

NOTICE TO AIRPORT CONSULTANTS
REQUEST FOR STATEMENT OF QUALIFICATIONS
CANBY MUNICIPAL AIRPORT

The City of Canby, Minnesota (Sponsor) is hereby requesting a Statement of Qualifications (SOQ) from qualified airport consultants for professional airport engineering services at the Canby Municipal Airport for a period of up to five (5) years from federal fiscal year 2024 to 2028. Subject to receipt of Federal and State funding, anticipated projects may include the following:

- Pavement Crack Repair & Surface Treatment
- Airfield Lighting Improvements
- Obstruction Removal
- Parallel Taxiway/Crosswind Runway – Environmental Assessment

These projects listed have been developed from the Sponsor's Airport Capital Improvement Program (CIP). A copy of the CIP will be made available upon request.

The required services include, but are not limited to, A/E services for incidental planning, environmental, preliminary and final design, bidding, and construction phase services including incidental special services for projects.

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.

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 principles established within Federal Regulation 48 CFR Part 31, *Contract Cost Principles and Procedures*. In addition, this contract is subject to but not limited to the following federal provisions:

- Title VI of the Civil Rights Act of 1964
- Section 520 of the Airport and Airway Improvement Act of 1982
- DOT Regulation 49 CFR Part 18.36(i) - Access to Records
- DOT Regulation 49 CFR Part 20 - Lobbying and Influencing Federal Employees
- DOT Regulation 49 CFR Part 26 - Disadvantage Business Enterprises Participation.
- DOT Regulation 49 CFR Part 29 - Government-wide Debarment and Suspension
- DOT Regulation 49 CFR Part 30 - Federal Trade Restriction Clause

All services shall be compliant with current Mn/DOT and FAA policies and standards.

Submissions should address the following criteria: experience and performance in airport consulting including projects similar to the potential projects indicated, experience and qualifications of the proposed project manager, key staff qualifications, familiarity with state and federal programs, familiarity with the airport, proximity, and other relevant supporting information. The entire submission shall not exceed twenty (20) printed pages, excluding covers and dividers.

The City may review the SOQ's and make a selection based on submittals, but may also invite one or more firms to attend an interview. The City reserves the right to reject any or all submissions, to request clarification, or to waive technicalities, and to select the firm deemed to be in the best interest of the City. The City assumes no responsibility for costs incurred in responding to this request.

Five (5) printed copies of the Statement of Qualifications must be received by: 3:00 PM, October 13, 2023. Submit to: Bonnie Merritt, City Administrator, City of Canby, 110 Oscar Ave, Canby, MN 56220.

Questions regarding this request should be directed to: Matt Wagner, Airport Manager, (507) 828-0323.