

**NORTHWESTERN REGIONAL AIRPORT COMMISSION (NRAC)  
REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL, ENGINEERING, AND  
PLANNING CONSULTANT SERVICES FOR AIRPORT GRANT PROJECTS AND  
OTHER AIRPORT RELATED ENGINEERING PROJECTS AS APPROVED BY THE  
NORTHWESTERN REGIONAL AIRPORT COMMISSION, WHICH OPERATES THE  
CHERRY CAPITAL AIRPORT IN TRAVERSE CITY, MICHIGAN**

The NRAC intends to award an engineering firm a retainer agreement(s) for up to five (5) years pursuant to FAA Advisory Circular 150/5100-14D for one or more of the projects listed in Section 2. Key deadlines for this Request for Qualifications include the following:

**SECTION 1. INTRODUCTION**

5 p.m.	November 23, 2011	Deadline for submission of qualifications
5 p.m.	December 16, 2011	Notice of interviews for preselection list
	December 16, 2011, through January 20, 2012	Interviews scheduled
	February 1, 2012	Engineering firm selected for retainer agreement

**SECTION 2. ENGINEERING SERVICES REQUESTED**

Interested professional engineering consultants are requested to submit experience and qualifications to the NRAC regarding its ability to provide preliminary design and construction inspection services for the following Airport development projects at the Cherry Capital Airport. Please note that some or all of the following projects may be scheduled for construction and may be funded in part by grants from the Federal Aviation Administration, the State of Michigan, and the Northwestern Regional Airport Commission, together with other federal grant in aid programs, for the following projects:

- Airport Layout Plan (ALP) and Exhibit "A" Property Plan updates
- Rehabilitation of airfield pavements; runways, taxiways, aprons, access, and service roads;
- Rehabilitation of airfield lighting and navigational aids;
- Rehabilitation of airport security systems, airfield fencing, and airfield marking;
- Runway, taxiway, apron extensions, and related runway safety areas, as called for on the ALP;
- Acquisition of ARFF and snow removal equipment;
- New, rehabilitation, and expansion of airline and G.A. terminal buildings, SRE buildings, ARFF buildings, ATCT, and hangars;

- Rehabilitation and expansion landside pavements; access roads, service roads, and parking lots;
- Rehabilitation and expansion of utility systems;
- Demolition of buildings, structures, and all objects as called for on the ALP;
- EIAR for instrument operations;
- Preparation of 10 year programs and quarterly FAA grant reporting.

Firms will be rated on experience and qualifications including, but not necessarily limited to the following: airport development projects; personnel qualifications; availability; familiarity with the Cherry Capital Airport; and interest and ability to meet federal and state requirements.

Contracts awarded on the basis of these qualifications will incorporate a retainer contract for a period of time of up to five years, and will be based on competition of those qualified firms submitting a record of written interest. The parties competing for the retainer are hereby advised that subsequent grant-funded projects (including the scope of work for these projects) will be performed under the terms of the retainer contract. The price for the work performed under the grant will be fair and reasonable and supported by a price or cost analysis. Detailed records must be kept to identify the work that is part of a federal grant project and eligible for reimbursement.

Please note that federal projects are subject to U.S. DOT Regulation CFR 49, Part 26 – Participation by Minority Business Enterprise in Department of Transportation Programs. The NRAC has established a Disadvantaged Business Enterprise (DBE) program for this fiscal year. The NRAC reserves the right to deny the award of any contract if a proposed consultant fails to meet the established goal, or meet requirements of the MDOT good faith process.

This retainer contract will be considered and potentially awarded pursuant to FAA Advisory Circular No. 150/5100-14D. The selected firm may be required to provide engineering services for nonfederal and state funded projects in support of the Cherry Capital Airport which are not referenced in this notice, as well as other projects that may be deemed necessary by the Northwestern Regional Airport Commission.

Interested consultants should submit qualifications and experience in accordance with the time frame referenced above to the following person:

Kevin Klein  
Airport Director  
Northwestern Regional Airport Commission  
727 Fly Don't Drive  
Traverse City, MI 49686

Deadline for submission: November 23, 2011, by 5:00 p.m.

Qualifications may be submitted electronically, and ten (10) written sets of qualifications must also be delivered to Mr. Klein at the address above stated.

### **SECTION 3. ADDITIONAL INFORMATION PERTAINING TO THIS NOTICE**

Written notice will be given to all engineering firms who submit qualifications whether or not they have been selected for interview, and said notice shall be provided not later than 5 p.m. on December 16, 2011. Interviews will be scheduled during the last weeks of December and the first three weeks of January, and it is the intent of the NRAC to award a retainer contract pursuant to this notice to an engineering firm not later than February 1, 2012. Please note that the NRAC and its Airport Director shall have the discretion to accept or reject any and all qualifications submitted, and shall retain full discretion for determining its preselection list of firms for interview, all of which will be conducted pursuant to AC 150/5100-14D.

### **SECTION 4. RIGHTS RESERVED BY THE NRAC**

**A. Right to Modify Proposal Documents.** The NRAC reserves the right to modify or amend any provision of this notice, including the determination of its intent to award a retainer contract pursuant to this notice. Interested engineering consultants are cautioned to rely solely on the contents of this RFQ and subsequent written amendments in preparing any list of qualifications. The NRAC shall not be bound by any oral instructions, comments, or recommendations of any kind. The NRAC reserves the right to award a retainer contract pursuant to these qualifications, or to determine that no retainer contract shall be awarded, all of which shall be determined in its sole discretion.

**B. Right to Reject Any or All Qualifications.** The NRAC reserves the right, in its sole discretion, to reject any and all list of qualifications if it determines that such rejection is in the best interest of the NRAC and the traveling public.

**C. Right to Cancel an Award of a Retainer Contract.** The award of a retainer contract pursuant to this notice shall not become official until the NRAC accepts and approves a negotiated and executed retainer contract. The NRAC shall have the right to withdraw this notice and cancel any award of retainer contract at any time prior to that action. In the event that this RFQ is withdrawn and any award of retainer contract cancelled, an engineering consultant submitting qualifications shall have no claim against the NRAC, Grand Traverse or Leelanau Counties, or their employees or agents.

**D. Ownership of Documents Submitted Pursuant to this Notice and Request for Qualifications.** Written qualifications submitted pursuant to this RFQ shall become the property of the Northwestern Regional Airport Commission and will not be returned. Information incorporated in documents submitted to the Northwestern Regional Airport Commission should not be considered confidential, and will be subject to the Michigan and federal Freedom of Information Acts. Please note that a qualification statement providing evaluation criteria to be utilized in the evaluation of these qualifications is available in care of Kevin Klein, Airport Director, Cherry Capital Airport, 727 Fly Don't Drive, Traverse City, Michigan 49686. Please note that a copy of the criteria to be utilized will also be submitted to each firm selected for the preselection list of engineering consultants to be interviewed.