



**REQUEST FOR QUALIFICATIONS
(RFQ) AIRPORT ENGINEERING &
ARCHITECTURAL SERVICES
AITKIN AIRPORT (AIT)
AITKIN, MN**

The Aitkin Airport, Aitkin, MN is seeking proposals from qualified firms to provide airport consulting services for a 5-year period. Projects include but are not limited to the following:

- Runway 16/34 Reconstruction
- Taxiway Turnarounds Construction
- NAVAID Replacement; PAPIs & REILs
- Wetland Mitigation
- Terminal Building Construction
- Apron Reconstruction
- T Hangar Construction
- Obstruction Removals
- Crack Seal & Seal Coat
- Taxiway Improvements
- Taxilane Improvements
- Fencing

SUBMITTAL REQUIREMENTS:

Submittals may be no more than 10 pages in length, excluding the cover letter and dividers, and shall include, but are not limited to, the following:

1. Key personnel's professional qualifications and experience in airport consulting and their role anticipated for the proposed project, their knowledge of FAA regulations, policies, and procedures.
2. Qualifications and experience of sub-consultants under consideration to be engaged by the consultant.
3. A list of all current airport projects, as well as any that have been completed in the last three years. List the project manager you assigned to each project.
4. Capability to perform all or most aspects of the projects listed and recent experience in airport projects.
5. Understanding of the project's potential challenges and the sponsor's special concerns.
6. Degree of interest shown in undertaking the project and their familiarity with and proximity to the geographic location of the project.
7. A list of references with contact information.

ADDITIONAL INFORMATION:

No cost or fee schedules may be submitted with your proposal. Consultants will be selected based on their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants will be evaluated, and the best-qualified consultant selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

SELECTION PROCESS AND CRITERIA:

The selection process shall be in accordance with FAA Change 1 to Advisory Circular (AC) 150/5100-14E "Architectural, Engineering and Planning Consultant Services for Airport Grant Projects." The selection committee will review the proposals and rank the firms based upon the selection criteria. The City may select directly from the proposals or develop a short-list and conduct interviews. The selection committee will be the Aitkin Airport Commission.

SUBMITTALS:

Interested firms should submit one (1) pdf copy of their proposal to the email address below, no later than 4:00 p.m. on Friday, November 17, 2023.

Primary Contact: Mike Skrbich, City Administrator
City of Aitkin
130 Southgate Drive - Suite 200
Aitkin, MN 56431
(218) 927-2527
mike@ci.aitkin.mn.us

Questions Contact: Jen Thompson, City Clerk
(218) 927-2527
jen@ci.aitkin.mn.us