinate and assist Owner with meeting all relevant FAA approvals, submissions, meetings, or inspections.
- Evaluate and identify existing equipment to be relocated from old to new ATCT.
- Prepare plans for demolition of old ATCT.
- Prepare and submit applicable regulatory permit applications, as required.
- Create and maintain the overall project schedule, from preliminary planning through construction completion and ATCT commissioning.
- Analyze utility impacts and design necessary relocations. Coordinate with local utilities.
- Assist the Authority with obtaining all necessary local, state, and federal construction permits (if any).
- Specify requirements for an Operational and Transition Plan from the old to new ATCT.

Supplemental Services – Bidding, Analyzing Bid Results, Material Testing, Construction Administration and Observation, Commissioning and Post Construction Warranty Inspection Services and Construction Phase Services:

- Review contractor's overall project schedule and monthly updates through construction completion and ATCT commissioning.
- Acquire FAA frequency confirmations and FCC license updates.
- Conduct and document construction progress meetings.
- Make periodic site visits by respective design disciplines to observe work for conformance to project design and specifications.
- Evaluate and respond to nonconformities, requests for information, requests for change orders to the work, etc.
- Reviewing and approving materials submittals, shop and erection drawings submitted by Contractor for compliance with design concept/drawings.

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- Provide an independent testing company to conduct control and testing of construction materials.
- Reviewing, analyzing, and approving laboratory and mill test reports of materials and equipment.
- Prepare and execute various reports, payment applications and documents as required.
- Review and coordinate the Operational and Transition Plan from old to new ATCT.
- Coordinate removal and re-installation of existing FAA equipment from old into new ATCT/and container unit.
- The awarded Consultant should be prepared to attend all meetings with the Authority and the FAA as required. The Authority may, at its own discretion modify, expand, or reduce the Scope of Services as the need arises.
- Other related activities, i.e., GIS, land survey, quality control and construction safety plans, photography surveys, update of ALP etc.

### **Project Closeout:**

Project close out services to include all basic services rendered after the completion of a construction contract including final inspections, punch list and a report of the completed project for FAA submission. This will include record drawings (prepared from contractor's redlines), summary of material testing, change orders, grant amendment, final financial summary, and obtaining release of liens from all contractors. The fee associated with this portion of the project will be approved under a separate Task Order issued on the base contract.

### **5. Statement of Qualifications Format/Layout**

Firms are invited to provide a Statement of Qualifications (SOQ) for the categories listed above. Generally, the format for the SOQ shall be as follows:

#### **Part I. Executive Summary**

Prefacing the submittal document, the Consultant shall provide an Executive Summary of three (3) pages or less, which gives in brief, concise terms, a summation of the submittal document. The Executive Summary shall include a brief statement of intent to perform the services, why your firm would be the best choice to provide the requested services, qualifications for selection, and signature of authorized officer of the firm who has legal authority in such transactions. Also, include the name, address and telephone number of person or persons in your organization authorized to negotiate contract terms and render binding decisions.

#### **Part II. Project Approach**

- Describe your firm's understanding of the project in its entirety, including your firm's understanding of the work involved.
- Describe the work your firm anticipates self-performing and the work you anticipate being performed by subconsultants.
- Describe your firm's management approach and methods for developing and implementing the scope of work with the airport, including how to effectively coordinate with multiple stakeholders.
- Describe your proposed methodology for determining the best value design incorporating aesthetics and building materials.
- List any challenges you have identified with the project and how your firm would work to manage them effectively.

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## Part III. Firm/Corporate Qualifications

- Provide a brief profile and history of the firm including how long the firm has been in business and a summary of the types of projects the firm specializes in including relevant experience to provide the requested services.
- List the location of the office(s) to perform the work.
- Prepare an organization chart that identifies all key personnel, including names and titles, that would perform work for this project.

## Part IV. Staff/Team Qualifications

- Provide a one-page resume for the project manager and other key personnel and describe their role(s) on the project.
- Identify proposed subconsultants including their role(s) on this project, qualifications, and related experience. Include a one-page resume for subconsultant's key staff.
- Identify the team tasked with engaging political support from both parties at the local, state, and federal levels.
- Provide maximum opportunity for DBE participation.
- Briefly describe the team's experience working together.
- Provide workload summaries for all key personnel including sub-consultants.

## Part V. Demonstrated Experience

- Describe your firm's recent relevant experience and qualifications to provide the requested services, specifically A&E and construction services for an FAA operated but airport owned tower.
- Please provide at least two (2) (but not limited to) previous projects completed by your firm or currently in progress that are similar in scope to this proposed project, or that you feel give your firm the required experience needed for this project. Do not use more than two pages per project. At a minimum, please provide the following details for each project:
  1. Project description and scope
  2. Location
  3. Owner name & contact person with telephone and email for referral purposes
  4. A&E Fees
  5. Proposed construction budget vs. actual
  6. Proposed design & construction schedules vs. actual
  7. Identification of roles (Identify Primes and Subconsultants)
  8. LEED Certification description, or other sustainability items involved
- List and describe any litigation, arbitration and/or claims filed by your firm against any project owner because of a contract dispute.
- List and describe any claim filed against your firm.
- List and describe termination from any projects.

## Part VI. Experience in LEED Certification/Environmental Sustainability

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- The Airport Authority has a strong desire to be a leader in environmental sustainability in the Airport, as well as the surrounding community and the aviation industry as a whole. Please provide a description of your experience with LEED certifications, why this should be an important component of the project, and any other information on this topic that you deem valuable.

Part VII Conceptual Rendering of the future DLH ATCT located at the proposed future ATCT location (Airport Preferred Location):

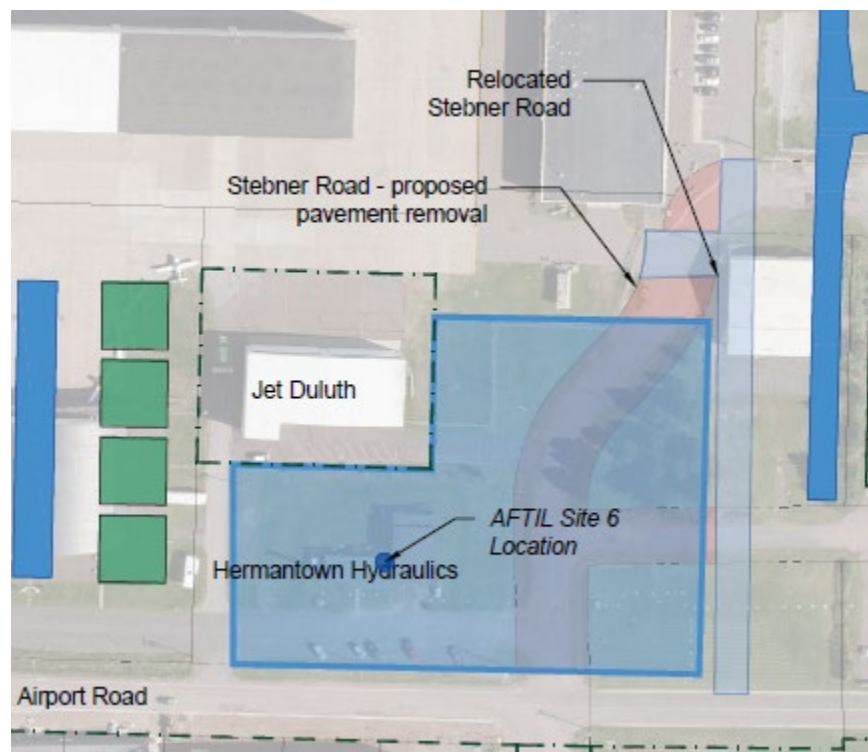
Lat: 46 50' 15.39"N

Long: 092 11' 47.56"W

Top of Tower Height: 153' Above Ground Level (Approved by AFTIL)

Eye Level of Controller: 123' Above Ground Level

Site Layout:



All qualifications statements shall be limited to 60 pages single sided pages (or 30 double sided pages). Part VII is not included in the overall 60-page limitation requirement.

### 6. Submission Guidelines

**All statements must be received at the address below no later than local time  
3:00 p.m. April 21, 2023. All proposals must be addressed to:**

Duluth Airport Authority  
RFQ Professional Airport Consulting Services  
Attn: Mark Papko  
4701 Grinden Drive  
Duluth, MN 55811

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All statements must be submitted in a sealed envelope clearly marked with RFQ Airport Consulting Services. All submittals shall include one (1) complete, original statement marked "ORIGINAL"; six (6) complete copies of the original statement; and other related documentation required by this RFQ as well as one (1) electronic copy (USB drive.). Any RFQ submittal not received by the deadline may not be considered.

**All questions concerning this RFQ shall be submitted to Mr. Mark Papko via email on or before March 30<sup>th</sup>, 2023.** Mr. Papko will respond to all parties who attended the pre-bid no later than April 3rd, 2023.

Mr. Mark Papko  
Director of Operations  
[mpapko@duluthairport.com](mailto:mpapko@duluthairport.com)

### 7. Timeline of Events

<b>*Mandatory (In-person or Virtual) Pre-Bid + Optional Tour of Future DLH ATCT Site</b>	March 28 <sup>th</sup> , 2023
<b>RFQ Questions Due</b>	March 30 <sup>th</sup> , 2023
<b>RFQ Questions Answered By</b>	April 3 <sup>rd</sup> , 2023
<b>RFQ Due Date</b>	April 21 <sup>st</sup> , 2023
<b>RFQ Presentation/Interview</b>	May 1 <sup>st</sup> – May 5 <sup>th</sup> , 2023
<b>RFQ Approval - Authority Board</b>	May 2023
<b>Agreement - Effective</b>	May 2023

\*To be sent the link to participate in the virtual Pre-bid meeting please email Mark Papko with your interest to attend at [mpapko@duluthairport.com](mailto:mpapko@duluthairport.com) prior to March 28<sup>th</sup>, 2023.

### 8. Scoring Criteria

Statements submitted by the established deadline will be evaluated based upon the following criteria:

Qualifications and competence of the firm	10%	Provide firm biography and history of the firm's aviation services business.
Experience of the firms' employees in the type of service being sought.	25%	List recent experience in similar ATCT projects and ability to meet timelines/schedules. Identification of key personnel through prime and subconsultants meet the demanding management of complex multi-phase construction projects on time and on budget.
Firms' familiarity with and proximity to the geographic location of the projects	20%	Indicate office location(s) where work will be performed and familiarity with DLH specific processes and policies.

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Knowledge and experience construction ATCT and working with personnel, policies and procedures of the ATCT construction process.	30%	Indicate ability to complete an ATCT build while working with local, state, and federal agencies including but not limited to ADO, ATO, AFTIL, RA, etc.
Firms' ability to provide political support and community involvement to assist with outreach, advocacy, funding requests, etc.	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.**

### 9. Selection and Negotiation

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 a five (5) year term from the date of contract execution.

Based on a combination of the evaluation of the Statement of Qualifications and results of the presentation and interview, the Selection Committee shall select the highest ranked A&E firm to proceed with the development of the Scope of Work & Contract negotiations. An opportunity to provide a detailed cost estimate and an Independent Fee Estimate will be performed for the project scope before contract signing. If an agreement cannot be successfully negotiated with the highest ranked firm, negotiations may be terminated with that firm and the Authority may enter negotiations with the next highest ranked firm until an agreement is reached or an impasse is declared.

The negotiation of individual 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 each individual project contract, then the DAA reserves the right to terminate negotiations and initiate a new procurement action. Individual project contracts are limited to those projects that can reasonably be expected to be initiated within five (5) years of the date that the initial Professional Services Agreement contract is executed, unless specifically approved by the FAA.

Although the Authority encourages the Consultants to develop their own management teams, the Authority reserves the right to issue multiple contracts and select subcontractors.

Understanding the wide diversity of professional disciplines required to complete all of the above proposed projects, 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



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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.

Each firm is charged with the responsibility of making an on-site inspection of the Airports and its environs. Failure on the part of any firm to make such examination and on-site inspection shall not constitute grounds for declaration by a firm that it did not understand the conditions with respect to its SOQ. 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.

### **10. Mandatory Disclosures.**

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

1. 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.
2. 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 has been, employed and which may be affected.
3. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.
4. 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.
5. 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

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exemption from the above requirements.

6. 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 the SOQ receiving lesser consideration and a determination by DAA that the SOQ is non-responsive.
    3. The public is authorized to receive 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.

The DAA reserves the right to reject any and all Statement of Qualifications or to re- advertise for additional Statement of Qualifications.