

**METROPOLITAN AIRPORTS COMMISSION**  
Minneapolis - Saint Paul International Airport  
6040 - 28<sup>th</sup> Avenue South • Minneapolis, MN 55450-2799  
Phone (612) 726-8100



## **REQUEST FOR QUALIFICATIONS**

**Financial Consulting Services**

**Date Issued: July 20, 2010**

**Questions/Request for Addendum must be received by: July 30, 2010**

**PROPOSALS MUST BE RECEIVED BY:**

**3:00 PM - August 6, 2010 Central Daylight Time**

**The Metropolitan Airports Commission is an affirmative action employer.**

**Reliever Airports:  
AIRLAKE \* ANOKA COUNTY/BLAINE \* CRYSTAL \* FLYING CLOUD \* LAKE ELMO \*  
SAINT PAUL DOWNTOWN**

**METROPOLITAN AIRPORTS COMMISSION**

**REQUEST FOR QUALIFICATIONS FOR  
FINANCIAL CONSULTING SERVICES**

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**METROPOLITAN AIRPORTS COMMISSION**

**REQUEST FOR QUALIFICATIONS FOR FINANCIAL CONSULTING SERVICES**

**I. INTRODUCTION**

**A. General Information**

The Metropolitan Airports Commission ("MAC") is requesting proposals from firms to provide financial consulting services as requested by MAC staff and as outlined in this Request for Qualifications ("RFQ"). Proposals are due on August 6, 2010. Effective start date for Financial Consulting Services will be January 1, 2011.

MAC anticipates selection of the firm will be completed by September 20, 2010.

The agreement will be subject to the annual review and recommendation of staff and the Finance, Development & Environment Committee.

**B. MAC Reservations**

Submission of a qualifications statement indicates acceptance by the firm of the conditions contained in this RFQ.

This RFQ does not promise to accept the lowest fee structure or any other qualifications statement and specifically reserves the right to reject any or all qualifications statements, to waive any formal qualifications statement requirements, to investigate the qualifications and experience of any proposer, to reject any provisions in any qualifications statements, to obtain new qualifications statements, to select one or more firms for all or part of the requested services, to negotiate the requested services and contract terms with any proposer or to proceed to do the work otherwise.

Incomplete qualifications statements and qualifications statements not sufficiently detailed or not in acceptable form may be returned for completion or may be rejected by MAC.

There is no express or implied obligation for MAC to reimburse responding firms for any expenses incurred in preparing qualifications statements in response to this RFQ.

MAC reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposal is selected.

MAC reserves the right, where it may serve the MAC's best interest, to request additional information or clarifications from proposers, or to allow corrections or omissions.

**II. BACKGROUND INFORMATION**

The MAC was created by an act of the Minnesota State Legislature in 1943 as a public corporation. Its purpose is to promote air navigation and transportation (international, national, and local) in and through the State of Minnesota, promote the efficient, safe, and economical handling of air commerce, assure the inclusion of the State in national and international programs of air transportation, and to those ends develop the full potentialities of the metropolitan area as an aviation center. It has the responsibility to assure residents of the metropolitan area the minimum environmental impact from air navigation and

transportation, promote the overall goals of the state's environmental policies and minimize the public's exposure to noise and safety hazards around its airports.

MAC jurisdiction is throughout the Minneapolis-St. Paul Metropolitan Area radiating 35 miles from the Minneapolis and St. Paul City Halls, and includes Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties. MAC owns and operates seven airports in the metropolitan area including Minneapolis-St. Paul International Airport (MSP) serving as the primary air carrier facility and the following reliever airports serving general aviation:

St. Paul Downtown Airport  
Flying Cloud Airport  
Crystal Airport

Anoka County/Blaine Airport  
Lake Elmo Airport  
Airlake Airport

The MAC may, under Minn. Stat. 473.608 subd. 12 and 12a borrow money and issue general airport revenue bonds or general obligation revenue bonds (\$55 million capacity remains), special facilities bonds and passenger facility charge bonds for the purpose of acquiring property, constructing and equipping new airports, acquiring and equipping existing airports and making capital improvements to any airport constructed or acquired by the Commission. Other powers delegated to MAC include power to levy taxes against property of the metropolitan area in order to pay debt service on General Obligation Bonds issued by MAC. In addition, MAC can levy taxes, not in excess of .00806 percent in each year, upon the valuation of all taxable property in the metropolitan area to meet operation and maintenance costs of airport facilities. MAC is governed by fifteen Commissioners. Eight Commissioners are appointed by the Governor of the State of Minnesota from designated districts within the metropolitan area. The mayors of St. Paul and Minneapolis also have seats on the Commission with the option to appoint a designee to serve in their place. The Governor also appoints four Commissioners representing the greater Minnesota area (i.e. outside the metropolitan area). The Chairperson of the Commission is appointed by the Governor and may be from anywhere in the State. Only the Chairperson can be removed before the expiration of his/her term. These appointing authorities, however, do not exercise direct financial oversight; and thus, the MAC is independent for financial reporting purposes.

MAC provides a variety of services at each of its airports. At MSP, MAC is responsible for providing buildings and facilities for air carrier activity, as well as other related services and facilities that are deemed to be necessary.

More detailed information on the MAC and its finances can be found on the following link ([Metroairports.com/TheOrganization](http://Metroairports.com/TheOrganization)) as well as the following documents:

- 2009 Comprehensive Annual Financial Report (Will be available between 7/20/10 and 7/31/10.)
- 2010 Operating Budget
- 2010 Series A, B, C, D Senior Bond Official Statement
- 2010 Capital Improvement Program
- 2010 Long Term Comprehensive Plan (LTCP)

### **III. SCOPE OF WORK TO BE PERFORMED**

This Scope of Work serves as a general guide and is not intended to be a complete list of all work that may be requested by MAC. All services will be performed under the direction of the Commission's Deputy Executive Director – Finance & Administrative Services or Director of Finance.

#### **A. Bond Feasibility Services**

- Produce a Report of the Airport Consultant ("Report") and Airport Consultant's Certificate to meet the prospective earnings test for issuing additional revenue bonds pursuant to Section 2.11(a) of the Master Bond Resolution, which is required to be completed by a third-party consultant, and included in Official Statement(s), primarily for the benefit of rating agencies, underwriters, bond insurance companies and prospective investors.

- Develop an independent financial forecast model of the airport's financial operations showing future airport net revenues, the application of revenues to various funds and accounts and forecast debt service coverage.
- Provide comments and recommendations for bond counsel, financial advisors and the Commission in matters relating to the materials presented in the Official Statement.

**B. Air Traffic Analysis**

- Provide air traffic forecasting and other air traffic-related analytical services by drawing upon primary and secondary market research, benchmarking, economic analyses and trend assessment, specific to the aviation industry.
- Evaluate ways to mitigate the effects of the weakening economy on decreased travel frequency and passenger spending.
- Interpret aviation statistics and aviation industry trends, which may include the analysis of existing and future advanced aviation technologies with the potential of providing operations efficiencies and capacity improvements for arriving aircraft at the airport.
- Provide advice regarding the development and implementation of strategic air service analyses for promotion of the Airport as a preferred destination.

**C. Financial and Capital Planning and Analysis**

- Advise on continuous maintenance and development of innovative methods to reduce rates and charges in some areas and gradual implementation of full cost recovery in other areas.
- Validate internal studies and provide independent opinions to meet government and regulatory requirements.
- Submit bond rating updates not related to new bond issues.
- Perform other services related to financial and capital planning and analysis which may be identified by the Deputy Executive Director – Finance & Administrative Services or Director of Finance.

**D. Terminal Rate Structure**

- Provide comment/analysis on current structure of Terminal 1 (Lindbergh) and Terminal 2 (Humphrey)
- Suggest and review alternatives and/or modifications
- Analyze long term impact
- Provide guidance and aid in developing presentations regarding possible changes in rate structure

**E. Demand Projects**

Preparation of a financial forecast/model for the Demand Projects will be required. This forecast would include (but not be limited to) the following: airline rates & charges, passengers, passenger facility charges, cost per enplaned passenger, revenues, expenses and debt service coverage.

**F. Other Financial analysis as requested by MAC staff and Commission**

From time to time MAC may need assistance analyzing the financial impact of its capital improvement program (including the changing role the federal government may take in the financing of airports) or various leases (including the Airline Use Agreement) at MSP or its reliever airports.

**IV. KEY DATES**

The following is a list of key dates up to and including the date of approval:

Request for Qualifications issued	July 20, 2010
Questions/Request for Addendum due	July 30, 2010
Due date for proposals	August 6, 2010
Selected Firms notified for interview	August 18, 2010
Interviews with selected firms	Week of August 23, 2010
Evaluation Team Recommendation presented to Finance, Development & Environment Committee	September 8, 2010
Approval by Full Commission	September 20, 2010
Effective date of Financial Consulting Services Contract	January 1, 2011

*Please note that all dates are subject to change.*

**V. PROPOSAL REQUIREMENTS**

**A. Inquiries**

Inquiries concerning this RFQ must be made in writing and received by 3:00 p.m. Central Daylight Time on July 30, 2010 and addressed to:

Steve Busch, Deputy Executive Director – Finance & Administrative Services  
Metropolitan Airports Commission  
6040 – 28<sup>th</sup> Avenue South  
Minneapolis, MN 55450  
E-Mail: Steve.Busch@mspmac.org - Phone: 612-726-8148

Or

Bob Schauer, Director of Finance  
Metropolitan Airports Commission  
6040 – 28<sup>th</sup> Avenue South  
Minneapolis, MN 55450  
E-Mail: Bob.Schauer@mspmac.org - Phone: 612-726-8150

If any inquiry submitted makes necessary the issuance of a written addendum to this RFQ, the addendum will be furnished to all persons on record with MAC as receiving a copy of this RFQ. MAC will not respond to inquiries received after the above date and time.

From the date this RFQ is issued through the date of Commission award, proposers shall not contact any member of MAC staff in any way related to this RFQ process, with the exception of the individuals named above.

**B. Submission**

The proposals should be submitted to the Metropolitan Airports Commission prior to 3:00 p.m. (Central Daylight Time) on August 6, 2010 and be addressed to:

Attention: Steve Busch, Deputy Executive Director – Finance & Administrative Services  
Metropolitan Airports Commission  
6040 – 28<sup>th</sup> Ave South  
Minneapolis, MN 55450

The package containing the proposals must be marked as follows:

**“Metropolitan Airports Commission Financial Consulting Services Proposals”**

Please provide 10 copies of the proposal.

Proposals must not exceed 14 pages, exclusive of Cover Letter, Title Page, Table of Contents and Attachments. Certain other questions specifically noted herein will not count toward the page limit. Proposals exceeding 14 pages may be deemed non-responsive.

**C. Content**

In order to expedite the review process, it is required that the proposals be organized in the manner specified.

1. **TITLE PAGE** – Show the request subject, the name of your firm, address, telephone number, fax number and name of contact person.
2. **TABLE OF CONTENTS** – Include a clear identification of the material by section and page number.
3. **LETTER OF TRANSMITTAL/INTRODUCTION** (Please limit to 2 pages.)
  - a) Briefly state your firm's understanding of the work to be performed.
  - b) Give the names of persons who will be authorized to represent your firm.
4. **FIRM PROFILE** – Include background and experience of the firm, including type of ownership, organization of the firm, length of time firm has been operating under present organization and range of professional services offered. (1 page)
5. **SUMMARY OF YOUR FIRM'S QUALIFICATIONS**
  - a) Resumes of key personnel to be assigned to the MAC, specifically identifying relevant experience and their other areas of responsibilities. (2 pages)
  - b) A description of not more than five relevant, ongoing or completed projects similar to the airport's size and scope of work prepared by your firm within the past five years. (4 pages)

Each description should include the following:

- o Project Summary and Location
    - o Nature and Extent of Firm's Role in Similar Projects
    - o Budget and Schedule
    - o Client's Contact Information
    - o Names and Roles of Staff Members Assigned to the Project
  - c) A description of your experience in preparing a feasibility report included as an appendix to the official statement for a client's airport bond financing which your firm has participated in. In addition, describe your experience in dealing with rating agencies. (2 pages) Include in your proposal a copy of a recent feasibility report as Attachment 1.
  - d) Conflict of Interest – Identify any airline or other aviation-related clients with whom you are currently under contract to provide consulting

services and indicate the nature of the services provided. Also indicate if your firm is under any investigation or has been notified of an investigation by any federal or state regulatory agency. (1 page)

e) Five references. (1 page)

6. EQUAL OPPORTUNITY STATEMENT

The proposal must include the following statement signed by an authorized representative of the proposer:

The undersigned agrees not to discriminate against any employee or applicant for employment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, status with regard to public assistance or disability and to take affirmative action to assure that all employees are treated equally with respect to training, hiring, rates of pay and other forms of compensation. The undersigned further agrees to take affirmative action to include the participation of targeted group businesses under Minn. Stat. §473.142 whenever possible in the performance of this Request for Qualifications.

7. CERTIFICATE OF COMPLIANCE

**Prior to award of a contract, the firm or firms selected as counsel for MAC must demonstrate compliance with the Certificate of Compliance requirements of the Minnesota Department of Human Rights. The Certificate of Compliance must be submitted with the proposal. (See Attachment 1).** (This section does not count in the page limit.)

Consistent with Minnesota Statute §473.144, the Metropolitan Airports Commission ("MAC") may not execute a contract for goods or services in excess of \$100,000 with any business having more than forty (40) full-time employees within Minnesota on a single working day during the previous twelve (12) months, unless the firm or business has an affirmative action plan for the employment of minority person, women, and qualified disabled individuals that has been approved by the Commissioner of the State of Minnesota, Department of Human Rights. A Certificate of Compliance from the Commissioner of Human Rights signifies that a business has an approved affirmative action plan.

**BUSINESS WITH MORE THAN 40 EMPLOYEES OUTSIDE MINNESOTA**

Further, MAC may not execute a contract for goods or services in excess of \$100,000 with any business that has more than forty (40) full-time employees on a single working day during the previous twelve (12) months **in the state where the business has its primary place of business**, unless the business has a Certificate of Compliance issued by the Commissioners of the State of Minnesota Department of Human Rights or the business certifies to MAC that it is in compliance with federal affirmative action requirements.

8. TARGETED GROUP BUSINESS - If the proposer is a small targeted business participant (under Minn Stat. 473.142), please complete a certification form that can be obtained from the MAC's Affirmative Action Department.

9. FEES - 2011 hourly billing rates and estimated cost to prepare a feasibility report for a bond issue (\$150 million – No Build America Bonds) in 2011. (1 page)

10. INSURANCE - The qualifications statement must describe the extent and limits of malpractice and other insurance (e.g., CGL, valuable papers) covering the proposer's performance of services for MAC. Documentation of insurance must be provided immediately upon selection and thereafter on an ongoing basis. (This section does not count in the page limit.)

## VI. DATA PRACTICES ACT

### A. Treatment of Proposal Data

All data submitted to MAC by proposers is governed by the Minnesota Government Data Practices Act. Under the current law, the following rules apply: Once a qualifications statement is opened, the name of the proposer becomes public information. All other information in the qualifications statement, including any price information, does not become public information until MAC has completed negotiating the contract with the selected proposer. Therefore, most qualifications statement information does not become public information until after the Commission awards the contract and the contract has been negotiated.

When the Commission has negotiated a contract with the successful proposer, all of the information in all of the qualifications statements becomes public, with the exception of trade secret data. In order to qualify as trade secret data, all of the provisions set forth in Minn. Stat. §13.37 must be met. Trade secret is defined as:

“government data, including a formula, pattern, compilation, program, devise, method, a technique or process (1) that was supplied by the affected individual or organization (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.”

A statement by a proposer that his or her data is copyrighted, or otherwise protected, does not prevent public access to the data contained in the qualifications statement at such time that the data would otherwise become public.

**During the proposal evaluation process, proposers cannot look at qualifications statements submitted by other proposers. During that process, MAC staff, outside experts who have signed confidentiality agreements and MAC Commissioners may be informed of the data in the qualifications statements and may view the qualifications statements. Proposers may discuss the qualifications statements with MAC Commissioners, but MAC Commissioners are not able to reveal the contents of the other qualifications statements. However, in the public Committee and Commission meetings of the MAC, Commissioners are able to discuss any information submitted in the qualifications statements to the extent reasonably necessary to conduct the business at hand. The data, however, retains its classification as private or nonpublic.**

If all responses to an RFQ are rejected by the Commission prior to “completion of the evaluation process,” all proposal data, other than that which was made public at the time of proposal opening, remains private or nonpublic until a resolicitation of the RFQ results in completion of the evaluation process or a determination is made to abandon the process. If the rejection occurs after “completion of the evaluation process,” the data remains public. If a resolicitation of proposals does not occur within one year of the proposal opening date, the remaining data then becomes public.

Proposers who wish to refer to the Data Practices Act can locate these requirements in Minn. Stat. §13.591, which was adopted by the legislature effective August 1, 2001.

**B. Acknowledgement**

By submitting a qualifications statement, the proposer acknowledges that all information is subject to potential disclosure and agrees that MAC will have no liability for any such disclosure.

**C. Data on Individuals**

**Persons who supply data about themselves in response to this RFQ are entitled to know the following information under the Minnesota Government Data Practices Act: a) the information requested will be used to evaluate the qualifications statements; b) the proposer is not legally required to supply this information; c) failure to supply information may result in a determination by the MAC that the qualifications statement is non-responsive; and d) the public is authorized by law to receive information that is not classified by law as private, confidential, or non-public data.**

**VII. EVALUATION CRITERIA**

Qualifications statements must demonstrate compliance with the certificate of compliance requirements of the Minnesota Department of Human Rights and must indicate the absence of any conflict of interest which would disqualify proposer from adequately representing the MAC's interests under state and local laws. Qualifications statements meeting these requirements will be reviewed by a team consisting of MAC staff (including Finance and Legal representatives and/or a Commission member or outside expert) on the basis of the following criteria. The review panel will review the qualifications statements to determine which, if any, qualifications statement is the most advantageous to MAC's needs.

1. The firm has received a Certificate of Compliance from the Commissioner of Human Rights prior to Commission award of the agreement.
2. Organization, size and structure of firm. Ability of Firm to provide the required services.  
**(100 points)**
3. Qualifications and airport experience of staff assigned to MAC.  
**(300 points)**
4. Responsiveness of the proposal in clearly stating the understanding of the work to be performed.  
**(100 points)**
5. Fee structure  
**(150 points)**
6. Other factors (References, Feasibility Report Example, TGB)  
**(100 points)**

**TOTAL - 750 POINTS**

The above mentioned criteria may not receive equal weight during the evaluation.

**VIII. SELECTION PROCESS**

The Evaluation Team intends to make a recommendation of the most qualified firms to perform the specific services requested to the Finance, Development and Environment ("FD&E") Committee on September 8, 2010. The Evaluation Team reserves the right to conduct interviews of the proposing firms prior to the FD&E Committee meeting. The FD&E Committee is not bound by the Evaluation Team's recommendation. The FD&E Committee then may conduct interviews and make a recommendation to the full Commission for approval on September 20, 2010. These dates are subject to change. During the evaluation process, MAC reserves the right, where it may serve the MAC's best interest, to request additional information or clarification from the firms submitting qualifications statements, or to allow corrections of errors or omissions.

**IX. AFFIRMATIVE ACTION/NONDISCRIMINATION AND EQUAL OPPORTUNITY**

**A. Requirements for Firms Required to Obtain a Certificate of Compliance**

Minn. Stat. §473.144 and Minnesota Rules, parts 5000.3400 to 5000.3600 are hereby incorporated into any contract between these parties based upon this RFQ. A copy of Minn. Stat. §473.144 and Minnesota Rules, parts 5000.3400 to 5000.3600 is available upon request from MAC. Failure by a proposer to implement an affirmative action plan or make a good faith effort may result in suspension or revocation of its Certificate of Compliance (Minn. Stat. §363.073, subd. 2) by the State of Minnesota.

**Affirmative Action for Disabled Workers**

The proposer shall not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The proposer agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled individuals without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training including apprenticeship.

The proposer agrees to comply with the rules of the Minnesota Department of Human Rights issued pursuant to Minn. Stat. §363.074. In the event of the proposer's non-compliance with the requirements of this clause, actions for non-compliance may be taken by MAC in accordance with this contract.

The proposer agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Commissioner of the Minnesota Department of Human Rights. Such notices shall state the proposer's obligation under the law to take affirmative action to employ and advance in employment, qualified disabled employees and applicants for employment, and the rights of applicants and employees.

The proposer shall notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the proposer is bound by the terms of Minn. Stat. §473.144 and Minnesota Rules, parts 5000.3400 to 5000.3600, and is committed to take affirmative action to employ and advance in employment, physically and mentally disabled individuals.

**B. Nondiscrimination and Equal Opportunity**

MAC does not discriminate in the selection of proposers on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The successful proposer must agree to comply with all applicable federal, state and local equal opportunity and affirmative action laws, directives and regulations.

MAC acts affirmatively to promote and enter into contract with targeted group businesses (TGBs). MAC has adopted a Targeted Group Business ("TGB") program pursuant to Minn. Stat. §473.142. A TGB is a small Minnesota business which is at least 51 percent owned and controlled by women, people of color, and/or people with disabilities. The successful proposer must agree to ensure that TGBs and disadvantaged business enterprises (DBEs), as defined by applicable federal law, will have the maximum opportunity to participate in the performance of this contract whenever possible. The successful proposer will cooperate with MAC in meeting the Commission's commitments and goals with regard to the maximum utilization of TGBs/DBEs whenever possible in the performance of the legal services requested under this RFQ.

**Attachment 1**

**MAC CERTIFICATE OF COMPLIANCE FORM**

You must complete the information requested in both of the following sections:  
(Failure to do so may result in rejection of the response.)

**SECTION I: Minnesota Employees**

1. Have you employed more than 40 full-time employees on a single working day within Minnesota during the previous 12 months?

YES  NO If YES, complete question 2; if NO move to Section II.

2. If your answer to #1 above is yes, please check one (1) of the following statements.

Yes, we have a current Certificate of Compliance that has been issued by the State of Minnesota Commissioner of Human Rights. (Include a copy of the Certificate with your response.)

No, we do not have a Certificate of Compliance, however, we submitted an affirmative action plan to the State of Minnesota Commissioner of Human rights for approval on \_\_\_\_\_, 20\_\_\_\_. We also understand that the plan must be approved by the Commissioner of Human Rights by such deadline established by MAC before any contract or agreement can be executed with MAC.

No, we have not submitted a plan. We understand that if a plan is not submitted by the time the MAC awards the contract or such earlier time required by MAC, our response shall be rejected.

**PLEASE NOTE:** Affirmative Action plans approved by the federal government, a county, or a city are NOT SUFFICIENT for Section I. You *must* have a certificate issued by the State of Minnesota Commissioner of Human Rights.

**SECTION II: Employees Outside Minnesota**

1. Have you employed more than 40 full-time employees on a single working day during the previous 12 months in the state in which you have your primary place of business and the primary place of business is outside the State of Minnesota?

YES  NO If "YES", then also check one of the following three statements:

Yes, we have a current Certificate of Compliance that has been issued by the State of Minnesota Commissioner of Human Rights. (Include a copy of your Certification with your solicitation response.)

Yes, we are in compliance with federal affirmative action requirements.

(Call the Office of Federal Contract Compliance at 612-370-3177 if you have questions.)

\_\_\_\_ No, we comply with neither of the above and we understand that our response must be rejected and the Metropolitan Airports Commission cannot execute a contract or agreement because of non-compliance with of these requirements.

For further information regarding Certificates of Compliance, contact:

State of Minnesota Department of Human Rights  
Compliance Services  
190 East 5<sup>th</sup> Street, Suite 700  
St. Paul, MN 55101

Phone: (651) 296-5663

**By signing this statement you certify that the information filled in is accurate.**

<b>NAME OF FIRM:</b>	
<b>AUTHORIZED SIGNATURE:</b>	
<b>TITLE:</b>	
<b>DATE:</b>	<b>PROJECT NAME OR ITEM(S) BID:</b>