

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) and Sky Harbor Airport (DYT). It is the intent of the DAA to select and negotiate with one prime airport consultant for a five (5) year term with two additional one-year options.

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

1. Architectural Design Services
2. Civil Engineering and Land Surveying Services
3. Environmental Consulting Services
4. Financial Consulting Services
5. Airport Planning Services
6. Project and Construction Management Services
7. Political Engagement, Community Involvement 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 course of the next five years for grants related to airport development. A copy of the Airport Capital Improvement Projects (ACIP) report required for federal funding will be provided upon request. The ACIP projects, timeframes and estimates are subject to change at any time due to constraints outside the DAA's control. The detailed scope of each project will be determined as each project is approved and funded. Project(s) potentially may be added and funded from other sources such as TED Grants. A list of potential projects (not all inclusive) that are tentatively scheduled for the next five years include the following:

Duluth International Airport (DLH)

- 1) Replace and/or purchase Snow Removal Equipment
- 2) Taxiway A Rehabilitation Design and Construction Phase 1
- 3) Runway 9/27 repairs Phase 1
- 4) Airfield Electrical Manhole Drainage
- 5) Runway 3/21 Taxiway B & C extension Environmental Assessment
- 6) Taxiway A Rehabilitation Design and Construction Phase 2
- 7) Runway 9/27 repairs Phase 2
- 8) Runway 3/21 Taxiway B & C extension design and land acquisition
- 9) Airfield Sign Upgrades

Duluth Sky Harbor Airport (DYT)

- 1) Front Gate and Fence replacement
- 2) Runway Realignment – Design
- 3) Aerial Survey and Approach development for Runway Relocation
- 4) Runway Realignment Phase 1
- 5) Aquatic resource Mitigation
- 6) Runway Realignment Phase 2
- 7) Runway Realignment Phase 3
- 8) Reconstruct Seaplane Ramp and retaining wall
- 9) Apron Sealcoat
- 10) GIS Airport Survey

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. Each firm shall judge for itself as to all conditions and circumstances having relationship to future projects at DLH and DYT. Each firm is charged with the responsibility of making an on-site inspection of the Airports and its environs. Airport tours of DLH will be conducted on November 10th, 2014 at 11:00am and of DYT at 3:00pm. Failure on the part of any firm to make such examination and on-site inspection shall not constitute a ground 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.

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 five (5) year term with two additional one-year options from the date of contract execution. If these negotiations are unsuccessful, negotiations will be initiated with the second ranked firm.

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.

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 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 (6) copies of their **Statement of Qualifications on or before 4:00 p.m. (Central Standard Time), November 19th, 2014. SOQ's received after this date and time will not be considered.** One (1) original (marked Original) and five (5) complete copies of the SOQ must be submitted in a sealed envelope/package clearly marked with Firms name and the words “**DAA Airport Consulting Services SOQ**”. Example is below.

Proposers Name & Address	
TO:	Mr. Tom Werner Executive Director Duluth Airport Authority 4701 Grinden Dr. Duluth, MN 55811
DAA Airport Consulting Services SOQ	

All questions concerning this RFQ shall be submitted to Mr. Blaine Peterson in writing, or email on or before November 13th, 2014. Mr. Peterson will respond to all parties in writing by November 17th, 2014.

Mr. Blaine Peterson
Operations Director
4701 Grinden Drive
Duluth, Minnesota 55811
bpeterson@duluthairport.com

Timeline

Tour of Airports (DLH and DYT)	10 November 2014
RFQ Due Date	19 November 2014
RFQ Approval - Authority Board	16 December 2014
Agreement - Effective	15 February 2015

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 in proposed ACIP.

- C) Seven (7) tabbed sections that will specifically address each of the 7 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. Firms should define how Safety Management System (SMS) process is followed in evaluating project design and construction phasing criteria. 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.

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: Architectural, Civil, approach clearing Environmental background, drainage improvements, NAVAID/electrical, land acquisition, approach clearing, ACIP programming, close out reporting, GIS and planning/user survey studies.
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.
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 criteria 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.