

Fosston Municipal Airport
Request for Qualifications (RFQ)
Airport Consulting Services Fosston, Minnesota
May 19, 2025

The City of Fosston is requesting qualifications from qualified engineering/planning firms to provide airport-consulting services for Fosston Municipal Airport in accordance with the FAA Advisory Circular 150/5100-14. Airport consulting services are for a 5-year period beginning August, 2025 through August, 2030. Anticipated work includes studies, reports, and projects involving the expansion, repair and rehabilitation of airport facilities and may include the following types of projects:

1. Runway/Taxiway/Taxilane/Apron Crack Repair
2. Runway/Taxiway Rehabilitation, Reconstruction, Construction, Alignment Improvements, Lengthening
3. Taxilane Rehabilitation, Reconstruction, Construction
4. Apron Rehabilitation/Reconstruction, Construction, Tie Down/Parking Ramp Improvements
5. Airport Security Fencing
6. Airfield & Landside Lighting and Electrical Services
6. Aircraft Storage Space Evaluation
7. Hangar Demolition and Construction
8. Airport Utilities
9. Arrival/Departure Building
10. FBO Facility
11. Maintenance Equipment Procurement
12. SRE Building Expansion
13. Wetland Mitigation and Environmental Services.
14. Funding Assistance: State – Federal, Other
15. Long Range Airport Planning (ALP, Master Plan, Pen & Ink Updates)
16. AGIS Survey & Aerial Imagery
17. Zoning Update
18. Land Acquisition

The Statement of Qualifications should include:

1. Brief history of the firm and principals;
2. Detailed listing of projects similar to those listed above (w/references);
3. A list of other airport clients employed by the firm, both currently and within the past five years;
4. Description of experience working with state and federal airport funding;
5. Fee schedule.
6. Firms' location, staffing plan, and in person availability.
7. Identification of key personnel who will work directly with the City.
8. Evidence that the firm has an Affirmative Action Program.
9. Evidence that the firm understands the importance of airport development as it relates to the other needs of the City.

Schedule:

The following is a potential schedule for selection of the engineering firm. The schedule is dependent on a number of internal and external factors and is subject to change at any time. The schedule is provided only to give firms an idea of the length of the process.

<u>Date</u>	<u>Activity</u>
May 19, 2025	RFQ issued
June 20, 2025	Last day for accepting responses to RFQ
July 7, 2025	Selection of finalists by Airport Commission
July 7, 2025	Interview finalists (if needed)/Recommend firm to City Council
July 14, 2025	Final approval of consultant by City Council

A detailed proposal is not requested at this time. The firm selected will provide complete airport engineering, planning and construction services for all projects initiated during the 5-year period. The firm will coordinate with the City a phased approach to complete the recommended projects from the list above and help establish a priority based on magnitude of the project and City Budget constraints. Additional projects not listed may be included at the City's discretion and/or the consultant's recommendation.

The City of Fosston may select a firm directly based on the Statement of Qualification.

Six (6) copies of the Statement of Qualifications should be submitted to:

Mrs. Cassie Heide, City Administrator
City of Fosston
220 1st St. East
P.O. Box 239
Fosston, MN 56542

Statement of Qualifications should be submitted no later than 4:30 pm on June 20, 2025. Statement of Qualifications received after this time and date will be rejected. The City of Fosston reserves the right to reject any or all proposals.