

**LITTLE FALLS/MORRISON COUNTY AIRPORT, LITTLE FALLS, MINNESOTA,
SEEKS STATEMENTS OF QUALIFICATIONS (SOQ)
ENGINEERING CONSULTANT**

The City of Little Falls, Minnesota, seeks Statements of Qualifications (SOQ) for an engineering consultant firm to oversee capital improvements at the Little Falls/Morrison County Airport for a five-year contract period beginning January 1, 2022.

As well as providing engineering services for specific capital projects relating to airport maintenance, enhancement and long-term development, the consultant as part of a general range of duties, will also serve as a link and facilitator between the City and such agencies as the Minnesota Department of Transportation, Office of Aeronautics and the Federal Aviation Administration. The consultant also should expect to work with the City on matters relating to airport-related planning and zoning, legislative and congressional activities affecting airports, and other advisory activities as needed. The Consultant will be required to comply with the contract provisions listed in appendix A.

The following projects are currently listed on the airport's five-year Capital Improvement Plan, and will be included within the scope of the consultant contract:

- Land Acquisition
- Taxiway Extension
- Apron Reconstruction
- Design MITL System & Guidance Signs
- Construct MITL System & Guidance Signs

PROPOSAL FORMAT

To facilitate review, submissions should conform to the following format:

1. **Experience of the Firm:** Provide description of your firm's prior experience and qualifications in airport engineering, design, planning, and environmental analysis. Also, please reference the experience of the firm in working with the State and Federal Aviation Administration 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 three (3) references familiar with the quality of work by your firm of similar nature as contained in the five-year Capital Improvement Plan.
4. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm such as knowledge and approach to projects listed in the Capital Improvement Plan.

The entire Statement of Qualifications shall not exceed thirty (30) pages; excluding the front and back covers, dividers, cover sheet, and table of contents.

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 with experience in airport engineering, design, planning, and environmental analysis.
2. **Experience with State and Federal Grant Programs (25%):** Preference shall be given to project teams whose personnel have a demonstrated working relationship with the State and Federal Aviation Administration and possess a thorough understanding of regulations and procedures of Airport Improvement Programs (AIP) of airports like the Little Falls/Morrison County Airport.
3. **Approach to Projects (25%):** Preference shall be given to those firms that can demonstrate a clear understanding of the pending projects and an approach that meets the schedule shown in the Capital Improvement Plan. Along with demonstrating the challenges communities of similar size face to funding such projects.
4. **Experience on Comparable Projects (25%):** Preference shall be given to project firms who have demonstrated satisfactory experience and performance on similar projects to those listed in the Capital Improvement Plan.

PROPOSAL FORMAT

It is the intent of the City of Little Falls to appoint a committee to review the Statement of Qualifications submitted and rank the qualified firms. The City of Little Falls may select a consulting firm directly based on the submitted Statements of Qualifications 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 City for debriefing.

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

Additional information is available from Greg Kimman, Public Works Director/City Engineer, at (320) 616-5500 or gkimman@cityoflittlefalls.com.

The City of Little Falls will review all submitted Statements of Qualifications, and will make a determination on the successful candidate on or before December 30, 2021.

Statements of Qualifications must be received by the City of Little Falls no later than 4:30 p.m. on October 4, 2021. This will allow adequate time staff and City Council for review. At least four (4) copies of each printed item is to be provided. Materials may be sent by mail to:

**City of Little Falls
STATEMENT OF QUALIFICATIONS
PO Box 244
Little Falls MN 56345-0244**

Appendix A

Mandatory Federal Contract Provisions for Professional Services Contracts

Provision	Law/Statute
All Contracts	
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
Participation by Disadvantaged Business Enterprises	49 CFR Part 26
New Restrictions on Lobbying	49 CFR Part 20
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 Clause	49 CFR part 30
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