

NOTICE TO AIRPORT PLANNING CONSULTANTS REQUEST FOR QUALIFICATIONS (RFQ)

**Luverne Municipal Airport
Luverne, Minnesota**

DRAFT

The City of Luverne, Minnesota is soliciting Statements of Qualifications (SOQ) from qualified Airport Planning Consultants for an Airport Master Plan project for the Luverne Municipal Airport.

SOQ's will be received by the City of Luverne until 4:00 pm, Tuesday, September 15, 2026, to furnish services outlined in the RFQ.

SOQ's must be emailed to Jessica Mead, Operations Manager, at jmead@cityofluverne.org, and copy Jill Wolf, City Administrator, at jwolf@cityofluverne.org. SOQ's must be submitted in PDF format with a maximum of 20 PDF pages, with a PDF file size not exceeding 10 MB or, if the PDF file size is larger, a download link may be submitted including any download instructions. Include "Luverne Airport Planning Statement of Qualifications" in the email subject line.

SCOPE OF WORK. Professional planning services for the project will be accomplished in accordance with all Federal Aviation Administration (FAA) Airport Improvement Program (AIP) and Minnesota Department of Transportation Aeronautics (MnDOT) program requirements. The proposed project:

- Airport Master Plan. The final scope of services will be negotiated between the City of Luverne, FAA, MnDOT, and the selected consultant. The project is included in the Luverne Municipal Airport Capital Improvement Program for a grant in Federal Fiscal Year 2027. The existing Airport Layout Plan and Airport Layout Plan Report were originally approved in 2003 with multiple updates over the years. Email copies of select supporting documents are available upon request to Jessica Mead.

SOQ FORMAT. Submissions should include the following items, although no specific format is required:

- Experience of the Firm. Provide description of firm's prior experience and qualifications in airport planning services and projects similar in scope to the Luverne Municipal Airport. Include relevant firm experience with FAA and MnDOT regulations, requirements, and procedures.
- Project Team. Identify proposed project team members and responsibilities. Provide a brief bio for key staff on the project team outlining credentials and experience. If other support firms are proposed as subconsultants, provide a brief description of the firms, anticipated role, and key individuals assigned to project.
- Knowledge of the Airport. Describe understanding of the Luverne Municipal Airport and any known or relevant airport or industry issues.
- FAA and MnDOT Airport Planning Experience. Describe past planning project experience with the FAA airport district office and staff. Describe past planning project experience with MnDOT airport planning office and staff.
- References. Provide the name and contact information for references on similar airport projects that are familiar with the quality of work by your firm.
- Other Supporting Data. Include other information you believe is relevant to the selection such as special insights or approach to the project.

CRITERIA FOR REVIEW OF SOQ. The following criteria will be used in screening, ranking and selection of the successful firm:

- Qualifications of the Firm and Key Personnel. Preference will be given for key personnel with experience on similar projects and with relevant airport planning experience.

- Experience with FAA and MnDOT Grant Programs. Preference will be given to project teams whose personnel have demonstrated a thorough understanding of regulations and procedures of agency funding programs.
- Approach to Project. Preference will be given to those firms that can demonstrate a clear understanding and familiarity of the issues and an approach that establishes a strategy, timeline or schedule for completing the project.
- Experience in Comparable Projects. Preference will be given to project firms who have demonstrated satisfactory experience and performance on similar projects.
- Favorable References. Preference will be given to firms that provide favorable references from airports similar in size and scope.
- Knowledge of Airport. Preference will be given to firms who have demonstrated an understanding and knowledge of the Luverne Municipal Airport and relevant current issues.

SELECTION OF THE CONSULTANT. The qualifications-based selection process will conform to FAA Advisory Circular 150/5100-14 (current version) which will be utilized to select the most qualified firm. Fee information will not be considered in the selection process and should not be submitted.

It is the intent to review and rank firms based on their qualifications and experience from the SOQ's submitted. The City may select the most qualified firm directly from submittals but also reserves the option to create a short list of the highest rated firms and conduct formal, informal, and/or phone interviews.

All unsuccessful firms will be notified. The City reserves the right to reject any or all submissions, request clarification, or waive technicalities, as may be deemed in the best interest of the City. The City assumes no responsibility for costs incurred in responding to this RFQ.

CONTRACT. The top-ranked firm will be invited to negotiate a contract with the City. If successful negotiation cannot be reached, the City reserves the right to negotiate with other qualified firms that submit an accepted SOQ. The Consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is encouraged.

All questions regarding this RFQ should be directed by email only to Jessica Mead at the email address identified.

City of Luverne, Minnesota