



REQUEST FOR QUALIFICATIONS (RFQ) FOR
PROFESSIONAL AIRPORT ENGINEERING AND ARCHITECTURAL
CONSULTANT SERVICES

December 9th, 2020

Dickinson Municipal Airport Authority (Authority) established pursuant to the provisions of the North Dakota Century Code, Chapter 2-06, and located in the city of Dickinson, Stark County, North Dakota is requesting Statements of Qualifications for Professional Airport Engineering and Architectural Consultant Services at the Theodore Roosevelt Regional Airport for projects in the Airport Capital Improvement Plan (CIP), and others, as may be necessary over a five-year term (2021 – 2025).

FAA Advisory Circular (AC) 150/5100-14E, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects should be referenced. This AC provides guidance for airport sponsors in the selection and engagement of consultants. It also discusses services that normally would be included in an airport grant project, types of contracts for these services, contract format and provisions, and guidelines for determining the reasonableness of consultant fees. **Do not** include estimated fees in the RFQ submittal.

SCOPE OF WORK

Consultants should be familiar with Federal Aviation Administration (FAA) and North Dakota Aeronautics Commission (NDAC) funding programs and requirements. The projects will be funded in part by the FAA Airport Improvement Program (AIP) and are planned to include:

- Construct RWY 14-32 and associated sign, RWY markings, lighting, and NAVAIDS
- FAA Reimbursable Agreements NAVAID Telco
- RWY 15-33 / TXY A Lighting System Conversion, RWY 7-25 MIRL's, Beacon replacement
- Reconstruct portions of GA Apron and TXY A
- Environmental Assessment Update
- Reconstruct Runway 7-25
- Architectural that may include Commercial Terminal and ARFF Station.
- Equipment that may include an ARFF Truck and Snow Removal Equipment.
- Additional projects as needed to enable and complete the above projects, or other projects.
- Assistance and strategic guidance relative to financial planning, CIP development and grant funding.

STATEMENT OF QUALIFICATIONS

Submittals will only be considered from consultants who have experienced personnel able to provide the required services. The Authority may request additional information substantiating the

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requirements. Failure of firms to respond to any of the following requirements may be grounds for considering a submittal non-responsive.

To facilitate review, submissions should conform to the following format (20 one-sided pages maximum):

1. **Cover Letter:** Provide a one-page cover letter that introduces the consulting firm and team, including year the firm was formed. Include Name, Address, and Phone Number of the primary contact person for the project.
2. **Table of Contents:** Include an identification of the material by Section and Page number.
3. **Experience of the Firm:** provide a description of your firm's prior experience and qualifications in work comparable to our proposed scope of work. Also, please reference your background and experience working on these with the FAA Airport District Offices in Bismarck and Minneapolis and the NDAC, including FAA regulations and procedures, and various local, state, and federal agencies that have been involved.
4. **Project Team (Key Staff) and Experience:** Identify the proposed Project Manager and key project team members and responsibilities. Provide a brief resume for each person outlining their credentials and experience. If sub-consultants or sub-contractors are to be utilized by a Consultant, the Consultant shall also submit a list of such firms along with the qualifications and experience of each sub-consultant or sub-contractor.
5. **Specific Relevant Projects:** Include and describe projects of similar scope that the firm and/or team have participated and completed in the past five (5) years.
6. **References:** Provide a list of three (3) additional references that have specific knowledge of the work performed by the proposed Project Team. Submit references who are familiar with the quality of work that is of a similar nature as contained in this selection.
7. **Project Understanding:** Provide your general understanding of our airport, project(s), and issues regarding the identified project(s). Identify any potential challenges or special concerns that may be encountered.

All firms must provide six (6) copies of their submission, one of which must be an unbound, un-tabbed original.

CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

A Selection Committee will be formed in accordance with FAA Advisory Circular 150/2100-14E, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects, and the

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Authority shall be the sole judge in determining how the evaluation process shall be conducted and what firm(s) shall be considered for award and deemed to be in the best interest of the Authority.

The following criteria will be used by the Selection Committee in evaluating, ranking, and selection of the successful firm:

1. **Qualifications of the Firm (20%):** Preference shall be given to the firms with experience in projects related to the scope of work, and a demonstrated ability to complete the work on time and within budget.
2. **Qualifications of the Project Team (Key Staff) (30%):** Preference shall be given to those with key staff experience in items listed in the scope of work.
3. **Experience in Working with State and FAA Regulations and Procedures (10%):** Preference shall be given to project teams whose personnel have demonstrated a strong and productive working relationship with the FAA and NDAC, and possess a thorough understanding of FAA rules and regulations of airports similar to the Dickinson Theodore Roosevelt Regional Airport.
4. **Project Understanding (20%):** Preference shall be given to those firms which have a comprehensive understanding of the project and local environment.
5. **Ability to meet the proposed CIP schedule (20%).**

SELECTION OF THE CONSULTANT

It is the intent of the Authority to appoint a committee to review the Statements of Qualifications submitted and rank the qualified firm(s).

The Authority may choose to interview a shortlist of consultants before making the selection. The shortlisted consultants shall be notified at least 7 days prior to the interview date.

All unsuccessful firms will be notified in writing no later than 10 days after selection of the Consultant and may contact the Authority for debriefing.

The Authority reserves the right to reject any and all submissions to this RFQ, request clarification, or waive informalities/technicalities, if it is deemed in the best interest of the Authority. The Authority assumes no responsibility for costs incurred in responding to this RFQ. All submittals to this RFQ become property of the Authority.

In accordance with FAA selection procedures, all selections will be qualification based. No overhead rate, fees, or any cost information should be identified as part of this submission.

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REJECTION OF STATEMENTS

No proposals shall be accepted from, or contracts awarded to, any person, firm or corporation that is in arrears to the Authority, upon debt or contract or that is a defaulter, as surety or otherwise, upon any obligation to the Authority. Prospective firms may be required to submit satisfactory evidence that they have the financial resources to perform and complete the work outlined in this RFQ.

DEBARMENT

By submitting this proposal, the prospective consultant certifies that neither the company nor its principals are presently debarred, suspended, in the process of debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

CONTRACT

The top ranked firm will be invited to negotiate a contract with the Authority. A detailed scope of work will be developed and agreed to by the selected consultant and the Authority. This detailed scope of work and the associated fees will be part of the contract.

The consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of the contract. DOT 49 CFR Part 26 Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged. The Dickinson Municipal Airport Authority is an Equal Opportunity Employer.

SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON

6 copies of the Qualifications Statement must be submitted no later than 10:00 a.m. on Wednesday, January 6th, 2021, to:

Kelly Braun, Dickinson Municipal Airport Authority, 11120 42nd St SW, Dickinson ND 58601

All questions regarding this RFQ should be directed in writing to:

Kelly Braun – Airport Manager, Dickinson Municipal Airport Authority, 11120 42nd St SW, Dickinson ND 58601 or kbraun@dickinsonairport.com or phone: (701) 483-1042

All requests for changes or revisions to this RFQ will be through written addendum.

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