

REQUEST FOR QUALIFICATIONS



AIRPORT PLANNING SERVICES City of Forks – Quillayute Airport (UIL) Airport Master Plan Update Program

INTRODUCTION:

The City of Forks (Forks), as owner and operator of the Quillayute Airport (UIL), 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. Forks is seeking a qualified firm to provide Airport Master Planning Update services to Forks for UIL beginning in federal FY 2022.

Forks intends to select and retain **one prime consultant** to provide master planning services.

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.

It is anticipated that this work will be accomplished in part with funds from the 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, as well as, those of the State. **This project is solely contingent upon the availability of federal funds.**

ISSUING PARTY:

City of Forks
Tim Fletcher, Mayor
500 East Division Street
Forks, WA 98331

(360) 374-5412

Direct all inquiries or requests for clarification to:

Rod Fleck
(360) 374-5412
rodf@forkswashington.org

SCOPE OF WORK:

The selected consultant must be able to undertake the FAA Master Plan Update process. The final product will be an adopted Airport Master Plan, Airport Layout Plan, and other associated documents satisfactory to the FAA, Washington State Department of Transportation-Aviation

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Division, and to Forks. The Consultant will follow the guidance in FAA AC 150/5070-6B Change 2 "Airport Master Plans" (or most current version) in the preparation of the Airport Master Plan.

TASKS:

Task areas which will be required, at a minimum:

1. Airport Master Planning
2. Public involvement program
3. Existing conditions
4. Environmental considerations
5. Aviation forecasts
6. Facility requirements
7. Alternatives development and evaluation
8. Airport Layout Plan (ALP) drawing set
9. Facilities implementation plan
10. Financial feasibility analysis
11. Land Use Planning
12. Implementation of Airport Geographic Information Systems (AGIS)

SELECTION PROCESS:

The selection committee will consist of at least five members to include:

- Tim Fletcher, Mayor
- Rod Fleck, UIL Manager & Attorney/Planner
- Audrey Grafstrom, S18 Manager & Clerk/Treasurer
- At least one member of Forks City Council
- At least one member of the public familiar with aviation

The results of the selection process are at the sole and absolute discretion of the City of Forks 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, Forks staff will then attempt to negotiate a satisfactory contract with the highest-ranked firm. If the parties are unable to reach an agreement, Forks will then formally notify the highest ranking firm that Forks will no longer seek to enter into an agreement with them and that Forks 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).

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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 "AMP SOQ". ***“Hard copies” only will be accepted, email or digital versions will not be deemed responsive to this Request for Qualifications.***

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

Questions regarding this RFQ must be received in writing or by email to the City of Forks at the address/email address listed above, no later than Wednesday, 31 March 2021, at 1:00 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, and be 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 for the principal of the firm responsible for the submittal of the SOQ.
2. A general description of the proposing firm, including company organizational structure with 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 brief narrative statement detailing the proposer's understanding of the requirements of Forks and its capability to perform all or most aspects of the engineering projects and tasks considered.
4. Discuss the proposed project team and the identification of those key individuals who will be involved in the proposed projects along with their qualifications, backgrounds, experience, and specific responsibilities.
5. Demonstrate knowledge and understanding of FAA regulations, policies and procedures.
6. Provide a comprehensive schedule for the process and proof of the ability of the firm to meet that schedule, without delays, cost escalations or overruns. ***This includes a proposed FAA compliant SCOPE OF WORK that would be utilized by the City in completing its FAA Form 424 which must be submitted to FAA Region by 21 May 2021.***

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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 three previous clients and projects comparable to the proposed planning project. Include contact person, airport, brief project description(s), email address, and phone numbers.

All SOQs received will be evaluated based on FAA Advisory Circular 150/5100-14E, and compliance with this request for qualifications.

SELECTION CRITERIA:

Selection will be based upon the following criteria:

1) Cover Letter (Maximum 5 points)

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

2) Project Team Experience and Qualifications (Maximum 20 points)

- 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 (Maximum 15 points)

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

4) Relevant Experience (Maximum 30 points)

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

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- e) Experience of sub consultants on similar projects

5) Project Management (Maximum 10 points)

- 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-consultants
- d) Project management approach
- e) Availability to proceed with work as currently scheduled

6) Demonstrated Leadership in Public Engagement (Maximum 10 points)

- a) Processes utilized for public engagement in the project
- b) Describe areas of public involvement

7) References (Maximum 15 points)

- a) Three 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:

The following schedule identifies major milestones of the selection process and may be modified at the discretion of Forks.

<u>Activity</u>	<u>Deadline</u>
Master Planning RFQ Issued	Monday, 15 Mar 2021
Questions or Clarifications of Solicitation	Wednesday, 31 Mar 2021, 1:00 p.m.
Last Date for Addenda Issued	Wednesday, 7 Apr 2021, 1:00 p.m.
Statement of Qualifications Submittal	Monday, 26 Apr 2021, 1:00 p.m.
Statement Evaluations	Monday-Friday, 26-30 Apr 2021
Interviews (Presume Online)	Wednesday-Thursday, 5 & 6 May 2021
Decision on selected firm	Friday, 7 May 2021
Authorization to Award Contract	Monday, 10 May 2021

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Note: Any addendum(s) will be posted to the City of Forks website at www.forkswashington.org along with this RFQ.

Six (6) copies of the Statement of Qualifications will be accepted until Monday, 26 April 2021, 1:00 p.m. and shall be submitted to:

City of Forks
500 East Division Street
Forks, WA 98331

ATTN: Rod Fleck – AMP SOQ Submission

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