

CITY OF KELSO, WASHINGTON
REQUEST FOR QUALIFICATIONS
FOR
AIRPORT - GIS PROJECT
&
AIRPORT MASTER PLAN UPDATE SERVICES
AT
SOUTHWEST WASHINGTON REGIONAL AIRPORT (KLS)

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Southwest Washington Regional Airport (KLS)

I. INTRODUCTION

The City of Kelso (City) as sponsor of a public use airport facility is soliciting Statements of Qualifications (SOQ) and Experience for Airport Geographic Information System (AGIS) Project Services (may include planning and engineering support for an Obstruction Survey/Airport Airspace Analysis (OS/AAA)) and Airport Master Plan Update Services to include an updated Airport Layout Plan at the Southwest Washington Regional Airport (KLS).

The City's selection process is intended to be in compliance with FAA Advisory Circular 150/5100-14E (or latest publication) entitled "*Architectural, Engineering and Planning Consultant Services for Airport Grant Projects*".

The AGIS project and Services in the development of an Airport Master Plan Update will be awarded to one firm or team of firms, therefore, the selection process for both scopes of work will be conducted concurrently.

The AGIS Project and Master Plan Update Services listed in this Request for Qualifications (RFQ) are anticipated to be funded in part by Federal Aviation Administration (FAA) Airport Improvement Program (AIP) funds, WSDOT-Aviation funds and/or City funds. All work is required to comply with FAA requirements and regulations.

The City plans to submit a grant application with the FAA for the Airport - GIS project and Master Plan Update to commence on or after February 1, 2017, subject to the availability of federal funds. It is the City's desire to have selected a consultant and negotiated a contract by that time so that both projects can begin as soon as the grant funds are available.

II. GENERAL SCOPE OF SERVICES

Airport Geographical Information Systems (AGIS)

The AGIS Project includes Obstruction Survey/Airport Airspace Analysis (OS/AAA) services, and is described in general terms below. The Southwest Washington Regional Airport reserves the right to inquire into the prospective proposer's ability to provide Professional Services, as defined below, and to amend the approximate project scope of work, at the Southwest Washington Regional Airport's sole discretion, to include any or all of the below listed services, or other similar work required to analyze and evaluate airport obstructions, surrounding airspace, and other airport features and operations related to the approved Airport Layout Plan or airport development.

AGIS Project Elements

The AGIS Project must be compliant with FAA ACs 150/5300-16A “General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey,” AC 150/5300-17C “General Guidance and Specifications for Aeronautical Surveys: Airport Imagery Acquisition and Submission to the National Geodetic Survey,” and AC 150/5300-18B “Survey and Data Standards for Submission of Aeronautical Data Using Airports GIS.”

Determine the potential effect of on- and off-airport objects on features shown on the approved Airport Layout Plan, airport operations, future/existing instrument approach procedure, and nonstandard airport conditions.

Identify mitigating measures to enhance safe air navigation. Provide basic engineer and project management services normally.

Meet with the FAA and other concerned agencies and parties on matters affecting the project.

Engineering Services may include basic engineer and project management services normally required to determine feasibility and cost of construction and obstruction removal.

- 1) Provide basic engineering feedback required for defining project phases, and
- 2) establish project requirements on finances, schedules, or other pertinent preliminary engineering matters.

Planning Services may include basic planning and project management services normally required for preliminary evaluation of the airport environment and tasks mentioned below.

- 1) Identify mitigation measures to enhance safe air navigation and meet Airport Design Standards in accordance with Part 77, and Advisory Circular (AC) 150/5300-13A, and other pertinent advisory circulars listed in FAA “Current FAA Advisory Circulars Required for Use in AIP Funded and PFC Approved Projects”, current edition.
 - a) Reassess the potential effect of obstructions and airport circumstances on air navigation, airport development, and federal funding.
 - b) Preliminary planning level overview of nonstandard Airport Design conditions; development of schematics, drawings, or sketches.
 - c) Preliminary examination of the effect of obstructions in terms of environmental, land use, airport surroundings, and airport development.
- 2) Provide planning level analysis, narrative, preliminary layouts for lower instrument approach procedure minimums.

Airport Master Plan Update

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 update. Elements of content for inclusion will be, at a minimum:

- Incorporate findings from the Airport – GIS study

- Identify, evaluate, and modify recommendations in accordance with AGIS survey findings.
- Public Involvement Program
- Existing Conditions
- Environmental Considerations
- Aviation Forecasts
- Facility Requirements
- Alternatives Development and Evaluation on- and off-airfield.
- RPZ Memo Alternatives Analysis, if applicable
- Airport Layout Plan (ALP) Drawing Set**
- Facilities Implementation Plan
- Financial Feasibility Analysis

**The ALP drawing set must be developed per FAA Standard Operating Procedure (SOP) 2.00 “Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)” and SOP 3.00 “Standard Operating Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps.”

III. CONTRACT LIMITATIONS

- a) 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.
- b) The contract shall be limited to services covered by the negotiated scope of work and fee for a specific project.
- c) Fees and services not in the initial contract for the AGIS Survey and Airport Master Plan Update Services shall occur under a separate negotiated scope of work and fee schedule.

1. A cost analysis shall be performed for the scope of work for AGIS Project and Airport Master Plan Update. 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.

IV. SELECTION PROCESS:

The selection of a consultant shall be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the service required. Please DO NOT submit any cost information with your SOQ, as this would be a violation of federal procurement regulations for selection of professional services.

The sponsor will select the services of a firm 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.

Submittal Requirements

- a) General description of firm: Include company organizational structure, company history and background, size of company, recent experience in comparable airport/aviation projects, and experience with federal government projects specifically FAA and the Airport Improvement Program.
- b) Knowledge, experience, and capability to successfully perform and/or administer all of the requirements for the AGIS Project and Master Plan Update including developing Airport Layout Plans.
 - 2. Provide previous experience in similar or related survey work. Recent experience in airport projects, including special project areas (e.g., airport obstruction surveys).
 - 3. Qualified key personnel with experience in AGIS surveying, data collection, analysis and coordination, Quality Control, project requirements, and coordination. Resumes for the Project and Site Manager(s) shall be included in the proposal.
 - 4. Qualified key personnel with experience in Airport Master Plans and/or Master Plan Updates should include, in addition to previously stated knowledge and experience, stakeholder communications and timeline management.
 - 5. Demonstrate Project Managers and Project Team 's managerial capabilities, specifically the ability to integrate data obtained using various collection methods and integrating it into project specific deliverables.
- 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, and field engineering portion of the projects and who will be directly in charge of Anywhere USA Airport's projects; describe the roles these key persons will fill, their background and their experience.
- e) Demonstrated all necessary professional engineering, architectural, surveying, planning and project management services related to performing and meeting the requirements as specified in AC 150/5300-16, AC 150/5300-17, and AC 150/5300-18.
- f) References from all other airport projects within the last three (3) years; include contact person, airport, project(s), and phone number(s).
- g) Capability to conduct obstruction surveys at constraint airports, or conduct surveys that are particularly complex or have unique features. Capability to evaluate obstacles relative to FAA-defined Airport Airspace Analysis Surfaces, Part 77, Nav-Aids, and Airport Design Standards.
- h) Demonstrated understanding of the project's potential problems and the airport owner's special concerns;
- i) Qualified and experienced sub-contractors to be engaged in our project and describe similar work performed and location.

- j) Demonstrated ability to implement quality control measures, identify problems completely, and implement corrective action promptly in order to meet contract schedule requirements
- k) The contracting firm, including sub-contractors and special consultants, should have adequate personnel to complete the scope of all contracted work; depth, variety, and availability of required staff disciplines; insurance coverage; information from references on all AGIS Projects over the last 3-years and previous related experience; and demonstrated ability to complete work within budget.
- l) Evidence that the consultant has established and implemented an Affirmative Action Program (*see “Disadvantaged Business Enterprise (DBE) participation” in Selection section, below*).

Description of ability to qualify as a (DBE) under 49 CFR 26 – (if unable to qualify, so state).

Detailed description of ability to purchase supplies and/or services from qualified DBE - (if unable to purchase, so state)

V. EVALUATION CRITERIA AND SCORING

The selection process shall be in accordance with FAA Change 1 to Advisory Circular (AC) 150/5100-14E “Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.”

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).

The selection of the firm to do the work will be done by a committee selected by the City of Kelso City Engineer. 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 project, 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. Demonstrated ability to implement quality control measures, identify problems completely, and implement corrective action promptly in order to meet contract schedule requirements and AIP standards. **(25)**
- 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 AGIS standards, NGS requirements, Airport Master Plan standards, project schedules or deadlines, and to complete projects without having major cost escalations, overruns, or disputed claims. Demonstrated ability to meet Airport Improvement Program. **(20)**
- d. Quality of projects previously undertaken that are comparable to proposed projects. **(15)**
- e. Familiarity with the project and demonstrated understanding of the projects potential problems and the owner's special concerns. **(10)**
- f. Capability to furnish a qualified and experienced team for all phases of the AGIS Project and Airport Master Plan Update; and knowledgeable of specific issues at the Southwest Washington Regional Airport. **(10)**
- g. Demonstrated skills, knowledge, experience, and capabilities in AGIS; ability to implement an AGIS Obstruction Survey and Airport Airspace Analysis; ability to complete a comprehensive Airport Master Plan Update; ability to complete projects on budget and on time. **(10)**
- h. DBE participation may be noted but not part of the consultant selection rating system.

The City will establish a DBE plan, if required by FAA regulations. The RFQ submittal should include the following information:

- Description of the kind of work that can be subcontracted.
 - The estimated percentage of the kind of work identified as subcontractable.
 - Identification of subcontract work items which could be performed by DBE firms.
 - Name, address, and name of certifying agency of those DBE firms that are anticipated to perform the work items identified in item number three.
- (Scoring: N/A)**

VI. 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., January 13, 2017** at Kelso City Hall.
- b. Preliminary evaluations of qualifications will be made by **January 27, 2017**.
- 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.

VII. SELECTION COMMITTEE

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.

Any Qualification documents received after the above date and/or time will be returned unopened. All envelopes must be clearly marked “**Statement of Qualifications**”. The City reserves the right to reject any and all proposals 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 the negotiation process.

VIII. ADDITIONAL INFORMATION

- a) No cost or fee schedules shall be submitted with your proposal. Consultants will be selected on the basis of their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants are evaluated and the best qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.
- b) Proposers shall submit five (5) copies of the Statements of Qualifications for AGIS Project and Master Plan Update Services at the Southwest Washington Regional Airport in response to the Request for Qualifications (RFQ). The format shall be as follows, and limit SOQ submittal to twenty (20) pages:
 - All submittals must be sent, and any questions or comments directed to Christopher Paolini, Kelso Airport Manager, P.O. Box 819, Kelso, WA 98626, at (360) 431-2264 or cpaolini@kelso.gov.
 - All submittals must be received at the address by **Friday, January 13, 2017 at 4:00pm.**
 - Submittals must contain the name, address, and daytime telephone number for contact person(s) to whom additional selection process requests should be communicated.
 - All submittals must be clearly labeled in all capital letters “AIRPORT GIS PROJECT AND AIRPORT MASTER PLAN UPDATE SERVICES” on the back of the envelop. Unlabeled submittals may be returned to the sender.
 - It is understood that all submittals will become a part of the public file on this matter, without obligation to the City. The City reserves the right to reject any or all submittals.
 - 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.