Pullman-Moscow Regional Airport

3200 Airport Complex North • Pullman, WA 99163 (509) 338-3223 • Fax (509) 334-5217

December 31, 2013

To whom it may concern;

Subject: 2014-2017 Consulting Services at Pullman Moscow Regional Airport

The Pullman Moscow Regional Airport (PMRA) is soliciting Statements of Qualification and Experience from airport consulting firms in accordance with applicable federal, state and local regulations. PMRA intends to award an engineering firm a retainer agreement(s) for up to three (3) years pursuant to FAA Advisory Circular 150/5100-14D for one or more of the projects listed in the Scope of Work. Upon review of the Statements of Qualifications and Experience, the Pullman Moscow Regional Airport may interview the top ranked firms prior to making a final selection, or may select a firm based on the submittal alone.

Scope of Work

The services to be provided by the Consultant include the planning, design, construction inspection, coordination and administration of all project phases and required incidental services (environmental, AGIS, zoning compliance, etc) for the following projects:

- Pavement Construction, Rehabilitation, and Maintenance
- Lighting, Signing, Navaids, and Electrical Improvements
- Building Maintenance and Improvement
- Part 139 and TSA Compliance Issues
- Complete Aeronautical Surveys
- Drainage and Stormwater runoff permits and control plans
- Small Land Acquisition /Appraisal and easement/survey plat preparations
- Capital Improvement Planning (CIP)
- Revenue Generation Facilities (Fuel System, Hangars)
- Fencing, Gates, Drainage Improvements
- Acquire ARFF, Operations, and Snow Removal Equipment
- Equipment Storage Buildings
- Utility Extensions
- Other Engineering Projects as Necessary on the existing airport configuration

Project Location

The project is located in Pullman, Washington, at the Pullman Moscow Regional Airport.

Project Schedule

Availability is required to start as soon as a contract is signed and continue through 2016. All consulting engineering work started before January 1, 2017 will be continued by the selected firm through completion.

Proposal Submittal

Please submit six (6) copies of your Statement of Qualifications proposal by 5:00 p.m. on Monday, February 10th, 2014, to:

Anthony Bean, Executive Director Pullman Moscow Regional Airport 3200 Airport Complex North Pullman, WA 99163

Proposal Contents

The proposal must contain the information listed in this section. Please organize your proposal in the same order and numbering format as shown below, which will assist PMRA in reviewing your proposal.

- 1) Quality of Firm and Personnel
 - A) Related experience on similar projects.

Provide a discussion of your firm's previous related project experience as it relates to airport planning, design, construction, documentation requirements, and compliance as detailed in this RFQ. Also, please reference the experience of firm in working with FAA and the Washington Department of Transportation – Aviation regulations and procedures.

Five Pages - Maximum

B) Qualifications, experience and training of personnel to be assigned to projects.

Discuss the qualifications, experience, and training of the professional staff that will be utilized for this contract. Include an organization chart that indicates the project staff, their area of expertise, registration, and office location.

Three Pages - Maximum

Include brief resumes that describe the education, training, experience, and qualifications of the personnel listed above ($Place\ in\ Appendix\ A$).

- 2) Capacity and Capability of Firm
 - A) Ability to meet technical requirements and applications.

Briefly describe the services your firm will provide Pullman Moscow Regional Airport during this contract, including professional expertise and technical capabilities that your firm possesses. Discuss any subcontractors and support services that you anticipate utilizing and describe their expertise as it relates to this contract.

Three Pages - Maximum

B) Compatibility of systems, equipment, i.e., CADD and word processing, etc.

Provide a brief discussion on the computer systems and software that your firm utilizes (i.e. Word, Excel, Microstation, ArcView, etc.). Describe any additional support equipment you intend to use for this term contract.

One Page - Maximum

C) Capability of firm to meet project time requirements.

Briefly describe your ability to meet project schedules based on available staff and projected workload during the next five years.

One Page - Maximum

D) Capability to respond to project and Pullman Moscow Regional Airport's requirements.

Describe your firm's approach in preparing work plans/cost estimates, reports and implementing work and managing projects. Briefly discuss your firm's ability to respond to fast-tracked or unanticipated changes in projects. Describe your firm's ability to work on projects in the eastern part of Washington State (i.e. staffing availability, office locations, etc.)

One Page – Maximum

3) List as references <u>all</u> of the firm's clients from the past three (3) years for projects that deal with work similar to the proposed work. Include client name, contact person, and phone number. Give range of contract value. (Do not include Federal Standard Forms (SF) 254 and 255)

Do <u>not</u> show any actual numerical financial information such as the overhead rate or personnel rates within your proposal. Cost information of the firm or team shall not be part of the proposal.

Proposal Evaluation

All pr	oposals	will be evaluated in accordance with the following factors:
1)	Quality of Firm and Personnel:	
	A)	Related experience on similar projects and focus.
	B)	Qualifications, experience and training of personnel to be assigned to the project.
	C)	Qualifications and experience in dealing with various entities through public outreach to effectively convey project scopes, goals, and benefits.
2)	Capac	ity and Capability of Firm:
	A)	Ability to meet technical requirements and applications.
	B)	Compatibility of systems, equipment, i.e., CADD and word processing, etc.
	C)	Capability of firm to meet project time requirements.
	D)	Capability to respond to project and PUW requirements.
3)	Experience in Working with State and FAA Processes	
	A)	Demonstrated working relationship with the State and FAA.
	B)	Demonstrated thorough understanding of FAA rules and regulations regarding project development and execution.
	Record of Past Performance and Reference checks:	
	A)	Previous record with PUW, quality of work, on-schedule performance and cooperation with the entities owning the Pullman Moscow Regional Airport.
	B)	Reference checks.
4)	Project Understanding15 pts.	
	A)	Preference shall be given to those firms which have a comprehensive understanding of the project requirements and environment.

CONTRACT

The top ranked firm will be invited to negotiate contracts with the Pullman-Moscow Regional Airport. A detailed scope of work will be developed and agreed to by the selected consultant and

the Pullman-Moscow Regional Airport for each project under the retainer. This detailed scope of work and associated fee will be incorporated as part of each contract.

The consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged.

PRE-PROPOSAL CONFERENCE AND CONTACT

A pre-proposal conference will be held for this Request for Qualifications. The pre-proposal conference is scheduled for January 16, 2014 at 11:00 AM. This pre-proposal conference is not mandatory. However, all prime consultants are urged to attend. The pre-proposal conference will be held at the Training Room in the Pullman-Moscow Regional Airport Fire Station.

All questions regarding this RFQ must be addressed at the pre-proposal conference. No direct contact with the Pullman-Moscow Regional Airport will be permitted outside of the pre-proposal conference.

If you have any questions, please contact me at (509) 338-3223 or by e-mail at tony.bean@pullman-wa.gov

Copies: Karen Miles, FAA SEA ADO

Anthony Bean, Executive Director PUW

Pullman Moscow Regional Airport Contract File