

## **DETAILS OF REQUEST FOR QUALIFICATIONS LUVERNE MUNICIPAL AIRPORT**

### **SCOPE OF WORK**

Professional services for potential projects will be accomplished over a period of up to 5 years. All projects shall performed be in compliance with Federal Aviation Administration (FAA) AIP funding program requirements and State aviation grant funding requirements. Potential projects anticipated over the next 5 years include:

Revenue Producing Hangar  
Pavement Preservation  
Hangar Area Taxiway and Development

A copy of the current airport CIP is available at the MnDOT website or can be requested from the City.

### **PROPOSAL FORMAT**

Submissions should include the following items, although no specific format is required:

1. **Experience of the Firm:** Provide description of firm's prior experience and qualifications in airport projects similar in scope to the Luverne Municipal Airport. Also, reference the experience of your firm in working with the State and FAA regulations and procedures.
2. **Project Team:** Identify proposed project team members and responsibilities. Provide a brief bio for each key staff person on the project team outlining credentials and experience. If other firms/individuals are proposed, provide a brief description of the firms, anticipated unit of work they will provide, and key individuals that will be assigned to project.
3. **Knowledge of Airport:** Describe your understanding and knowledge of the Luverne Municipal Airport.
4. **References:** Provide the name and contact information for references of similar sized airports familiar with the quality of work by your firm of similar nature.
5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm such as knowledge and approach to projects listed.

The entire Statement of Qualifications shall not exceed twenty (20) printed pages: excluding cover letter, table of contents, and front and back covers.

### **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 for key personnel with experience on similar projects and with relevant airport experience.
2. **Experience with State and Federal Grant Programs:** Preference shall be given to project teams whose personnel have a demonstrated 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 issues and an approach that establishes a strategy, timeline or schedule for completing projects.
4. **Experience on Comparable Projects:** Preference shall be given to project firms who have demonstrated satisfactory experience and performance on similar projects.
5. **Favorable References:** Preference shall be given to firms that provide favorable references from airports similar in size and scope.
6. **Knowledge of Airport:** Preference will be given to firms who have demonstrated an understanding and knowledge of the Luverne Municipal Airport of its current airport issues.

**SELECTION OF THE CONSULTANT**

The qualifications-based selection process shall conform to FAA Advisory Circular 150/5100-14E 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 City to appoint a committee to review the Statements of Qualification (SOQ) submitted and rank the qualified firms. The City may select a consulting firm directly based on the submitted SOQ or may request interviews. All unsuccessful firms will be notified in writing. The City reserves the right to reject any or all submissions to this RFQ, request clarification, or waive technicalities, as may be deemed in the best interest of the City. The City assumes no responsibility for costs incurred in responding to this RFQ.

**CONTRACT**

The top ranked firm will be invited to negotiate a contract with the City. If successful negotiation cannot be reached, the City reserves the right to negotiate with other qualified firms that submit an accepted 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 encouraged.

**SUBMISSION OF QUALIFICATIONS STATEMENT**

Four hardcopies of the Qualifications Statement must be submitted no later than 4:00 p.m. on October 30, 2020 to: City of Luverne, 305 East Luverne St., PO Box 659, Luverne, MN 56156. Envelopes should be marked "Airport Consultant Statement of Qualification".

All questions regarding this RFQ should be directed to: City mailing address above or email [jmead@cityofluverne.org](mailto:jmead@cityofluverne.org).