

**Request For Qualifications/Statement of Qualification
Professional Airport Management Consulting Services
Northwestern Regional Airport Commission
Cherry Capital Airport
727 Fly Don't Drive
Traverse City, MI 49686**

Description

The Northwestern Regional Airport Commission (NRAC) is inviting Statements of Qualifications (SOQs) by professional airport management consulting firms to provide services, focusing on but not limited to: organizational assessment and governance review of airports; in-depth working knowledge of Michigan aeronautics laws, rules, and regulations, including Chapter VIIA of Public Act 90, also known as the Regional Airport Authority Act; airport specific strategic planning conducted at the policy-level and directly with the Airport's governing board of directors; the development of revenue optimization programs at airports similar in nature to TVC; and other services as may be requested on an on-call basis with regard to the safe and efficient operation and management of the Airport. The term of the proposed services agreement is anticipated to be for 3 years plus 2 one-year options, for a possible total term of 5 years.

- *The SOQ submittal deadline is Friday May 19 at 5:00 PM EDT.*

Instructions for Application & Statement of Qualifications

Interested firms should demonstrate their qualifications and experience, as well as expertise and core competencies, regarding the subject matter noted above. Submitting firms should also demonstrate organizational strengths, abilities, and administrative capabilities to successfully complete the work requested under the RFQ. Familiarity with working in the State of Michigan on airport assignments similar to those anticipated at TVC should be noted.

Statements of Qualifications shall consist of a cover letter not to exceed one page plus no more than 8 additional pages to include the following information:

- Introduction of firm
- Firm relevant experience focusing on:
 - airport governance consulting experience, achievements, and expertise
 - experience, achievements, and expertise in strategic planning for aviation facilities, especially for regional/small-hub/non-hub airports
 - experience, achievements, and expertise in governance transfer issues, studies, and FAA applications
 - expertise, including stated results, for conducting airport revenue optimization analyses and implementation
 - other relevant experience, achievements, and expertise

- Biographies including the proposed client/project manager, task managers, and key staff for the assignment
- Management approach and QA/QC program
- Three client references where similar work has been performed within the last 24 months

RFQ Schedule

- Announcement of RFQ – May 1, 2017
- SOQ due – May 19, 2017 at 5:00 PM EDT.
- Interviews & presentations by shortlisted candidates – Week of May 22, 2017
- Anticipated Award – May 30, 2017

Background

The Cherry Capital Airport (TVC) is classified as a non-hub airport with one concourse hosting six gates and is located in Traverse City, Michigan, in the northern Michigan near the shores of Lake Michigan. In 2016, the airport set a record for total passengers of 451,346, making TVC Michigan's 4th largest airport in terms of passengers. TVC has operated passenger air service in the Northern Michigan region since 1938 and continues to grow air service, as indicated by an increase in 2016 passengers of 5.1% from 2015 numbers.

The Airport has won several awards for outstanding achievement in snow and ice control in the small commercial service airport category. Airport traffic closely reflects the tourism season of Northern Michigan with as few as 10 daily flights in the winter and up to 32 daily flights in the summer. Current air traffic destinations include Detroit, Chicago, Minneapolis, Denver, Dallas, Atlanta, LaGuardia (NYC), and Newark (NJ/NYC).

Given the Airport's growth in air service, record-setting passenger numbers, and increasing importance to the transportation and economic needs of the region, TVC is looking to engage a consulting firm of both national and regional reputation to assist with the strategic advancement of the airport and to capitalize on these positive attributes to ultimately increase economic and air service growth, enplanements, revenue, and capital investment at the airport.

Evaluation Criteria

Demonstrate professional achievements in the areas under consideration, a track record of success in performing sought-after services performed at the highest levels of quality, familiarity with Michigan aeronautic statutes, and other experience deemed relevant to the proposed assignment.

Submission

Five copies of the firm's Statement of Qualifications must be received by May 19, 2017. SOQs should be submitted in a plain, sealed envelope and addressed to: Kevin C. Klein, A.A.E., Airport Director, Cherry Capital Airport, 727 Fly Don't Drive, Traverse City, MI 49686. Electronic or fax submissions will not be considered. Submissions received past the deadline will not be considered.

If interested firms have questions regarding this RFQ, please contact the Airport at the information below no later than May 15, 2017:

Kevin C. Klein, A.A.E.
Cherry Capital Airport
727 Fly Don't Drive, Traverse City, MI 49686
(231) 947-2250
kevin.klein@tvairport.com

Rights Reserved by the NRAC:

Right to Modify Proposal Documents. The NRAC reserves the right to modify or amend any provision of this notice, including the determination of its intent to award a contract pursuant to this notice. Interested consultants are cautioned to rely solely on the contents of this RFQ and subsequent written amendments in preparing any list of qualifications. The NRAC shall not be bound by any oral instructions, comments, or recommendations of any kind. The NRAC reserves the right to award a contract pursuant to these qualifications, or to determine that no contract shall be awarded, all of which shall be determined in its sole discretion.

Right to Reject Any or All Qualifications. The NRAC reserves the right, in its sole discretion, to reject any and all list of qualifications if it determines that such rejection is in the best interest of the NRAC and the traveling public.

Right to Cancel an Award of a Contract. The award of a contract pursuant to this notice shall not become official until the NRAC accepts and approves a negotiated and executed contract. The NRAC shall have the right to withdraw this notice and cancel any award of a contract at any time prior to that action. In the event that this RFQ is withdrawn and any award of a contract cancelled, the consultant submitting qualifications shall have no claim against the NRAC, Grand Traverse or Leelanau Counties, or their employees or agents.

Ownership of Documents Submitted Pursuant to this Notice and Request for Qualifications. Written qualifications submitted pursuant to this RFQ shall become the property of the Northwestern Regional Airport Commission and will not be returned. Information incorporated in documents submitted to the Northwestern Regional Airport Commission should not be considered confidential, and will be subject to the Michigan and Federal Freedom of Information Acts. Please note that a qualification statement providing evaluation criteria to be utilized in the evaluation of these qualifications is available in care of Kevin C Klein, A.A.E. Airport Director, Cherry Capital Airport, 727 Fly Don't Drive, Traverse City, Michigan 49686. Please note that a copy of the criteria to be utilized will also be submitted to each firm selected for the preselection list of consultants to be interviewed.