

## **Brainerd Lakes Regional Airport Commission**

### **Request for Qualifications (RFQ) Professional Airport Consulting Services 2024**

The Brainerd Lakes Regional Airport is coming to the end of a five-year Master Services Agreement with the firm Mead & Hunt. Mead & Hunt is the incumbent firm currently serving the Brainerd Lakes Regional Airport and is compliant with all federal aviation regulatory standards.

The Brainerd Lakes Regional Airport Commission (“the Commission”) is requesting firms to submit a Statement of Qualifications (SOQ) for professional airport consulting services with the intention to award a firm a term of five years under a Master Services Agreement effective February 20, 2025. Projects undertaken will meet the requirements of all applicable laws, rules, regulations, and codes.

Specific categories for which airport consultant qualifications are being sought include:

1. Architectural Design Services
2. Civil Engineering and Land Surveying Services
3. Environmental Consulting Services
4. Financial Consulting Services
5. Airport Planning Services (including Business Airpark Development)
6. Project Planning and Construction Management Services

Additionally, a list of potential federally-sponsored projects that are tentatively planned includes the following:

1. BIL funded aircraft maintenance hangar design
2. Front-end loader replacement with cupping plow
3. Replace maintenance/friction testing truck
4. Replace Terminal building HVAC
5. Runway 16/34 Drainage Improvements
6. Security Fence & Gate Maintenance Design/Environmental
7. Aircraft Maintenance Hangar Improvement Construction
8. Convert airfield signs to LED
9. Security fence reconstruction – Phase 2
10. Combo Plow/Broom Snow Removal Equipment
11. Taxiway C Pavement Rehabilitation Design
12. Taxiway C Pavement Rehabilitation Construction

Interested consultants should provide the following information:

- 1) Executive summary/cover letter
- 2) Brief description and history of the consulting firm, including:
  - a. Name, address, telephone number, and email address for the primary contact person
  - b. Location of office where work will be performed
  - c. Firm experience in aviation consulting in the past five years
- 3) Summary of familiarity with the Brainerd Lakes Regional Airport

- 4) Six sections that will specifically and concisely address each of the six categories of airport consulting services listed above. This section should include:
  - a. References on airport projects and services within each category of consulting services completed in the past five years (include contact names and phone numbers)
  - b. Names and qualifications of personnel who would work in each category of consulting services, noting whether these personnel are contracted from partner firms or are “in house” staff of the proposing firm.
  - c. A summary of the firm’s approach to each category of project outlining any problems that the proposer believes should be considered in that type of project
  - d. Any other information the firm believes should be considered in that category of project

It is the general intent of the Commission to select one prime aviation consulting firm for a negotiated term not-to-exceed five years. Firms may propose fewer than six of the categories listed, however the number of categories a firm is capable of proposing may impact selection. If a firm is not interested in proposing for one of the specific categories then a single page stating this should be included in that section.

The Brainerd Lakes Regional Airport Commission reserves the right to designate a single firm or multiple firms to participate in each project and handle major assignments within a project. The Commission also reserves the right to approve key individuals from each involved firm assigned to each project assignment.

Negotiated work may be accomplished during the course of multiple grants.

Responding parties are advised that some of the services may not be required and that the Sponsor reserves the right to initiate additional procurement action for any of the services included in the initial procurement.

If more than one party is selected, the expected projects to be performed by each party must be defined, together with the statement of work and the required services, at the time of the initial procurement action. Commission shall provide notification to each firm of the projects they were awarded. Commission shall avoid the practice of selecting multiple firms and assigning project responsibility at a later date.

The negotiation of individual project contracts and associated fees shall occur at the time those services are needed for an approved and funded project. If a price cannot be agreed upon between the Commission and the selected firm(s) the Commission reserves the right to terminate negotiations and initiate a new procurement action.

**A digital copy** of Statements must be received by 2:00 PM on October 25, 2024. Qualification statements must be sent via email to the following address:

Steven Wright, A.A.E.  
Airport Director  
Brainerd Lakes Regional Airport  
[swright@brainerdairport.com](mailto:swright@brainerdairport.com)

Statements should be marked “BRD Airport Consulting Services 2025 SOQ”. To be considered, submittals must include all information specified in these instructions and statements shall be limited to **no more than 20 pages**.

Airport Staff will review and evaluate all qualification statements submitted and short-list the candidates. Oral presentations may be conducted with selected firms at the discretion of the Commission after the initial evaluation process has been completed.

Approximate milestone dates for this RFQ are:

RFQ release	October 2024
Proposal submission deadline	October 25, 2024
Evaluations & Interviews	November/December, 2024
Consultant Selection & Negotiations	January/February, 2025

The Brainerd Lakes Regional Airport Commission reserves the right to reject any or all statements and further, to waive any informalities in the statements for the purpose of accepting the firm most advantageous to the Commission. Prime consideration in evaluating the statements will be based on the best interest of the Airport.

For additional information or questions please direct all communications to Steven Wright, A.A.E., Airport Director at (218) 825-2166 or [swright@brainerdairport.com](mailto:swright@brainerdairport.com)