

**REQUEST FOR STATEMENTS OF QUALIFICATIONS (SOQ)
ARCHITECTURAL AND ENGINEERING SERVICES
ALEXANDRIA MUNICIPAL AIRPORT – CHANDLER FIELD
ALEXANDRIA, MINNESOTA**

The City of Alexandria desires to retain the professional services of a qualified airport architectural and engineering consulting firm for a five-year period to assist the Alexandria Municipal Airport in the performance of the following airport projects included in the capital improvement plan (CIP). Projects undertaken will meet the requirements of all applicable laws, rules, regulations, and codes.

The required professional services include planning, environmental, land surveying, preliminary design, final design, bidding and negotiation, construction inspection and administration, and project closeout consulting services and all other related services for airport architectural and engineering projects.

Subject to receipt of Federal Aviation Administration (FAA) Airport Improvement Program (AIP) and MnDOT Aeronautics funding, work reasonably expected to be initiated in the next five years for this consultant selection include the following:

- Rehabilitate Arrival/Departure Building and Site Utilities
- Rehabilitate Buildings, Hangars, and Site Utilities
- Construct Aircraft Storage Hangar
- Rehabilitate/Reconstruct Runways, Taxiways, Aprons, and Landside Pavements
- Rehabilitate Airfield Lighting Systems
- Remove Obstructions
- Acquire Airport Equipment
- Upgrade Aviation Fuel System
- Update Airport Master Plan or Airport Layout Plan
- Conduct Aeronautical Survey (AGIS)
- Conduct Miscellaneous Engineering/Planning/Environmental Studies for the Above Listed Projects

A detailed copy of the CIP can be requested from the Minnesota Department of Transportation, Office of Aeronautics or found on their website.

Projects are expected to follow all applicable requirements of FAA Advisory Circulars. All services must meet the current requirements for AIP funded projects. The work may be accomplished during the course of multiple grants and work orders.

To facilitate review, submissions should conform to the following format and include:

1. **Experience of the Firm:** Provide description of prior experience and qualifications in airport architectural, engineering, and planning projects similar in scope to those applicable to the Alexandria Municipal Airport.
2. **Project Team:** Identify proposed team members, responsibilities, background, and experience.
3. **Project Approach:** Describe the firm's understanding and knowledge of the Alexandria Municipal Airport and approach to projects listed on the CIP.

4. **References:** Provide name and contact information for at least three (3) references of similar airports familiar with the quality of work by the firm.
5. **Other Supporting Data:** Include any additional relevant information to the selection of the firm.

The SOQ shall be limited to 25 pages in length, excluding cover(s) and up to a 2-page cover letter.

The following criteria will be used in screening, ranking, and selecting the successful firm:

1. Qualification of the Firm and Key Personnel
2. Experience on Comparable Projects
3. Approach to Projects
4. Ability to Provide Responsive Service to the Airport
5. Favorable References on Similar Size and Scope Airports
6. Experience with State and Federal Grant Programs and Requirements
7. Knowledge of the Airport

A qualification based selection process conforming to FAA Advisory Circular 150/5100-14E (Change 1) will be utilized to select the most qualified firm. Fee information will not be considered in the selection process and must not be submitted with the SOQ.

The selection committee will review and rank the SOQ's submitted based on the selection criteria. The city may directly select the most qualified firm, or develop a short-list and conduct interviews. A potential interview time has yet to be determined. Unsuccessful firms will be notified in writing no later than 10 days after selection of the Consultant.

The city intends to retain the selected firm for five years after the date of the initial contract for this procurement period. Fees will be negotiated as individual project contracts are initiated. Contracts are subject to Federal contract provisions found on the FAA's website.

http://www.faa.gov/airports/aip/procurement/federal_contract_provisions/

Interested firms must submit six (6) hard copies and digital PDF copy of the Statement of Qualification no later than 4:00 p.m. on Monday, February 26, 2018 to City of Alexandria, 704 Broadway, Alexandria, MN 56308. Envelopes should be clearly marked "Airport Consultant Statement of Qualifications"

All questions regarding this RFQ should be directed to: Martin Schultz, City Administrator at 320-759-6929 or mschultz@alexandriamn.city.