

**NOTICE TO AIRPORT CONSULTANTS
REQUEST FOR STATEMENT OF QUALIFICATIONS
WINDOM MUNICIPAL AIRPORT
CITY OF WINDOM, MINNESOTA
ENGINEERING AND PLANNING SERVICES**

The City of Windom, Minnesota is hereby soliciting statements of qualifications and experience from airport consultants for projects at the Windom Municipal Airport. Subject to receipt of Federal and State funding, these projects may include the following:

- Hangar – Design and Construction
- Airport Master Plan and ALP Updates, including Airports GIS Requirements
- Environmental Assessments
- Crosswind Runway – Design and Construction
- Runway Extension – Design and Construction
- Airport Pavement Maintenance

The required services include, but are not limited to, A/E services for planning, preliminary and final design, bidding and construction phase services including incidental special services for projects funded under the FAA Airport Improvement Program.

A qualification based selection process conforming to FAA Advisory Circular 150/5100-14E will be utilized. Fee information will not be considered in the selection process and must not be submitted with the statement of qualifications. Negotiations for consulting fees will be accomplished after a firm has been selected. Selection Criteria will include:

- Recent experience in airport projects similar to Windom Municipal Airport,
- Capability to perform all aspects of project,
- Reputation and work product of the firm,
- Ability to meet schedule deadlines and complete projects within budget,
- Quality of previous airport projects undertaken,
- Interest shown, and
- Consultant qualifications.

Fees will be negotiated for projects as federal funds become available. Prospective Consultants are advised that applied overhead rates must be in accordance with the cost principals established within Federal Regulation 48 CFR Part 31, Contract Cost Principles and Procedures.

The Statement of Qualifications should include:

1. A brief history of the firm, number of employees, and airport planning and engineering experience.
2. Team members of the firm that will be assigned to Windom with an outline of their experience and education.
3. A listing of current or recent airport projects with references.
4. Evidence of the firm's Affirmative Action Program.

A detailed proposal is not to be submitted at this time. The City of Windom will review the Statement of Qualifications and retains the right to select directly, or conduct interviews of up to three (3) firms, in accordance with FAA Advisory Circular 150/5100-14E.

The City of Windom anticipates projects to be funded in part by MN/DOT Aeronautics and the Federal Aviation Administration. All services provided must be in compliance with current MN/DOT and FAA policies and standards.

The City of Windom intends to retain the selected firm for five (5) years or until the above list of development items is completed. Interested firms should submit eight (8) copies of the Statement of Qualifications (maximum of 20 pages per copy) to the City Administrator:

**Steve Nasby
City Administrator
444 9th Street
P.O. Box 38
Windom, MN 56101-0038**

The information should be submitted no later than 5:00 P.M. on Friday, August 28, 2020. Questions may be directed to the City Administrator at 507-831-6129 or Steve.Nasby@windom-mn.com.

Dated: July 31, 2020