The City of Rochester, MN is requesting Statements of Qualifications from interested and qualified Aviation Consultants for Professional On-Call Airport Planning and Environmental Services at Rochester International 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).

The selected firm shall demonstrate experience and have the ability to assist the airport in all categories of airport development including:

1. Environmental Consulting Services
2. Airport Planning including AGIS surveys

SCOPE OF WORK
Projects may include airport planning and environmental services in support of airside/landside design and construction, airport building design, and AIP program management. Projects that may occur in the next five years include:

1. Airport Planning Studies Including AGIS
2. Airport Layout Plan Updates
3. Exhibit A Map Updates
4. Environmental Assessments and Documentation
5. Hazmat Studies
6. Road Relocation Planning
7. Utility and Pipeline Relocation Planning
8. Land and Property Acquisition
9. Wildlife Hazard Assessment

A detailed copy of the CIP can be requested from the City 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.

RST is currently under contract with Mead & Hunt to complete a Master Plan update. This project is still in progress and the final approved Master Plan may impact the projects being procured. The most current Master Plan technical information is available to all respondents on the airport website: https://flyrst.com/master-plan/.

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 Rochester International Airport. Also, please reference the experience of the firm in working with the MnDOT Office of Aeronautics and the FAA Minneapolis ADO regulations and procedures.

2. **Project Team:** 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 Rochester International 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. **Unique Challenges:** Describe your understanding of the potential challenges and the Sponsor’s special concerns with the various projects.
4. **References:** Provide the name and contact information for at least five (5) 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 and demonstrate past DBE accomplishments on similar projects.

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 thirty-five (35) 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 (25%):** 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 Rochester International Airport.

2. **Experience with State and Federal Grant Programs (25%):** Preference shall be given to project teams whose personnel have a demonstrated an 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 (25%):** 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 (25%):** 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 appoint a committee to review the Statements of Qualification (SOQ) submitted 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 for debriefing.

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. If successful negotiation cannot be reached, the City 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 RFQ are as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Release of RFQ</td>
<td>November 21, 2020</td>
</tr>
<tr>
<td>Deadline for Submittal of Questions</td>
<td>December 14, 2020</td>
</tr>
<tr>
<td>Statement of Qualifications Due</td>
<td>January 11, 2021</td>
</tr>
<tr>
<td>Anticipated Announcement of Successful Firm(s) or Scheduling for Interviews.</td>
<td>February 16, 2021</td>
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</tbody>
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**TERMS AND CONDITIONS**

The following provisions shall be applicable for Professional Services (A/E) 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
- 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 contract with a 3rd party to conduct this analysis.

**SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON**

Four (4) hard copies and one electronic copy (on a USB flash drive) of the Qualifications Statement must be submitted no later than 5:00 p.m. on January 11, 2021 to:

Rochester International Airport  
7600 Helgerson Drive SW  
Rochester, MN 55902

All questions regarding this RFQ should be directed to:

John C. Reed, Executive Airport Director  
Rochester International Airport  
7600 Helgerson Dr. SW  
Rochester, MN 55902  
(507) 282-2328