



City of Hawley

305 6th Street
P.O. Box 69

Hawley, Minnesota 56549-0069

Phone: (218) 483-3331

Fax: (218) 483-3332

www.hawley.govoffice.com

TTY: 1-800-627-3529

City Council

Term Expires

James Joy.....2020

Mayor

Public Safety-Alt.
Personnel
EDA - EDA Advisors
Development/Water
Emergency Mgmt Dir

Ben Gunkelman.....2020

Public Safety
Public Works
Personnel
EDA-EDA Advisors
Heartland Trail Extension
MetroCOG Policy Bd - Alt.

Sean Mork.....2020

Public Safety
Government Services
Personnel
EDA - EDA Advisors
Liquor Committee

Jonathon Donnelly.....2022

Public Works
Liquor Committee
Personnel
EDA

Brad Eldred.....2022

Government Services
Personnel
Development/Water
EDA
MetroCOG Transportation
MetroCOG Policy Bd

Public Utilities Commission

Gary E. Johnson.....2019

James Joy.....2020

Donald Martodam.....2021

Airport Commission

Stacey Riedberger.....2019

Bryan S. Reep.....2020

Mike Sprenger.....2020

James Joy.....2021

Todd Sparrow.....2021

Park Board

Heidi Knutson.....2019

Gary E. Johnson.....2019

Ben Gunkelman.....2020

Steven Palmer.....2020

Sara Diaz.....2021

Planning Commission

Sara Diaz.....2019

*Gregg Pekas.....2020

*Mike Cain.....2020

Peder Natz.....2021

*Ben Gunkelman.....2021

Stacey Riedberger.....2022

David Asleson.....2022

*Board of Adjustment members

City Attorney

Zenas Baer

City Clerk - Treasurer

Lisa Jetvig

Public Works

Kevin Berg
Gerry Kluck

TO: ENGINEERING FIRMS QUALIFIED IN AIRPORT FUNCTIONS
FROM: HAWLEY MUNICIPAL AIRPORT COMMISSION
Lisa Jetvig, Clerk Treasurer
DATE: OCTOBER 22, 2019
RE: REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ)

Please find attached the Hawley Municipal Airport's Request for Statement of Qualifications. The current airport layout plan is available on the City of Hawley website www.hawley.govoffice.com.

The Federal Aviation Administration (FAA) Advisory Circular 150/5100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, outlines guidelines and procedures for the selection of qualified consultants to perform work on various airport projects throughout a five (5) year period.

Airports using *Airport Improvement Program* grant funds are required to go through the consultant selection process as outlined in the Advisory Circular.

The SOQ will also be advertised in the Fargo Forum and League of Minnesota Cities Website.

This process does not obligate the City in any respect to only utilize one engineering firm for airport services and there are no retainers involved. It is a requirement of the FAA for airports utilizing grant funds.

The airport commission will be meeting to review the submissions on December 17, 2019. We may contact the top ranked companies to arrange an interview.

Thank you for your interest.

Closing Date December 12, 2019
REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ)
HAWLEY MUNICIPAL AIRPORT
CITY OF HAWLEY, MN
ENGINEERING, ARCHITECTURAL AND OTHER SERVICES

The City of Hawley, Minnesota is requesting statement of qualifications from airport consulting engineering firms to provide services associated with airport improvements, which may include, but are not limited to the following:

- *Pay Back Entitlements / Borrow Entitlements
- *Wildlife Study
- *AWOS Installation
- *Pavement Crack Repair 16/34 Runway, Taxiway and Apron
- Pavement Rehabilitation 16/34 Runway, Taxiway and Apron
- *Tree Removal
- Environmental Studies
- Environmental Assessments (Runway Extension, etc.)
- T-Hanger Repairs (floor, doors, etc.)
- T-Hanger Site Prep with associated Taxiways and Aprons
- T-Hanger Design/Plans (6 unit or 8 unit)
- Taxilane Construction & Grading for Private Hangars
- Storm Water Permits
- Land Acquisitions and related projects
- Relocate Township Street for Runway Extension
- Runway Extension - Construction
- Aeronautical Flight Procedures Survey & Coordination (GPS Approach)
- Business and Operations Plan
- Equipment Procurement (SRE, etc.)
- *Airport Zoning
- Fuel System(s)
- FBO Building Construction

Projects may be added or removed from this list at the discretion of the Hawley Airport Commission and/or City Council.

*Projects tentatively scheduled for 2019/2020.

SUBMISSION REQUIREMENTS

The Statement of Qualifications (SOQ) should be limited to 35 pages and include the following:

1. **Transmittal Letter.**

2. Engineering Capabilities:

- a. Resumes of key personnel with particular reference to airport planning and design, environmental evaluations, construction engineering, pavement inspection, financial analysis, and surveying. **(0 – 20 points)**
- b. In-house engineering expertise and/or areas that will be outsourced (surveying, environmental, electrical, mechanical, testing, ect.) **(0 – 10 points)**
- c. Previous experience with FAA project documentations, standard requirements for design and construction, and current knowledge of FAA safety criteria in airspace and airport design. **(0 – 5 points)**

3. Construction History and Performance:

- a. List a minimum of three (3) previous airport engineering projects your firm has completed for Minnesota airports. List sponsor, type of work or project, construction costs, change orders and dates of projects. **(0 – 20 points)**
- b. Submit a minimum of four (4) references from clients that have received airport engineering services. **(0 – 10 points)**
- c. Describe your firm's current workload and whether your firm has the appropriate staffing levels to complete plans and specifications in a timely manor for grants. **(0 – 10 points)**
- d. Please describe your firms availability to attend Airport Committee meetings, City Council meetings and other airport related meetings and the terms (cost, notice, ect.) for attendance at those meetings. **(0 – 15 points)**

4. General Information:

- a. Firm's proximity to the geographic location of the City of Hawley. **(0 – 20 points)**
- b. Firms understanding of capital improvement planning, pavement rehabilitation, drainage and soils analysis, new pavement construction, environmental analysis, land acquisition, T-Hanger construction, ALP updates and master planning. Past FAA planning and construction success of firm will be considered in the scoring criteria. **(0 – 15 points)**
- c. What is the amount of insurance coverage your firm carries and what are the primary elements of coverage? Does your firm carry professional liability insurance and if so, what amount? **(0 – 5 points)**

“OPTIONAL”

- 5. Interview:** The selection board, after scoring the proposals, may at its discretion request interviews with the top 2 or 3 firms. These points will be added to items 1 through 4 for the final ranking. **(0 – 20 points)**

Design and construction fees shall be negotiated by the City with the selected engineering firm on a project by project basis. We prefer to be billed in 15 minute increments or lump sum amounts.

Each firm will be judged on a basis of 130 points (items 1 through 4) with the point values as shown above. The selection board may at its sole discretion interview the top 2-3 firms for an additional 20 points (item 5).

NOTE: All provisions from U.S. Department of Transportation Federal Aviation Administration - AC No.: 150/5100-14E - shall be followed. All Federal Requirements will be incorporated into this Airport SOQ by reference and as available on the following web site:

https://www.faa.gov/airports/resources/advisory_circulars/index.cfm/go/document.list?omni=ACs_ap&rows=10&startAt=0&q=150%2F5100-14E

Deadline: December 12, 2019 3:00 p.m.

Contact:

Lisa Jetvig, Clerk Treasurer
City of Hawley
305 6th St PO Box 69
Hawley, MN 56549

Phone: 218-483-3331 Fax: 218-483-3332 lijetvig@ci.hawley.mn.us