



**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.

The Port of Benton is requesting Statements of Qualifications from interested and qualified firms for on-call architectural, engineering, environmental and other related professional services for airport grant funded projects for the Richland and Prosser Airports for a period not to exceed five (5) years. Consultant selection will be made per guidance from the Federal Aviation Administration (FAA) Advisory Circular 150/5100-14, Architectural, Engineering, Environmental and Planning Consultant Services for Airport Grant Projects.

SOQ's will only be accepted from firms that can demonstrate having had a broad background and extensive experience in the field of airport engineering, environmental, and planning services.

The Sponsor intends to award a three-year contract with 2, one-year extensions for a total contract length not exceeding 5-years 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. INTRODUCTION/BACKGROUND

The Port of Benton owns and operates two general aviation airports. Richland Airport is located within the City of Richland off Highway 240 and centrally located near prime industrial, technological, and economic development campuses. Richland Airport has 130 based aircraft and supports over 45,000 operations per year. Richland Airport maintains a primary runway 1/19 which is 75ft wide and a crosswind runway 8/26, which is 100ft wide, both 4,000 ft in length. Multiple IFR approaches make the airport easily accessible for pilots.

Prosser Airport is located within the City of Prosser in the heart of many viticulture and economic opportunities. Prosser Airport, George O. Beardsley Field, has 35 based aircraft and supports about 13,000 operations per year. Prosser Airport has one runway 8/26 which is 3,452ft and 61ft wide.

III. SCOPE OF WORK

Professional, technical, planning, and advisory services are needed for airport capital improvement program planning and development projects expected to include the following and other pertinent professional services as needed:

- Administrative functions in support of the following services
- Runway Rehabilitation
- Runway Improvements
- Taxiway Rehabilitation
- Taxiway Improvements
- Apron Construction
- Apron Rehabilitation
- Environmental Study/Analysis
- General Aviation Planning and Development
- Security Improvements
- Airport Ingress and Egress Improvements
- Utility Study/Analysis
- Navigational Aids
- Airspace & Aviation Analysis
- Geotechnical Study/Analysis
- Drainage Study/Analysis
- Architectural & Engineering Services including building construction and repairs
- Construction Management Services including building construction and repairs

Projects may include airside/landside design, drainage, electrical, planning, environmental, architectural and construction-related services. Consultants must be familiar with FAA and state aviation procedures and requirements regarding airport development along with any local & state requirements that may apply. Other related professional services may be required.

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.

IV. APPROXIMATE TIMELINE

• Issue RFQ	Jan 6th, 2026
• SOQ Due	Feb 6th, 2026 by 10:00 am
• Selection for Interviews	Feb 20th, 2026
• Interviews	March 2-6, 2026
• Final Selection	March 11, 2026
• Commission approval	March Commission Meeting-March 18, 2026
• Notice to Proceed	Following Commission Approval

V. SUBMITTAL FORMAT/REQUIREMENTS

The SOQ shall be contained in a document not to exceed thirty (30) pages including pictures, charts, graphs, tables and text; the front and back covers, dividers, cover sheet, table of contents and a letter of introduction (maximum two (2) pages) will not be counted in this 30 page limit. Page size is limited to 8 ½ x 11 inches with basic text information no smaller than 12 point font. Double sided printing is encouraged and each printed side will count towards the 30 page limit.

To facilitate review, SOQ submittals should conform to the format outlined in the evaluation criteria. Proposals should be clear and concise. Emphasis should be placed on the specific qualifications of the people who will actually perform the work of this contract and the specific approach to execution of work. Submit one (1) original, five (5) copies and one electronic copy of the proposal on a USB thumb drive (MS Word, MS Excel compatible and PDF formatted files) of the SOQ submittal.

All submittals shall be placed in a sealed envelope, which is clearly marked "RFQ #1-20 Richland and Prosser Airports – On Call Eng/Arch/Envir". Responses by fax or e-mail will not be accepted.

DO NOT submit any cost/hourly rates with your submittal.

WSDOT Audited Indirect Cost Rate Approval

In order to qualify for this RFQ the prime consultant & all subconsultants (if any) must have WSDOT audited indirect cost rate approval and fill out, sign/date and submit Exhibit "A", the Audited Indirect Cost Rate Approval Confirmation sheet with their submittal. Failure to submit Exhibit "A" from the Prime and subconsultants (if applicable) will render your submittal non-responsive. You will be asked for proof of current WSDOT approval later in the selection process for your firm and any subconsultant (s) you have listed in your submittal. The WSDOT approval letter with the approved rate on it will suffice as proof from the prime and each sub-consultant. A letter from WSDOT approving a provisional rate will also suffice. Do not submit the WSDOT letter (s) with your response.

VI. SELECTION OF THE CONSULTANT

It is the intent of the Port of Benton to appoint a committee to review and rank the SOQ. The Port may choose to interview a shortlist of consultants before making the selection. The shortlisted consultants will be contacted to schedule an interview date.

The Port reserves the right to reject any and all submissions to this RFQ, request clarification or waive informalities/technicalities, if deemed in the best interest of the Port. The Port assumes no responsibility for costs incurred in responding to this RFQ. Consultant selection will be made per guidance from the FAA Advisory Circular 150/5100-14, Architectural, Engineering and Environmental Consultant Services for Airport Grant Projects and the WSDOT LAG Manual.

In accordance with FAA selection procedures, selection will be qualification based. No overhead rate, fees or cost information, whatsoever, should be included as part of your SOQ submittal.

VII. EVALUATION CRITERIA

This section is to outline how your submittal should be submitted. Use the headings listed and give the information requested in the order given below.

1. Firm/Team Qualifications:

- a. Preference shall be given to qualifications in airport architectural, engineering, design, planning and environmental services.
- b. Provide a description of your firm's qualifications in airport architectural, engineering, design and environmental services.
- c. Identify proposed team members and responsibilities. Provide individual resumes outlining credentials and experience. Provide information regarding key personnel's current workload. Provide information on the identified Project Manager's past performance on scope, schedule and budget issues.
- d. Identify where key personnel are based and their ability to manage and complete projects that may be a considerable distance from their office location.
- e. Provide qualifications of sub-consultants who will participate on various projects. Identify potential project elements that would be performed by sub-consultants.

2. Airport Understanding:

- a. Preference shall be given to an understanding of the concerns of the airport and project needs.
- b. Provide your general understanding of the airport and issues regarding upcoming projects as outlined in the Scope of Work section.
- c. Identify potential challenges and/or concerns.

3. Project/FAA Experience:

- a. Preference shall be given to working relationships with the FAA and understanding of FAA aviation procedures and requirements regarding airport development as well as those who demonstrate satisfactory and above average performance meeting client's needs on projects.
- b. Provide a description of your firm's experience with FAA Airport Improvement Program (AIP) procedures and requirements. Also describe your firm's familiarity with FAA Advisory Circulars, FAA standards and the FAA construction process.
- c. Provide a description of your recent successful experience in projects similar to those planned. Include a demonstrated ability to meet schedule, scope and budget.
- d. Provide a list of all current airport engineering projects as well as any which have been completed in the last three years. Include the project manager assigned to each project, starting and completion dates and the sponsor's name and telephone number for each project.

4. References:

- a. Provide the name and telephone number for at least four (4) references familiar with your services in relation to Airport projects similar to those in the above Scope of Work.

5. Additional information:

- a. Provide evidence that you have established and implemented an Affirmative Action Program.
- b. List any other programs you might have implemented that may be required by Port of Benton, Washington State, or the FAA.
- c. Any other related information, you deem pertinent to this RFQ.

VIII. 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.

IX. 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,

X. INSURANCE AND INDEMINIFICATION REQUIREMENTS

The selected Respondent must provide a current Certificate of Insurance on the standard "ACORD" or comparable form. 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. Additionally, Respondent shall maintain \$1,000,000.00 professional liability, \$1,000,000.00 Automobile liability, and name Port of Benton as additional insured. 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.

XI. EVALUATION CRITERIA SCORING

All submittals will be evaluated based on the following and weighted accordingly:

- a. Firm/Team Qualifications (up to 35%)
- b. Airport Understanding (up to 30%)
- c. Project/FAA Experience (up to 20%)
- d. References (up to 10%):
- e. Additional information (up to 5%)

XII. SUBMITTAL PROCEDURE

Sealed responses will be received by the Port Administrative Offices, of the Port of Benton up to the hour of **10 a.m., Friday, Feb 6th, 2026**.

Responses delivered later will not be accepted. The Port of Benton is not responsible for delays in delivery.

All responses shall be placed in a sealed envelope, which is clearly marked "**RFQ #1-20 Richland and Prosser Airports – On Call Eng/Arch/Envir**". Responses by fax or e-mail will not be accepted.

All responses to this request shall be addressed to the attention of the Procurement Services Manager:

Delivery Address:
(Hand delivery & non-USPS)
Customer Service Desk
Port of Benton
3250 Port of Benton BLVD
Richland, WA 99354

Mailing Address:
(USPS)
Procurement Services
Port of Benton
3250 Port of Benton BLVD
Richland, WA 99354

- Please be advised that USPS deliveries requiring a signature may not be delivered in a timely manner as our receiving point is not staffed at all times and may not be available to sign at the time of delivery.

XIII. INFORMATION/QUESTIONS

Questions may be directed to Contract Specialist Sheri Collins at Scollins@portofbenton.com and will be posted on the Port's website.

XIV. GENERAL TERMS AND CONDITIONS

Contract

The successful consultant shall enter into a Local Agency Guideline (LAG) professional services agreement with the Port which can be found at <http://www.wsdot.wa.gov/localprograms/> for \$500k. The LAG Manual will be used for these projects and as such all local, State and Federal requirements shall apply, whatsoever. (See above link to manual) Where there is conflict, the Port, at its sole discretion shall decide which requirement shall apply.

These terms and conditions (T&C's) are meant to be non-negotiable. The Port may add additional T&C's at its sole discretion. Registering and entering into a memorandum of understanding with the Department of Homeland Security for E-verify will apply to these projects.

The Port intends to execute an agreement for no more than five (5) years. In no event shall this agreement exceed 5 years without express written consent from the Port.

The Port, at its sole discretion, may terminate this contract for convenience at any time for any reason deemed appropriate. Termination is effective immediately upon notice of termination given by the Port.

XV. REIMBURSEMENT

The Port will not reimburse suppliers for any costs involved in the preparation and submission of responses to the RFQ or in the preparation for and attendance at subsequent interviews. Furthermore, this RFQ does not obligate the Port to accept or contract for any expressed or implied services. The Port reserves the right to request any respondent to clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the response.

XVI. COOPERATIVE PURCHASING

The Washington State Interlocal Cooperation Act, Ch. 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By responding to this request, respondents agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without the Port of Benton incurring any financial or legal liability for such purchases. The Port of Benton agrees to allow other public agencies to purchase goods and services under this solicitation or contract, provided that the Port of Benton is not held financially or legally liable for purchases and that any public agency purchasing under such solicitation or contract file a copy of this invitation and such contract in accordance with RCW 39.34.040.

XVII. PUBLIC RECORDS AND PROPRIETARY MATERIAL

Respondents should be aware that any records they submit to the Port of Benton or that are used by the Port even if the respondents possess the records may be public records under the Washington Public Records Act (RCW 42.56). The Port must promptly disclose public records upon request unless a statute exempts them from disclosure. Respondents should also be aware that if even a portion of a record is exempt from disclosure, generally, the rest of the record must be disclosed. Exemptions, including those for trade secrets and "valuable formula," are narrow and specific. Respondents should clearly mark any record they believe is exempt from disclosure.

Upon receipt of a request for public disclosure, the Port will notify the RFQ respondent of any public disclosure request for the respondent's proposal. If the respondent believes its records are exempt from disclosure, it is the respondent's sole responsibility to pursue a lawsuit under RCW 42.56.540 to enjoin disclosure. It is the respondent's discretionary decision whether to file such a lawsuit. However, if the respondent does not timely obtain and serve an injunction, the Port will disclose the records, in accordance with applicable law.

**ON-CALL ARCHITECHTURAL, ENGINEERING, ENVIRONMENTAL
AND OTHER RELATED PROFESSIONAL SERVICES
FOR THE RICHLAND AND PROSSER AIRPORTS**

General Information Form

This form must be signed by a person authorized to make SOQ's and enter into contract negotiations on behalf of your agency. To be considered for this project, the submittals must be completed in accordance with this RFQ and this cover sheet must be attached as the first page.

Authorized Official (Signature)

Date

Print Name of Authorized Official

Title of Authorized Official

Company Name

Contact Person

Address

City, State, Zip

Phone Number

Fax Number

E-Mail Address

Federal Tax ID #

NOTE: It is the sole responsibility of the Consultant to learn of Addenda, if any. Such information may be obtained from the Port of Benton website at the following link: [Business With Us - Port of Benton](#)

EXHIBIT "A"
AUDITED INDIRECT COST
RATE APPROVAL

I certify that (name of firm) _____ has a current Washington State Department of Transportation (WSDOT) audited indirect cost rate approval letter or a letter with a provisional approved rate in compliance with WSDOT Local Agency Guidelines (LAG). I understand that this is a requirement to respond to this Request for Qualifications (RFQ) and my firm will be disqualified and considered non-responsive for this solicitation if the awarding agency finds that the audit has not taken place and approval of said rate has not been given by WSDOT.

I'm an authorized signatory for the firm stated above and am at least 18 years of age.

Prime consultant/sub-consultant (circle one)

(Signature)

(Date)