



**REQUEST FOR QUALIFICATIONS
CONSULTING SERVICES
FOR
WALLA WALLA REGIONAL AIRPORT (ALW)
WALLA WALLA, WASHINGTON**

October 2, 2018

The Port of Walla Walla, owner and operator of the Walla Walla Regional Airport, is soliciting Statements of Qualifications (SOQ) from firms interested in providing Airport Architectural and Engineering Consultant services, as needed, for various aviation projects at the Airport, for a five-year period. Upon review of the SOQs, the Port of Walla Walla may interview the top-ranked firms prior to making a final selection or may select a firm based on the submittal alone.

Services to be provided include, but are not limited to, architecture, design, preliminary plans, specifications, contract documents, cost estimates, field engineering, including resident engineering of construction work, periodic updates to the Airport Layout Plan documents as required based on project improvements and required incidental services.

The selection process will be in accordance with Federal Aviation Administration Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. Fees will be negotiated for projects on a task order basis as funding is obtained. Cost or fee information is not to be submitted with SOQs.

Disadvantaged Business Enterprise participation is encouraged.

Statement of Qualifications will be received at the Port of Walla Walla Administration Office, Walla Walla Regional Airport, 310 A Street, Walla Walla, WA 99362 until 2:00 pm, local time October 31, 2018. Any SOQs received after this time will be considered non-responsive. Qualifications will be evaluated only from Consultants that meet the minimum criteria as set for in the Request for Qualifications document.

The Request for Qualifications may be obtained at <http://wallawallaairport.com/doing-business/public-works-contracts> or at the Port of Walla Walla Administrative Office, 310 A Street, Walla Walla, WA 99362 during the hours of 8:00 am to 5:00 pm, Monday through Friday or by e-mail at js@portwallawalla.com.

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Objective of the Request

The objective of the request is to select a highly qualified team of full-service Architecture and Engineering design expertise capable of producing documents for design, bidding and construction in accordance with FAA standards. The Port intends to select and enter into a contract with a single Consultant (firm or a team of firms), to provide the above noted services for a period of five years. The contract time shall begin upon entering into the first scope of work contract with selected firm; anticipated first quarter of 2019. The Statements of Qualifications submitted and possible Consultant interviews shall serve as the basis for selection.

The “Scope of Work” requirements will be proposed by the selected Consultant for review and consideration during the negotiation process. The final “Scope of Work” will be collaboratively developed and agreed upon the selected Consultant and the Port of Walla Walla during negotiation.

Scope of Work

The Port of Walla Walla is seeking Statements of Qualifications (SOQ) from Consultants interested in providing Airport Engineering Consultant services, as needed, for project elements at the Airport.

The work may be accomplished during the course of multiple grants. Work contemplated by the Airport may include the following:

- Runway 2/20 RSA Grading & Drainage Study/Preliminary Design
- Runway 2/20 Fog Seal and Restriping
- SRE Equipment Procurement.
- SRE Building Design & Construction
- Runway 2/20 RSA Grading & Drainage Improvements
- Apron Rehabilitation Design and Construction
- Terminal Building Improvements Design and Construction
- Routine Pavement Maintenance (Runway, Taxiway, Apron)
- Refurbish Flight Line Buildings
- Land Acquisition
- Other work as identified

All parties are advised that some of the services may not be required and that the Sponsor reserves the right to initiate additional procurement action for any of the services included in the initial procurement.

The draft Airport Master Plan including the Capital Improvement Program (CIP) chapter for the Walla Walla Regional Airport proposed improvements is available at <http://alwmasterplan.com/documents-links/>

Submittal Requirements

The Consultant shall deliver a **total of five (5) printed copies of the submittal and one USB drive**. Email submittals will not be accepted. All copies of the submittal shall become property of the Port of Walla Walla.

Submittals shall be marked on outside of envelope/box and addressed to:

Jennifer Skoglund, Airport Manager
Port of Walla Walla
310 A Street
Walla Walla, WA 99362

Sealed Statement of Qualifications will be received at the Port of Walla Walla Administration Office, Walla Walla Regional Airport, 310 A Street, Walla Walla, WA 99362 until 2:00 pm, local time October 31, 2018. Any Statement of Qualification received after this time will be considered non-responsive and returned unopened. Faxed or emailed proposals will not be accepted.

Proposals will be evaluated by a selection committee. A limited number of qualified Consultants may be selected for a detailed presentation of their proposal for review and final Consultant selection. Consultants to be interviewed shall be notified at least 7 days prior to the interview date. The Port of Walla Walla reserves the right to reject any or all proposals.

The submittals should be limited to a maximum of 30 double-sided pages. This excludes covers, dividers, resumes, cover letter, table of contents and required disclosures. The document must include the following items, in the specified sequence.

1. Cover Letter – Respondents shall provide a cover letter that includes an overview of the proposal and statements as to why the Respondent is the best team for the project. The cover letter shall be limited to two (2) pages and must be signed by a person(s) authorized to bind the entity submitting the response.
2. Statement of Qualifications – Narrative document that addresses the following criteria in “Selection Criteria”.

Selection Criteria

Cost or fee or overhead rates and information is not to be submitted with SOQs.

A. EXPERIENCE, QUALIFICATIONS AND TECHNICAL COMPETENCE

- 1) Provide a discussion of your recent related project experience as it relates to airport design, construction, documentation requirements, and compliance regarding non-hub commercial service airports as detailed in the RFQ. Also, please reference Consultant’s experience working with FAA projects in the Northwest Mountain Region and the Seattle Airports District Office.

Include examples of relevant projects that show the experience, qualifications, integrity, and technical competence of the Prime Consultant that were completed within the last five (5) years or are ongoing.

Each project shall include:

- Project schedule performance
 - Project budget performance
 - Completion dates
 - Reference with names, phone numbers and email addresses
- 2) Discuss your qualifications and experience in dealing with various entities through public outreach to effectively convey project scopes, goals and benefits. Include methods for working with the Port of Walla Walla Commission and a diverse and engaged community.
 - 3) Discuss the qualifications, experience and training of the professional staff that will be utilized for this contract. Include an organizational chart that indicates the key project staff, their area of expertise, registration, and their recent relevant experience.

The Engineering Project Manager shall be a licensed engineer in the State of Washington, and preference will be given to engineering project managers with a minimum of 15 years of aviation experience, including leading large aviation improvement programs at similar sized airports.

Respondent shall provide a one-page resume for all key team members identified in the organizational chart.

Resumes shall include:

- License and Certification type (if applicable) and number of years' experience
- Number of years of aviation or other specialty experience related to their role
- Discussion of relevant experience, including key engagements at non-hub commercial service airports.

Resumes do not count against the page limit and shall be included as an appendix. Resumes included in the Appendix will be included in the scoring criteria.

Response to Section A is limited to 10 pages.

B. PROJECT UNDERSTANDING AND APPROACH

- 1) Describe your understanding of the proposed projects listed in the Scope of Work. This section should document your familiarity with the projects, experience with traditional and alternative delivery methods, as well as your understanding of the challenges unique to the Walla Walla Regional Airport. Preference shall be given to Consultants with a comprehensive understanding of the project requirements and environment.
- 2) Describe your approach that will result in a successful architecture, design, construction, procurement, and management of the projects listed as applicable. Discuss any potential issues or challenges that could arise and detail the services you will provide during the contract, including professional expertise and technical

capabilities. List any Sub-Consultants you anticipate using and describe their expertise and services as it relates to the contract.

Response to Section B is limited to 16 pages.

C. CAPACITY AND CAPABILITY OF CONSULTANT

- 1) Briefly discuss your firm's ability to respond to the Port of Walla Walla's requirements, which may include quick turnaround requests or fast-tracked or unanticipated changes. Describe your team's ability to work on projects in the eastern part of Washington State (i.e., staffing availability, office locations, etc.)
- 2) List of minimum of five references from the past five (5) years for projects that deal with work similar to the proposed project elements, Include client name, contact person, phone number, email address and range of contract value.

Response to Section C is limited to 2 pages.

D. PRACTICES AND PROCEDURES

- 1) Present your team's understanding of FAA standards and policies, special requirements, codes, and regulations pertinent to this project.
- 2) Discuss your internal quality control procedures.

Response to Section D is limited to 2 pages.

E. REQUIRED DISCLOSURES

The following disclosure shall be provided and will be reviewed for accuracy. Failure to provide required disclosures could result in removal of the SOQ from scoring or further review at the Port of Walla Walla's discretion.

- Conflict of Interest Disclosure – Submit a statement regarding any potential conflict of interest with the Walla Walla Regional Airport, its Sponsors or the FAA.

Response to Section E should be included as an appendix and does not count against the page limit.

SELECTION CRITERIA SUMMARY

EVALUATION CRITERIA

MAXIMUM POINTS

Experience, Qualifications and Technical Competence	40 Points
Project Understanding and Approach	35 Points
Capacity and Capability of Consultant	15 Points
Practices and Procedures	10 Points
TOTAL Maximum	100 Points

Selection Procedure

All SOQs will be reviewed and evaluated by a Selection Committee. The Selection Committee may select a Consultant or prepare a short-list of Consultants based upon the evaluation of the submittals. The Selection Committee may arrange for interviews with each Consultant as the Committee feels necessary. If necessary, the Port of Walla Walla shall provide at least 7 days' notice to the Consultants selected for interviews.

The Consultant selected will be given the first right to negotiate a Scope of Services, Fee Schedule and ultimately an Agreement acceptable to the Port. In the event that an Agreement satisfactory to the Port cannot be reached, the Port may enter into negotiations with one or more of the remaining Consultants. The successful Consultant shall commence work only after execution of an acceptable Agreement and approval of insurance certificates. The successful Consultant will perform all services indicated in the proposal in compliance with the negotiated Agreement.

The Port reserves the right to award this Contract to the Consultant that demonstrates the best ability to fulfill the requirements of the services. The successful Consultant will be chosen based on the selection criteria evaluation, and possible interview.

SELECTION SCHEDULE (TENTATIVE)

Request for Qualifications Issued	October 2, 2018
Submission Deadline	October 31, 2018 (2 PM)
Selection Committee Review	NLT November 13, 2018
Selection Committee Interviews (if necessary)	TBD
Recommendation to the Port Commissioners	TBD

General Information

A. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

The Port of Walla Walla has an established Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the US Department of Transportation, 49 CFR Part 26. It is the policy of the Port of Walla Walla to ensure that DBEs, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts.

The Consultant (and all Sub-Consultants) shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as deemed appropriate.

B. PORT OF WALLA WALLA RIGHTS

The Port of Walla Walla reserves the right to reject any and all submissions to the RFQ, provide clarifications, or waive informalities/technicalities, if it is deemed in the best interest of the Port of Walla Walla. The Port of Walla Walla assumes no responsibility for costs incurred in responding to this RFQ.

The Port of Walla Walla reserves the right to extend the Statement of Qualifications submittal date if needed. All changes and/or clarifications will be posted to the airports website.

C. INSURANCE REQUIREMENTS

Prior to the commencement of performance, the successful firm shall furnish to the Port of Walla Walla a certificate of insurance for general liability with limits not less than \$2,000,000 per occurrence and workers' compensation with the limits not less than \$1,000,000 per occurrence. Proof of insurability shall be demonstrated by providing copies of current insurance policy during contract negotiations with the successful Consultant.