



REQUEST FOR QUALIFICATIONS (RFQ)

PROFESSIONAL ON-CALL AIRPORT ENGINEERING AND ARCHITECTURAL SERVICES

MOORHEAD MUNICIPAL AIRPORT – Florence Klingensmith Field (JKJ) MOORHEAD, MINNESOTA

The City of Moorhead, MN is requesting Statements of Qualifications from interested and qualified Aviation Consultants for Professional On-Call Airport Engineering and Architectural Services at Moorhead Municipal Airport – Florence Klingensmith Field (“Airport”). Professional, technical and advisory services are needed for projects identified in the Airport’s Capital Improvement Program (CIP) and other projects as needed and directed.

The selected firm shall demonstrate experience and can assist the Airport in all categories of Airport development including but not limited to:

- Airport Facilities Architectural Design and Construction Administration
- Engineering Design and Construction Administration for various airside/landside engineering projects.

SCOPE OF WORK

Projects may include airport planning and environmental services, airside/landside design and construction administration, airport building design, and AIP program management. Projects will be accomplished during the course of multiple years and grants, some services may not be required and City reserves the right to initiate projects and procurement actions. The projects anticipated to occur in the next five years include:

- 1) Install or Relocate Weather Reporting Equipment
- 2) Construct, Move and/or Expand Fuel Farm
- 3) Install, Reconstruct and/or Maintain Runway Visual Guidance System (REIL, PAPI, ALS)
- 4) Conduct/Update Miscellaneous Studies (e.g. ALP, Property Inventory, Clear Zone, Acquisition Plans, Building Studies, etc.)
- 5) Equipment Acquisition (e.g. snow removal equipment)
- 6) Pavement Inspection, Design, Engineering, Bidding, Construction Administration including Close out of Construction for New Pavement, Pavement Rehabilitation (i.e. mill and overlay, crack remediation & repair, etc.) and/or Reconstruction of projects including, but not limited to:
 - Rehabilitate/Reconstruct, Expand or Construct Runway, Taxiway, Hangar Area Pavement and/or Aprons
 - Rehabilitate/Reconstruct, Expand or Construct service roads, driveways, parking areas
 - Rehabilitate/Reconstruct, Expand or Construct taxilanes
- 7) Electrical building and/or building components repairs or updates
- 8) Beacon repairs
- 9) Rehabilitate / Reconstruct Airfield drainage
- 10) SWPPP Preparation and Updates
- 11) Grant administration including closeout reports
- 12) Airport Facilities and Hangar Renovation
- 13) Instrument Approach Procedure Development
- 14) Land and Property Acquisition
- 15) General Aviation Ramp Rehabilitation/Reconstruction
- 16) Building Area Site Preparation
- 17) General Aviation Area Redevelopment/New Development
- 18) Hangar Design and Construction
- 19) Surveying
- 20) Disadvantaged Business Enterprise Plans and updates

A detailed copy of the CIP can be requested from the City of Moorhead. Consultants must be familiar with Federal Aviation Administration (FAA) and State aviation funding programs and requirements.

PROPOSAL FORMAT AND CRITERIA FOR REVIEW

Please submit concise descriptions of the following elements formatted on a maximum of ten pages (not included cover/back pages). The following criteria will be used in screening, ranking and selection of the successful firm:

- 1. Qualifications of the Firm and Key Personnel:** Provide a description of your firm’s recent experience (within 5 years) and qualifications in airport engineering, architectural, design, financial, planning and environmental analysis on projects. Provide a brief resume for each key person proposed to work on projects for the Moorhead Airport outlining their credentials and experience. Preference shall be given to those firms and key personnel’s experience with airport engineering, architectural, design, financial, planning and environmental analysis on projects of similar magnitude/airports similar to the Moorhead Municipal Airport – Florence Klingensmith Field. [\(40 points\)](#)
- 2. Experience with State and Federal Grant Programs:** Preference shall be given to project teams whose personnel have demonstrated an effective working relationship with MnDOT Office of Aeronautics and the FAA and possess a thorough understanding of regulations and procedures associated with the Airport Improvement Program including Disadvantaged Business Enterprise participation. Consultants must demonstrate a thorough understanding of FAA and MnDOT Office of Aeronautics regulations, procedures, and funding programs, including Airport Improvement Program (AIP) compliance and Disadvantaged Business Enterprise (DBE) participation. [\(30 points\)](#)
- 3. Approach to Projects:** Preference shall be given to those firms that can demonstrate a clear understanding and familiarity of the pending projects and an approach that establishes a strategy for completing the various projects identified in the Moorhead Airport CIP. Preference will be given to firms who demonstrate capability to perform all or most aspects of the work in the CIP and those noted within the Scope of Work without needing to subcontract various elements. If a team approach is used, the proposal shall identify team structure, responsibilities of each firm, and history of the team working together on similar projects. [\(30 points\)](#)
- 4. Experience with Comparable Projects & References:** Preference shall be given to project firms who have demonstrated satisfactory experience and performance at like airports on similar projects to those listed in the Moorhead Airport CIP. The experience section should highlight project budget and overall schedule/completion information on similar projects at like airports. Provide the name and contact information for at least three (3) references at airports familiar with the quality of work by your firm for projects of similar nature to those contained in the above Scope of Work. [\(20 points\)](#)

Firms must disclose any potential conflicts of interest within their proposal.

SELECTION OF THE CONSULTANT

The selection process shall conform to FAA Advisory Circular 150/5100-14E, current edition which will be utilized to select the most qualified firm. Fee proposals will not be considered during the qualifications evaluation process. In accordance with federal law and FAA guidance, fees will be negotiated only with the most qualified firm. Fee information should not be submitted with the statement of qualifications.

A review group will evaluate the Request for Qualifications (RFQ) submitted and rank the qualified firms. The City may select a consulting firm directly based on the submitted RFQ (based on the above criteria) or may request interviews. Interviews are optional and at the City’s discretion. All unsuccessful firms will be notified after selection of the Consultant and may contact the owner for debriefing.

Review Group:

Evan Blanco	Airport Committee Member
Kristie Leshovsky	Community Development Director
Forrest Steinhoff	Assistant Planner
Paul Fiechtner	Public Works Director
Jim Schulz	Senior Engineer

The City reserves the right to reject any and all submissions to this RFQ, request clarification, or waive technicalities, if it is deemed in the best interest of the City. The City assumes no responsibility for costs incurred in responding to this RFQ. No fees are to be submitted at this time or with the RFQ.

CONTRACT

The top-ranked firm will be invited to negotiate a contract with the City for a term not to exceed five years. If successful negotiation cannot be reached, the City reserves the right to negotiate with the next most qualified firm that submits an acceptable RFQ.

TERMS AND CONDITIONS

FAA guidance for Airport Improvement Program compliance for Professional Services Contracts is available online at: www.faa.gov/airports/aip/procurement/federal_contract_provisions/current_pdf. The Contract/Agreement with the selected firm will include all applicable federal contract provisions as required by the FAA for AIP-funded projects.

RFQ TIMELINE

The anticipated milestone dates for this this RFQ are as follows:

RFQ advertisement released	June 5, 2026
RFQ deadline	July 17, 2026 at 3:00 PM
Proposal review	July 20 – 31, 2026
Interviews, if needed	August 3 – 7, 2026
Airport Committee – Consider recommendation for preferred proposer	August 26, 2026
City Council – Consider Resolution of Approval for Agreement with preferred proposer	October/November, 2026
New Term Start	January 2, 2027

QUALIFICATIONS AND CONTACT PERSON

The Qualifications must be submitted no later than 3:00 p.m. on Friday, July 17, 2026 to: planning@moorheadmn.gov with the subject heading “Moorhead Airport SOQ – *your firm name*”

All questions regarding this RFQ should be directed to:

Forrest Steinhoff
403 Center Avenue – 7th floor
218.299.5376 // forrest.steinhoff@moorheadmn.gov