

**REQUEST FOR STATEMENTS OF QUALIFICATION (SOQ)
PROFESSIONAL ON-CALL AIRPORT PLANNING
ENGINEERING AND ARCHITECTURAL SERVICES
FOR
ST. CLOUD REGIONAL AIRPORT (KSTC)
ST. CLOUD, MINNESOTA**

The City of St. Cloud, MN, is requesting Statements of Qualifications from interested and qualified Aviation Consultants for Professional On-Call Airport Planning, Engineering and Architectural Services at St. Cloud Regional Airport for the next five (5) years. Professional, technical and advisory services are needed for projects identified in the Airport's Capital Improvement Program (CIP).

SCOPE OF WORK

Projects may include airport planning and environmental services, airside/landside design and construction administration, airport building design, and AIP program management. The projects anticipated to occur in the next five years include:

1. Airport Terminal Renovation
2. ILS, NAVAIDS and Approach Lighting System Improvements
3. Inset Pavement Lighting
4. Instrument Approach Procedure Development
5. Fuel System Upgrades
6. Land and Property Acquisition
7. Perimeter Fence Improvements
8. T Hangar Area Pavement Rehab Construction
9. Runway and Taxiway Rehabilitation/Reconstruction
10. General Aviation Ramp Rehabilitation/Reconstruction
11. Airline Terminal Ramp Rehab/Expansion Design and Construction
12. Building Area Site Preparation
13. SRE Equipment Acquisition
14. SRE Building Expansion
15. Parking Lot Rehabilitation and Expansion
16. General Aviation Area Redevelopment/New Development
17. Hangar Design and Construction
18. Rehabilitate / Reconstruct Runway and Taxiway Lighting, Airfield Guidance Signage
19. SWPPP Preparation
20. Obstruction Removal
21. Airspace Analysis
22. Grant Administration Including Closeout Reports
23. Environmental Assessments related to projects above
24. Master Plan Update
25. Runway Extension Justification

A detailed copy of the CIP can be requested from the Airport or the Minnesota Department of Transportation, Office of Aeronautics. Consultants should be familiar with Federal Aviation Administration (FAA) and State aviation funding programs and requirements.

PROPOSAL FORMAT

To facilitate review, submissions should conform to the following format:

1. **Firm's Experience with Similar Projects:** 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 similar in magnitude to the St. Cloud Regional Airport, as well as meeting schedules, deadlines, and budgets of those projects.

2. **Key Personnel:** Identify proposed project team members and responsibilities. Provide a brief resume for each key person proposed, outlining their credentials and experience working on airports similar to the St. Cloud Regional Airport. If other firms/individuals are proposed, please provide a brief description of the firms and history working together, anticipated role, and key individuals that will be assigned.
3. **Knowledge of Airport:** Describe your understanding and knowledge of the St. Cloud Regional Airport.
4. **References:** Provide the name and contact information for at least three (3) references of similar size airports who are familiar with the quality of work by your firm for projects of similar nature to those contained in the above Scope of Work.
5. **Approach to Disadvantaged Business Enterprise (DBE) Participation:** Provide your approach to DBE participation.
6. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm.

The entire Statement of Qualifications shall not exceed twenty (20) pages; excluding the front and back covers, dividers, cover sheet, table of contents, and letter of introduction (maximum two pages).

CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

The following criteria will be used in screening, ranking and selection of the successful firm:

1. **Qualifications of the Firm and Key Personnel:** 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 and at airports similar to those anticipated at St. Cloud Regional Airport.
2. **Experience with State and Federal Grant Programs:** Preference shall be given to project teams whose personnel have a demonstrated and effective working relationship with the MnDOT Office of Aeronautics and the FAA Minneapolis ADO and possess a thorough understanding of regulations and procedures of Airport Improvement Programs (AIP).
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 CIP. Preference will be given to firms who demonstrate capability to perform all or most aspects of the 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. The approach should highlight potential for DBE participation on projects as well as indicate a closeout strategy for the projects.
4. **Experience on Comparable Projects:** 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 CIP. The project experience section should highlight project budget and overall schedule/completion information on similar projects at like airports.

SELECTION OF THE CONSULTANT

The qualification-based 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.

It is the intent of the owner to select and negotiate a master contract with one prime aviation consultant for a five (5) year term. The owner will appoint a committee to review the submitted Statements of Qualification (SOQs) and rank the qualified firms. The owner may select a consulting firm directly based on the submitted SOQ (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.

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

CONTRACT

The top ranked firm will be invited to negotiate a contract with the City of St. Cloud. If a successful negotiation cannot be reached, the City of St. Cloud reserves the right to negotiate with the next most qualified firm that submits an acceptable SOQ.

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.

RFQ TIMELINE

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

Release of RFQ	Monday, September 19, 2016
Deadline for Submittal of Questions	Monday, October 3, 2016
Statement of Qualifications Due	Tuesday, October 18, 2016
Anticipated Announcement of Successful Firm(s) or Scheduling of Interviews	Tuesday, November 15, 2016

Questions will be accepted in writing at the physical or email address below until COB, Monday, October 3, 2016. Written responses will be sent out shortly after Monday, October 3, 2016 to those that request a copy of the responses. Request for responses can also be sent to the physical or email address below.

TERMS AND CONDITIONS

The following provisions shall be applicable for Professional Services Contracts under this selection:

- Civil Rights Act of 1964, Title VI – Contractor Contractual Requirements – 49 CFR Part 21
- Airport and Airway Improvement Act of 1982, Section 520 – 49 USC 47123
- Disadvantaged Business Enterprise – 49 CFR Part 26
- New Restrictions on Lobbying – 49 CFR Part 20
- Access to Records and Reports – 2 CFR 200, Appendix II
- Breach of Contract Terms – 2 CFR 200, Appendix II
- Rights to Inventions – 2 CFR 200, Appendix II
- Trade Restriction Clauses – 49 CFR Part 30
- Cost Analysis for all A/E Contracts – 2 CFR 200.323

Additional provisions for A/E contracts exceeding \$10,000:

- Termination of Contract – 2 CFR 200, Appendix II

Additional provisions for A/E contracts exceeding \$25,000:

Debarment and Suspension – 2 CFR Part 180; 2 CFR Part 1200)

Additional provisions for A/E contracts exceeding \$100,000:

A detailed cost/fee analysis will be required. The City reserves the right to contract with a 3rd party to conduct this analysis.

SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON

Five (5) hard copies and one electronic copy of the Qualifications Statement must be submitted no later than 4:30 p.m. on Tuesday, October 18, 2016, to the address below. The envelope should be clearly marked "General Consultant Statement of Qualification."

*St. Cloud Regional Airport
1550 45th Ave SE, Suite 1
St. Cloud, MN 56304
(320) 255-7292*

All questions regarding this RFQ should be directed to:

*Bill Towle, Airport Director
St. Cloud Regional Airport
1550 45th Ave SE, Suite 1
St. Cloud, MN 56304
(320) 255-7292, Ext. 3
airport@ci.stcloud.mn.us*