



**REQUEST FOR QUALIFICATIONS
NORTH DAKOTA AERONAUTICS COMMISSION
STATE AVIATION SYSTEM PLAN AND
STATEWIDE ECONOMIC IMPACT OF AVIATION UPDATE**

Issued: September 22nd, 2023

The North Dakota Aeronautics Commission (NDAC) is requesting Statement of Qualifications proposals from interested firms to conduct an update to the [State Aviation System Plan](#) and [Statewide Economic Impact of Aviation](#).

INTRODUCTION AND PURPOSE OF THE RFQ:

The North Dakota Aeronautics Commission (NDAC) is committed to ongoing planning efforts to enhance the aviation system in North Dakota. Consequently, an update to the North Dakota State Aviation System Plan (NDSASP) is being initiated to formulate a document and related materials that will provide appropriate guidance and recommendations to assist the NDAC in the management of aviation resources within the state. This plan will identify aviation needs, inform funding decisions, and guide the future of aviation in North Dakota.

The NDSASP will review the basic premises of the existing 2014 NDSASP, update airport inventory data, redefine benchmarks and development needs for the various airport classifications, identify development strategies, update system forecasts, and develop recommendations for the system to span the next twenty years.

Additionally, as a part of this effort, the NDAC also intends to update the Statewide Economic Impact of Aviation in North Dakota. This effort would document changes in statewide and airport-specific economic impacts that have taken place since they were last measured in 2014.

The updated study will reflect 2024 data as the baseline for all assessments. It is expected that the final deliverables for the project will be released in Quarter 1 of 2026.

As a part of this effort, the NDAC would like to establish digital dashboards and story maps for the primary findings of the studies. The intent is that the information would be interactive and embedded within the ND Aeronautics Commission website for the public to access. The North Dakota ArcGIS HUB is the expected portal for this work.

The project is expected to be funded under an FY 2024 FAA Airport Improvement Program planning grant. All costs incurred responding to this RFQ will be borne by the consultant.

GENERAL CONTACT INFORMATION:

The North Dakota Aeronautics Commission may be contacted for any questions relating to this RFQ.

Primary Contact: Adam Dillin, Airport Planner

Phone: 701-328-9657

Email: adillin@nd.gov

SUBMITTAL REQUIREMENTS:

The NDAC intends to select a consulting firm based on review and evaluation of the submitted Statements of Qualifications but reserves the right to conduct interviews of a short list of firms before ultimately selecting a consulting firm.

The proposed project is intended to be funded in part by the FAA. If FAA grant funds are not available, the NDAC may elect to delay or cancel the project for lack of funding and/or changes in proposed project priorities.

If your firm is interested in providing professional services for the NDSASP and Economic Impact update, please submit one (1) electronic and six (6) printed copies of qualifications to the **North Dakota Aeronautics Commission, Attn: Adam Dillin** using the following addresses:

Email: adillin@nd.gov

Mailing Address: P.O. Box 5020, Bismarck, ND 58502

Physical Address: 2301 University Dr. Bldg. 22, Bismarck, ND 58504

The statement of qualifications must be received by the North Dakota Aeronautics Commission office no later than **5:00 PM CST on Tuesday, November 7th, 2023**. Late submittals will not be considered.

ANTICIPATED PROJECT SCHEDULE:

The selected firm will work with the ND Aeronautics Commission and FAA to develop a scope of services on the project. Final Deliverables are expected to be presented to and available for the public in the Spring of 2026. Work is required to be completed and billed by December 2026.

- Issue RFQ September 27th, 2023
- Deadline for Receipt of Proposals November 7th, 2023
- Selection Committee completes evaluation of written proposals December 2023
- Virtual Interviews (if requested by NDAC) January 2024
- Scope Development, Fee Negotiations, Contract Review January - April 2024
- FAA Application Delivered to FAA May 2024

- Anticipated Announcement of FAA Grant June 2024
- Project Kick-Off & Implementation July 2024 - February 2026
- Final Deliverables March 2026
- Project Wrap-Up & Closeout Report Delivered to FAA December 2026

PROPOSAL CONTENTS:

Proposals should be concise, use standard 8 ½ x 11 paper only, and may not exceed thirty (30) pages total in length (12-point font, single-spaced). The proposal must contain the information listed in this section. ***Please organize your proposal document in the same order and numbering format as shown below, which will assist the North Dakota Aeronautics Commission in the review and evaluation of your submission.***

1) Responsible Office

- The consultant shall discuss the office or branch location at which their project activities will primarily be performed. The specific office assigned the responsibility for the project shall be identified in the submittal with a brief company history and overview.

2) Qualifications

- Information should be provided relating to the qualifications of the consultant(s) in planning, engineering, and disciplines appropriate to this project. A brief narrative regarding the firms’ capabilities to carry out this project, including special assets, areas of expertise, analytical tools, and data sources, etc. to which the firm may have access.
- Include brief resumes of the client manager and all other key professional staff who will be assigned to this project, including their qualifications and experience completing the required work.

3) Related Experience

- Provide a listing and description of similar state aviation system plan and statewide aviation economic impact projects that have been undertaken within the last five (5) years by the consultant and/or consultant team. Identify any innovative projects or approaches from past projects that may be beneficial to the current North Dakota planning effort.
- Supply a minimum of three (3) references whom the North Dakota Aeronautics Commission may contact regarding qualifications and past performance. All references must include studies in which members of the proposed study team have participated. The following shall be included for each reference:
 - Name of Organization
 - Name and Title of Specific Contact Person at Organization
 - Address

- Telephone Number(s)
- Title of Project and Date Completed with a brief description of work
- Name(s) of Current Consultant Team Members that Participated on Referenced Project
- Provide a description of how the firm or team has had experience with and will be able to conform to the *FAA Advisory Circular 150/5070-7* within the North Dakota planning update.

4) Capacity and Capability of Firm

- Provide a description of the workload of individuals assigned to this project during the period of study.
- Describe the firm's ability to meet project schedules based on available staff and projected workload during the proposed duration of the project.

5) Project Approach

- The submittal shall present a proposed approach for completing the North Dakota State Aviation System Plan Update. Innovative project proposals, a heightened degree of interest shown in undertaking the project, and the firm's familiarity the geographic location of the project will be considered. All 89 of North Dakota's public-use airports will be evaluated during this study effort, including 54 NPIAS and 35 non-NPIAS airports.
- Provide a proposed approach for including public participation and outreach/deliverables.
- Provide a proposed project timeline addressing key element completion dates of the system plan and economic impact study.

6) Project Team Responsibilities

- The submittal shall include responsibility descriptions and an approximate percentage of the project for which each firm will be responsible. Please be sure to indicate DBE firms and/or description of the good faith effort utilized to obtain DBE participation. The Disadvantaged Business Enterprise (DBE) participation goal for this project is 3.47% race conscious.

SELECTION PROCEDURE AND EVALUATION:

A qualification-based selection process conforming to *FAA Advisory Circular 150/5100-14E* will be utilized to select the most qualified firm or team. Fee information will not be considered in the selection process and must not be submitted with the statement of qualifications.

All proposals will be evaluated and scored in accordance with the following factors:

Topic	Max. Score
1) Responsible Office:	5 pts.
2) Qualifications of Firm and Personnel Assigned to Project:	30 pts.
3) Related experience on similar projects and Reference Checks.....	20 pts.
4) Capacity and Capability of Firm:	10 pts.
5) Project Approach/Innovation.....	30 pts.
6) Project Team Responsibilities/DBE.....	5 pts.
Total: 100 pts.	

Interview (At the Discretion of the NDAC)

Following the review and evaluation of all proposals, the NDAC may elect to narrow down the applicant firms to an appropriate short list and virtual interviews may then be scheduled in January of 2024. Short listed firms would then be required to provide a virtual presentation of their proposal before the Selection Committee. The presentation will be limited to 30 minutes in length and will be followed by a question-and-answer session by the Committee. Audiovisual materials are encouraged. All costs incurred by the consultant while responding to the RFQ and during the interview process will be borne by the consultant.

Presentation (if needed): **50 pts.**

Maximum Possible Score: 150 pts.

Evaluation of the final proposals (and presentation if requested by the NDAC) will determine which consultant is ultimately selected for this project.