

SIOUX FALLS REGIONAL AIRPORT

Request for Qualifications

Planning Services – Master Plan Update

INTRODUCTION:

The Sioux Falls Regional Airport Authority is formally requesting Statement of Qualifications for professional services from qualified professional service firms with specific expertise in aviation services to assist in the completion of an update to our Airport Master Plan including a more detailed consideration of Air Cargo development at the Sioux Falls Regional Airport in Sioux Falls, SD. It is the intent of the Sioux Falls Regional Airport Authority to enter into an agreement with the selected firm for federal fiscal year 2021.

The proposed projects may include, but are not limited to the following:

- Planning for the following projects:
 - **Update to Airport Master Plan published in 2016**
 - **Air Cargo Master Plan Study/Development**

PURPOSE OF RFQ:

The successful respondent firm will be selected based on desired qualifications as outlined herein. Fee information will not be considered during the selection process.

It is anticipated that this work will be accomplished in part with funds from the Federal Aviation Administration (FAA), State and local funds. Since it is anticipated that these projects will be partially funded by federal grants, professional consultant services rendered for these projects must conform to all applicable requirements of the FAA, State and local regulations.

SCOPE OF WORK:

The selected Consultant must be able to undertake the FAA Master Plan Update process. The final product will be an update to the existing Airport Master Plan of 2016, satisfactory to the FAA, South Dakota Department of Transportation and the Sioux Falls Regional Airport Authority. In addition, specific emphases will focus on air cargo operation forecasting and the facilities necessary to meet the demand of the growing cargo business. The Consultant will follow the guidance in FAA AC 150/5070-6B Change 2 “Airport Master Plans” (or most current version) in the preparation of the Airport Master Plan Update.

TASKS:

Task areas which will be required, at a minimum:

1. Airport Master Planning
2. Public involvement program
3. Existing Conditions
4. Environmental considerations
5. Aviation forecasts
6. Alternatives development and evaluation
7. Airport Layout Plan (ALP) drawing set
8. Facilities implementation plan
9. Financial feasibility analysis
10. Land Use Planning
11. Implementation of Airport Geographic Information Systems (AGIS)

SELECTION PROCESS:

The Selection Committee will consist of four members:

- Executive Director – Sioux Falls Regional Airport
- Deputy Director – Sioux Falls Regional Airport
- Commissioner – Sioux Falls Regional Airport Authority
- Commissioner – Sioux Falls Regional Airport Authority

The results of the selection process are in sole and absolute discretion of the Sioux Falls Regional Airport Authority and its Selection Committee which may accept or reject any or all Statements of Qualification submitted.

1. The Selection Committee will evaluate each submitted SOQ and select two finalist firms for an interview. Firms not selected for an interview will be notified.
2. Upon completion of interviews the Selection Committee will rank the two finalist firms and notify them of their ranking position.
3. After the selection and ranking process is complete, the Airport Authority will then attempt to negotiate a satisfactory contract with the highest-ranked firm. If the parties are unable to reach an agreement, the Airport will then formally notify the ranking firm that the Airport will no longer seek to enter into an agreement with that firm and that the Airport will commence negotiation with the next-ranked firms in the same manner until it has reached a satisfactory agreement, at which time it will notify any remaining finalist(s).

STATEMENT REQUIREMENTS:

The Statement of Qualifications shall be limited to 35 pages including all cover letters, tables of contents, resumes or any pre-printed or other promotional material included with the SOQ, whether bound or unbound. Pages left blank or dividers shall not be included in the page count. Interested firms are to submit six (6) complete copies of the Statements of Qualifications. Statement documents should be clearly marked on the outside of the envelope with “Statements of Qualifications for Sioux Falls Regional Airport Master Plan Update”.

Submittals received after the deadline shall remain unopened and will under no circumstances be considered.

Questions regarding this RFQ must be submitted in writing or be email to the Airport Authority office at the address listed below, no later than Thursday, March 25, 2021, at 2:00 pm. Oral statements or instructions made by staff, officials, or consultants shall not constitute an amendment to this RFQ; any such amendment must be in writing and issued to all registered parties.

STATEMENT CONTENT:

The Statement of Qualifications shall include the following information, and presented in the following order:

1. A cover letter acknowledging the requirements and conditions of this Request for Qualifications as well as the identify and contact information for the principal of the firm responsible for the submittal of the SOQ.
2. A general description of the proposing firm, including company organizational structure including headquarters and subordinate offices, size of company, recent experience in comparable airport/aviation projects, and experience with projects funded by Federal Aviation Administration AIP grants.
3. A brief narrative statement detailing the Proposer’s understanding of the requirements of the Airport and its capability to perform all or most aspects of the engineering projects and task contemplated.
4. Discuss the proposed project team and the identification of those key individuals who will be involved in the contemplated projects along with a list of their qualifications, backgrounds, experience, and specific responsibilities.
5. Demonstrate knowledge and understanding of FAA regulations, policies and procedures.

6. Provide a comprehensive schedule for the process and the capability to meet that schedule, without delays, cost escalations or overruns.
7. Provide an overview of project management process and means used for project development and management.
8. A representative list of three previous clients and projects comparable to the proposed planning project. Include contact person, airport, brief project description(s), email address, and phone numbers.

All SOQ's received will be evaluated based on FAA Advisory Circular 150/5100-14E, and compliance with this request for qualifications.

SELECTION CRITERIA:

Selection will be based on the following criteria:

1) Cover Letter (0 pts)

The cover letter must contain the information requested above in Statement Content, Item 1.

2) Project Team Experience and Qualifications (20 pts)

- a) Firm's organizational structure
- b) Key Personnel
- c) Availability of key personnel
- d) If specialized consulting is not available internally, identify proposed sub-consultants, their area of expertise, and principals.

3) Project Understanding (15 pts)

- a) Familiarity with projects impact on airport operations
- b) Understanding of the type of projects identified

4) Relevant Experience (30 pts)

- a) Experience of the firm on comparable projects
 - i) Experience of key members on similar projects
 - ii) List date and description
- b) Knowledge, understanding and experience with the FAA Bismarck ADO and submission of AIP grant applications, tracking and grant closeout

- c) Knowledge of other applicable regulations, policies, and procedures
- d) Demonstrated understanding of hydrology, geotechnology, wetlands delineation, permitting, mitigation, endangered species issues
- e) Experience of sub consultants on similar projects

5) Project Management (10 pts)

- a) Schedule, budget and quality control procedures with a demonstrated history of meeting schedules and budgets
- b) Consultant in-house services, technology used and capabilities
- c) Management and accountability processes for sub-consultants
- d) Project Management approach
- e) Availability to proceed with work as currently scheduled

6) Demonstrated Leadership in Public Engagement (10 pts)

- a) Processes utilized for public engagement in the project
- b) Describe areas of public involvement
- c) Adaptations for public involvement impact by the Corona virus

7) References (15 pts)

- a) Three references for work within the last five (5) years.
 - i) One reference may be from a source other than an airport project with work having been performed within the past five (5) years
- b) Identify any litigation, arbitration, or claims related to or associated with projects
 - i) Against firm within the last five (5) years
 - ii) Against a proposed team member within the last five (5) years

SCHEDULE:

The following schedule identifies major milestones of the selection process and may be modified at the discretion of the Airport Authority.

<u>Activity</u>	<u>Deadline</u>
SOQ Master Planning RFQ Issued	Thursday, March 11, 2021
Questions or Clarifications of Solicitation	Thursday, March 25, 2021, 2:00 pm CDST
Last Date for Addenda Issued	Friday, April 2, 2021, 2:00 pm CDST
<i>Statement of Qualifications Submittal</i>	<i>Friday, April 16, 2021, 2:00 pm CDST</i>

Statement Evaluations	Mon-Thu, April 19-22, 2021
Interviews	Mon-Thu, May 3-6, 2021
Decision on selected firm	Friday, May 7, 2021

Note: Any addendum(s) will be posted to the Airport website, along with this RFQ.

OTHER ITEMS:

1) Disadvantaged Business Enterprise (DBE)

DBE firms are encouraged to apply. All statements received will be evaluated based on FAA Advisory Circular 150/5100-14E and the criteria listed in the request. The project is funded through the FAA Airport Improvement (AIP) grant program and is subject to Executive Order 11246 (Affirmative Action to Ensure equal Employment Opportunity) and to the provisions of the Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation) and to foreign trade restrictions.

2) Airport Layout Plans (ALP)

All Master Planning and Airport Layout Plans and Electronic Airport Layout Plans (eALP) shall incorporate a Geographic Information System (GIS) and shall be provided to the airport in a fully functional manner to included printed color reproductions full scale in at least two locations. The system shall also be compatible with the City of Sioux Falls and Minnehaha County GIS systems.

SUBMITTAL INFORMATION

Six (6) copies of the Statement of Qualifications will be accepted until 2:00 pm CDST on Friday, April 16, 2021 and shall be submitted to:

Dan Letellier, Executive Director
Sioux Falls Regional Airport
2801 Jaycee Lane
Sioux Falls, SD 57104

Each submitting firm will receive and email acknowledgement of receipt of the SOQ. Any questions regarding this request should be directed to Dan Letellier, Executive Director, 605-367-7375.