



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Rick Feltner, Airport Director

DATE: May 17, 2021

SUBJECT: MINOT AIRPORT PROFESSIONAL CONSULTING SERVICES

I. RECOMMENDED ACTION

1. Approve selection of Short Elliot Hendrickson, Inc. (SEH) as the Airport’s professional consultant for architecture, engineering, planning, and environmental services over a 5-year term (2021-2026);
2. Authorize the Airport to negotiate and enter into a Master Professional Services Agreement with SEH;
3. Authorize the Mayor to sign any applicable documents.

II. DEPARTMENT CONTACT PERSONS

Rick Feltner, Airport Director 857-4724

III. DESCRIPTION

A. Background

Ulteig Engineers, Inc. is the current engineer of record for the Airport’s professional consulting services and their five-year Master Professional Services Agreement expires June 30, 2021. FAA Advisory Circular 150/5100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, and the FAA Airport Improvement Program (AIP) Handbook stipulates a master agreement cannot be extended beyond five years, thus requiring Airport Sponsors to perform consultant selection at a minimum of once every five years.

To meet these requirements, the Airport published requests for qualifications (RFQ) in February 2021. On March 26, 2021 five proposals were received and accepted for architecture and engineering and four proposals were received and accepted for planning and environmental. After scoring and ranking all proposals, the firms were invited to present and interview in front of the scoring panel. The scoring panel consisted of the Finance Director, Assistant City Engineer, Assistant Director of Public Works, Airport Director, and Airport Operations Manager. The final rankings were as follows:

Architecture/Engineering

1. SEH
2. KLJ
3. Mead & Hunt
4. TKDA
5. Burns & McDonnell

Planning/Environmental

1. SEH
2. KLJ
3. Mead & Hunt
4. TKDA

Due to the niche market of airport planning, design, and construction, along with the anticipated number and complexity of airport capital improvement projects within the next five years, a high level of knowledge and expertise is required to ensure projects are completed in accordance with FAA standards, including environmental and funding requirements.

B. Proposed Project

To enter into an agreement with SEH to best serve the Minot International Airport in the development and execution of capital improvement projects, including planning studies, environmental review, funding opportunities, public outreach, and all-around aviation best practices.

C. Consultant Selection

On March 26, 2021 five proposals were received and accepted for architecture and engineering and four proposals were received and accepted for planning and environmental. All submittals were evaluated and scored by the scoring panel and all firms were invited to present and interview with the scoring panel. Interviews took place on May 4th and 5th at the Airport. Overall, the comprehensive evaluation process resulted in SEH having the highest scores. The criteria used for scoring of the proposals and interviews has been attached.

IV. IMPACT:

A. Strategic Impact:

The Airport will more efficiently and effectively implement its 5-year capital improvement plan, as well as other possible improvements such as zoning revisions, aviation easements, and strategic or business planning.

B. Service/Delivery Impact:

With the assistance of SEH, the Airport will be able to better serve the community and meet FAA standards through execution of its capital improvement projects.

C. Fiscal Impact:

These consulting services were budgeted for the 2021 fiscal year with Ulteig in mind. They will be budgeted for the 2022 fiscal year once an agreement has been negotiated with SEH. Any additional funding required will be presented to City Council along with any applicable budget amendment.

V. ALTERNATIVES

Alt 1. The current Master Professional Services Agreement could be allowed to expire without reselection and the Airport would not utilize consultant services to assist with project design and construction, including planning and environmental studies.

VI. TIME CONSTRAINTS

Council's timely approval of the recommendation will minimize any disruptions or lapses in the transition of consulting services, particularly with projects that are already underway.

VII. LIST OF ATTACHMENTS

- A. SOQ Scorecard
- B. Interview Scorecard
- C. SEH proposals and presentations