

**NOTICE TO AIRPORT CONSULTANTS  
REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ)  
FAIRMONT MUNICIPAL AIRPORT  
CITY OF FAIRMONT, MINNESOTA  
ENGINEERING AND PLANNING SERVICES**

The City of Fairmont, Minnesota is hereby soliciting statements of qualifications and experience from airport consultants for the projects listed below at the Fairmont Municipal Airport, subject to receipt of Federal and State funding for 2026-2030:

- Land Acquisition
- Obstruction Removal
- Rehabilitate Apron
- Clear Zone Acquisition Plan
- Replace Fuel System
- Construct Hangar Taxi Lane
- Pavement Maintenance

The required services include, but are not limited to, A/E services for planning, preliminary and final design, bidding, construction, and closeout phase services including incidental special services for projects funded under the FAA Airport Improvement Program. Conduct Environmental or other Miscellaneous Studies for the above listed.

The Statement of Qualifications shall be limited to thirty-five (35) pages, inclusive of all resumes, and preprinted or other promotional materials. The Statement of Qualifications shall include at a minimum:

1. Firm's legal name, address, and phone number.
2. A brief history of the firm and airport experience.
3. Team members to be assigned to projects and their experience with FAA regulations, procedures, and processes.
4. A listing of recent airport projects with references.
5. Evidence of the firm's Affirmative Action Program.

The City of Fairmont will review and may select a firm directly on the information provided in the Statement of Qualifications. The City of Fairmont retains the right to conduct interviews in accordance with FAA Advisory Circular 150/5100-14E.

A qualification-based selection process conforming to FAA Advisory Circular 150/5100-14E will be utilized. Fee information will not be considered in the selection process and must not be submitted with the statement of qualifications. Negotiations for consulting fees will be accomplished after a firm has been selected. Selection Criteria will include:

- Recent experience in airport projects,
- Capability to perform all aspects of project,
- Reputation,
- Ability to meet schedules within budget,
- Quality of previous airport projects undertaken,
- Interest shown, and
- Consultant qualifications.

Fees will be negotiated for projects as federal funds become available. Prospective Consultants are advised that applied overhead rates must be in accordance with the cost principals established within Federal Regulation 48 CFR Part 31, *Contract Cost Principles and Procedures*. In addition, this contract is subject to the current federal provisions located at the following FAA website:

[https://www.faa.gov/airports/aip/procurement/federal\\_contract\\_provisions](https://www.faa.gov/airports/aip/procurement/federal_contract_provisions)

The City of Fairmont anticipates projects to be funded in part by Mn/DOT Office of Aeronautics and the Federal Aviation Administration. All services provided must comply with current Mn/DOT and FAA policies and standards.

The City of Fairmont intends to retain the selected firm until the completion of the above listed projects, but for no longer than a period of five (5) years. Interested firms should submit five (5) copies of the Statement of Qualifications to the Airport Manager:

Lee Steinkamp, Airport Manager  
City of Fairmont  
100 Downtown Plaza  
Fairmont, MN 56031

The information should be submitted no later than 4:00 P.M. on Monday, May 11, 2026.

Dated: April 14, 2026