

**REQUEST FOR QUALIFICATIONS
PROFESSIONAL ENGINEERING SERVICES
CITY OF MT. PLEASANT MUNICIPAL AIRPORT**

The City of Mt. Pleasant Municipal Airport operates a basic transport-category airport capable of serving 95% of the general aviation business fleet. The airport currently has a 5,000 by 100-foot paved primary runway, full parallel taxiway, and a turf crosswind runway and provides aviation fuel sales 24-hours a day seven days a week. The airport services an average of 500 corporate level operations per year and 11,000 general aviation-level operations per year.

The Mt. Pleasant Municipal Airport (City) intends to select a consultant to assist in airport development projects, in support of the current Five-Year Airport Capital Improvement Plan. Interested consulting firms are requested to submit six (6) copies of a Statement of Qualifications (SOQ) no more than thirty (30) pages in length, not including cover letter, table of contents, and section dividers if used to John Zang, 1303 N. Franklin Street, Mt. Pleasant, MI 48858 no later than 4:30 p.m. on Tuesday, February 16, 2016.

The SOQ should demonstrate the consultant's interest in providing airport planning, architectural/engineering design, and construction administration services focused on the City's current Five-Year Airport Capital Improvement Plan (ACIP). Services will include general consulting and advertisement on airport development issues, including assistance in the following projects:

- Land Acquisition for Runway Approach Clearing
- Runway Approach Clearing
- Install PAPI/REIL Runway 9 and Replace Taxiway Lights
- Obstruction Removal (Tree Clearing)
- Airfield Crack Sealing
- Rehabilitate Taxiway A
- Rehabilitate Taxiway A Lighting
- Rehabilitate Runway 9/27

Services associated with the above project list, such as minor ALP Updates, programming, drainage improvements, environmental review, approach clearing, paint marking, crack sealing, NAVAID/electrical, land acquisition, and/or planning/user survey studies may be performed in association with the listed projects as funding and constructability allow. From time to time projects develop as a result of airport inspections, letters of correction, and/or emergency circumstances. The selected consultant may be asked to perform said additional work as part of this procurement action.

Services to be provided by the successful professional engineering consultant may include airport layout planning, design, preparation of construction plans and specifications, engineering reports and cost estimates, project management,

construction engineering, on-site inspection and surveying, project close-out, and materials testing for individual projects as-needed by the City. Land acquisition consultant services necessary to acquire easements for approach clearing of existing approaches as depicted in the approved Airport Layout Plan (ALP) are included in this advertisement, provided the work is completed by a qualified and properly licensed land acquisition consultant.

Firms will be ranked in areas such as familiarity and understanding of the airport needs; corporate history and background in aviation consulting; demonstrated experience with similar projects; key personnel professional qualifications; availability; the firm's knowledge/familiarity with FAA and state regulations, policies and procedures; and success of recent projects. Awards or special recognition achieved by the firm should be highlighted.

Firms should demonstrate their reputation with other airports, by providing at least three (3) airport references within the State of Michigan. Additional information may be requested from the top-selected firms. Interviews may be conducted at the discretion of the City.

It is anticipated that some of the projects will be funded, in part, through multiple grants from the Federal Aviation Administration (FAA) and Michigan Department of Transportation-Office of Aeronautics. The selected firm must be familiar with FAA Airport Improvement Program (AIP) and MDOT grant procedures, including funding, and will be subject to federal and state contract requirements.

IMPORTANT INFORMATION regarding questions about this RFQ!

Any questions relative to the scope of services must be submitted by e-mail to jzang@mt-pleasant.org. Questions must be received by February 9, 2016.

Please visit <http://www.mtpleasant.org/depts/finance/Docs/purchasing.htm> to receive up-to-date information regarding this RFQ including answers to all questions submitted. The names of vendors submitting questions will not be disclosed. Personal visits and phone calls will not be allowed. However, a non-mandatory pre-bid walkthrough is being offered on February 5, 2016 at 1:00 p.m. at the City of Mt. Pleasant Municipal Airport. Interested firms can use this walkthrough to get a better perspective of the airport facility.

As stated below, proposals will be due by 4:30 p.m. on February 16, 2016. The City may interview the highest scored firms. Should they choose to interview firms, those interviews will be held by February 19, 2016. These dates are not final and may change depending on the best interests of the City of Mt. Pleasant.

SUBMITTAL INSTRUCTIONS

Qualifications Based Selection – The City of Mt. Pleasant staff will review all Qualification Packages submitted for this project. To be considered as a qualified respondent, six (6) copies of the Qualification Package must be submitted in a sealed envelope and clearly marked **RFQ: AIRPORT ENGINEERING SERVICES** and received by the City of Mt. Pleasant at the Division of Public Works Office address listed below by 4:30 p.m., February 16, 2016. Qualification Packages must be mailed or delivered to the following address:

Division of Public Works Office
1303 N. Franklin Street
Mt. Pleasant, MI 48858
(989) 779-5401

Any packages received after this date and time will be deemed unresponsive. The City reserves the right to accept or reject any and all proposals, to re-solicit proposals, to waive any irregularities, to negotiate pricing and to select the proposal deemed to be in the best interests of the City. Issuance of this RFQ does not obligate the City to award a contract nor is the City liable for any costs incurred by the proponent in the preparation and submittal of the proposal. All proposals must include the following information in the order stated below:

1. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the requested services for the City of Mt. Pleasant.
2. **Understanding of the Project:** Describe in four pages or less your understanding of the project including a brief overview of your plan on accomplishing the services being requested by the City of Mt. Pleasant.
3. **Project Team:** Describe the qualifications of the key person(s) who will be responsible for providing the requested services. Resumes for key person(s) are required. (Limit resumes to two pages for each key person listed).
4. **Experience:** Provide evidence of similar past experience that demonstrates your ability to successfully provide the services being requested in this RFQ. Include names and contact information from past projects for reference purposes.

FEE NEGOTIATIONS

After awarding the contract to the successful firm, the City of Mt. Pleasant will negotiate a lump-sum fee for required services on a project-by-project basis. If the City of Mt. Pleasant and the successful firm cannot agree on a firm cost, the City may consider other firms. The City requests to be billed on a monthly basis for any services provided.

INSURANCE REQUIREMENTS

The design professional shall not begin any work under any contract until it has obtained the required insurance, and the City of Mt. Pleasant has approved such insurance. The successful firm shall not allow any subconsultant to commence work on its contract until all similar insurance required of the consultant has been so obtained and approved. Insurance requirements include:

- Workers Compensation Insurance including Employers Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- Commercial General Liability Insurance on an “occurrence basis” with limits of liability not less than \$1,000,000 per occurrence and or aggregate combined single limit, personal injury, bodily injury, and property damage.
- Professional Liability Insurance for the life of the contract with limits of liability not less than \$2,000,000 per occurrence and/or aggregate combined single limits, and errors and omissions.