



**REQUEST FOR QUALIFICATIONS (RFQ) FOR
PROFESSIONAL AIRPORT CONSULTANT SERVICES
TO COMPLETE AN ENVIRONMENTAL ASSESSMENT**

Grand Forks Regional Airport Authority (Authority) established pursuant to the provisions of the North Dakota Century Code, Chapter 2-06, and located in the city of Grand Forks, Grand Forks County, North Dakota is requesting Statements of Qualifications from qualified firms for Professional Airport Consultant Services to complete an Environmental Assessment (EA) at Grand Forks International Airport for projects in the 10-year Capital Improvement Plan (CIP). A separate RFQ will be issued later for design and construction.

An FAA approved “Miscellaneous Planning Study” commenced in August of 2019 to complete the field work relative to the Cultural and Wetland Delineation portions of the project. This work will be provided to the successfully selected consultant firm for inclusion in the Environmental Assessment.

FAA Advisory Circular (AC) 150/5100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects* should be referenced. This AC provides guidance for airport sponsors in the selection and engagement of consultants. It also discusses services that normally would be included in an airport grant project, types of contracts for these services, contract format and provisions, and guidelines for determining the reasonableness of consultant fees.

Do not include estimated fees in the RFQ submittal.

SCOPE OF WORK

Consultants should be familiar with Federal Aviation Administration (FAA) and North Dakota Aeronautics Commission (NDAC) funding programs and requirements. The Consultant will follow the guidance in FAA Order 1050.1F, *Environmental Impacts: Policies and Procedures*, and 5050.4B, *National Environmental Policy Act (NEPA) and Implementing Instructions for Airport Actions*. It is anticipated that an Environment Assessment process will be scoped for this project, with coordination from the FAA. The project will be funded in part by the FAA Airport Improvement Program (AIP). Elements of content for inclusion will be, at a minimum:

- Proposed Action
- Purpose and Need
- Alternatives Analysis
- Affected Environment
- Environmental Consequences
- Relevant Discipline Documents (ex. Wetland/storm water, cultural, archaeological surveys)
- Mitigation (if determined necessary)
- Noise Analysis

Projects in the current Authority 10-year CIP include:

- Acquire Land & Wetland Mitigation for Runway 9L/27R Extension
- Relocation of County Road 5 for Runway 9L/27R Extension
- Construct Runway 9L/27R & Taxiway B Extension
- Construct Runway 9L Approach Lighting System
- Reconstruct Runway 17R/35L
- Construct New Runway 18/36
- Additional projects as needed to enable and/or complete the above projects

STATEMENT OF QUALIFICATIONS

Submittals will only be considered from consultants who have experienced personnel able to provide the required services. The Authority may request additional information substantiating the requirements. Failure of firms to respond to any of the following requirements may be grounds for considering a submittal non-responsive.

To facilitate review, submissions should conform to the following format (20 one-sided pages maximum):

1. **Cover Letter:** Provide a one-page cover letter that introduces the consulting firm and team, including year the firm was formed. Include Name, Address, and Phone Number of the primary contact person for the project.
2. **Table of Contents:** Include an identification of the material by Section and Page number.
3. **Experience of the Firm:** provide a description of your firm's prior experience and qualifications in environmental analysis, and specifically, environmental assessments. Also, please reference your background and experience working on these with the FAA Airport District Offices in Bismarck and Minneapolis and the NDAC, including FAA regulations and procedures, and various local, state, and federal agencies that have been involved.
4. **Project Team (Key Staff) and Experience:** Identify the proposed Project Manager and key project team members and responsibilities. Provide a brief resume for each person outlining their credentials and experience. If sub-consultants or sub-contractors are to be utilized by a Consultant, the Consultant shall also submit a list of such firms along with the qualifications and experience of each sub-consultant or sub-contractor.
5. **Specific Relevant Projects:** Include and describe environmental assessment projects of similar scope that the firm and/or team have participated and completed in the past five (5) years. Identify the lead agency for each environmental assessment listed, and provide a contact name and phone number.
6. **References:** Provide a list of three (3) additional references that have specific knowledge of the airport environmental work performed by the proposed Project Team. Submit references who are familiar with the quality of work that is of a similar nature as contained in this selection.

7. **Project Understanding:** Provide your general understanding of our airport, project(s), and issues regarding the identified project(s). Identify any potential challenges or special concerns that may be encountered.
8. **Project Schedule:** Include a proposed schedule to complete the work, considering the current workload for your team. Describe your approach to successfully completing the tasks and anticipated workload for this project.

All firms must provide **seven (7)** copies of their submission, **one of which must be an unbound, untabbed original.**

CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

A Selection Committee will be formed in accordance with FAA Advisory Circular 150/2100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, and the Authority shall be the sole judge in determining how the evaluation process shall be conducted and what firm(s) shall be considered for award and deemed to be in the best interest of the Authority.

The following criteria will be used by the Selection Committee in evaluating, ranking, and selection of the successful firm:

1. **Qualifications of the Firm (20%):** Preference shall be given to the firms with experience in airport environmental analysis/assessments related to the scope of work, and a demonstrated ability to complete the work on time and within budget.
2. **Qualifications of the Project Team (Key Staff) (30%):** Preference shall be given to those with key staff experience in items listed in the scope of work, specifically environmental assessments. Knowledge and experience with FAA/NEPA regulations, policies, and procedures.
3. **Experience in Working with State and FAA Regulations and Procedures (10%):** Preference shall be given to project teams whose personnel have demonstrated a strong and productive working relationship with the FAA and NDAC, and possess a thorough understanding of FAA rules and regulations regarding environmental analysis/assessments of airports similar to the Grand Forks International Airport.
4. **Project Understanding (20%):** Preference shall be given to those firms which have a comprehensive understanding of the project and local environment.
5. **Ability to meet the proposed project schedule (20%).**

SELECTION OF THE CONSULTANT

It is the intent of the Authority to appoint a committee to review the Statements of Qualifications submitted and rank the qualified firm(s).

The Authority may choose to interview a shortlist of consultants before making the selection. 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 Authority for debriefing.

The Authority reserves the right to reject any and all submissions to this RFQ, request clarification, or waive informalities/technicalities, if it is deemed in the best interest of the Authority. The Authority assumes no responsibility for costs incurred in responding to this RFQ. All submittals to this RFQ become property of the Authority.

In accordance with FAA selection procedures, all selections will be qualification based. No overhead rate, fees, or any cost information should be identified as part of this submission.

REJECTION OF STATEMENTS

No proposals shall be accepted from, or contracts awarded to, any person, firm or corporation that is in arrears to the Authority, upon debt or contract or that is a defaulter, as surety or otherwise, upon any obligation to the Authority. Prospective firms may be required to submit satisfactory evidence that they have the financial resources to perform and complete the work outlined in this RFQ.

DEBARMENT

By submitting this proposal, the prospective consultant certifies that neither the company nor its principals are presently debarred, suspended, in the process of debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

CONTRACT

The top ranked firm will be invited to negotiate a contract with the Authority. A detailed scope of work will be developed and agreed to by the selected consultant and the Authority, with assistance from the FAA. This detailed scope of work and the associated fees will be part of the contract.

The consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of the contract. DOT 49 CFR Part 26 Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged. The Grand Forks Regional Airport Authority is an Equal Opportunity Employer.

SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON

7 copies of the Qualifications Statement must be submitted no later than **10:00 a.m.** on November 15, 2019, to:

Ryan Riesinger – Executive Director
Grand Forks Regional Airport Authority
2301 Airport Drive #107
Grand Forks, ND 58203
(701) 795-6981

All questions regarding this RFQ should be directed in writing to:

Ryan Riesinger – Executive Director
Grand Forks Regional Airport Authority
2301 Airport Drive #107
Grand Forks, ND 58203
rriesinger@gfkairport.com

All requests for changes or revisions to this RFQ will be through written addendum.