

CITY OF KELSO, WASHINGTON

REQUEST FOR QUALIFICATIONS

FOR

**PROFESSIONAL AIRPORT - ENGINEERING AND
CONSTRUCTION MANAGEMENT/INSPECTION SERVICES**

AT

SOUTHWEST WASHINGTON REGIONAL AIRPORT (KLS)

**REQUESTS FOR QUALIFICATIONS
FOR
PROFESSIONAL ENGINEERING AND CONSTRUCTION
MANAGEMENT/INSPECTION SERVICES FOR AIRPORT PROJECTS
Southwest Washington Regional Airport (KLS)**

I. INVITATION

The City of Kelso (City) as sponsor of a public use airport facility is soliciting Statements of Qualifications (SOQ) from qualified professional consulting firms (Respondent) experienced in the field of airport engineering and project management services. The City will meet and follow the guidance of Federal Aviation Administration (FAA) AC 150/5100-14E (or latest edition) Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. The City is seeking a qualified firm to provide services for improvements to the Southwest Washington Regional Airport (KLS) during the contract period.

The City intends to select and retain one prime consultant to provide professional engineering, construction management services, and other related professional services for locally and grant funded projects for the Airport for a period not to exceed three (3) years with a one (1) year extension option for a possible total of four (4) years.

The successful respondent firm will be selected based on desired qualifications as outlined herein. Fee information will not be considered during the selection process. The resulting agreement shall be utilized on an as-needed or as-required basis. Therefore, the City does not guarantee the successful respondent an agreement value of any amount for services rendered under this proposed contract.

The Airport Projects listed in this Request for Qualifications (RFQ) are anticipated to be funded in part by FAA Airport Improvement Program (AIP) funds, WSDOT-Aviation funds and/or other City/Airport funds and grants. All services and projects will be required to comply with FAA, State, and City of Kelso laws, requirements and regulations.

Implementation of all, some or none of the other airport projects listed in this (RFQ) is not guaranteed, and subject to circumstances brought about by data during the engineering phase and available funding.

The City intends to award an engineering services contract for services that may or may not include the projects listed in Section III.

II. INTRODUCTION/BACKGROUND

The Southwest Washington Regional Airport (KLS) is located just northwest of the I-5/432 interchange in Kelso, Washington. KLS is home to approximately 100 aircraft and supports about 30,000 operations a year. KLS has one 4,400' x 100' runway and a GPS and LPV approach to Runway 12. KLS has continued to grow over the last few years as urban sprawl from the Portland/Vancouver area continues to move north along the I-5 freeway. We expect to see continued demand as southwest Washington's only jet capable airport.

III. SCOPE OF WORK

The selected Consultant must be able to undertake the type of projects selected and provide assistance in administration, pre-design studies, FAA processes, environmental and agency processes, production of the contract documents, construction management and other tasks required to complete the selected projects. Anticipated projects may include but are not limited to the following:

1. CIP projects as may be approved by the Federal Aviation Administration
2. Airfield Pavement Maintenance or Rehabilitation – Anticipated 2022
3. Underground fuel tank replacement with above ground tank system – Anticipated 2022
4. Environmental Assessments, study and analysis
5. ROFA Improvements – obstruction removal and wetland mitigation
6. General Aviation planning and development
7. Administrative functions in support of projects listed herein.
8. Security improvements
9. Runway reconstruction design
10. Rehabilitate or Replace equipment (such as airfield lights, Nav-Aids, signs)
11. Other miscellaneous airport work as may be required. Projects may be Funded with Federal and/or State funds, funded by the Airport, or a combination of funding sources.

Preliminary Phase activities required for defining the scope of a project and establishing preliminary requirements include but not limited to the following.

1. Design conferences to coordinate or resolve design matters.
2. Coordinate project with FAA personnel and other stakeholders
3. Develop preliminary design drawings and cost estimates

Design Phase includes all activities required to undertake and accomplish a full and complete project design. Examples include but are not limited to:

1. Prepare necessary engineering and special environmental studies for design considerations and NEPA environmental approval.
2. Prepare detailed plans, specifications, costs estimates and project schedules

Bidding Phase involves assisting the Sponsor in advertising and securing bids negotiating for services, analyzing bid results and furnishing recommendations on the award of contracts, and preparing contract documents

Construction Phase

1. Represent the Sponsor during all phases of Construction
2. Inspect work in progress and provide appropriate reports
3. Review, analyze and accept laboratory and mill test report of materials and equipment
4. Make final inspections and submitting punch-lists and a report of the completed project

Project Closeout Phase involves basic services necessitated after the completion of a construction contract to include preparing closeout paperwork and reports.

IV. CONTRACT LIMITATIONS:

- A All parties competing for this engineering services contract are advised that the work may be accomplished over the course of several grant projects.

- B. All parties are advised that some of the services may not be required and that the owner reserves the right to initiate additional procurement action for any of the services included in this procurement.
- D. The contract shall be limited to services covered by the negotiated scope of work and fee for a specific project.
- E. A scope of work and fee schedule shall be developed by the consultant at the time specific work for a specific project is needed and identified by the airport owner.

A cost analysis shall be performed for the scope of work for each project. The City reserves the right to negotiate with and/or award a contract to other consultants sequentially ranked (by the sponsor's selection committee) behind the selected consultant in the event that the City and the selected consultant negotiate but are unable to agree upon a detailed scope of work or cost of contract.

V. **SELECTION PROCESS:**

The selection committee will consist of 3-5 City employees which will include the Airport manager and staff from the Engineering and/or Community Development departments. Selection committee may also contain a member of the Airport Operating Board or community member. The results of the selection process are in the sole and absolute discretion of the City and its Selection Committee which may accept or reject any or all Statements of Qualification submitted.

- A The selection of a consultant shall be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the service required.

The City will select the services of a firm to provide professional engineering and construction management/inspection services in accordance with current FAA AIP standards. All firms should be capable of FAA Airport Improvement Program (AIP) grant preparation and administration assistance, and should be knowledgeable and experienced with Airport Improvement Program requirements.

1. **Statement of Qualifications for Engineering Services**

The SOQ shall be contained in a document not to exceed thirty (30) pages including pictures, charts, graphs, tables, and text. The front and back covers, dividers, cover sheet, and table of contents will not be counted in this 30-page limit. Page size is limited to 8 ½ x 11 inches with basic text information no smaller than 12-point font. Double sided printing is permitted; however, each printed side will count toward the 30-page limit.

To facilitate review, SOQ submittals should conform to the format outlined in the evaluation criteria below. Proposals should be clear and concise. Emphasis should be placed on the specific qualifications of the people who will actually perform the work of this contract, applicable experience, and the specific approach to execution of work.

DO NOT submit any cost information with your SOQ, as this would be a violation of federal procurement regulations for selection of professional services.

Respondents shall submit five (5) hard copies and one electronic copy of the Statements of Qualifications for engineering and construction management/inspection services at the Southwest Washington Regional Airport in response to the Request for Qualifications (RFQ).

The one electronic copy shall be on a USB thumb drive using MS Word, MS Excel, and PDF compatible file formats. The SOQ format shall include the following items, and limit your SOQ submittal to thirty (30) pages:

- a) General description of firm: Include company organizational structure, company history and background, size of company, recent experience in comparable airport/aviation projects in a similar environment, experience with federal government projects, specifically FAA and the Airport Improvement Program.
- b) Knowledge, experience, qualifications and capability of your firm successfully complying, performing, and administering all requirements of the FAA AIP grant program, AIP airport design and construction standards, airspace requirements, as well as familiarization with FAA Orders and Advisory Circulars, FAA standards, and the NEPA process.
- c) Affiliation with other firm(s): Identify other firms that you plan to subcontract or joint venture with, if any, for this contract.
- d) Identify key person(s) in firm(s) who will work on the design, field engineering, and construction management portion of the projects and who will be directly in charge of Southwest Washington Regional Airport's projects; describe the roles these key persons will fill, their background and their experience.
- e) Technical approach: A brief discussion of the tasks or steps that the consultant will undertake to accomplish the work described in the scope of work.
- f) Describe firm's experience with the listed scope of work with special emphasis on fuel tank replacement projects, pavement management, ROFA projects, and wetland and drainage projects.
- f) Demonstrated capability to meet schedules, deadlines, without delays, cost escalations or overruns and contractor claims.
- g) At least four (4) references from comparable airports with similar projects to those in the above scope of work.
- h) Evidence that the consultant has established and implemented an Affirmative Action Program.
 - a. Description of the kind of work that can be subcontracted.
 - b. The estimated percentage of the kind of work identified as subcontractable.
 - c. Identification of those subcontractable work items which could be performed by DBE firms.
 - d. Name and address of the DBE firms that are anticipated to perform the subcontractable work and, if the DBE firms are certified, the name of the certifying agency.

City shall rely on the engineering/consulting firm to establish DBE goals for the AIP-assisted projects covered by this contract. The firm selected for this contract will be expected to meet those DBE goals or make a good faith effort to meet the goals in accordance with the Title 49 Code of Federal Regulations Part 26.

The City of Kelso in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on grounds of race, color, national origin, or sex in consideration for an award.

- B. Any questions or comments should be directed to City of Kelso, Attention: Chris Paolini, P.O. Box 819, Kelso, WA 98626, at (360) 261-8268 or cpaolini@kelso.gov.
- C. All submittals must be received in a sealed envelope by Friday, April 30th, 2021 at 4:00pm at the following address:
 - City of Kelso
 - Second Floor – Engineering
 - 203 South Pacific Avenue
 - Kelso, WA 98626

Submittals must contain the name, address, and daytime telephone number for contact person(s) to whom additional selection process requests should be communicated.

- D. All submittals must be in a sealed envelope and clearly labeled in all capital letters “**AIRPORT SOQ- ENGINEERING SERVICES**” on the back of the envelop. Unlabeled submittals may be returned to the sender.

VI. SELECTION: Evaluation Criteria and Weighing

All SOQ’s received will be evaluated based on FAA Advisory Circular 150/5100-14E, and compliance with this request for qualifications. The selection criteria that will be used to rank statements of qualifications are detailed herein.

Contracts will be subject to the provisions of Executive Order 11246 (affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation) and 49 CFR Part 30 (Foreign Trade Restriction Clause).

After the deadline for receipt of qualifications, the subcommittee will review the qualifications and may select one firm to negotiate a contract based upon a mutually understood, detailed scope of work. If deemed necessary by the subcommittee, at least two, (but not more than five, firms may be invited for interviews. Interviews may be located at Kelso City Hall, 203 S. Pacific Avenue, Kelso, WA 98626 or by phone. The final selection of the firm with which to negotiate a contract will be based upon the qualifications criteria listed above, as well as:

- A. Capability to perform all or most aspects of the projects, such as preliminary design, construction management, bidding services, Airport Layout Plan revisions, environmental evaluations – such as documented category exclusion, financial analysis, preliminary civil design, mechanical and electrical engineering. **(20)**

- B. Key personnel's professional background and successful relevant experience in airport projects comparable to the proposed projects. **(20)**
- C. Demonstrated ability to meet Airport Improvement Program design and construction standards, project schedules or deadlines, and to complete projects without having major cost escalations, overruns, or disputed claims. **(15)**
- D. Familiarity with the Southwest Washington Regional Airport and demonstrated understanding of the listed projects potential problems and the owner's special concerns. **(15)**
- E. Quality and Familiarity of projects previously undertaken by firm that are comparable to the proposed projects. **(10)**
- F. Capability to furnish qualified inspectors with FAA Airport Improvement Program project experience for construction inspection. **(10)**
- G. Construction contract management skills, knowledge, experience and capabilities; ability to implementation and enforce the construction contract; ability to complete projects on budget and on time; and demonstrated capability to properly administer projects funded by the Federal Aviation Administration Airport Improvement Program (AIP) (references and examples). **(10)**
- H. DBE participation may be noted but not part of the consultant selection rating system.

VII. TIME SCHEDULE

The City will endeavor to use the following time schedule in its selection:

- A. Statement of Qualifications must be received by **4:00 p.m., April 30, 2021** at Kelso City Hall.
- B. Preliminary evaluations of qualifications will be made by **May 7, 2021**.
- C. Submitters will be notified of either selection or short listing for in person or phone interviews.
- D. If interviews are required, time, schedule and process will be determined by Selection Committee. Interested applicants should not expect compensation of costs associated with the interview or applicant's submittal package.
- E. Decision on firm selection will occur and firm notified no later than Friday May 14, 2021.

VIII. ADDITIONAL INFORMATION:

All Qualification documents submitted shall become the property of the City or Southwest Washington Regional Airport and may thereafter be used by the City or Southwest Washington Regional Airport without compensation to the Proposers. It is understood that all submittals will become a part of the public file on this matter, without obligation to the City.

Any Qualification documents received after the above date and/or time will be returned unopened. All envelopes must be clearly marked “**AIRPORT SOQ– ENGINEERING SERVICES**”. The City reserves the right to reject any and all submittals and to accept any proposal that is deemed to be in the best interest of the Southwest Washington Regional Airport.

The contents of any Statement of Qualifications shall not be disclosed so as to be available to competing offers during negotiations process.

No cost or fee schedules shall be submitted. FAA grant guidelines require cost and fee information to be presented during contract negotiations after the selection of the most qualified consultant with which to negotiate.

Incurring Costs

The consulting firm is responsible for all costs related to the submittal of their applications, preparation of documents or submittals needed for negotiations, and the costs incurred in traveling to and participating in any meetings associated with selecting the consultant and negotiating an agreement.