



REQUEST FOR QUALIFICATIONS
ARCHITECTURAL / DESIGN SERVICES
DETROIT LAKES – BECKER COUNTY AIRPORT
TERMINAL BUILDING REMODEL

1. INTRODUCTION

The Detroit Lakes – Becker County Airport Commission is seeking submittals from architects that possess qualifications to provide full architectural and engineering (A/E) services to remodel the existing Airport Terminal Building. The Terminal Building is located at 1817 US Hwy 10, Detroit Lakes, MN. Interested firms must submit their proposal by 2:00 pm on Friday, March 14, 2025.

2. PROJECT DESCRIPTION

The existing Airport Terminal is approximately 4,669 square feet and was constructed in 1976 (see attached building floor plan). The Detroit Lakes – Becker County Airport Commission desires to apply for an Airport Terminal Program (ATP) grant through the Bipartisan Infrastructure Law (BIL): [Infrastructure Investment and Jobs Act - Airport Terminals Program | Federal Aviation Administration](#). The grant would be used to remodel the existing facility.

The selected architect will need to meet the project timeline as outlined below to meet necessary grant deadlines. The grant application will require the architect to provide final anticipated cost for the design and construction, project narrative of the proposed improvements, schematic design of the proposed improvements, and a narrative of how the project fits the BIL funding priorities.

3. SCHEDULING

The project development schedule is as follows:

- Proposal Deadline: March 14, 2025
- Consultant Selection by the Airport Commission: March 19, 2025
- Preliminary Design: April/May 2025
- Grant Application Due: July 31, 2025

The final design and following tasks will be dependent on funding and authorization by the Airport Commission to proceed:

- Complete Final Design: Fall 2025
- Project Bidding: Winter 2025
- Construction Start: Spring / Summer 2026

4. SCOPE OF SERVICES

The firm selected shall provide complete A/E design and construction related services through completion of the project construction. The scope of services shall include preliminary site/building layouts, assistance with ATP grant submittal, final design, preparation of construction documents (plans, specifications, bidding and contract documents, etc.), bidding administration, and construction administration for the following:

- Architectural
- Structural Engineering
- Mechanical Engineering (Plumbing/fire protection/HVAC)
- Electrical Engineering (Including low-voltage rough in)
- Furnishings, Fixtures & Equipment (FF&E) design and specifications

Civil site engineering will be provided, as required, by the Airport's consulting engineer Mead & Hunt. The selected firm is expected to work with the Airport Commission on reviewing and selecting remodeling options that best meets the long-term needs of the Airport.

5. SUBMISSION REQUIREMENTS

Interested firms shall submit proposals electronically (pdf) by 2:00 P.M. on March 14, 2025, to the attention of Kelcey Klemm, City Administrator, kklemm@cityofdetroitlakes.com. Questions shall be directed to Kelcey Klemm, 1025 Roosevelt Avenue, Detroit Lakes, MN 56501, by phone at 218-847-5658 or via e-mail at kklemm@cityofdetroitlakes.com.

The submission shall include the following:

- a. Cover letter and introduction including the name of the firm, address, and the name and contact information of the person(s) authorized to represent the company regarding all matters related to the proposal.
- b. Information on the firm and any proposed subconsultants and the firm's and subconsultant's qualifications, capabilities, staffing, areas of services, years in business, etc.

- c. Resumes and qualifications of the individual(s) who will be performing the work, including:
 - Name
 - Address, telephone number, email address
 - Resources available to assist in performing design duties
 - Education
 - Experience
 - Current projects they are engaged in
 - Any special qualifications, licenses or certifications held by the firm and/or individual(s).
- d. References, a minimum of three (3), specific to similar municipal / airport buildings, outlining scope of services, project description, and cost.
- e. Proposed approach to the project development and design, outlining schedule, meetings, critical tasks, and other information that demonstrates how the firm intends to manage the overall project design and construction administration.
- f. Project understanding, including past experience with Airports (specifically terminal designs), FAA grant administration, and ability to meet the grant deadlines.
- g. Other pertinent information, including a statement why the responding firm should be considered for the work.
- h. The proposed consultant fees for the Project. Identify the basic services included in your fee; any additional services and additional costs not included in your basic fee; fee broken down into proposed phases (specifically identify cost for preliminary design / grant submittal and post-grant award final design); and any reimbursable expenses with the applicable reimbursable rates. Provide a best estimate of what the reimbursable expenses costs would be.

6. METHOD OF SELECTION

The Airport Commission intends to retain the services of the firm evaluated to be best qualified to perform the work for the Airport within the required time frame, experience with similar contracts and clients, extent to which previous clients have found the firm's services acceptable, cost of services, ability to deliver work within budget, and other factors considered. The firm will be selected upon the basis of the information provided as requested in this proposal and any other pertinent information collected during the process.

The final contract award will be conditioned upon the successful proposer's complying with all terms and conditions, mutual agreement about the final work plan, and completion of a contract agreeable to all parties. The Airport Commission reserves the right to negotiate and further refine the scope of the work which may affect the final contract amount.

The Airport Commission reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, to disregard all non-conforming, non-responsive or conditional proposals, to request additional information from a proposer, or to expand the period for submitting proposals.

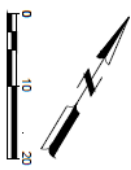
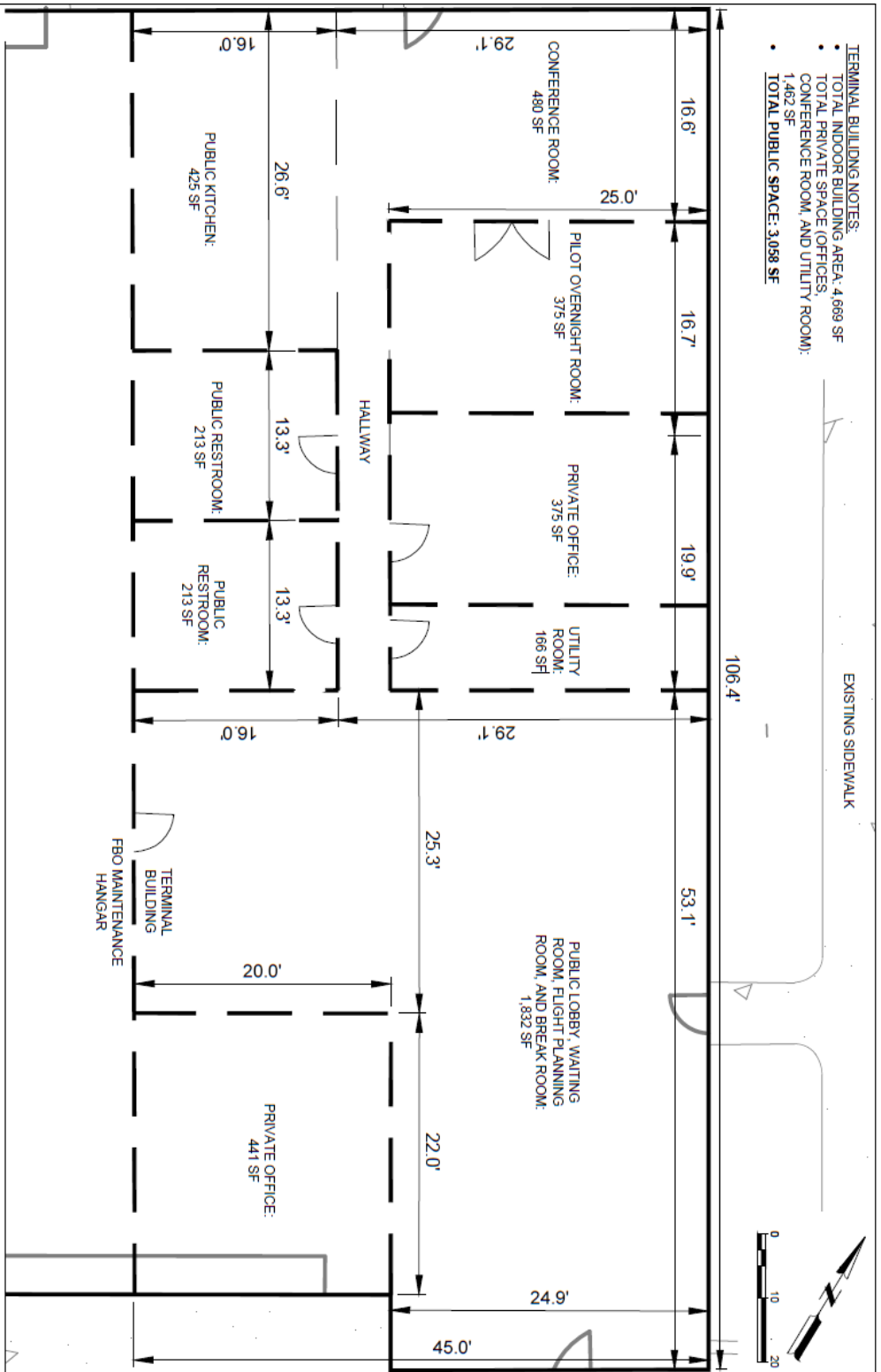
7. OTHER

Proposer understands and acknowledges that the proposal is subject to the Minnesota Governmental Data Practices Act. Proposals are private or non-public until they are opened by the Airport. Once the proposals are opened, the name of the proposer becomes public. All other data in a proposal is private or non-public until the completion date of the evaluation process. After the Airport has completed the evaluation process, all remaining data submitted by all proposers are public with the exception of trade secret data as defined and classified in Minnesota Statutes 13.37. Data will at all times be governed by Minnesota Governmental Data Practices Act. Minnesota Statutes Chapter 13. Proposer agrees to maintain all data obtained from the Airport consistent with the requirements of the Data Practices Act. Proposer agrees to defend and indemnify the Airport from any claim, liability, damage or loss asserted against the Airport as a result of the proposer's failure to comply with the requirements of the Data Practices Act.

If selected by the Airport, the proposer will be required to execute a contract with the Airport within two (2) weeks of notification.

Those submitting proposals do so entirely at their own expense. There is no expressed or implied obligation by the Airport to reimburse any individual or company for any costs incurred in preparing or submitting proposals, providing additional information when requested by the Airport or for participating in any meetings or interviews.

- TERMINAL BUILDING NOTES:**
- TOTAL INDOOR BUILDING AREA: 4,689 SF
 - TOTAL PRIVATE SPACE (OFFICES, CONFERENCE ROOM, AND UTILITY ROOM): 1,462 SF
 - TOTAL PUBLIC SPACE: 3,028 SF



DETROIT LAKES -
BECKER COUNTY AIRPORT
MARCH 9, 2022

**TERMINAL PARKING LOT REHABILITATION
TERMINAL BUILDING FLOOR PLAN**

