

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF LEWIS COUNTY, WASHINGTON**

**IN RE:**

REQUEST FOR QUALIFICATIONS FOR )  
PROFESSIONAL ENGINEERING, CONSULTING, )  
AND PROJECT MANAGEMENT SERVICES FOR )  
THE COUNTY AIRPORTS )

RESOLUTION NO. 12 - 317

WHEREAS, Lewis County owns and operates the Packwood Airport located in Packwood and in the Ed Carlson Memorial Field – South County Airport located near Toledo; and

WHEREAS, there is a need, from time to time for professional engineering, consulting and project management services to assist the county in support of various airport planning, safety and other improvement projects at the two county-owned airports; and

WHEREAS, the current contract for such services with W&H Pacific is due to expire on December 31, 2012;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Lewis County, Washington, that the County shall solicit for the following:

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING, CONSULTING, AND PROJECT MANAGEMENT SERVICES TO ASSIST THE COUNTY IN SUPPORT OF VARIOUS PLANNING, SAFETY AND OTHER IMPROVEMENTS AT THE TWO COUNTY-OWNED AIRPORTS.

BE IT FURTHER RESOLVED THAT THE Clerk of the Board is hereby directed to request qualifications and publish the same, as required by law, for the above-mentioned item. Statements of Qualifications will be opened on or after 10:00 a.m., November 16, 2012 at the office of the Department of Community Development, 2025 NE Kresky Ave., Chehalis, Washington.

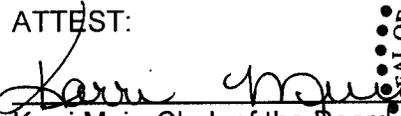
DONE IN OPEN SESSION this 15 day of October, 2012.

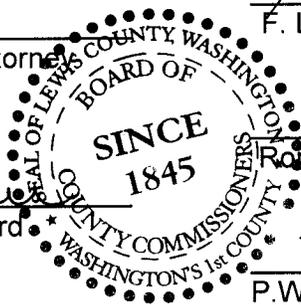
APPROVED AS TO FORM:  
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON

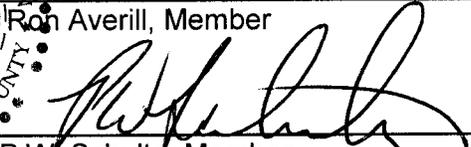
  
By: Deputy Prosecuting Attorney

  
F. Lee Grose, Chairman

ATTEST:  
  
Karri Muir, Clerk of the Board



  
Ron Averill, Member

  
P.W. Schulte, Member

**LEWIS COUNTY, WASHINGTON  
REQUEST FOR QUALIFICATIONS  
FOR ENGINEERING, CONSULTING AND PROJECT MANAGEMENT  
SERVICES TO SUPPORT LEWIS COUNTY AIRPORT SAFETY,  
IMPROVEMENT AND OTHER PROJECTS AT THE TWO COUNTY-OWNED  
AIRPORTS**

**NOTICE IS HEREBY GIVEN** that the Board of County Commissioners of Lewis County, Washington will receive sealed statements of qualification and such statements shall be publicly opened on or about 10:00 A.M. on November 16 , 2012 at the Community Development Department, Lewis County Public Service Building, 2025 NE Kresky Ave., Chehalis, Washington, 98532, for furnishing to Lewis County the following:

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING, CONSULTING AND PROJECT MANAGEMENT SERVICES TO SUPPORT LEWIS COUNTY AIRPORT SAFETY, IMPROVEMENT AND OTHER PROJECTS AT THE TWO COUNTY-OWNED AIRPORTS.**

Proposals must be received at the Community Development Department at or before 9:00 A.M. on the date specified for opening and clearly marked as:  
**“Airport SOQ: Attention Donna Olson.”**

Project information packets may be obtained at [www.lewiscountywa.gov](http://www.lewiscountywa.gov), from the Community Development Department, Chehalis, WA 98532, or by calling 360.740.1146.

Designated contact person: Larry Mason, Airport Systems Manager, 360.864.4966

The Board of County Commissioners and Lewis County reserves the right to reject any or all proposals, waive informalities, and to contract as the best interests of the County may appear. In making awards, consideration will be given to factors of professional training and qualifications, experience in completing airport projects, quality of products, availability, and suitability for County purposes.

**DATED** this 15 day of October, 2012.

**/s/ Karri Muir, Clerk of the Board  
Lewis County, Washington**

Publish Journal of Commerce October 17, 2012 and ECJ October 17, 2012

**Lewis County, Washington**  
**South County Airport/Ed Carlson Memorial Field and Packwood Airport**  
**REQUEST FOR QUALIFICATIONS**

**Date Issued:** October 17, 2012

**Qualifications Due:** November 16, 2012 prior to 9:00 a.m.

Lewis County, owner and operator of the Ed Carlson Memorial Field – South Lewis County Airport (TDO), located north of Toledo, Washington, and the Packwood Airport (55S), located in Packwood, Washington, is seeking a qualified individual or firm to provide consulting, project management and engineering services for improvements at the two airports.

**Background:** The South County Airport is a small, general-purpose airport serving the southwest Lewis County area. Owned and operated by Lewis County, the airport is used for recreational and general aviation purposes. The airport's single runway is approximately 5,000 feet in length. The airport is predominately VFR, with RNAV (GPS) approaches, and with no fixed base operations. Approximately 35 aircraft are based at the airport.

The Packwood Airport is a small, general-purpose airport serving the east Lewis County area. Owned and operated by Lewis County, the airport is used for recreational and general aviation purposes. The airport's single runway is approximately 2,350 feet in length. The airport is VFR, with no fixed base operations. Approximately four aircraft are based at the airport. The airport is located proximate to the Mt. Rainier National Park and US Forest Service and serves as a temporary base for certain emergency operations, including search and rescue and fire-fighting.

**Objective:** The County is working to provide improvements at the two airports for safety operations, and as a part of expansion of services consistent with the adopted airport comprehensive plans. To accomplish this, the County needs the requested services to provide consulting, engineering and construction management beginning in 2013 through the end of 2017 on a variety of maintenance, improvement and construction projects at the two airports that will be planned, engineered and completed during that time-period. The majority of work is in cooperation and with funding from the Federal Aviation Administration (FAA). The County will work to negotiate a contract with the selected person or firm for completion of the project(s) as they are developed and/or included in the scope of work.

**Scope of Work:**

The projects at the South County Airport include:

1. Construct parallel taxiway
2. Improve drainage/erosion control

3. Install weather reporting equipment
4. Work with the County and FAA to prepare the 14-acre area for future development consistent with the currently approved Airport Layout Plan (ALP) and airport comprehensive plan.

The projects at the Packwood Airport include:

1. Conduct environmental assessment
2. Acquire land for runway extension
3. Extend runway
4. Construct taxiway

**Timeframe:**

Work under this contract is expected to begin in January, 2013 and extend for through December 31, 2017. The work may be extended by mutual agreement and in cooperation with the FAA and Washington State Department of Transportation, Aeronautics Division.

**Proposal Format and Requirements:**

*Letter of interest:* Introduce yourself/your firm and demonstrate your understanding of the nature of the proposal.

*Personnel:* Identify and include brief resumes listing qualifications of key personnel who would be assigned to this work, and describe the anticipated roles of team members in the work. Specify the Principal in Charge and the Project Manager who will serve as the primary contact person. Provide a chart showing the organizational structure of the team.

*Experience:* Discuss your related experience based upon 2-4 relevant projects, including client and project information, with your responsibility in the projects, the challenges presented by each project, the strategies you employed to secure funding and necessary approvals, and the final results. Discuss experience with various airport projects, including county-owned facilities. State specifically what qualifies you/your firm to facilitate the work and provide engineering services for the South County Airport project.

*Client References:* Please provide three references that are familiar with your ability to undertake and complete comparable work. Include contact names, titles and telephone numbers.

**Submittal Information and Proposal Schedule:**

*Preliminary Schedule:*

- RFQ Issued October 17, 2012
- SOQ proposal submittal deadline November 16, 2012, 9:00 am
- Notify finalists November 21, 2012
- Final selection November 28, 2012
- Contract scope and budget development December, 2012

- Lewis County executes contract for services Jan 7, 2013

Note: Lewis County reserves the right to modify the schedule as circumstances may warrant.

*Proposal Quantities, Due Date, Time, Location:*

Submit 1 original unbound copy, 1 electronic copy, and 3 comb-bound copies of the Request for Qualifications proposal, which should be a maximum of 25 single-sided 8.5" by 11" pages in 12 point font. Proposals are due in the office of the Department of Community Development no later than 9:00 a.m. on Friday, November 16, 2012. Please mark the proposal "Lewis County Airports." Proposals submitted by any means other than mailing, courier or hand delivery will not be accepted. Proposals submitted after the deadline date and time will not be accepted.

*Submittal address:*

Donna Olson: Airport SOQ  
Lewis County Community Development  
2025 NE Kresky Avenue  
Chehalis, WA 98532

Any questions regarding the submittal process and/or aspects of the Request of Qualifications may be made via e-mail to Larry Mason, Airport Systems Manager, at: [airportman@toledotel.com](mailto:airportman@toledotel.com). Only e-mail communications will be accepted. All responses will be provided via e-mail. Questions and responses will be shared with all firms that provide an e-mail address to Mr. Mason.

The Request for Qualifications and supporting documents are available for review at the Department of Community Development, 2025 NE Kresky Ave., Chehalis, WA, 98532 during regular business hours.

**Evaluation process:**

*Review Process:*

The Director of Community Development and Airport Systems Manager will rate proposals. The review team will select a finalist(s) for interviews and those finalist(s) will be notified on November 21, 2012. The review team may interview finalists by phone and will select a firm by November 28, 2012.

*Evaluation Criteria*

Proposals will be ranked based upon the merits of the written proposal and the qualifications and experience of the individual/firm. Proposals will be evaluated on:

- Demonstrated expertise and experience in completing similar types of projects
- Key personnel and knowledge.
- Capability to meet schedule and budget constraints

- Past performance and references
- Success in working with public sector clients

The County reaffirms its right to make any selection it deems prudent.

The successful individual, firm or engineering team selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected individual/firm and Lewis County will finalize the contract terms and conditions. If Lewis County and the selected individual/firm are unable to agree on terms and conditions at this point, Lewis County may exercise its right to negotiate with other individual/firms. The Board of County Commissioners will validate any recommendation or tentative agreement made by the selection committee

Publication: October 17, 2012