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**REQUEST FOR QUALIFICATIONS  
FOR CONSTRUCTION MANAGEMENT AS ADVISER SERVICES  
FOR THE FALLS INTERNATIONAL AIRPORT (INL)  
INTERNATIONAL FALLS, MINNESOTA**

**August 30, 2022**

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The Falls International Airport Commission (INL), International Falls, MN ("Commission") is requesting Statements of Qualification ("RFQ Proposal") from interested and qualified construction management firms for Construction Manager (CM). Professional, technical, and advisory services are needed for projects related to Airport Terminal improvements identified in the Airport's Capital Improvement Plan ("CIP"). Every project considered for CM services is at the sole discretion of INL and subject to change. Projects shall be fully defined in a separate, written, and dated Work Order that requires the prior written approval of the Airport Commission and will include the following:

1. A full definition of each Project including scope of work with project phasing and tasks, if required.
2. A fee and expense schedule for each project.
3. A timeline for each Project.
4. Execution by the Airport Commission and the CM.

INL has retained the services of an architectural, engineering, design and planning firm (the "Engineer") to provide engineering, design, planning and other typical architectural services for proposed development projects at the Airport when INL deems applicable to engage them.

INL desires to secure the services of a CM for a term of up to five (5) years who can advise INL and the Engineer with regard to proposed materials and construction methods, the scope of contracts and other issues and to perform other construction services designed to expedite the construction of Airport projects, improve their utility, and reduce INL's costs of construction.

**I. SCOPE OF WORK.**

Projects may include construction management services 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:

- Installation of new TSA equipment improvements in the terminal.
- Terminal and jet bridge rehabilitation and modifications.

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/>.

The CM works closely with INL's Continuing Engineer as well as INL staff, and all of the airports' tenants and stakeholders. In general, during the planning and design phases of all projects, the CM provides consultation during project development to advise on site use, selection of materials, and construction feasibility/constructability, prepares project schedules and phasing, and develops project budgets and construction estimates. During the construction phase, the CM provides project management and control, inspects the construction for compliance with the contract documents and conducts construction administration and project closeout.

The selected firm shall be qualified and be prepared to provide the following range of services:

- A. Design and Planning
  1. Consultation During Project Development
    - a. Develop management plan and strategy based on INL's project parameters.
    - b. Type of contracting method (design-build, CMAR, fixed fee, etc.)
    - c. Ongoing review of conceptual design and specification documents.
    - d. Review existing facilities and record drawings.
    - e. Advise and recommend on:
      - Site usage and improvements
      - Materials selection
      - Building systems
      - Building equipment
      - Construction feasibility
      - Labor availability
      - Alternate design options
      - Preliminary budgets
  2. Schedules
    - a. Develop integrated project delivery schedule including planning and design phase through post-construction.
    - b. Periodic scheduling updates
  3. Project Budget
    - a. Develop project budget for INL's review and approval.
    - b. Provide periodic budget updates.
    - c. Develop schematic design phase quantities and cost estimate.
    - d. Recommend corrective budget actions.
  4. Coordination of Construction Contract Documents
    - a. Ongoing review of contract documents for construction feasibility and schedule.
    - b. Determine number/type of bid packages.
    - c. Review documents for jurisdictional overlap, inclusion of all work and construction phasing.
    - d. Investigate and identify long-lead items.
  5. Bidding
    - a. Recommend pre-qualification criteria.
    - b. Solicit contractor interest in project.
    - c. Solicit bids for construction
    - d. Preparation of bid documents
    - e. Schedule and conduct pre-bid conference.
- B. Construction Phase
  1. Project Control
    - a. Schedule, conduct and document pre-construction conference.
    - b. Schedule, conduct and document progress meetings.
    - c. Provide daily activity reports.
    - d. Provide photographs of project progress.
    - e. Assist in resolving jurisdictional disputes.
    - f. Monitor contractor's schedule and prepare changes if required to meet completion date.
  2. Cost Control
    - a. Provide regular reports on project cost, including estimates, actuals, unencumbered and variances.
    - b. Apprise INL when costs may exceed budget.
    - c. Provide cost accounting for extra work.
    - d. Prepare and assist in negotiation of field orders, proposal requests and change orders.
    - e. Review and approve contractor's requests for payment.

3. Inspection
  - a. Manage construction for compliance with construction documents.
  - b. Manage safety conditions.
  - c. Prepare project progress photographs as required.
4. Project Administration/Closeout
  - a. Establish date of substantial completion.
  - b. Compile project punch list.
  - c. Certify that all punch list items have been completed or corrected, determine date and conduct final project inspection.
  - d. Complete all project close-out documents including final Application for Payment, Certificate of Substantial Completion and Certificate of Final Acceptance.
  - e. Coordinate with contractor delivery of spare parts and operation and maintenance manuals.
  - f. Coordinate with contractor and INL staff equipment and systems start up.
  - g. Coordinate all services required during the warranty period for repair and replacement of warranty items.
  - h. Schedule warranty inspection prior to end of warranty period.
5. Post Construction Representation
  - a. In the event that a construction project completed within the CM's scope fails to perform or meet its designed intent, the CM will provide representation and remediation services to remedy the situation/project.

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 ten (10) pages including cover letter.

**2.1 Qualifications of Firm.** Provide a description of your firm's recent experiences and qualifications in airport construction management services on projects. Such experiences must be within the previous five (5) years. Preference shall be given to those firms with airport construction management 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:

<b>August 30, 2022</b>	<b>RFQ Release Date</b>
<b>September 23, 2022 by <u>4:30 PM</u></b>	<b>RFQ Submissions Due</b>
<b>September 28, 2022</b>	<b>Commission Review of Proposals, with selection or motion to move to interviews</b>

**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/](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  
600 4<sup>th</sup> Street  
International Falls, MN 56649  
[inairportcommissio@gmail.com](mailto:inairportcommissio@gmail.com)