



October 1, 2024

Hallock Municipal Airport (HCO)
Request for Qualifications – Airport Consulting Services

In order to comply with the guidelines in FAA Advisory Circular No. 150/5100-14D, the City of Hallock, Minnesota is requesting qualifications from engineering/planning firms to provide airport consulting services for a five (5) year period beginning December 1, 2024 or sooner.

The Statement of Qualifications should include:

- 1) Brief history of the firm
- 2) Experience in comparable airport projects, as listed below
- 3) Resumes of team members and other key personnel experienced in airport projects
- 4) List of Client reference contacts
- 5) Evidence that the firm has an Affirmative Action Program

Potential Capital Improvement Projects may include the following:

- Master Plan/Airport Layout Plan Update
- Environmental Documentation
- Clear Zone Acquisition Plan
- Airport Zoning
- Apron/Taxiway Reconfiguration/Expansion

The firm(s) selected will provide engineering and planning services for all Federal or State funded projects initiated in the above five (5) year period. Additional projects may be included at the City's discretion. Detailed project proposals are not being requested at this time. The qualification review process and a recommendation to the Hallock City Council will be the responsibility of the Hallock Airport Commission.

The City of Hallock may select a firm based upon the Statement of Qualifications requested above. Three (3) copies of the Statement of Qualifications should be submitted by 12 P.M on Monday, October 28, 2024, to Kendra Kroening, City Administrator, P.O. Box 336, Hallock, MN 56728.

Thank you in advance for your proposals.

CITY OF HALLOCK

Kendra Kroening – City Administrator
PO Box 336
Hallock, MN 56728
(218) 843-2737
kkroening@hallockmn.org

Jeremy Seng – Airport Manager
PO Box 336
Hallock, MN 56728
(701) 520-5066
jeremyseng@gmail.com