

**REQUEST FOR QUALIFICATIONS FOR  
AIRPORT ENGINEERING CONSULTANT  
FOR  
RICHLAND AIRPORT (RLD) AND PROSSER AIRPORT (S40)  
PORT OF BENTON**

**I. INVITATION**

The Port of Benton (referred to herein as Sponsor), as owners of the Richland Airport and Prosser Airport is requesting statements of qualifications and experience from consulting firms (Respondent) qualified and experienced in the field of airport engineering services.

It is the intent of this RFQ to have interested airport engineering firms provide a statement of qualifications and experiences for airport consulting and engineering services and its ability to assist Richland Airport and Prosser Airport archive its goals. Our selection process is to be in compliance with the FAA Advisory Circular 150/5100-14E entitled "Architectural, Engineering and Planning Consultant Services for Airport Grant Projects."

The Sponsor intends to award a five-year contract for airport engineering services subject to review on an annual basis for any and all engineering projects subject to Federal assistance under the Airport Improvement Program (AIP), or other source funding, included but not limited to State and local funding programs.

**II. POTENTIAL AIRPORT PROJECTS AND TASKS**

Contemplated projects under this contract may include any of the following projects that may be funded, in part with Federal funds. Such projects are limited to those that can reasonably be expected to be completed with the next five-years. Such projects include, but are not limited to:

**RICHLAND AIRPORT (RLD)**

- Circle Area Taxilane/Hangar Development
- Construct Taxilanes
- Rehabilitate Runways 1-19 and 8-26, including all taxiways and Taxilanes
- Runway Signing and Lighting Rehabilitation
- Pavement Rehabilitation
- Airfield Maintenance
- Environmental Assessments

**PROSSER AIRPORT (S40)**

- Taxilane/Hangar Development

- Construct Taxiways
- Rehabilitate Runways 8-26, including all taxiways and aprons
- Construct Helipads
- Pavement Rehabilitation
- Airfield Maintenance
- Environmental Assessments

As identified above, some projects will be dependent upon Federal AIP and/or State funding, so it shall be understood that some of the services related to the above-listed project may be deleted and that the Sponsor reserves the right to initiate additional services not included in the initial procurement.

### **III. SCOPE OF WORK**

Basic engineering services are utilized in five distinct and sequential phases. Respondents are required to set out their qualification and to propose on the following scope of work.

- A. Preliminary Phase: This phase involves those activities required for defining the scope of a project and establishing preliminary requirements. Some examples of activities within this phase of a project include, but are not limited to:
  - Coordinating with the Sponsor on project scope requirements, finances, schedules, operational safety and phasing considerations, site access, and other pertinent matters.
  - Assist the Sponsor in the various grant processes, applications and writing.
  - As applicable, coordinating project with local FAA/WSDOT personnel and other interested stakeholders to identify potential impacts to their operations.
  - Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and architectural and engineering studies required for design considerations.
  - Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.
  - Preparing project design criteria and other bridging documents commonly used for alternative project delivery methods such as design-build contracting.
  
- B. Design Phase: This phase includes all activities required to undertake and accomplish a full and complete project design. Examples include, but are not limited to, those below:
  - Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
  - Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; and performing architectural, engineering, and special environmental studies.

- Preparing detailed plans, specifications, cost estimates, and design/construction schedules.
- Preparing Construction Safety and Phase Plan (CSPP).
- Printing and providing necessary copies of engineering drawings and contract specifications.

C. Bidding or Negotiation Phase: These activities are sometimes considered part of the construction phase. They involve assisting the Sponsor in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on the award of contract, and preparing contract documents.

D. Construction Phase: This phase may include all basic services rendered after the award of a construction contract, including, but not limited to, the following activities:

- Providing consultation and advice to the Sponsor during all phases of construction.
- Representing the Sponsor at preconstruction conferences.
- Inspecting work in progress periodically and providing appropriate reports to the Sponsor.
- Reviewing and approving shop and erection drawing submitted by contractors for compliance with design concept/drawings.
- Reviewing, analyzing, and accepting laboratory and mill test reports of materials and equipment.
- Assisting in the negotiation of change orders and supplemental agreements.
- Observing or reviewing performance tests required by specifications.
- Determining amounts owed to contractors and assisting the Sponsor in preparation of payment requests for amounts reimbursable from grant projects.
- Reviewing operations and maintenance manuals.

E. Project Closeout Phase: This phase includes all basic services rendered after the completion of the construction contract, including, but not limited to, the following activities:

- Making final inspections and submitting punch-list and a report of the completed project to the Sponsor.
- Providing record drawings.
- Preparing summary of material testing report.
- Preparing summary of project change orders.
- Preparing grant amendment request and associated justification, if applicable.
- Preparing final project reports including financial summary.
- Obtaining release of liens for all contractors.

F. Additional Services: Respondents may be required to provide other technical services, or subcontract with third party individuals or companies for such services. Technical services include, but are not limited to, the following:

- Soil investigations, including core sampling, laboratory tests, related analysis and reports.
- Detailed mill, shop, and/or laboratory inspections of materials and equipment.
- Land surveys and topographic maps.
- Field and/or construction surveys.
- Photogrammetry surveys.
- Onsite construction inspection and/or management involving the services of a full-time resident engineer(s), inspector(s), or manager(s) during the construction or installation phase of a project. This differs from the periodic inspection responsibilities included as part of the basic services.
- Special environmental studies and analyses.
- Sewage and wastewater evaluation and expansion.
- Electrical infrastructure and expansion.
- Expert witness testimony in litigation involving specific projects.
- Project feasibility studies.
- Preparation of record drawings.
- Assisting the Sponsor in the preparation of necessary application for local, State and Federal grants.
- Preparation of an as-built airport layout plan.
- Preparation of property maps.
- Preparation of quality control plan.
- Preparation of final report.

## **VI. CONFLICT OF INTEREST AND GOOD FAITH**

Respondents must declare among their team any business entity or individual who is associated with or is in any way likely to create conflict of interest or a perception of conflict of interest.

The Respondent declares that its submittal is in good faith and will disclose to the best of its knowledge, whether there are any circumstances whereby any member of Commission or any employee of the Sponsor would gain any pecuniary interest, direct or indirect.

The Respondent declares that it has not and will not participate in any collusive scheme with any entity or person in developing this RFQ.

If a Respondent considers that a particular relationship or association does not create a conflict of interest and will not create a perception of conflict of interest, but is concerned that the Sponsor could arrive at a different conclusion, the Respondent should fully disclose the circumstances to the Sponsor at the earliest possible date, and request that

the Sponsor provide an advance interpretation as to whether the relationship or association will be likely to create a conflict of interest or a perception of conflict of interest.

Failure to comply with the provision may result in disqualification of your proposal from the RFQ process or, if the Sponsor becomes aware of the breach of this provision after the detailed proposal has been requested, disqualification from the further processes.

## **VII. CONFIDENTIALITY AND PRIVACY**

Information provided to a Respondent by the Sponsor or acquired by the Respondent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Sponsor. The Respondent shall not make any statement of fact or opinion regarding any aspect of the RFQ and any subsequent proposal to the media or any member of the public without prior written authorization of the Sponsor.

Respondent shall be advised that the Sponsor is subject to freedom of information laws, such as the Washington State Public Records Act and that the Respondent will be expected to comply with the obligation imposed by the Sponsor.

To the extent permitted, the Sponsor shall treat all submissions as confidential. However, the Respondent is advised that any information contained in any submission may be released if required by the Sponsor policy or procedures, by other authorities having jurisdiction, or by law.

All Proposals submitted to the Sponsor will be kept in confidence with the Sponsor administration for the sole purposes of evaluating and developing the best possible strategic option for the Sponsor. Submitted Proposals will become the property of the Sponsor. The Sponsor will have the right to make copies of the Proposal for its internal review process and to provide such copies to the staff, legal, technical, and financial advisors, and representatives.

All information will become and remain the property of the Sponsor; none will be returned. If the proposal contains any proprietary or trade secret information, said information must be indicated as such.

## **VIII. INSURANCE AND INDEMINIFICATION REQUIREMENTS**

Respondent shall at all times during the term of this agreement carry, maintain, and keep in full force and effect a policy or policies of Comprehensive General Liability with minimum limits of Two Million Dollars (\$2,000,000) for each occurrence, combined single limit against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by Respondent.

Respondent agrees to maintain in force at all times during the performance of work under the agreement worker's compensation insurances as required by law.

Respondent shall require each of its sub-consultants or sub-contractors to maintain insurance coverage which meets all the requirements of the agreement.

Respondent agrees that if it does not keep the aforementioned insurance in full force and effect, the Sponsor may either immediately terminate the agreement or, if insurance is available at a reasonable cost, the Sponsor may take out the necessary insurance and pay, at Respondent's expense, the premium thereon.

## **IX. CONTENTS OF STATEMENT OF QUALIFICATIONS**

Respondents interested in the provision of airport engineering services to accomplish the proposed projects should limit their Statement of Qualification to 35 pages, exclusive of cover letters or letters of transmittal containing introductory language only.

A. Format: The Statement of Qualifications should include:

- A cover letter.
- A narrative statement detailing the Respondent's understanding of the requirements of the Sponsor and the capability to perform all or most aspects of the engineering projects and tasks contemplated.
- A general description of the Respondent's firm, including company organizational structure, size of company, recent experience in comparable airport/aviation project, and experience with projects funded by Federal Aviation Administration AIP grants.
- Identification of those key individuals who will be involved in the contemplated projects and their qualifications, background, experience and specific responsibilities.
- A representative list of previous clients and representative projects comparable to the proposed engineering projects listed above (include contact person, airport, brief project description(s), and phone numbers.
- Demonstrate capability to meet schedules/deadlines, without delay, cost escalations or overruns, and claims.

B. Delivery: The Sponsor invites firms to submit Statement of Qualifications to perform the above described services. Interested firms should submit: one (1) electronic copy in PDF format on an electronic media, as well as three (3) paper copies, no later than 4:00 p.m. PST on Thursday, December 5, 2019, to:

PORT OF BENTON  
3250 PORT OF BENTON BLVD.  
RICHLAND, WA 99354

If delivering via private courier, such as FedEx, UPS, etc., or if mailed via USPS use the address listed above.

- C. All packages must be submitted in a sealed envelope and clearly marked on the outside: **“STATEMENT OF QUALIFICATIONS FOR AIRPORT ENGINEERING SERVICES.”**
- D. Proposals must contain the name, address and daytime telephone number for contact person to whom additional selection process requests should be communicated.
- E. Following the selection process the proposal for the selected Respondent shall be made available for public review, except for items that Respondent has requested, in writing to remain confidential under applicable law.

## **X. SELECTION PROCESS**

The selection process will be in strict accordance with the Federal Aviation Circular 150/5100-14E, Architectural, Engineering and Planning Consultant Services for Airport Grant Projects, and 2 CFR §200. Fees will be negotiated for projects on a task order basis as grants are obtained. **Cost or fee information is not to be submitted with this proposal.**

## **XI. SELECTION CRITERIA**

- A. Selection Criteria: Selection criteria contained in FAA Advisory Circular 150/5100-14E Chapter 2. (link can be found below) will be applied in the following order of importance:

LINK:

[https://www.faa.gov/documentLibrary/media/Advisory\\_Circular/AC\\_150\\_5100-14E\\_with\\_chg\\_1.pdf](https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_150_5100-14E_with_chg_1.pdf)

- The firm’s location, overall airports/aviation qualification, experience and expertise in providing consulting, project development, architectural and engineering services.
- Demonstrated ability to communicate with the Sponsor and key personnel assigned to the airport before during, and after a project.
- Capability and willingness to perform all aspects of projects from small scope projects and the AIP type projects.
- Understanding the airport proposed projects and achieve recommendations of recent Airport Master Plan.
- Demonstrate capability to meet schedules and manage projects, administer and manage budgets, provide accurate engineering estimates, provide

accurate contractual and legal documentation and provide all documentation including accurate financials per FAA and WSDOT.

- Reputation, professional integrity, competence and quality of work on previous projects (based upon feedback from past customers).
  - Understanding of projects potential challenges and the Sponsor's special concerns.
  - Familiarity with Sponsor and project location, local construction conditions and codes, and FAA policies and procedures.
  - Interest shown, responsiveness and completeness of information requested in the RFQ.
- B. A short list may be developed from submittals received. Respondents on the short list may be asked to attend an interview prior to final selection being made.
- C. A schedule of fees will be negotiated with the selected consultant for the services to be performed under the initial FAA or other grant or grants. Subsequent fees will be negotiated.
- D. It is the intent of the Sponsor to enter into a contact with the most qualified firm. The consulting firm most qualified to perform engineering services for the contemplated projects will be selected and consulting fees for each project will be negotiated in accordance with FAA regulations.
- E. The contract issued to the successful consultant is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulation 49 CFR Part 26 (Disadvantaged Business Participation). DBE firms are encouraged to participate.