



## QUILLAYUTE

### REQUEST FOR STATEMENTS OF QUALIFICATIONS

### AIRPORT RELATED BUILDING ARCHITECTURE/ENGINEER

City of Forks  
500 East Division Street  
Forks, WA 98331

### STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

STATEMENT DUE: Noon, Friday, 12 Jan 2024

#### I. Introduction:

Since the late 1990s, the City of Forks (City) has owned and operated the Quillayute Airport (UIL) which is located ~9m due west of the City. From the outset, the City has attempted to obtain federal and state funding for stabilization of the historic WWII hangar designed by the Austin Company for the US Navy. Only with the federal Bipartisan Infrastructure Law (BIL) did funding finally materialize that would allow the City to undertake much needed stabilization of the southern two-storied extension of the building, minor roof repair of the hangar, and design and permit a needed commercial septic system allowing for future on-going commercial utilization of the building. The City is seeking a qualified architect/engineer to undertake the stabilization, roof repair, and septic design and bid documents. The City would like to bid the project in the Spring of 2024 with work to begin no earlier than the Summer of 2024 and be completed by the end of 2025. The BIL as administered by the Federal Aviation Administration's Air Traffic Organization within the framework of its allocated Airport Infrastructure Grants (AIG Allocated) grant program.

Please see Section II below for more information on the City's expectations.

Submittals will be accepted until Noon, local time on Friday, 12 Jan 2024. Submittals must be either delivered or mailed to the address below by the deadline. The City will not accept or review any late submittals, nor submittals sent via email or fax. Address submittals to:

UIL Architect/Engineer RFQ Submittal  
Attn: Rod Fleck, City Attorney/Planner  
500 East Division Street  
Forks, WA 98331  
(360) 374-5412 ext. 245  
rodf@forkswashington.org

All projects undertaken will depend upon available funding from various sources, which may include, but are not limited to, the Federal Aviation Administration (FAA), potentially the Washington State Department of Transportation, Aviation Division, as well as local agency sources.

Selection of the short-listed proposers and/or the top ranked proposer will be based upon the criteria in latest edition of the FAA Advisory Circular (AC-150/5100-14E) "Architectural Engineering and Planning Consultant Services for Airport Grant Projects.

The City is inviting interested engineering and architects to submit their qualifications for consideration to provide the professional services needed to complete the City's UIL project.

## II. Background

The City of Forks is seeking to utilize the funding described above to stabilize the deteriorating two story southern extension of the existing 1944 hangar. While not listed with the National Register of Historic Properties, the Hanger is eligible under Criterion A due to its association with the former Navy Auxiliary Air Station Quillayute and the station's role with the nation's WWII military operations in the Pacific Northwest. It is also eligible for inclusion due to its distinct style and means of construction.

The hangar is approximately 166' x 122' with the northern extension repaired following a fire in 2009. The southern extension, like the northern one, consists of a two storied extension approximately 55' x 123' that is clad in concrete asbestos siding. Such siding was removed from the northern extension and portions of the hangar in the 2009 repair.

The southern extension is in a serious state of disrepair. The selected consultant(s) would first determine if this extension can be structurally stabilized, asbestos siding removed and replaced, and develop bid documents for such work. If determined to be too difficult, or too costly to stabilize with the funds available, development of an alternative approach to that portion of the Hangar would be developed for bid.

In addition, consultant(s) would undertake the necessary design, on-site soil testing, and permitting for a commercial on-site septic system associated with the hangar. This would allow the building to be utilized in a long term occupied manner by commercial tenants.

The City has [Bipartisan Infrastructure Law Airport Infrastructure Grant Funding Amounts | Federal Aviation Administration \(faa.gov\)](#) which may be augmented with any match required for the FAA funding source. The focus of this project is for design, permitting, bidding, and construction related work.

## III. Qualification Statement Requirements and Relevant Information

Submissions should address the subjects listed below and be no more than 15 pages in total. The City will be reviewing the materials for its substance and not necessarily the aesthetic style. Proposals that speak the project and the subjects below in a brief, straight-forward manner will be appreciated by the reviewing committee. Consultant submittals shall not include cost information or funding strategies. The consultant selection process requires consultant qualifications-based selection.

1. Briefly list and describe your firm's previous three-year experience in building design, repair, and alteration where federal funding, particularly FAA funding, has been utilized by the project owner.

Please focus any list of projects to those done in Western Washington, and if necessary, the greater Pacific Northwest. For each project listed, the following information should be included.

- a. Name and location of the project and the date the work was completed.
  - b. Name and telephone number of staff person with whom you firm worked with on the project.
  - c. Name of your project manager.
  - d. Brief description of the work performed and if relevant the federal funding sources associated with the project. Did the project include both eligible and ineligible work with the Airport Improvement Program (AIP) and/or Bipartisan Infrastructure Law grant aid?
  - e. Total final combined design and construction dollar amount of the work performed including federal funding contributions and project owner's share.
  - f. Regarding the building, describe how you would determine if an architectural need to make an assessment and consult SHPO.
2. Provide the names of members of your company and those of any proposed subconsultants who would be involved in this project. Include the following information.
- a. Individual's proposed role in the project.
  - b. A resume of brief description of the individual's previous experience as it relates to his/her role in the project.
  - c. For any proposed subconsultants, indicate if your firm has worked with the subconsultants on previous projects.
3. This contract will be predominately funded through a grant of FAA AIG allocated funds with the necessary local agency match. The consultant will be required to comply, pursuant to contract, with the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provision of Department of Transportation Regulation 49 CFR Part 30 (Foreign Trade Restriction Clause). All contracts shall abide by the FAA Guidelines for FAA ATO projects and particularly those utilizing the AIG allocated funds. As this may require compliance with DBE goals, the consultant 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. See item four (4) below.
- As the FAA may require this, the consultant's package should include evidence that the consultant has established and implemented an Affirmative Action Program.
4. DBE participation should be noted but is not part of the consultant selection rating system. The RFQ submittal should include the following information:
- 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.
5. Describe your firm's current workload and your ability to devote staff resources that can complete this project within the required time.

6. Give evidence of completing similar work in a timely manner and within the original budget allowed for the work. Provide references for previous completed jobs.

## V. Evaluation Criteria:

Each Statement of Qualifications will be evaluated according to the following criteria:

- 10 Points – Experience, qualifications and capabilities of the prime firm in providing architectural/engineering services in projects of a similar scope and nature. Provide current references for the projects listed.
- 10 Points – Experience and qualifications of the specific project key team members including subconsultants. Identify team members' roles in the projects identified and provide an organization chart.
- 0 Points – Experience and qualifications of project Minority/Women Owned Business Enterprise team members or participation. Identify team members' roles in the projects identified.
- 10 Points – Understanding of the proposed project, City's budget, and the components of the work the City is wanting to pursue with this project.
- 10 Points – Familiarity with the Olympic Peninsula and proximity to the geographic location of the project.
- 10 Points – Evidence that the proposed team is familiar with federally funded projects, particularly the FAA, and has the experience to meet the FAA's requirements, meeting design and bid schedules, environmental requirements, design and construction standards, and agency approvals when necessary.

## VI. Required Copies and Deadlines for Submission of Proposal:

Three (3) hard copies of your firm's proposal and supportive data shall be submitted by Noon

Noon, local time on Friday, 12 Jan 2024. Submittals must be either delivered or mailed to the address below by the deadline. The City will not accept or review any late submittals, nor submittals sent via email or fax. Address submittals to:

UIL Architect/Engineer RFQ Submittal  
 Attn: Rod Fleck, City Attorney/Planner  
 500 East Division Street  
 Forks, WA 98331  
 (360) 374-5412 ext. 245  
 rodf@forkswashington.org

## VII. Time for Completion:

City is wanting to bid this project in March or April of 2024 for work to begin in the summer of 2024 if possible.

## **VIII. Selection Procedures:**

Responses to this Request for Qualifications will be accepted from all qualified consulting firms or joint ventures and will be evaluated equally.

Review of the submitted qualifications will be by a selection committee established by the Mayor of the City and compliant with the procedures of the advisory circular AC-150/5100-14E by the Federal Aviation Administration.

Selection will be based on the Consultant's ability to meet certain criteria listed above with each selected committee member scoring the submission against the criteria above. This scoring will include the manner in which the submission addresses the criteria as well as the philosophy expressed in the consultants' response. Specific criteria to be used for initial evaluation are found in Section V.

The candidates determined to be best qualified will be ranked by the selection committee. The Mayor will be presented with the results and with the Mayor's agreement, the top two qualifying firms may be invited to be interviewed by phone or Zoom Meeting by the Mayor and/or members of the City's selection committee. The interviewers will utilize the same scoring criteria above for the interview with the top scoring consultant, if interviews are held, being determined to be most qualified. The mayor would then authorize City staff to begin negotiating an acceptable fee for the work. Should the staff be unable to negotiate a satisfactory contract with the highest ranked candidate, negotiations with that candidate will be formally terminated. The staff will then undertake negotiations with the candidate ranked second highest and so on until a satisfactory contract is negotiated. Once a negotiated contract is developed, the Mayor and staff will present that to the City Council for final authorization and approval. Consultants submitting proposals are responsible for all costs associated with completing their statement of qualifications in response to this request, as well as any unsuccessful negotiations that may occur.

## **IX. General Contractual Policies:**

The following information is provided to prospective consultants as typical of certain current requirements for consultant Professional Service Agreements (contracts). By providing this information, it is not the intent to limit or in any way restrict the number of prospective consultant proposals. However, your firm should be aware that, if selected for this project, the provisions given below will be included in the consultant contract. Additional provisions may be added to meet the FAA regulations advisory circular AC 150/5100-14E, and Required Contract Provisions for AIP and Obligated Sponsors (updated 6/19/2018),

[https://www.faa.gov/airports/aip/procurement/federal\\_contract\\_provisions/media/combined-federal-contract-provisions.pdf](https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/media/combined-federal-contract-provisions.pdf)

Any reference to Attachments in this section applies to attachments which will be a part of the Agreement rather than the Request for Qualifications.

## **X. Questions/Changes/Limitations on Liability:**

The provisions of this solicitation may be altered in any of its terms by the City. No part of this solicitation is to be considered as part of a consultant contract, nor is any provision contained herein to be binding on the City unless expressly included by reference or adoption in a subsequent written agreement authorized by the City Council and executed by both the City and the consulting firm.

If there are any changes in the Request for Qualifications, or should it be determined that additional information exists which is substantively beyond the scope of the information provided herein, and that this information will be of value in preparation of a response to this Request, the changes or additional information will be posted and made available on the City's website. Firms are responsible for checking for Request of Qualification updates.

If there are any questions with respect to this Request for Qualifications, please contact Rod Fleck, City Attorney/Planner, at 500 East Division Street, Forks, WA 98331. In addition, he can be reached by either calling him at (360) 374-5412 ext. 245; or, via email at [rodf@forkswashington.org](mailto:rodf@forkswashington.org).