

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL AIRPORT PLANNING/ENGINEERING
SERVICES RELATED TO THE
PREPARATION OF AN AIRPORT MASTER PLAN FOR
SOUTH BEND INTERNATIONAL AIRPORT**

St. Joseph County Airport Authority (SBN) is requesting professional aviation consulting firms to submit a Statement of Qualifications for providing services relating to the development and preparation of an Airport Master Plan for South Bend International Airport. The successful respondent shall have a recent background in preparing Airport Master Plans in accordance with established FAA standards for commercial service airports with a particular focus on forecasting, property analysis, determining critical aircraft, land use planning, environmental planning encompassing sustainability, and financial planning.

Proposals must provide assurance that the consultant has in place all policies and practices required of companies to be in compliance with state or federal laws and regulations that apply to government contracts.

Interested consultants should provide the following information: (1) a brief description and history of the consulting firm, name, address, telephone number, and email address for the primary contact person (2) FAA knowledge and experience (3) firm's experience in aviation consulting in the past five years, including a summary of similar project experience (4) references for airport projects and services completed in the past five years (include airport contact names and phone numbers) (5) names and qualifications of personnel who will work on the projects (6) summary of familiarity of South Bend International Airport.

Eight copies of Statements must be received by 1300 on June 24, 2019. Statements should be sent to the Executive Director/CEO, Mike Daigle, AAE, South Bend International Airport, 4477 Progress Drive, South Bend, IN 46628. Statements should be marked "SBN Consulting Services SOQ". To be considered, submittals must include all information specified in these instructions and statements shall be limited to no more than 40 pages including the statement transmittal letter.

A Consultant Selection Committee will review and evaluate all qualification statements submitted and a final recommendation will be presented to the St. Joseph County Airport Authority Board for approval.

SBN reserves the right to reject any or all statements and further, to waive any informalities in the statements for the purpose of accepting the firm most advantageous to SBN. Prime consideration in evaluating the statements will be based on the best interest of the airport. For additional information, contact Mike Daigle. Questions will be received up until 1600 on June 19, 2019. At that time all questions and associated answers will be distributed to all interested parties.