

**REQUEST FOR QUALIFICATIONS STATEMENT (RFQ)
PROFESSIONAL ON-CALL AIRPORT ENGINEERING AND PLANNING SERVICES
FOR
WASECA MUNICIPAL AIRPORT
WASECA, MINNESOTA**

The City of Waseca, MN is requesting Statements of Qualifications from interested and qualified aviation consultants for professional on-call airport engineering and planning services at the Waseca Municipal Airport for the next three (3) years. Professional, technical and advisory services are needed for projects identified in the airport's Capital Improvement Program.

SCOPE OF WORK

Projects may include pavement rehabilitation, crack sealing, fuel tanks, earthwork, airside/landside paving, drainage and lighting, planning and environmental services, building design, program management, and infrastructure extensions such as utilities. Consultants should be familiar with Federal Aviation Administration (FAA) and State aviation funding programs and requirements.

A copy of the Airport's current Capital Improvement Program can be requested from the City or from Minnesota Office of Aeronautics, Mr. Harris Baker at 651-234-7241 or visit www.dot.state.mn.us/aero/avoffice/airportdevelopment/cip.html.

PROPOSAL FORMAT

Submissions should conform to the following format:

1. **Experience of the Firm:** Provide description of the firm's prior experience and qualifications in airport engineering, design, planning and environmental analysis. Reference the experience of the firm in working with the State and FAA regulations and procedures.
2. **Project Team:** Identify proposed project team members and responsibilities. Provide a brief resume for each person outlining their credentials and experience.
3. **References:** Provide the name and contact information for at least five (5) references familiar with the quality of work by the firm of similar nature as contained in the above Scope of Work and the firm's performance including schedule and budget control.
4. **Other Supporting Data:** Include any other information relevant to the selection of the firm.

The entire Statement of Qualifications shall not exceed thirty (30) pages, excluding the front and back covers, dividers, cover sheet, table of contents, and a three page maximum length letter of introduction.

CRITERIA FOR REVIEW OF STATEMENTS 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 (25%):** Preference shall be given to firms with experience in airport engineering, design, planning and environmental analysis.
2. **Experience with State and Federal Grant Programs (25%):** Preference shall be given to firms and project teams whose personnel have a demonstrated working relationship with the State and FAA and possess a thorough understanding of regulations and procedures of Airport Improvement Programs (AIP) of airports similar to the Waseca Municipal Airport.
3. **Ability to Meet Schedules and Budgets (25%):** Preference shall be given to firms that demonstrate the ability to meet schedules and budgets.
4. **Performance on Comparable Projects (25%):** Preference shall be given to firms that demonstrate satisfactory performance on projects similar to those listed in the Scope of Work.

SELECTION OF THE CONSULTANT

It is the intent of the City to appoint a committee to review the Statements of Qualification submitted and rank the qualified firms. The City may select a consulting firm directly from the RFQ based on the above criteria, or may request additional information through a detailed proposal or interviews.

If selection is based on interviews, the shortlisted consultants shall be notified at least 14 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 City of Waseca Interim City Engineer for debriefing.

The City reserves the right to reject any and all submissions to this RFQ, to request clarification, or to waive technicalities, if it is deemed in the best interest of the City. The City assumes no responsibility for costs incurred in responding to this RFQ. No fees are to be submitted with this request.

CONTRACT

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

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.

SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON

Eight (8) printed and bound copies of the Qualifications Statement must be submitted no later than 4:00 p.m. on December 23, 2009 to:

**City Hall / City Engineer's Office
Attn: Russ Stammer, PE, Interim City Engineer
508 South State Street
Waseca, MN 56093
(507) 835-9716**

Please submit one pdf copy suitable for emailing and for printing additional copies. This may be emailed or submitted with the printed copies, and does not need to be submitted by the submittal deadline shown above. Later submission of the pdf copy will not penalize the ranking of a proposal.

All questions and comments regarding this RFQ shall be directed **only** to:

**Russ Stammer, PE, Interim City Engineer
City of Waseca
508 South State Street
Waseca, MN 56093
(507) 835-9716
cityengnr@ci.waseca.mn.us**