

# REQUEST FOR QUALIFICATIONS

## AIRPORT ENGINEERING SERVICES Warrenton-Astoria Regional Airport (KAST) Five-Year Capital Improvement Program

### INTRODUCTION:

The Port of Astoria (Port) is seeking Statements of Qualifications (SOQ) from qualified professional service firms with specific expertise in aviation services following the guidance of Federal Aviation Administration (FAA) AC 150/5100-14 Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects; and in compliance with applicable provisions of 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The Port is seeking a qualified firm to provide services for improvements to Astoria Regional Airport (KAST) during the contract period.

### CONTRACT PERIOD

The Port intends to select and retain one prime Consultant to provide professional engineering services and to enter into an initial agreement for engineering and related services for a period not extending beyond December 31, 2020.

*Respondents should note that the Port currently has a contract with Precision Approach Engineering and has awarded a construction contract for AIP 3-41-0003-021. Precision Approach Engineering will provide the construction phase services for this project and it is anticipated that those services will extend into November of 2016. The successful party with respect to this RFQ would be providing concurrent services for future projects.*

### PURPOSE OF RFQ:

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 Port does not guarantee the successful respondent an agreement value of any amount for services rendered under this proposed contract.

The Port reserves the right to initiate additional procurement action for any portion of the services described herein.

It is anticipated that this work will be accomplished in part with funds from the Federal Aviation Administration (FAA), State, other grants, and local funds. Since it is anticipated that these projects will be partially funded by federal grants, professional consultant services rendered for these projects must conform to all applicable requirements of the FAA and Port rules and regulations.

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## ISSUING PARTY:

Port of Astoria  
James Knight, Executive Director  
10 Pier 1, Suite 308  
Astoria, OR 97103

(503) 741-3300      General Number

## Direct all inquiries or requests for clarification to:

Gary Kobes, Interim Airport Manager  
(503) 741-3338      Office  
(314) 409-8392      Cell  
[gkobes@portofastoria.com](mailto:gkobes@portofastoria.com)

## 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. The Port may select other projects noted in the Master Plan, of similar nature, or associated with projects listed but not specifically stated.

Listed below in Other Tasks are the types of work that may be assigned over the term of the contract. Projects include those currently identified in the Airport's Capital Improvement Program and those that may be identified by the Port. Other Tasks are listed neither by chronological order nor by priority.

## OTHER TASKS:

Tasks which *may* be selected by the Port and/or as approved by FAA for AIP grant projects:

1. Pavement improvements to include: Runways, taxiways, aprons, taxi lanes, and vehicle movement areas. Vehicle movement improvements may include airside roads, street improvements, or other vehicle sites as designated
2. Environmental work required in accordance with applicable Federal, State and Local guidelines and regulations including FAA Advisory Circulars, the National Environmental Policy Act (NEPA), Oregon Department of State Lands, US Corps of Engineers, and Oregon Environmental Statutes
3. Security, including fencing
4. Airport Geographic Information Systems (AGIS)
5. Site improvements (drainage, storm water management, site work, and utility improvements)
6. Disadvantaged Business Enterprise plans and goals

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7. Capital Improvement Plans
8. FAA/ADO communication, process assistance, and forms review
9. Grant funding assistance
10. Obstruction removal
11. Planning assistance as required by FAA outside of a Master Plan
12. Project process and administration
13. NAVAID improvements
14. Airport signage, lighting, and facility lighting
15. Airport hydrology and geotechnology

### CURRENT FIVE-YEAR PROJECTS AND REQUESTED FUNDING:

Improvements currently identified for the next five years include taxi lane improvements, apron rehabilitation/reconstruction, and obstruction removal.

Year	Project Name	NPE	ST/DI	Total
2016	Taxiway Alpha Environmental PMP	\$150,000	---	\$150,000
2017	Extend Taxiway Alpha	\$150,000	\$0/\$2,000,000	\$2,150,000
2018	Apron PMP	\$20,000	---	\$20,000
2019	Rehabilitate Apron	\$150,000	\$3,000,000	\$3,150,000
2020	Carry Over	---	---	---
2021	Update Master Plan	\$300,000	---	\$300,000

### SELECTION PROCESS:

The Selection Committee will consist of five members:

- Executive Director, Port of Astoria
- Permits and Projects Manager, Port of Astoria
- Interim Airport Manager, Port of Astoria
- A member of the Port's Airport Advisory Committee
- A Port Commissioner

The results of the selection process are in the sole and absolute discretion of the Port of Astoria and its Selection Committee which may accept or reject any or all Statements of Qualification submitted.

1. The Selection Committee will evaluate each submitted SOQ and select three finalist firms for an interview. Firms not selected for interview will be notified.
2. Upon completion of interviews the Selection Committee will rank the three finalist firms and notify them of their ranking position.
3. After the selection and ranking process is complete, the Port staff will then attempt to negotiate a satisfactory contract with the highest-ranked firm. If the parties are unable

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to reach an agreement, the Port will then formally notify the ranking firm that the Port will no longer seek to enter into an agreement with that firm and that the Port will commence negotiation with the next-ranked firms in the same manner until it has reached a satisfactory agreement, at which time it will notify any remaining finalist(s).

### STATEMENT REQUIREMENTS:

The Statement of Qualifications shall be limited to a maximum of 25 pages (12-point minimum font size) including all cover letters, tables of contents, resumes or any pre-printed or other promotional material included with the SOQ, whether bound or unbound. Pages left blank or dividers shall not be included in the page count. Interested firms are to submit six (6) complete copies of the Statements of Qualifications. Statement documents should be clearly marked on the outside of the envelope with "Statements of Qualifications for Airport Engineering".

Submittals received after the deadline shall remain unopened and will under no circumstances be considered.

Questions regarding this RFQ must be submitted in writing or by email to the Port office at the address listed above, no later than Friday, March 4, 2016, at 12:00 p.m. Oral statements or instructions made by staff, officials or consultants shall not constitute an amendment to this RFQ; any such amendment must be in writing and issued to all registered parties.

### STATEMENT CONTENT:

The Statement of Qualifications shall include the following information, preferably presented in the following order:

1. A cover letter acknowledging the requirements and conditions of this Request for Qualifications as well as the identity and contact information of the principal of the firm responsible for the submittal of the SOQ.
2. A general description of the proposing firm, including company organizational structure including headquarters and subordinate offices, size of company, recent experience in comparable airport/aviation projects, and experience with projects funded by Federal Aviation Administration AIP grants.
3. A narrative statement detailing the Proposer's understanding of the requirements of the Port and its capability to perform all or most aspects of the engineering projects and tasks contemplated.
4. Discuss the proposed project team and the identification of those key individuals who will be involved in the contemplated projects along with a precis of their qualifications, backgrounds, experience, and specific responsibilities.
5. Demonstrate knowledge and understanding of FAA regulations, policies and procedures.
6. Demonstrate capability to meet schedules/deadlines, without delays, cost escalations or overruns, and claims.

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7. Provide an overview of project management process and means used for project development and management.
8. A representative list of previous clients and projects comparable to the proposed planning and/or engineering projects listed above (include contact person, airport, brief project description(s), email address, and phone numbers).

All SOQ's received will be evaluated based on applicable provisions of FAA Advisory Circular 150/5100-14E, 2 CFR 200, and compliance with this request for qualifications.

### SELECTION CRITERIA:

Selection will be based upon the following criteria:

#### 1) Cover Letter (0 pts)

The cover letter must contain the information requested above in Statement Content, Item 1.

#### 2) Project Team Experience and Qualifications (20 pts)

- a) Firm's organizational structure
- b) Key personnel
- c) Availability of key personnel
- d) If specialized consulting is not available internally, identify proposed sub-consultants, their area of expertise, and principals

#### 3) Project Understanding (20 pts)

- a) Familiarity with projects impact on airport operations
- b) Understanding of the types projects identified

#### 4) Relevant Experience (25 pts)

- a) Experience of the firm on comparable projects
  - i) Experience of key members on similar projects
  - ii) List date, description, and project construction costs
- b) FAA Seattle ADO knowledge, understanding and experience
- c) Knowledge of other applicable regulations, policies, and procedures
- d) Demonstrated competence, in hydrology; geotechnology; wetlands delineation permitting and mitigation; endangered species issues
- e) Experience of sub consultants on similar projects

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## 5) Project Management (20 pts)

- a) Schedule, budget and quality control procedures with a demonstrated history of meeting schedules and budgets
- b) Consultant in-house services, technology used and capabilities
- c) Management and accountability processes for sub-consults
- d) Project management approach
- d) Availability to proceed with work

## 6) References (15 pts)

- a) Four references for work within the last five (5) years.
  - i) One reference may be from a source other than an airport project with work having been performed within the last five (5) years
- b) Identify any litigation, arbitration, or claims related to or associated with projects
  - i) Against firm within the last five (5) years
  - ii) Against a proposed team member within the last five (5) years

## SCHEDULE

<u>Activity</u>	<u>Deadline</u>
SOQ RFQ Issued	Monday, February 29, 2016
Questions or Clarifications of Solicitation	Friday, March 11, 2016, 12:00 p.m.
Last Date for Addenda Issue	Monday, March 14, 2016, 12:00 p.m.
Statement Submittal deadline	Wednesday, March 23, 2016, 4:00 p.m.
Statement Evaluations	Monday – Friday, March 28-April 1, 2016
Interviews	Monday – Thursday, April 4-7, 2016

Six (6) copies of the Statement of Qualifications will be accepted until 4:00 p.m. local time on Wednesday, March 23, 2016, and shall be submitted to:

Gary Kobes, Interim Airport Manager  
Port of Astoria,  
10 Pier 1 Building Suite 308  
Astoria, OR, 97103

Each submitting firm will receive an email acknowledgment of receipt of the SOQ.

**Note: Along with this RFQ, any addendum(s) will be posted to the Port's website.**