

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 for planning services at the Sky Harbor Airport (DYT). It is the intent of the DAA to select and negotiate with one prime airport consultant for the duration of the scope of work outlined in this document.

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

1. Airport Planning Services
2. Environmental Consulting Services
3. Financial Consulting Services
4. Stakeholder Engagement

Firms are invited to provide a Statement of Qualifications (SOQ) for the categories listed above.

The DAA plans to make a grant application to the Federal Aviation Administration (FAA) and/or the State of Minnesota Office of Aeronautics (MNDOT). The project elements, time frames and estimates are subject to change at any time due to constraints outside the DAA's control. The detailed scope of each project element will be determined as each project is approved and funded.

Sky Harbor Airport (DYT):

1. Airport Layout Plan Update
2. Possible Exhibit A Update
3. Aeronautical Property Development/Redevelopment Planning
 - a. Location of Possible DAA-owned hangars
 - b. Snow Removal Equipment (SRE) Facility location
 - c. Placement of DAA Administrative office(s)
 - d. Possible placement of a Customs Processing Facility
 - e. Location of the amphibious ramp
 - f. Location and possible expansion of the aircraft dock
 - g. Location and size of the aircraft fueling operation
4. Ramp Congestion Analysis/Planning in the vicinity of the amphibious ramp, dock, aircraft fueling point and aircraft parking
5. General Aviation Ramp Capacity Analysis/Planning
6. Shoreline Erosion Control Planning in the vicinity of the aircraft parking apron
7. Development of a Funding Plan for projects that result from this study


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 DYT. Each firm is charged with the responsibility of making an on-site inspection of the Airport and its environs. **An airport tour of DYT will be conducted on 27 February at 9:00 AM. Failure on the part of any firm to make such examination and onsite 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.

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 the duration of the project but generally not longer than 9 months from the date of contract execution. If these negotiations are unsuccessful, negotiations will be initiated with the second ranked firm.

The negotiation of follow-on contracts and associated fees shall occur at the time those services are needed for an approved and funded work scope related to this 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.

Understanding the diversity of professional disciplines required to provide all of the above services, and to allow for the maximum participation of DBE's, additional sub consultants may be proposed, for approval by airport management, as needed. 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), March 18, 2020. 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 Firm's name and the words "DAA Airport Consulting Services SOQ". Example is below.

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Proposers Name & Address</div> <div style="border: 1px solid black; padding: 5px;">DAA Airport Consulting Services SOQ</div>		TO: <div style="border: 1px solid black; padding: 5px;"> Mr. Mark Papko Director of Operations Duluth Airport Authority 4701 Grinden Dr. Duluth, MN 55811 </div>
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All questions concerning this RFQ shall be submitted to Mr. Mark Papko in writing, or email on or before March 4th, 2020. Mr. Papko will respond to all parties via email by March 6th, 2020.

Mr. Mark Papko
Director of Operations
4701 Grinden Drive
Duluth, Minnesota 55811
mpapko@duluthairport.com

Timeline

Tour of Sky Harbor Airport (Project Area)	27 February 2020 @ 9am
SOQ Due Date	18 March 2020 @ 4pm
Contract Approval - Authority Board	21 April 2020
Agreement - Effective	22 April 2020

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 consulting services listed in this proposal.
- C) Four (4) tabbed sections that will specifically address each of the 4 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 airport planning services and outline any issues the firm thinks should be considered during the 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.

All SOQs shall be limited to 30 pages single sided pages (or 15 double side pages). Statements submitted by the established deadline will be evaluated based upon the following criteria:

Evaluation Criteria	Weight %
Capability to perform all aspects of the project and recent experience in airport projects comparable to the proposed scope.	15%
Key personnel's professional qualifications, experience and availability for the proposed project; reputation and professional integrity and competence; knowledge of FAA regulations, policies, and procedures.	25%
Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns. Capability to meet schedules or deadlines.	15%
Qualifications and experience of sub-consultants who would be regularly engaged by the consultant under consideration.	10%
Degree of interest shown in undertaking the project and the project team's familiarity with and proximity to the geographic location of the project. Demonstrated understanding of the project's potential challenges and the sponsor's special concerns.	20%
Firm's ability to provide stakeholder engagement; to assist with outreach and advocacy used in support of this important planning exercise. The Firm's experience in engaging aviation stakeholders, community and civic groups, local government entities, government agency stakeholders, the media, adjacent neighborhoods, and the public at large.	15%

Following submittal, the Statements of Qualifications will be reviewed and evaluated. Based upon the written submission 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 responses 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 Statements of Qualification or to re-advertise for additional Statements of Qualifications.