



3824 Moberg Dr. NW
Suite 101
Bemidji, Minnesota
56601

**REQUEST FOR QUALIFICATIONS (RFQ) STATEMENT
AIRPORT CONSULTING, ARCHITECTURAL, ENGINEERING, AND
PLANNING SERVICES
FOR THE
BEMIDJI REGIONAL AIRPORT AUTHORITY
BEMIDJI, MN 56601**

The Bemidji Regional Airport Authority (“Authority”) which operates and maintains the Bemidji Regional Airport (BJI) in Bemidji, Minnesota is requesting qualification statements from interested professional architectural, engineering and planning firms with demonstrated and recent aviation/airport experience for a five (5) year architectural, engineering and planning services assignment.

- A) **BACKGROUND:** The Bemidji Regional Airport is an Essential Air Service (“EAS”) designated airport and is located on the northwest side of Bemidji, MN. The Authority is a joint powers agreement between the City of Bemidji and Beltrami County to operate and maintain the Bemidji Regional Airport. The primary runway (13-31) is 7,002’ x 150’ and the crosswind runway (7-25) is 5,700’ x 150’. BJI has commercial and charter air service, general aviation operations and a full service Fixed Based Operator (FBO) operating the airport.
- B) **SCOPE OF WORK:** Projects that fall under the five-year agreement is anticipated to be (but not necessarily limited to) the most current BJI Capital Improvement Plan (“CIP”) that is on file with the Minnesota Department of Transportation Office of Aeronautics and/or projects included in this RFQ (Addendum A). The Authority reserves the right to initiate additional procurement action for any of the services included in the initial procurement. Firms are required to be familiar with Federal Aviation Administration (“FAA”) and State of Minnesota aviation funding programs and requirements (to include but not limited to FAA Advisory Circulars, FAA AIP Handbook, FAA CertAlerts, FAA Orders, State Airports Fund, and Minnesota Statutes.)

The selected firm and the Authority will negotiate a master agreement between the firm and the Authority which will outline the contractual terms between the two parties. No work is authorized unless the parties develop and agree to a detailed scope(s) of work on a project by project basis. The scope(s) of work will be determined by the architectural, engineering, planning and/or environmental services required on a project specific basis at the sole discretion of the Authority. The scope(s) of work will include a description of the firm’s qualifications and work plan, including deliverables, to perform the required services. The firm must demonstrate an understanding of the project requirements, the capability to provide the requested services, and outline of the resources being provided, and a commitment to meet the proposed schedule.

- C) **POLICY FOR SELECTION:** The Authority will conduct a selection process for the Airport Architectural, Engineering, and Planning Services agreement based strictly on qualifications and experience. After selection, there must be a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

The selection process shall be carried out by the Authority in accordance with FAA AC 150/1500-14E (including Change No. 1), “Architectural, Engineering, and Planning Consultants Services for Airport

Improvement Grant Projects.” Consultants will be evaluated and selected on the basis of their qualifications and experience, with fees determined through negotiations following the selection process. Any statement of qualifications that includes fees, even if in a separate sealed envelope, will not be evaluated and will be returned to the firm.

All firms competing for the services are advised that services will be accomplished subject to funding under the FAA AIP Program and limited to projects that are reasonably expected to be initiated within five (5) years. The fees shall be limited to the services performed. The agreement shall be limited to the services covered by the fee. The negotiation of the fair and reasonable fee for services shall occur at the time those services are needed following the selection of the firm.

The Authority 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 Authority. The Authority assumes no responsibility for costs incurred by a firm associated with responding to this RFQ.

- D) **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:** The selected consultant shall participate and comply with any applicable requirements regarding DBE participation.
- E) **SELECTION CRITERIA and NUMERICAL RATING:** Selection criteria will include the following items, listed in order of importance. Each firm submitting qualifications will be evaluated by the evaluation team and scored on each criteria as follows:
1. Demonstration of understanding of BJI’s present and potential future users; recent airport history and past projects; upcoming projects and challenges; capability to meet schedules and deadlines.
 2. Professional background of key personnel and specific project responsibilities of key personnel for the projects and their anticipated activity level on the projects (including any sub consultants and DBE participation); their reputation and professional integrity and competence; and capability of the branch office that will do the work to perform independently of the home office or its capability to obtain necessary support from the home office.
 3. Knowledge of relevant FAA and Minnesota Department of Transportations (MnDOT) Office of Aeronautics advisory circulars, orders, regulations, policies and procedures; and relationship with FAA and MnDOT Office of Aeronautics personnel assigned to BJI.
 4. Firm’s recent (within five years) regional experience in all aspects of airport capital improvement projects, including planning, programming, design, construction administration and environmental services. This experience should include airfield, landside, architectural and environmental projects; ability to furnish qualified inspectors for construction projects, if needed; capability to conduct a Value Engineering study, if needed. Firm must be knowledgeable in capital improvement programming and be able to assist in developing and managing federal, state and other source grant package (including the grant close-out process) on behalf of the Authority.
 5. References from three (3) other clients (including sub consultants and DBE participation, if applicable) for whom the consultant has performed similar services for within the last five (5) years. Include a description of the project scope for each reference and phone number and e-mail reference for the point of contact for the client.

6. Stated availability to present at regular and ad hoc Authority meetings, FAA meetings, and MnDOT Aeronautics meetings including an action plan to be included in the submission as well as a history of participation as evidenced by the references.

The Authority reserves the right to interview firms submitting statements of qualifications or to make the selection without interviews. If interviews are conducted, all costs associated with the development of presentation materials and all costs associated with participating in the interview will be the sole responsibility of the proposing firm. Prospective firms are advised that no obligations or commitments are incurred by the Bemidji Regional Airport Authority as a result of this RFQ and the Authority will make the final selection. The highest ranked firm will be invited to enter into negotiations with the Authority for an agreement. If negotiations do not result in a mutually agreeable agreement and the Authority identified and ranked multiple firms, the Authority may enter into negotiations with the firm ranked next. If no additional firms were identified and ranked or agreement is not reached with any selected firm, the Authority will initiate a new procurement process.

The Authority reserves the right to negotiate additional professional planning and/or design services with the selected firm(s) as it may deem necessary to fulfill the complete project intent.

- F) SUBMITTAL REQUIREMENTS:** Submitted statements of qualifications shall not exceed twenty five (25) pages, including cover letter and all attachments, exhibits, etc. Front and back covers and section dividers pages, if blank, will not be counted towards 25 page limit. Proposers shall include four (4) printed copies of the submission including one (1) signed original copy executed by an officer of the submitting firm authorized to make commitments on behalf of the firm as well as one electronic version submitted on a USB flash drive along with the printed copies. Submissions must be submitted in a sealed packet/envelope labeled: **RESPONSE TO RFQ – AIRPORT CONSULTING, ARCHITECTURAL, ENGINEERING, AND PLANNING SERVICES** and returned to the Authority **NO LATER THAN 3:00PM CENTRAL DAYLIGHT TIME (CDT) FRIDAY, SEPTEMBER 30, 2022.**

Submissions shall be made to the following: Ms. Karen Weller, Executive Director
 Bemidji Regional Airport Authority
 3824 Moberg Drive NW, Suite 101
 Bemidji, MN 56601

Any Statement of Qualifications that includes fees, even if in a separate sealed envelope, will not be evaluated and will be returned to the firm. Any Statement of Qualifications received after the specified date and time will be returned unopened and deemed non-responsive.

Any inquiries regarding this RFQ should be directed to Karen Weller at (218) 444-2438 or email karen.weller@bemidjiairport.org

The anticipated timeline for BJI’s RFQ process is:

September 9 th , 2022	RFQs sent to consultants, posted on website & advertised
September 16 th , 2022	Questions from interested consultants regarding the RFQ are due to Authority
September 20 th , 2022	Authority provides answers to any questions received
September 30 th , 2022	RFQs due to the Authority
October 3 rd , 2022	Authority selection committee meets to evaluate proposals
October 5 th -7 th , 2022	Authority selection committee conducts interviews (as necessary)
October 19 th , 2022	Authority selection committee presents recommendation to Authority board and the Authority Board votes on recommendation

Addendum A - BJI Potential Projects

- Acquire SRE Equipment
- Obstruction Removals
- Airside Pavement Maintenance
- Land Acquisition
- Fuel Farm Improvements
- Acquire Airfield Service Vehicle
- Runway 7-25 Rehabilitation
- Runway 13-31 Rehabilitation
- T-Hangar Expansion
- Taxiway Modification & Rehabilitation
- Acquire Deicer
- Parking Lot Expansion
- Construct Parking Lot
- Master Plan & ALP Update
- Airport Planning and Zoning
- Runway Light Improvements – Primary
- Runway Light Improvements – Crosswind
- Construct Bituminous Apron
- Construct Concrete Apron
- Taxilane/Hangar Site Preparation
- Construct T-Hangars
- Construct Box Hangars
- Construct Taxiway(s)
- Construct Taxilane(s)
- Airfield Lighting Improvements (Primary)
- Airfield Lighting Improvements (Secondary)
- MALSR Obstruction Removal
- SRE Building Expansion
- Glycol System Upgrade
- Airfield Electrical System Upgrades
- Crosswind Runway Approach Lighting System & RVR Installation
- FBO Building Modifications
- Terminal Building Modifications
- Terminal Security Improvements
- Airfield Fencing Improvements
- Runway Safety Area (RSA) Improvements
- Airfield Planning Study
- ARFF Building Upgrades