

*"Menominee – Where the best of Michigan Begins"*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858  
www.menomineecounty.com*

*Sherry DuPont – Interim County Administrator  
– Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

Menominee Regional Airport Committee  
2801 22<sup>nd</sup> Street  
Menominee, MI 49858 ~ 906-863-8408  
Thursday, January 4, 2018 ~ 11:00AM  
Airport Conference Room

### SPECIAL SESSION COMMITTEE MEETING

#### AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
- F. Discussion/Selection/Recommendation to the County Board for contracted Airport Consultant Services
- G. Public Comment (*Limited to 5 minutes*)
- H. Commissioner Comment
- I. Adjourn

*Note: Quorum of the Menominee County Board of Commissioners may be present  
If you are an individual who needs special accommodations while attending a meeting, as required by the  
"Americans with Disabilities Act", please notify the Airport Manager's office at 906-863-8408 at least 6 hours  
prior to the meeting in order to make suitable arrangements. (TDD 800-649-3777).*

*Steven Gromala      Charlie Meintz – Chairperson      William Cech – Vice Chairperson      Larry Phelps  
John Nelson      Jan Hafeman      Gerald Piche      Bernie Lang      Larry Schei*



## Exhibit VI Suggested Selection Criteria

Firm: \_\_\_\_\_

Airport: \_\_\_\_\_

Selection Committee Member: \_\_\_\_\_

Date: \_\_\_\_\_

Categories/Questions	Rating *	Weight **	Total ***	Notes
<b>Qualifications</b> Specialized experience and technical competence to perform professional services. Qualified in-house staff, established sub-consultant relationships.				
<b>Soundness of Approach</b> Solid technique of analysis, comprehensive problem solving, accomplishing objectives				
<b>Efficiency</b> Establishing course of action for efficient production, exhibiting evidence of well thought out project planning				
<b>Integrity</b> Past record of performance, quality of work, competency				
<b>Availability</b> Ability to meet schedules, past project delivery, accessibility to airport manager, follow-up				
<b>Adaptability</b> Maintaining effectiveness when experiencing changes in task/direction, responding positively to change				
<b>Fiscal Responsibility</b> Evidence of pro-active cost control measures, budget constraint awareness				
<b>Regulatory Knowledge</b> Experience w/FAA and MDOT Airport Programs, State/Local Regulatory Procedures				
<b>Innovation</b> Generating innovative solutions to project challenges, on the cutting edge of technology				
<b>Customer Focus</b> Making customer needs primary focus, concerned with customer understanding procedures and timelines, answering questions in 'lay' terms				
<b>Grand Total</b>				

\* **Rating:** During the interview, rate each firm on a scale of 1 to 5, with 5 being the high, in each of the categories. Enter the rating numbers on the lines provided opposite each category.

\*\* **Weight:** Weights on a scale of 1 to 10, with 10 being the highest, should be established for each category before the interview. Enter the pre-established weight for each category on the lines provided.

\*\*\* **Totals:** At the completion of the interview, multiply the rating by the weight in each category and enter the totals on the lines provided. Add all totals to establish a grand total.

## COMPOSITE INTERVIEW SCORING SUMMARY

	<b>QOA</b>	<b>MEAD &amp; HUNT</b>
Larry Schei		
Steve Gromala		
Charlie Meintz		
Jeff LaFleur		
Valarie Mellon		
<b>GRAND TOTAL</b>		

## Exhibit IX Reference Check

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The reference check is the most important. Sponsors should determine the following about each consulting firm they are considering.

The best way to understand how each firm worked with similar sponsor/communities/districts and how satisfied the sponsor/community/district was (with the firm, their staff, and overall work) is to ask. This can be a time-consuming process, but it may prove to be the most valuable information you obtain and use in making your decision on which firms to interview and which firm to hire! Take the time necessary to contact the communities/districts for information on the projects listed as references by the engineering firms. You will obtain information on the community relations the firm/individual has had with previous clients.

Feel free to contact not only communities/districts listed as references, but also those listed as prior clients. Contact several references for each firm being considered.

Sample questions to ask (choose a few questions and understand references/previous clients will not have time to answer all)

1. What are the backgrounds of the principals and key staff?
2. What kinds of clients has the firm served?
3. How long has the firm been in business?
4. How much of the firms business is for repeat clients?
5. How much time will principals of the firm devote to the project?
6. Were you satisfied with the quality and timeliness of the work?
7. Was the information presented in the firms 'selection interview' followed-thru in their project performance? i.e. qualified staff working on projects, accessibility to key personnel, timeliness of projects, etc
8. (no bait & switch tactics).
9. Was the engineer assigned to your project knowledgeable about the funding program, and its requirements?
10. Was the engineer willing and able to work closely and effectively with your community/district board?
11. Were the costs and charges reasonable in relation to the work performed?
12. Was the engineering firm able to meet the time frame and schedules agreed upon in your contracts?
13. Did the engineer have other projects scheduled that caused time delays in your project?
14. Did you experience any problems that would discourage you from hiring this engineering firm again?
15. Did they assist with your grant application to your funding source? Was that application successful?

NOTE: MDOT-AERO cannot make recommendations, however AERO can provide a list of airports whom consultants have worked with, in order for Sponsor to contact directly and check references on their own.