



REQUEST FOR PROPOSALS

Airport Consulting Services

Request for Proposals due by:

**Friday, December 6, 2024,
2:00 p.m. Central Time**

October 14, 2024

TO: Airport Services Consultants

FROM: Adam Coe, Administration Director, Koochiching County

SUBJECT: **Request for Proposals**

A. Introduction

This Request for Proposals (RFP) is issued on behalf of the Koochiching County Board and International Falls City Council. The County/City is seeking Airport Consulting Services for strategic planning related to financial/operational performance and Airport ownership.

B. Background

The Falls International Airport is owned by Koochiching County and the City of International Falls under a joint power agreement and operated by an Airport Commission made up of appointed City and County representatives. The Airports budget is adopted as part of the County's & City's annual budget as recommended by the Airport Commission. The Commission is fiscally responsible for all aspects of the Airport. The City serves as the Airports fiscal agent and expenses are paid through County and City fund contributions, State and Federal Grants and by revenues generated by the rentals, fees and charges established and approved by the Commission.

Falls International Airport (INL) is a small air carrier airport that provides daily commercial air service to and from Minneapolis/St. Paul International Airport (MSP), services for private pilots from Einerson Flying Service Inc., the INL Fixed Base Operator and Airport Manager, and is designated an International Port of Entry to the United States. The INL Airport does not employ any individuals, rather all operational needs are met through contractors.

C. Scope of Services

The scope of work in each of the subject areas described below is a general guide and is not intended to be a complete list of all services that may be required or desired in that subject area. Given the broad range of possible services, The County/City encourages consultant firms to submit

a response for all subject areas where they meet or exceed the minimum qualifications described in this RFP.

1. Meet with Airport Steering Committee to define and understand scope of requested work as outlined below.
2. Provide financial analysis, risk analysis, strategic planning, consulting services and recommended ownership models to efficiently and effectively sustain airport operations and represent the taxpayers of Koochiching County relating to the Airport's:
 - a. Joint Powers Agreement;
 - b. Any and all Airport contracts (i.e. FBO, Airport Management, Janitorial, Carrier);
 - c. Finances including capital budgets, operating budgets, expenditures, and revenues (and identification of possible new revenue sources);
 - d. Economic impact;
 - e. Long term viability of the airport and projected taxpayer contributions to sustain Airport operation/capital needs;
 - f. State/Federal grant awards (past/future), what impact do the grant terms have on the County and City's ability to make operational, funding or ownership changes.
3. Provide and present modeling, analysis, independent opinions, reports, findings, and recommendations to the Airport Steering Committee.

D. Selection Criteria

- 1) Professional qualifications, including credentials for each person assigned to work on this project.
- 2) Experience in airport financial analysis, contract analysis, risk management, airport consulting, strategic planning, and ownership models.
- 3) Proposed contract terms, including a fee schedule and a payment plan based upon measurable contract milestones. The fee schedule shall include the hourly rate of the principles involved, a breakdown of anticipated expenses, and total estimated cost of the project. The County/City prefers to compensate on the basis of a guaranteed maximum or flat fee for the scope of service set forth above as well as an hourly fee schedule for any optional services requested by the

County/City. Partial payment will be allowed for satisfactory completion of specified milestones.

- 4) Professional references. Any and all past relationships of the proposing firm and individuals working for it with Koochiching County, City of International Falls, Falls International Airport or its employees, officials and agents shall be disclosed.
- 5) All submitted proposals will be reviewed by the Airport Steering Committee. From this review, finalists will be selected for a presentation via teleconference. Applicants will be rated based on the quality and content of their written proposal and presentation as well as amount of proposed fees. Professional references will be contacted for the top-ranked applicants. The Airport Steering Committee shall make a recommendation to the County Board and City Council for consultant selection and contract award.

Proposal Requirements

All proposals must be submitted by **2:00 p.m. on December 6, 2024, to:**

Adam Coe
Koochiching County
Administration Director
715 4th Street
International Falls, MN 56649

Koochiching County and the City of International Falls reserves the right, in its sole discretion, to select the firm based on the County's/City's evaluation and review of the proposals and such other relevant information as the County/City shall have before it and based upon the County's/City's determination as to which proposal best meets the County's/City's needs.

Proposals shall contain the following information:

- a) Include a statement of particular expertise and experience in performing a financial, contractual and operational airport consultation. Include a brief overview of the history and structure of the firm.
- b) Details of analysis process and procedures to be utilized including a timetable with a projected completion date of June 30, 2025.

- c) Include a statement of particular expertise and experience in performing a financial, contractual and operational airport consultation. Include a brief overview of the history and structure of the firm.
- d) Description of previous work (within the past 5 years) by the Consultant that demonstrates experience specifically related to C.2 Scope of Services.
 - a. Date(s) services were provided,
 - b. Identification of team member(s) who were instrumental in providing the described services.
 - c. A brief summary of the services provided, and methodology used,
 - d. A summary of the results obtained.
- e) Show costs itemized with a total cost "not to exceed". Show hourly rate schedule. Include any other expenses such as time, materials, travel, etc. Provide fee schedule for potential "add-on" work.
- e) Educational background and work history for each firm member performing work under the scope of this request for proposal.
- f) References from local units of government in the State of Minnesota who have used the firm for similar services.
- g) Applicants must submit one copy of the proposal and one additional copy in a form suitable for reproduction

Additional Considerations:

The Airport Steering Committee reserves the right to reject any or all proposals and the County/City further declares that it will incur no financial obligations for any costs by any company in preparation of the proposal. The County/City reserves the right, in its sole discretion, to select the firm based on the County's/City's sole evaluation and review of the proposals and such other relevant information as the County/City shall have before it and based upon the County's/City's own determination as to which proposal best meets its needs.

During the performance of any contract awarded as a result of this RFP, the contractor agrees to the following: No person shall, on the grounds of race, color, creed, religion, national origin, sex, age, marital status, public assistance status, veteran status, physical disability, sexual orientation, or political

affiliation be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subject to discrimination under any program, service or activity under the provision of any and all applicable federal and state laws against discrimination including the Civil Rights Act of 1964.

All data collected, created, received, maintained, or disseminated or used for any purposes in the course of execution shall be governed by the Minnesota Government Data Practices Act. The designee for release of information shall be the Koochiching County Administration Director.

The Contractor shall defend, indemnify, and hold harmless the County/City against any and all liability, loss, damages, costs and expenses incurred by the County/City as a result of the Contractor's acts or omissions.

The Contractor shall provide a Certificate of Insurance including, but not limited to, general liability, automobile liability and workers' compensation coverage with submission of the RFP. Policy coverage limits for the general liability and automobile liability shall be \$300,000 per person per incident and \$1,500,000 for total damages arising from one occurrence. The insurance requirements may be met by evidence of an umbrella policy with a dip down provision.

For further information contact:

Adam Coe
Koochiching County
Administration Director
715 4th Street
International Falls, MN 56649
Phone: (218) 283-1152
Email: Adam.Coe@co.koochiching.mn.us