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**REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR AIRPORT ENGINEERING SERVICES**

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**City of Mora  
County of Kanabec  
State of Minnesota**

**Approved by City of Mora City Council: April 16, 2024  
Submission Deadline: May 20, 2024**

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## **SUMMARY**

The City of Mora, Kanabec County, Minnesota, is requesting Statements of Qualifications (SOQ) from interested and qualified aviation consultants for professional airport engineering services at the Mora Municipal Airport for a five-year period beginning July 1, 2024. The process will be governed by FAA AC 150/5100-14E.

The work anticipated will be funded in part by the Federal Aviation Administration (FAA). All work must comply with FAA requirements and regulations.

Proposals must be received no later than 4:00 p.m. on Monday, May 20, 2024. Proposals received after the above date and time may not be considered. Please submit ten (10) copies of the proposal in paper format.

Notwithstanding any other provisions of the RFP, City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of City or its customers. It is further within the right of City to reject proposals that do not contain all elements and information requested in this document. City shall not be liable for any losses incurred by any responders throughout this process.

## **GENERAL INFORMATION**

Mora Municipal Airport provides a 4,800 foot paved and lit runway with parallel taxiway and a 3,150 foot turf runway for general aviation. The turf runway is closed during the winter months.

## **SCHEDULE**

- April 17, 2024 ——— Release of Request of Qualifications (RFQ)
- May 20, 2024 ——— Statement of Qualifications (SOQ) due at 4 p.m.
- June 11, 2024 ——— City of Mora Airport Board reviews SOQ and prepares pre-selection short-list of best qualified consultants for further consideration. This will be a public meeting held at 5 p.m., Tuesday, June 11, 2024 at Mora City Hall Council Chambers. To ensure a fair process, we ask that if a consultant wished to attend that they do so as a spectator only.
- June 18, 2024 ——— City Council reviews recommendations and selects consultant at their regular meeting held at 6:30 p.m., Tuesday, June 18, 2024 at Mora City Hall Council Chambers.

## **INQUIRIES**

In an effort to ensure a fair selection process, questions will only be accepted via e-mail. Consultants should direct questions to the designated city staff person named below and refrain from contacting other city staff or individual airport board members or individual city council members.

Prospective service contractors may submit questions by e-mail only to:

Kirsten Faurie, Community Development Director  
City of Mora  
101 Lake St. S  
Mora, MN 55051-1588  
320-225-4807  
k.faurie@cityofmora.com

## **SCOPE OF SERVICES**

This is just a general scope to identify major components of work. A more detailed scope of work will be developed and agreed upon prior to any contract award.

As well as providing engineering services for specific capital projects relating to airport maintenance, enhancement and long-term development, the consultant will also serve as a link and facilitator between the City and such agencies as the Minnesota Department of Transportation (MnDOT), Office of Aeronautics and the Federal Aviation Administration (FAA). The consultant also should expect to work with the City on matters relating to airport planning and zoning, legislative and congressional activities affecting airports, and other advisory activities as needed.

The following projects are currently listed on the airport's Capital Improvement Plan (CIP) or have the potential to occur within the five-year contract period. These will be included within the scope of the consultant contract:

- Master Plan & Airport Layout Plan updates
- Airports Geographic Information System (AGIS) surveys
- Land acquisition
- Rehabilitation, resurfacing, and/or reconstruction of airside pavement including Runway 17/35, taxiways, and apron areas
- Rehabilitation, resurfacing, and/or reconstruction of landside pavement including taxi lanes, access roads, parking lots
- Routine repair and sealing of pavement
- Site preparation, design, and construction for hangar development
- Arrival/Departure building maintenance and construction
- Turf runway maintenance
- Snow removal equipment & maintenance equipment acquisition
- Replacement of runway lighting and navigational aids
- Replacement of Automated Weather Observing System (AWOS)
- Fencing
- Maintenance and/or reconstruction of airport snow removal equipment (SRE) building

#### **STATEMENTS OF QUALIFICATIONS (SOQ)**

The SOQ should be limited to 20 single sided pages covering airport familiarity and project understanding, project team, and relevant experience.

#### **SUBMISSION PROCESS**

Ten (10) hard copies of the SOQ should be submitted no later than the above stated deadline to:

Kirsten Faurie, Community Development Director  
City of Mora  
101 Lake St. S  
Mora, MN 55051-1588  
320-225-4807  
k.faurie@cityofmora.com

#### **SELECTION PROCESS**

The selection of the consultant will be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the service required. The successful consultant will be chosen on the basis of their qualifications and experience, with fees determined through negotiations following selection.

In an effort to ensure a fair review and selection process, firms submitting proposals are requested to refrain from contacting other City Staff, Airport Board members, or City Council Members regarding these proposals.

Criteria for Review of Statement of Qualifications:

- Key personnel's professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures.
- Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns. Past performance.
- Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office.
- If sub consultants would be engaged, provide qualifications and experience of sub consultants.
- Understanding of the project's potential challenges and the Sponsor's special concerns.
- Degree of interest shown in undertaking the project and familiarity with and proximity to geographic location of the project.
- Experience with state and federal grant programs
- Approach to projects
- Experience with similar projects
- Ability to meet deadlines and schedules

**OFFER EXPIRATION DATE**

Proposals in response to this RFP will be valid for thirty (30) days from the proposal due date. City reserves the right to ask for an extension of time if needed.

**AWARD NOTIFICATION**

City will notify in writing each contractor submitting a SOQ the results of the selection process.

**OWNERSHIP OF MATERIALS**

All materials submitted in response to the RFQ become the property of the City and supporting materials will not be returned. City is not responsible for any costs incurred by the company in the preparation of the proposal.

City appreciates the time and energy bidders put into their submittals and will consider each one carefully.