

# REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P)

## FOR PROFESSIONAL ON-CALL AIRPORT ENGINEERING AND ARCHITECTURAL SERVICES

*MOORHEAD MUNICIPAL AIRPORT– (JKJ) MOORHEAD, MINNESOTA*

The City of Moorhead, MN is requesting Statements of Qualifications/Proposals from interested and qualified Aviation Consultants for Professional On-Call Airport Engineering and Architectural Services at Moorhead Municipal Airport. Professional, technical and advisory services are needed for projects identified in the Airport's Capital Improvement Program (CIP).

The selected firm shall demonstrate experience and have the ability to assist the airport in all categories of airport development including:

- Limited Airport Facilities Architectural Design and Construction Administration
- Engineering Design and Construction Administration for various airside/landside engineering projects.

### SCOPE OF WORK

Projects may include airport planning and environmental services, airside/landside design and construction administration, airport building design, and AIP program management. Projects will be accomplished during the course of multiple years and grants, some services may not be required and City reserves the right to initiate projects and procurement actions. The projects anticipated to occur in the next five years include:

- Pavement Inspection/Design/Engineering/Bid/Construction Administration including Close out of Construction for New Pavement, Pavement Rehabilitation (i.e. mill and overlay, crack remediation & repair, etc.) and/or Reconstruction of projects including, but not limited to:
  - Public T-Hangar Pavement Upgrades;
  - Parallel Taxiway Mill and Overlay;
  - Runway, Parallel Taxiway & Apron;
  - Taxiway Extensions and
  - Access Roads
- Rehabilitate / Reconstruct Runway and Taxiway lighting, Airfield Guidance signage, electrical vault, equipment and associated airfield electrical
- Rehabilitate / Reconstruct Airfield drainage
- SWPPP Preparation and Updates
- Grant administration including closeout reports
- Fuel System Changes, Upgrades and Related Development
- Airport Facilities and Hangar Renovation
- Instrument Approach Procedure Development
- Land and Property Acquisition
- General Aviation Ramp Rehabilitation/Reconstruction
- Building Area Site Preparation
- SRE Equipment Acquisition and Building Expansion
- Parking Lot Rehabilitation and Expansion Design
- General Aviation Area Redevelopment/New Development
- Hangar Design and Construction
- Rehabilitate / Reconstruct, PAPI, REIL and Visual Aid Improvements
- Surveying

A detailed copy of the CIP can be requested from the City of Moorhead. Consultants must be familiar with Federal Aviation Administration (FAA) and State aviation funding programs and requirements.

## PROPOSAL FORMAT AND CRITERIA FOR REVIEW

Please submit concise descriptions of the following elements formatted on a maximum of ten pages. The following criteria will be used in screening, ranking and selection of the successful firm:

1. **Qualifications of the Firm and Key Personnel:** Provide a description of your firm's recent experience (within 5 years) and qualifications in airport engineering, architectural, design, financial, planning and environmental analysis on projects. Provide a brief resume for each key person proposed to work on projects for the Moorhead Airport outlining their credentials and experience. Preference shall be given to those firms and key personnel's experience with airport engineering, architectural, design, financial, planning and environmental analysis on projects of similar magnitude/airports similar to the Moorhead Municipal Airport. [\(40 points\)](#)
2. **Experience with State and Federal Grant Programs:** Preference shall be given to project teams whose personnel have demonstrated an effective working relationship with MnDOT Office of Aeronautics and the FAA and possess a thorough understanding of regulations and procedures associated with the Airport Improvement Program including Disadvantaged Business Enterprise participation. [\(10 points\)](#)
3. **Approach to Projects:** Preference shall be given to those firms that can demonstrate a clear understanding and familiarity of the pending projects and an approach that establishes a strategy for completing the various projects identified in the Moorhead Airport CIP. Preference will be given to firms who demonstrate capability to perform all or most aspects of the work in the CIP and those noted within the Scope of Work without needing to subcontract various elements. If a team approach is used, the proposal shall identify team structure, responsibilities of each firm, and history of the team working together on similar projects. [\(30 points\)](#)
4. **Experience on Comparable Projects & References:** Preference shall be given to project firms who have demonstrated satisfactory experience and performance at like airports on similar projects to those listed in the Moorhead Airport CIP. The experience section should highlight project budget and overall schedule/completion information on similar projects at like airports. Provide the name and contact information for at least three (3) references at airports familiar with the quality of work by your firm for projects of similar nature to those contained in the above Scope of Work. [\(20 points\)](#)

## SELECTION OF THE CONSULTANT

The selection process shall conform to FAA Advisory Circular 150/5100-14E, current edition which will be utilized to select the most qualified firm. Fee information will not be considered in the selection process and should not be submitted with the statement of qualifications/proposals.

The Moorhead Airport has appointed a review group to evaluate the Request for Qualification/Proposal (RFQ/P) submitted and rank the qualified firms. The City may select a consulting firm directly based on the submitted RFQ/P (based on the above criteria), or may request interviews. All unsuccessful firms will be notified in writing no later than 10 days after selection of the Consultant and may contact the owner for debriefing.

Review Group:

K. Walter Vollmer	Airport Committee Member
Roger Olson	Airport Committee Member
Kristie Leshovsky	City Planner
Kim Citrowske	Assistant Planner
Steve Moore	Public Works Director
Jim Schultz	Senior Engineer

The City reserves the right to reject any and all submissions to this RFQ/P, request clarification, or waive technicalities, if it is deemed in the best interest of the City. The City assumes no responsibility for costs incurred in responding to this RFQ/P. No fees are to be submitted at this time or with the RFQ/P's.

## CONTRACT

The top ranked firm will be invited to negotiate a contract with the City for a term not to exceed five years. If successful negotiation cannot be reached, the City reserves the right to negotiate with the next most qualified firm that submits an acceptable RFQ/P.

The consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged.

## TERMS AND CONDITIONS

FAA guidance for Airport Improvement Program compliance for Professional Services Contracts is outlined in the table on page 4 and in the following web link:

[http://www.faa.gov/airports/aip/procurement/federal\\_contract\\_provisions/media/combined-federal-contract-provisions.pdf](http://www.faa.gov/airports/aip/procurement/federal_contract_provisions/media/combined-federal-contract-provisions.pdf)

## RFQ/P TIMELINE

The anticipated milestone dates for this RFQ/P are as follows:

RFQ advertisement released	October 17, 2016
<b>RFQ deadline</b>	<b>October 31, 2016 at 3:00 PM</b>
Proposal review	November 1-4, 2016
Interviews, if needed	November 7-9, 2016
Airport Committee – Review Preferred Proposal	November 16, 2016
City Council – Approve Preferred Proposer	December 12, 2016

## QUALIFICATIONS/PROPOSAL AND CONTACT PERSON

The Qualifications/Proposal must be submitted no later than 3:00 p.m. on Monday, October 31, 2016 to: [planning@cityofmoorhead.com](mailto:planning@cityofmoorhead.com) with the subject heading “Moorhead Airport SOQ – *your firm name*”

Paper copies can be submitted:

City of Moorhead  
RE: Airport RFQ Proposal  
500 Center Avenue – 4th Floor of City Hall  
PO Box 779  
Moorhead, MN 56561-0779

All questions regarding this RFQ/P should be directed to:

Kim Citrowske  
500 Center Avenue – 4th Floor of City Hall  
218.299.5333 or [planning@cityofmoorhead.com](mailto:planning@cityofmoorhead.com)

### Meaning of cell values

- REQD - a provision the sponsor must incorporate in their procurement action.
- Limited –a provision with limited applicability depending on circumstances of the procurement.
- n/a – a provision that is not applicable for that procurement type.

**Table 1 – Applicability of Provisions**

Provision	Dollar Threshold	Professional Services	Construction	Equipment	Property (Land)	Non-AIP Contracts
a. <a href="#">Access to Records and Reports</a>	\$ 0	REQD	REQD	REQD	REQD	n/a
b. <a href="#">Buy American Preferences</a>	\$ 0	Limited	REQD	REQD	Limited	n/a
(1) <a href="#">Buy American Statement</a>	\$ 0	Limited	REQD	REQD	Limited	n/a
(2) <a href="#">Buy American – Total Facility</a>	\$ 0	Limited	REQD	REQD	Limited	n/a
(3) <a href="#">Buy American – Manufactured Product</a>	\$ 0	Limited	REQD	REQD	Limited	n/a
c. <a href="#">Civil Rights – General</a>	\$ 0	REQD	REQD	REQD	REQD	REQD
d. <a href="#">Civil Rights - Title VI Assurances</a>	\$ 0	REQD	REQD	REQD	REQD	REQD
(1) <a href="#">Notice - Solicitation</a>	\$ 0	REQD	REQD	REQD	REQD	REQD
(2) <a href="#">Clause - Contracts</a>	\$ 0	REQD	REQD	REQD	REQD	REQD
(3) <a href="#">Clause – Transfer of U.S. Property</a>	\$ 0	n/a	n/a	n/a	REQD	REQD
(4) <a href="#">Clause – Transfer of Real Property</a>	\$ 0	n/a	n/a	n/a	REQD	REQD
(5) <a href="#">Clause - Construct/Use/Access to Real Property</a>	\$ 0	n/a	n/a	n/a	REQD	REQD
(6) <a href="#">List – Pertinent Authorities</a>	\$ 0	REQD	REQD	REQD	REQD	REQD
e. <a href="#">Disadvantaged Business Enterprise</a>	\$ 0	REQD	REQD	REQD	REQD	n/a
f. <a href="#">Energy Conservation Requirements</a>	\$ 0	REQD	REQD	REQD	REQD	n/a
g. <a href="#">Federal Fair Labor Standards Act</a>	\$ 0	REQD	REQD	REQD	REQD	REQD
h. <a href="#">Occupational Safety and Health Act</a>	\$ 0	REQD	REQD	REQD	REQD	REQD
i. <a href="#">Rights to Inventions</a>	\$ 0	Limited	Limited	Limited	n/a	n/a
j. <a href="#">Trade Restriction Certification</a>	\$ 0	REQD	REQD	REQD	REQD	n/a
k. <a href="#">Veteran's Preference</a>	\$ 0	REQD	REQD	REQD	REQD	n/a
l. <a href="#">Seismic Safety</a>	\$ 0	Limited	Limited	n/a	n/a	n/a
m. <a href="#">Copeland Anti-Kickback</a>	\$ 2,000	Limited	REQD	Limited	Limited	n/a
n. <a href="#">Davis Bacon Requirements</a>	\$ 2,000	Limited	REQD	Limited	Limited	n/a
o. <a href="#">Distracted Driving</a>	\$3,000	REQD	REQD	REQD	REQD	n/a
p. <a href="#">Affirmative Action Requirement</a>	\$10,000	Limited	REQD	Limited	Limited	n/a
q. <a href="#">Equal Employment Opportunity</a>	\$10,000	Limited	REQD	Limited	Limited	n/a
(1) <a href="#">EEO Contract Clause</a>	\$10,000	Limited	REQD	Limited	Limited	n/a
(2) <a href="#">EEO Specification</a>	\$10,000	Limited	REQD	Limited	Limited	n/a
r. <a href="#">Prohibition of Segregated Facilities</a>	\$10,000	Limited	REQD	Limited	Limited	n/a
s. <a href="#">Recovered Materials</a>	\$10,000	Limited	REQD	REQD	Limited	n/a
t. <a href="#">Termination of Contract</a>	\$10,000	REQD	REQD	REQD	REQD	n/a
u. <a href="#">Debarment and Suspension</a>	\$25,000	REQD	REQD	REQD	Limited	n/a
v. <a href="#">Contract Work Hours and Safety Standards</a>	\$100,000	Limited	REQD	Limited	Limited	n/a
w. <a href="#">Lobbying Federal Employees</a>	\$ 100,000	REQD	REQD	REQD	REQD	n/a
x. <a href="#">Breach of Contract</a>	\$150,000	REQD	REQD	REQD	REQD	n/a
y. <a href="#">Clean Air/Water Pollution Control</a>	\$150,000	REQD	REQD	REQD	REQD	n/a