



Specifications

The City, through its Airport (“XWA”), is seeking assistance for **Airport Operational Readiness Services** in variety of airport-related advisory services. The airport desires to utilize the services of a full-service consulting firm (“Consultant”) that can incorporate contemporary industry accepted terms and conditions into ensuring that the Sloulin Field International airport will transition to the new Williston Basin International Airport without disruption to passenger service or tenant operations. Time is of the essence. The assignment deliverable is to provide expertise and assistance to facilitate a stable transition of airport operations which includes a wide spectrum of subject areas and includes the implementation of industry “best practices”. The Consultant must have core competencies in all strategic aspects of stakeholder relations; conflict resolution; Federal Aviation Administration coordination; Transportation Security Administration coordination; and airport related development. All services must either be provided by in-house resources or by limited qualified subcontractors under the direct control of the Consultant.

The following areas of expertise are essential to qualification:

1. Develop schedule of transition program deliverables.
2. Strategic planning and advisory services for all major airport operational areas under the direction of XWA staff.
3. Development of all major airport tenant transition and coordination planning.
4. Development of an operational maintenance program for airport staff.
5. Ability to identify issues and risks and develop mitigation strategies for these items.
6. Assist in the management of stakeholder communication and engagement.
7. Assist in testing and commissioning of new airport owned facilities.
8. Assist public event coordination.
9. Assist in pre and post airport opening support.
10. Assist the Airport Director in developing a staffing plan.
11. Assist the Airport Director or their designee in all operational functions.

Minimum Qualifications of Consultant

A. Demonstrable knowledge of aviation industry “best practices” involving all airport operational segments, including but not limited to, rental car concessionaires, tenant concessionaires, fixed base operators, Transportation Security Administration, Federal Aviation Administration, and parking management companies in non/small hub commercial airports.

B. Thorough understanding of the current project status.

C. Experience in development and management of orientation and training programs, moving and logistics plans, and stakeholder communication strategies.

D. Strength in working with non/small hub airports in all facets of airport operations.

E. Understanding of airport trends and “best practices” and needs in North Dakota and the region, including XWA.

F. Understanding of air service needs for XWA and the ability to develop packages to present to airlines including stimulation models.

Term of Agreement

The City intends to award the contract for a base term of one year. Individual scopes of work will be developed between XWA and Consultant for assignments.

Evaluation Criteria

<u>Criteria</u>	<u>Maximum Points</u>
Understanding of Willison (City and XWA) in the stakeholders and challenges of relocation	30
Qualifications (in <u>all</u> areas requested)	20
Industry Experience (particularly in non-hub / small hub airports)	25
Team Composition - (efficiency/simplicity/control)	25
Total	100