

## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **Professional Airport Consulting Services**

#### **Airport/Location: Hillsdale municipal Airport (JYM)- Hillsdale, Michigan**

The City of Hillsdale (Sponsor) intends to select a consultant to assist in airport development projects. Projects are anticipated to be initiated between 2024-2029. Interested consulting firms are requested to submit six (6) copies of a Statement of Qualifications (SOQ) no more than thirty (30) pages in length, not including cover letter, table of contents, and section dividers if used to: Katy Price, City of Hillsdale, 97 N. Broad Street, Hillsdale, Michigan 49242 no later than 4:30 p.m. on March 15, 2024. The SOQ should demonstrate the consultants' interest in providing airport planning, architectural/engineering design, and construction administration services focused on the Sponsor's current Five-Year Airport Capital Improvement Plan (ACIP). Services will include general consulting and advisement on airport development issues including assistance in the following projects.

- Construct SRE Building
- Construct taxiway and t-hangar complex
- Demolish Existing terminal and t-hangars
- Connect parallel taxiway C and new electrical vault
- Expand terminal apron

Services associated with the above project list, such as minor ALP updates, programming, 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.

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; firms 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 three (3) airport references within the State of Michigan. Additional information may be requested from the top selected firm or firms. Interviews may be conducted at the discretion of the Sponsor.

Projects are expected to be completed over several years and funded in full or in part with funds and/or multiple grants from the Federal Aviation Administration, State of Michigan, and/or local sources. The selected firm(s) will be subject to all state and federal requirements.

Questions can be directed to: Ginger Moore (517) 797-4833