

REQUEST FOR QUALIFICATIONS

PURPOSE

The Missoula County Airport Authority is soliciting proposals from qualified firms to assist the Airport Authority in accomplishing the tasks outlined in the Scope of Services as defined below.

PROPOSAL SUBMISSION

Six copies of your sealed proposals addressing the scope and requirements will be received at the office of the Airport Director, Missoula International Airport, 5225 Hwy 10 West, Missoula MT 59808. Qualifications must be received in the Administration Office by October 15, 2005 at 10:00 am, Mountain Standard Time. All documents will be limited to 10 pages, excluding exhibits and resumes. Proposals and all accompanying documents shall become the property of the Authority and shall not be returned, except as hereinafter indicated. The Authority will select the firm on the basis of qualifications and the merit of the technical proposals.

SCOPE OF WORK

Services required shall consist of, but not be limited to the following:

1. Evaluate the advantages and/or disadvantages to the Authority of constructing and owning the Air Traffic Control Tower (ATCT) versus the FAA constructing and owning the facility.
 - (a) Assist the Authority in developing a set of conditions to be included in the Other Transaction Agreement (OTA) that will achieve the optimum benefit for the Authority and will serve as the basis for negotiations of the OTA with the FAA.
 - (b) Work with the Authority and the FAA to create the final OTA to be executed by the Authority and the FAA.
2. Prepare a projected cost for constructing the new ATCT and annual expected Operations and Maintenance costs associated with owning the facility.
3. Identify the key elements of the OTA and address their impact on the project and how they will affect the Missoula International Airport in the future as a result of owning the ATCT.
4. Determine which equipment in the existing ATCT would be eligible for transfer to the Sponsor and the advantages and disadvantages of owning and maintaining such equipment.
5. Prepare a program definition with critical tasks defined and anticipated project schedule for the construction, equipping and changeover for the new ATCT.

The consultant should be prepared to attend all meetings with the Sponsor and the FAA as required. The Missoula County Airport Authority may at its own discretion modify, expand or reduce the Scope of Services as the need arises.

PROPOSAL

The Authority expects to use the services of the consultant on a continuing basis to advise the Authority, upon request, regarding the OTA. Interested firms or individuals requesting consideration as a Consultant should submit a Proposal detailing the firm's or individual's experience, qualifications, personnel, and capability to provide and perform all of the professional services necessary to produce and complete the projects in an effective and timely manner.

Information submitted in the Proposal will be evaluated to determine which consultants are qualified to perform the desired services as represented by the information requested below. If all of the requested information is not provided in the Proposal, the Proposal may be deemed nonresponsive and may be eliminated from further consideration. The information outlined below should be submitted in the following order to determine the qualifications of the consultant:

1. Executive Summary

The transmittal/cover letter should consist of an executive summary and should include the Firm's organization and experience as it relates to the Scope of Work. Interested firms or individuals requesting consideration should submit a Proposal detailing the firm's or individual's experience, qualifications, personnel, and capability to provide and perform all of the professional services necessary to produce and complete the tasks in an effective and timely manner.

2. Project Team

Provide the name, address and telephone number of one person who will serve as the project manager responsible for the timely provision of all services and to whom all communications will be directed. Provide two references of previous projects on which the individual identified as project manager has worked. For each project, provide the name, title and current telephone number of the reference. In addition, provide brief summaries of recent project experience of other project team members who would be responsible for fulfilling any requests by the Authority. Brief resumes of the project team should be included.

3. Key Issues

Describe what you believe would be the key issues your firm would have to address if it were retained as an Advisor to the Authority.

4. Firm's Experience

Provide a detailed explanation of your firm's experience with each of the services described above. Your explanation should include one example of a similar project with an airport that is approximately the same size as the Missoula International Airport.

5. References

Provide three references for your consulting team. The references should be for relevant projects and should include the name, title, address and phone number of the client and the capacity in which you served each client. Provide a client list to the Authority.

6. Rate and Fee Schedule

Provide, in a separate sealed envelope, a rate and fee schedule which includes rates for each individual to be assigned to this project. The Authority will from this information, select firms to continue in the selection process which will include oral interviews and additional information requests.

7. Non-Discrimination

The successful proposer must be prepared to demonstrate a policy of non-discrimination.

8. All questions should be directed to Cris Jensen – Airport Director - 406-728-4381 (tele) (406)549-6103 (fax).

MISSOULA INTERNATIONAL AIRPORT

Selection Criteria Review for proposed scope of work.

Rate on a scale of 0-10 points, weight value of 1-3.

_____ 1. Capability to perform all aspects of the project, such as identifying key project development issues, discussion of benefits and direction for future planning objectives. Weight value 1.

_____ 2. Capability and experience to complete the OTA . Weight value 1.

_____ 3. Recent experience in airport projects comparable to the proposed project. Weight value 1.

_____ 4. Reputation for personal and professional integrity and competence. Weight value 2.

_____ 5. Key personnel professional background and caliber and availability for the proposed project. Weight value 3.

_____ 6. Demonstrated ability to meet schedule deadlines. Weight value 2.

_____ 7. Capability to complete projects without having major cost escalation's or overruns. Weight value 2.

_____ 8. Familiarity with Missoula International Airport. Weight value 1.

_____ 9. Knowledge of FAA regulations, policies and procedures as related to the negotiation of an OTA. Weight value 3.