



Monroe County Airport
Airport Consultant Selection Project
Request for Qualifications (RFQ)

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Section 1: Introduction

The Monroe County Airport is seeking a consultant to provide professional services for the planning, design, and construction document preparation and construction observation in connection with the Monroe County Airport Capital Development Plan. It is the intent of the Monroe County Airport and this Request for Qualifications to receive competitive Statements of Qualifications (SOQs) for qualifications-based selection for these projects. After selecting the successful firm (Consultant), the Monroe County Airport and the Consultant will negotiate a contract and complete a scope of services.

1.1 RFQ Format

- Cover Letter
- Table of Contents
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- Section 2: Scope of Services
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Section 2: Preliminary Scope of Services

2.1 Primary Scope of Services

The Consultant is expected to provide the following professional services in support of the Monroe County Airport’s efforts to complete airport development projects identified in the Five-Year Capital Development Plan:

- Grant Administration/DBE
- Replace TWY A Lighting/Electrical
- Replace TWY B Lighting/Electrical
- Terminal Construction
- RWY 6/24 Rehabilitation & Replace Lighting/Signs
- Replace Air Traffic Control Tower
- Landside Development
- Airport Master Plan

2.2 General Consultant for Airport Management and Future Projects

The Monroe County Airport has a long-term Capital Development Plan contained within the Airport Layout Plan (ALP). The Five-Year Capital Development Plan is a subset of projects within the long-term plan. The Monroe County Airport realizes that opportunities may arise due to increased funding availability or changes occurring at the Airport that could allow or require the airport to include projects not contained within the Five-Year Capital Development Plan. Similarly, the Airport realizes that due to any insufficiencies of available funds or other changes occurring at the Airport, it may be necessary to delay one or more projects. Additionally, some tasks such as completion and submittal of the Airports’ DBE goals, assistance in the development of an airport marketing plan, or updates to various airport plans such as the Emergency Operations Plan or Storm Water Pollution Plan may be considered to be more of an airport management assistance task

rather than a capital development project. The agreement between the Airport and the Consultant must therefore be designed so that it can be modified to accommodate growth and changes and include services relating to management assistance. To that end, the Airport intends to enter into a General Services Agreement and other small project-specific contracts with the Consultant to cover these situations. It is expected that as a part of the General Services Agreement, the Consultant will provide a qualified representative to attend the Monroe County Airport Board meetings to provide technical assistance to the Board.

Section 3: Monroe County Airport Overview

The Monroe County Airport is a public airport serving Monroe County and the surrounding area and is owned and operated by the Monroe County Board of Aviation Commissioners.

3.1 Monroe County Airport Background

Monroe County Airport (BMG) is a Class IV, Part 139 general aviation (GA) airport located four miles west of Bloomington. The facility experiences significant recreational, business, corporate, and flight training traffic. Two fixed-base operators serve the airport. BMG also experiences frequent flights from large organizations such as Big 10 sports teams, Fortune 500 businesses, and governmental organizations. Several on-site companies utilize the facility for unique aviation enterprises, such as, balloon rides, aerial photography, and advertising. Additional on-site tenants include flight instructors, aerial agricultural operators, and emergency medical services (EMS) providers. The airport hosts several events throughout the year, including Experimental Aircraft Association (EAA) Young Eagles learning weekend, Boy Scouts aviation weekend camp, Community Flight Night, and tours for local school groups. These events promote community involvement and goodwill for the airport and the broader aviation community.

3.2 Monroe County Airport Board

The current Monroe County Airport Board includes the following individuals:

- Dr. William Pugh, President
- Ken Ritchie, Vice President
- Gene DeVane, Secretary
- Pat Murphy, Treasurer

Supporting and advising the Monroe County Airport are Attorney Jeff Cockerill and Airport Director Carlos Laverty.

Section 4: SOQ Instructions

4.1 SOQ Deadline

SOQs must be received at the location stated below no later than 12:00 p.m. local time on December 9th, 2022. SOQs received after the deadline will not be accepted.

4.2 RFQ Inquiries

All inquiries and requests for information affecting this RFQ must be submitted in writing or e-mailed to:

Carlos Laverty
Airport Director
972 S. Kirby Rd.
Bloomington, IN 47403
Email: claverty@co.monroe.in.us

Any current information regarding this project will be made available to requesting firms when possible. If any information is made available to one firm, the information will be made available to all firms.

4.3 SOQ Submission

One (1) clearly marked original and seven (7) copies of the SOQ must be delivered in a sealed package on or before the due date and must follow the format indicated in Section 5 of this document. Additionally, an electronic copy of the entire SOQ in a single Adobe Portable Document Format (.pdf) file should accompany the SOQ submittal. Faxed or emailed SOQs will not be considered. Submit SOQs to:

Monroe County Airport
Carlos Laverty
972 S. Kirby Rd.
Bloomington, IN 47403

Label the outside of the sealed package: SOQ for Monroe County Airport Consultant Selection – DO NOT OPEN.

4.4 Schedule of Activities

The Airport has established the following selection schedule.

Dates:

November 2, 2022	Memo and RFQ requesting Statement of Qualifications mailed to interested and invited firms.
November 23, 2022	Consulting firms final questions regarding the RFQ to be submitted.
November 30, 2022	Send list of questions and responses to consulting firms.
December 9, 2022	STATEMENT OF QUALIFICATIONS DUE
December 12th, 2022	Memo mailed to all firms informing them of firms to be interviewed and expressing appreciation for their interest.
December 20th, 2022	Interviews to be conducted. The firms are evaluated and the best firm is selected based on qualifications.
December 22, 2022	After interviews are conducted, a memo sent to all firms interviewed, informing them of the results and expressing appreciation for their involvement.
January 5, 2023	Contract amount and options to be finalized after negotiations with selected firm based on a negotiated scope of services and activities. Final contracts signed by selected firm and Airport.

Important Note: above dates are estimates and subject to change during negotiations with the selected firm.

4.5 Single Point of Contact

Contact Airport Director Carlos Laverty and no one else regarding the status of SOQ evaluation. Disregard of this directive will disqualify the respondent from further consideration.

4.6 SOQ Modification or Withdrawal

SOQs may be withdrawn or modified in writing prior to the submission deadline. SOQs that are submitted or modified must be sealed and submitted to the submission address by the deadline.

4.7 Late SOQs

SOQs received after the submission deadline will not be considered and will be returned unopened if the respondent is identified on the envelope.

4.8 Mailed SOQs

Monroe County Airport will not accept SOQs sent postage-due or be responsible for the contractor's mailing and/or shipping costs.

4.9 Signature of Authorized Representative

The original SOQ document must be signed in ink by a person authorized to sign it and include their title and position within the firm. The copies of the SOQ should show copies of the signature.

Section 5: SOQ Format

5.1 General

In order to facilitate the timely and fair evaluation of SOQs, a standard format has been developed and is documented in this section. All respondents are required to format their SOQs in a manner consistent with the guidelines below:

Section	Topic
	Transmittal Letter
1	Company Overview
2	Project Overview
3	Project Team
4	Related Experience
5	Additional Information

Each item must be addressed in the respondent's SOQ, or the SOQ may be rejected. The transmittal letter may be in the form of a letter. Sections one (1) through five (5) must be organized under the specific section stated above and indicated appropriately. All proposed variances from these specifications must be expressly noted.

The SOQ should be prepared simply, providing straightforward and concise descriptions of the respondent's capabilities to satisfy the requirements of the RFQ.

5.2 Transmittal Letter

Provide a one-to-two-page transmittal letter. Include the original signed transmittal letter with the original SOQ and a copy of the transmittal letter with each copy of the SOQ.

The transmittal letter should provide the following:

- A brief statement of the respondent's understanding of the project;
- Highlights of the respondent's qualifications and ability to perform the project services;
- If any subcontractors are proposed, a brief description of the roles of the respondent and the subcontractors and;

- The name, title, phone number, fax number, e-mail address, and street address of the person in the respondent's organization who will respond to questions about the SOQ.

5.3 Company Overview (Section 1)

Provide the following information about your firm; also provide the same information about any proposed subcontractor:

- Firm's name, e-mail address, business address, and phone number;
- Year the firm was established and former names and ownership of the firm, if applicable;
- Parent company, if applicable;
- Firm type;
- Present workload or capacity;
- Percentage of annual sales from Indiana airport consulting work vs. outside Indiana;
- Brief statement of the firm's background demonstrating longevity and financial stability;
- Organizational structure;
- Breakdown of employees;
- Location of the office(s) providing the project services;
- Lines of business conducted by firm;
- Indication of the firm's licensing to do business in the State of Indiana; and
- Status of a minority or woman-owned or disadvantaged business enterprise.

The total page limit for this section is six (6) pages per firm.

5.4 Project Services (Section 2)

This section is intended to be the heart of the SOQ. Describe the services you would provide to assist Monroe County Airport in implementing its Five-Year Capital Development Plan referenced in Section 2.1 and how you will provide those services. Additionally, describe how you would provide Monroe County Airport with airport management assistance and other project services, as referenced in Section 2.2. Indicate any knowledge, capability, or expertise the firm possesses that you believe to be beneficial to Monroe County Airport should your firm be selected as the Consultant.

The total page limit for this section is fifteen (15) pages.

5.5 Project Team (Section 3)

Organize this section according to the following guidelines:

- Project Manager – this person should have extensive airport planning, design, construction management and airport administration experience.
- Project Team – the team identified will be direct participants in the daily activities of the project. No future substitutions will be accepted without approval in writing by the Monroe County Airport. Identify the duties each person will be responsible for.
- Project Team Organizational Chart
- Resumes – for each key person assigned to the project, include a one or two-page resume that consists of a summary or relevant professional qualifications, relevant project expertise, education, and a professional registration.

- The Consultant shall provide a statement that all personnel assigned to this project shall have the necessary qualifications to complete their project assignments. This is meant to cover all employees, including those beyond the critical persons listed above.

The total page limit for this section is ten (10) pages, excluding resumes.

5.6 Related Experience (Section 4)

For a maximum of seven (7) relevant projects at airports, include a one or two-page description that demonstrates your firm's capabilities; include the name of the client organization and the name of the person to contact for a reference.

Relevant project services should emphasize experience with airport planning, design, construction management, and administration for clients of similar size and complexity. This experience must be for clients for whom a planning design or construction project has been performed and completed. Also, describe contract start and finish dates, project size, and project services.

Also included should be a complete list of airport clients from the past five (5) years and a comprehensive client list of the previous two (2) years, independent of the services provided. The client list should contain, at minimum, the organization name, type of service(s) provided, and a contact phone number.

The total page limit for this section is twenty-five (25) pages; however, an extensive client list will justify a reasonable increase in the number of pages allowed.

5.7 Additional Information (Section 5)

You may submit the following:

- Up to two (2) current company brochures, if available;
- Information regarding the organization's resources that are deemed advantageous to the success of the project. This might include other management capabilities and experience, general equipment list, technical resources, and operational resources not directly assigned to this project but available if needed;
- Comments about the proposed schedule included in Section 4.4 of this RFQ, including if your firm can or cannot meet this schedule or possible availability dates; and
- General comments or suggestions.

Choose this information carefully, as this section should not be the bulk of your submission.

Section 6: Selection Criteria

Monroe County Airport intends to select and contract with the respondent that demonstrates, in their opinion, the highest degree of technical and professional merit. Evaluations will be structured, systematic, and fair. Monroe County Airport will then negotiate with that firm the technical aspects of the scope of services, deliverables, schedules, and fees. However, if a negotiated agreement cannot be reached, Monroe County Airport may open negotiations with the respondent demonstrating the next highest degree of technical merit.

The following criteria will be used to evaluate SOQs. This is not intended to be a comprehensive list, nor is the order and implication of weighted importance in the selection process:

- Capability to perform all or most aspects of the project.
- Familiarity with existing airport facilities.
- Comparable work experience with references.
- Reputation for personal and professional integrity and competence.
- Resumes of key personnel and availability for the work.
- Current workload.
- Recent experience in particular areas associated with the proposed projects.
- Capability to conduct value engineering studies.
- Demonstrated ability to meet schedules and budgets.
- Capability to complete projects without significant cost overruns.
- Quality of previous projects.
- Knowledge of Federal Aviation Administration and State Aeronautics Section regulations.
- Knowledge of Monroe County Airport Regulations and Planning.
- The location where most work will be performed.
- Demonstrated understanding of particular concerns.
- Degree of interest in the project.
- Capability to incorporate aesthetics into design while accomplishing basic functional requirements.
- Capability to furnish qualified inspectors.
- Qualifications and experience of anticipated outside consultants or subcontractors. While using subcontractors is not discouraged, the Board prefers that the respondent's team be made up of as few firms as is practical. The Board reserves the right to approve or reject subcontractors. However, Monroe County Airport will consider the Consultant the prime contractor and solely responsible for all contractual matters, including payment of any charges resulting from such outside consultant and subcontractor arrangements.

Section 7: General Provisions

7.1 SOQ Acceptance and Rejection

The Monroe County Airport Board reserves the right to accept any SOQ, to reject any or all SOQs, to waive irregularities or informalities in any SOQ, and to make the award in any manner deemed in the best interest of the Monroe County Airport.

7.2 Presentations

Any or all respondents may be invited to make a presentation. If so, the Board will notify respondents of the date and time of the presentation. All costs incurred by the respondent in the presentations will be the respondent's responsibility. After any such presentations or demonstrations, SOQs may be evaluated.