

## Northwest Regional Airport Authority



### Request for Qualifications (RFQ)

The Northwest Regional Airport Authority (NRAA) intends to select consultants to assist in airport development projects for the Cherry Capital Airport. Interested consulting firms are requested to submit 7 hard copies and 1 electronic PDF file of your Statement of Qualifications (SOQ) to Mr. Kevin Klein, Chief Executive Officer, NRAA, 727 Fly Don't Drive, Traverse City, MI 49686 no later than 5 p.m. on March 4, 2022. The SOQ shall be no more than one hundred (100) pages in length, not including cover letter, table of contents and section dividers (if used). The SOQ should demonstrate the consultant's interest in providing airport planning, environmental, architectural/engineering design, and construction administration services focused on the Cherry Capital Airport's current Five-Year Airport Capital Improvement Plan (ACIP) and Passenger Facility Charge (PFC) Program. Services will include general consulting and advisement on airport development issues including assistance in the following projects:

- Commercial Apron Expansion - RON
- Terminal Expansion Environmental Study
- Commercial Apron Expansion - Terminal
- Terminal Gate Hold Room Expansion (Terminal Expansion per Terminal Study)
  
- Shift Taxiway C&D
- Install Runway 10 ILS
  
- GA Terminal Apron Expansion and/or Rehabilitation
- Zero-Emission Vehicle Acquisition
- Perimeter Fencing
  
- On-call Engineering
- On-call Planning & Environmental (NEPA)
  
- Master Plan

*Proposers shall identify and demonstrate each project for which they wish to be considered for selection.*

Services associated with the above projects, such as minor ALP Updates, programming, financial planning, drainage improvements, environmental review, approach clearing, paint marking, crack sealing, NAVAID/electrical, land acquisition, and/or planning/user survey studies may be performed in association with the listed projects as funding and constructability allow. From time to time projects develop as a result of airport inspections, letters of correction and/or emergency

circumstances. The selected consultant may be asked to perform said additional work as part of this procurement action.

This is a Qualifications Based Selection process, and services for each project will be negotiated independently. SOQ submittals shall exclude fees or costs. The Authority's intent is to evaluate firms for each project they submit qualifications, but not all of the services or development items listed in this advertisement may be contracted nor eventually required. The Authority reserves the right to initiate additional procurement action for any services included in this procurement, but not under contract.

Firms will be ranked in areas such as: familiarity and understanding of the airport needs; corporate history and background in aviation consulting; demonstrated experience with similar projects; key personnel professional qualifications; firm's ability to provide contact person with demonstrated aviation experience and overall project coordination; knowledge/familiarity with FAA and State regulations, policies, and procedures; and success of recent projects. Awards or special recognition achieved by the firm should be highlighted.

Firms should demonstrate their reputation with other airports, by providing at least 3 airport references within the State of Michigan. Additional information may be requested from the top selected firm or firms. Interviews will be conducted by the Authority for some or all projects.

Projects are anticipated to be initiated between 2022 – 2026 (5 year period). Projects are expected to be completed over several years and funded in full or in part with funds and/or multiple grants from the State of Michigan, and/or local sources. The selected firm will be subject to all state and federal requirements.

Anticipated selection process schedule is as follows:

- SOQ's due – 03/04/2022
- Shortlist\Selection – no later than 03/09/2022
- Interviews – week of 03/21/2022
- Selection – 04/26/2022 Authority Meeting

Questions can be directed to:

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