

**REQUEST FOR QUALIFICATIONS
FOR ENGINEERING AND ARCHITECTURAL SERVICE
FOR THE MONTEVIDEO – CHIPPEWA COUNTY AIRPORT (MVE)
MONTEVIDEO, MINNESOTA
October 30, 2024**

The Montevideo – Chippewa County Airport Advisory Board (MVE), Montevideo, MN ("Airport Board") is requesting Statements of Qualification ("RFQ Proposal") from interested and qualified consultants for professional engineering and architectural services for the Montevideo – Chippewa County Airport ("Airport"). Professional, technical, and advisory services are needed for projects identified in the Airport's Capital Improvement Plan ("CIP").

I. SCOPE OF WORK.

Projects may include airport planning and environmental services and design and construction administration. Projects will be accomplished over the course of five (5) years over multiple grants. Projects will be largely based on, but not limited to, the most current CIP for the Airport. Projects anticipated to be completed within the next five (5) years include:

- Environmental/NEPA documentation for proposed projects
- General Aviation Terminal Remodel
- Land acquisition
- Pavement maintenance and rehabilitation, including runways, taxiways, taxilanes, and aprons
- Hangar area reconstruction and expansion
- PAPI replacement
- Hangar construction
- Automobile parking rehabilitation
- AWOS Siting Study and Relocation
- Obstruction removal
- Master Plan and Airport Layout Plan updates
- Equipment acquisition
- Prepare Disadvantaged Business Enterprise (DBE) Program 3-year plans, project goals, and reports.
- FAA coordination related to Reimbursable Agreements and Flight Checks

Current planning information related to the projects noted above is available upon request.

No work will be authorized unless the parties develop and agree to a detailed scope(s) of work on a project by project basis. Projects will be completed at the sole discretion of the Board and are subject to funding under the FAA AIP, AIG and ATP Programs. Negotiation of a fair reasonable fee for services shall occur at the time those services are needed following selection of the firm. A detailed copy of the CIP can be requested from the City Manager.

II. PROPOSAL REQUIREMENTS.

RFQ proposals must include the following criteria. These criteria will be used in the ranking and selection of the successful firm. The proposals shall be limited to twenty (20) single-sided pages including cover letter. Table of contents are excluded from the page count. Section tabs are excluded from the page count.

2.1 Qualifications of Firm. Provide a description of your firm's recent experiences and qualifications in airport engineering, architectural, design, and financial, planning, and environmental analysis on projects. Such experiences must be within the previous five (5) years. Preference shall be given to those firms with airport engineering, architectural design, and financial, planning and environmental analysis on projects similar to those contemplated by the Airport. (30 points)

2.2 Qualifications of Personnel. Provide the name(s) and professional background(s) of personnel

proposed to work on projects for the Airport. Preference shall be given to those firms with personnel experienced in serving airports similar in size and need to the Airport. (10 points).

2.3 Experience with State and Federal Grant Programs. Preference shall be given to those firms that have **experience** working with the MnDOT Office of Aeronautics and the FAA and can demonstrate an understanding of and ability to navigate the applicable rules, regulations and procedures of such entities. (20 Points).

2.4 Approach to Projects. Preference shall be given to those firms that can demonstrate a clear understanding **and** familiarity of the types of projects identified in the Airport's CIP and can demonstrate the ability to develop a strategy for completing such projects. (30 points).

2.5 References. Provide the name and contact information for at least three (3) references at airports familiar with the **firm**. (10 points).

III. SELECTION PROCESS.

The selection process shall conform to FAA Advisory Circular 150/5100- 14, 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 RFQ Proposal.

The Airport Board will review all proposals and will select the proposal that best fulfills the requirements discussed in Section II of this document. The Airport Board may conduct interviews with proposers during the time period set forth below.

2.6 Timetable. The Airport Board anticipates the following timetable for the selection process:

October 30, 2024	RFQ Release Date
November 22, 2024 by <u>4:30 PM</u>	RFQ Submissions Due
December 3, 2024	Airport Board Review of Proposals, with selection or motion to move to interviews

2.7 Type of Contract. The selected firm will be invited to negotiate a Professional Services Agreement with the Airport Board for a term not to exceed five (5) years. If an acceptable agreement cannot be reached, the Airport Board reserves the right to negotiate with the next most qualified firm that submits an acceptable proposal.

FAA guidance for Airport Improvement Program compliance for Professional Services Contracts is outlined in the following web link: https://www.faa.gov/airports/aip/procurement/professional_services/

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

3.1 Timetable. Proposal & Response Date. To be considered for review, four (4) hard copies of the RFQ Proposal with a Proposal Cover Letter and using the format provided in **Section II** must arrive on or before the time and date specified in the timetable above. Respondents shall email a .pdf copy of their proposal as well by the specified due date. No late Proposals will be considered. Each Proposal page should be numbered for ease of reference.

All materials submitted in response to this RFQ will become the property of the Airport Board and will become public record after the evaluation process is completed and a Professional Services Agreement is executed with the selected firm.

3.2 Signatures. An official authorized to bind the Proposal to its provisions must sign the Proposal. If the official signs the Proposal Cover Letter and the Proposal Cover Letter is attached to the Proposal, this requirement will be met for this RFQ.

3.3 Conflict of Interest. A conflict of interest exists if a proposer 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) that your company 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 company is currently, or has been, employed and which may be affected.

3.4 Notification of Selection. Entities whose Proposals are not selected will be notified in writing.

3.5 Questions. All questions regarding this RFQ should be directed to Robert Wolfington, City Manager, at the contact information listed below. E-mail submission of questions is acceptable.

Robert Wolfington
City Manager
City of Montevideo
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