

**REQUEST FOR STATEMENT OF QUALIFICATIONS
PROFESSIONAL AIRPORT ENGINEERING, MANAGEMENT AND PLANNING SERVICES
FLEMING FIELD SOUTH ST PAUL, MINNESOTA**

The City of South St Paul, Minnesota is requesting professional aviation consulting firms to submit a Statement of Qualifications (SOQ) from interested and qualified aviation consultants for professional on-call airport engineering, management, and planning services at South St Paul Municipal Airport for five (5) years. Professional, technical and advisory services will be needed for projects identified in the airport's Capital Improvement Plan and as new projects are mandated or added.

SCOPE OF WORK

Projects may include airport layout plan, environmental assessment, obstruction removal, pavement management and rehabilitation, airside/landside paving, drainage and lighting, planning and environmental services, building design, program management and potential on-site professional airport management services on a limited on-call basis. Services will also include assistance to city staff, as requested, on airport-related projects, plans and FAA/MnDOT required documents. Consultants should be familiar with Federal Aviation Administration (FAA) and State aviation funding programs and requirements, as well as, airport management duties and responsibilities.

A copy of the Fleming Field's current Capital Improvement Program may be requested from the City of South St Paul or from Minnesota Department of Transportation Office of Aeronautics website [Fleming Field CIP](#)

PROPOSAL FORMAT

The Statement of Qualifications should include:

1. **Experience of the Firm:** Provide a description of the firm's prior experience and qualifications in airport engineering, design, planning, environmental analysis, and GIS applications. Reference the experience of the firm in working with the Minnesota Department of Transportation Office of Aeronautics and FAA regulations and procedures. Reference experience in areas related to the projects listed in the Scope of Work.
2. **Project Team:** Identify proposed project team members and responsibilities. Provide a brief resume for each person outlining his or her credentials and experience.
3. **References:** Provide the name and contact information for at least three (3) current and relevant references familiar with the quality of work by the firm or work similar in 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 twenty-five (25) 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:** Preference shall be given to firms with experience in airport engineering, design, planning, environmental analysis, and GIS applications; as well as the degree of interest shown in undertaking the project.
2. **Experience with State and Federal Grant Programs:** 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 Fleming Field, South St Paul Municipal Airport.

3. **Ability to Meet Schedules and Budgets:** Preference shall be given to firms that demonstrate the ability to meet schedules and budgets. Capability to complete projects without having major cost escalations or overruns. Firms should be able to show examples.
4. **Performance on Comparable Projects:** Preference shall be given to firms that demonstrate satisfactory performance on projects and duties similar to those listed in the Scope of Work. Understanding of a project's potential problems and the City's special concerns.

SELECTION OF THE CONSULTANT

The City of South St Paul will be reviewing the SOQ's submitted and rank the qualified firms. The Selection Committee and/or City Council may select a consulting firm directly from the SOQ's based on the above criteria or may request additional information through a detailed proposal or interviews.

If the selection is based on Interviews, the Short-listed 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.

The City reserves the right to reject any and all submissions to this SOQ, 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 SOQ. 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 PERSONS

Four (4) printed and bound copies of the SOQ and one (1) PDF copy must be submitted no later than 1:00 p.m. on January 9, 2018, to:

Joseph Carney, Interim Airport Manager
City of South St Paul
1725 Henry Ave
South St Paul, MN 555075
651-554-3350
jcarney@sspmn.org

All questions and comments regarding the SOQ shall be directed **only** to:

Joseph Carney, Interim Airport Manager
City of South St Paul
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South St Paul, MN 555075
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