
**REQUEST FOR
QUALIFICATIONS
FOR ENGINEERING AND
ARCHITECTURAL SERVICES FOR THE
FALLS INTERNATIONAL AIRPORT
(INL)
INTERNATIONAL FALLS, MINNESOTA**

July 29, 2022

The Falls International Airport Commission (INL), International Falls, MN ("Commission") is requesting Statements of Qualification ("RFQ Proposal") from interested and qualified consultants for professional engineering and architectural services for the Falls International 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:

- Miscellaneous vehicle and equipment purchases with an emphasis on snow removal and grass/brush removal equipment.
- Reconstruction of the southern 900' of Runway 13-31 and the blast pad.
- Construction and relocation of a new fuel pad and tanks and removal of the existing fuel pad and tanks.
- Rehabilitation and/or reconstruction of Runway 4-22 and associated taxiway connectors.
- Rehabilitation and/or reconstruction of taxilanes.
- Installation of new TSA equipment improvements in the terminal.
- Terminal and jet bridge rehabilitation and modifications.
- Construction of a new multi-plane transient aircraft hangar.
- Construction of new ARFF and SRE Buildings.
- Construction of new taxilane, parking, and access road developments for future private hangar expansion.
- Installation of miscellaneous airfield and auto parking lighting,
- Replacement of the airfield beacon.
- Rehabilitation and/or reconstruction of the pavement on the commercial service and general aviation apron.
- Updates to the Wildlife Hazard Assessment
- Wildlife fence improvements.
- Routine pavement rehabilitation, crack repair, and sealing of airfield and landside pavements.
- Updates as needed of the Airport Master Plan, Airport Layout Plan, and/or the Airport Zoning Ordinance.
- Planning, engineering, and supervising obstruction removal activities for runways, approaches, protected surfaces, and weather reporting stations.
- Preparation of a new Passenger Facility Charge (PFC) Application and/or amending existing applications.
- Prepare Disadvantaged Business Enterprise (DBE) Program 3-year plans, project goals, and reports.
- Coordination related to Reimbursable Agreements and Flight Checks

Current planning information related to the projects noted above is available upon request or can be obtained by visiting the airport's website at <http://www.internationalfallsairport.com/>.

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 Commission and are subject to funding under the FAA AIP Program. 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 Commission.

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) pages including cover letter.

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. (40 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. (20 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 150/5100-14E, 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 RFQ Proposal.

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

3.1 Timetable. The Commission anticipates the following timetable for the selection process:

July 29, 2022

RFQ Release Date

August 19, 2022 by 4:30 PM

RFQ Submissions Due

August 24, 2022

**Commission Review of
Proposals, with selection or
motion to move to
interviews**

3.2 Type of Contract. The selected firm will be invited to negotiate a Professional Services Agreement with the Commission for a term not to exceed five (5) years. If an acceptable agreement cannot be reached, the Commission 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 table on page 5 and 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.

3.3 Timetable. Proposal & Response Date. To be considered for review, eight (8) hard copies of the RFQ Proposal with a Proposal Cover Sheet (Appendix A) and using the format provided in **Section II** must arrive on or before the time and date specified in the timetable above. The Commission will not accept Proposals via email or facsimile transmission. 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 Commission and will become public record after the evaluation process is completed and a Professional Services Agreement is executed with the selected firm. An executed Data Practices Advisory (Appendix B) must be included with the Proposal.

3.4 Signatures. An official authorized to bind the Proposal to its provisions must sign the Proposal. If the official signs the Proposal Cover Sheet (Appendix A) and the Proposal Cover Sheet is attached to the Proposal, this requirement will be met for this RFQ.

3.5 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.

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

3.7 Questions. All questions regarding this RFQ should be directed to Kyra Hasbargen, Administrator, at the contact information listed below. E-mail submission of questions is acceptable.

Kyra Hasbargen
Administrative Secretary
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