

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

Planning Services:

1. Master Plan and Airport Layout Plan Update
2. AGIS / Aeronautical Survey
3. Obstruction Removal
4. Airspace Analysis
5. Land and Property Acquisition, which could include surveying, appraisal, review appraisal, real estate, and title services
6. Strategic / Business / Financial Planning

Environmental and Engineering Services:

1. Environmental documents related to CIP projects
2. Wildlife Hazard Assessment and/or Wildlife Hazard Management Plan
3. Parking Lot Pavement Rehabilitation and Expansion
4. Runway, Taxiway, and Taxilane Pavement Rehabilitation, Reconstruction, and Expansion
5. General Aviation Ramp Pavement Rehabilitation, Reconstruction, and Expansion
6. Commercial Ramp Pavement Rehabilitation, Reconstruction, and Expansion
7. Airfield Lighting Improvement Design and Construction
8. Fuel System Upgrades
9. Perimeter Fence Improvements
10. Building / Hangar Civil Sitework and Utility Design and Construction
11. ARFF Vehicle Procurement
12. SRE Equipment Acquisition

Architectural Services:

1. Hangar Design and Construction
2. General Aviation Arrivals / Departures Terminal Building Design & Construction
3. SRE Building Expansion
4. Airport Terminal Renovation

A detailed copy of the most recent CIP, ALP, or Master Plan 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	July 4, 2021
Deadline for Submittal of Questions	July 19, 2021
Statement of Qualifications Due	August 2, 2021
Anticipated Announcement of Successful Firm or Scheduling of Interviews	September 1, 2021

Questions will be accepted in writing at the physical or email address below until COB, Monday, July 19, 2021. Written responses will be sent out shortly after Monday, July 19, 2021 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 Monday, August 2, 2021, to the address below. The envelope should be clearly marked "Aviation 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*