

**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL ON-CALL AIRPORT
PLANNING CONSULTANT SERVICES
FOR TWO LEWIS COUNTY, WA AIRPORTS**

Lewis County, Washington, owner and operator of the Ed Carlson Memorial – South Lewis County Airport (TDO), located north of Toledo, Washington, and the Packwood Airport (55S), located in Packwood, Washington, is requesting Statements of Qualifications from interested and qualified Aviation Consultants for Professional On-Call Airport Planning Consultant Services for the next five (5) years. Professional, technical, planning advisory and project management services are needed for projects identified in the Airports' Capital Improvement Program (CIP).

FAA Advisory Circular (AC) 150/5100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects* should also be referenced. This AC provides guidance for airport sponsors in the selection and engagement of architectural, engineering, and planning consultants. It also discusses services that normally would be included in an airport grant project, types of contracts for these services, contract format and provisions, and guidelines for determining the reasonableness of consultant fees.

SCOPE OF WORK

Projects may include airside/landside planning and environmental services. A copy of the airport's current capital improvement program can be requested from Graham Gowing, Office Manager, at (360) 740-1232, email Graham.Gowing@lewiscountywa.gov. Consultants should be familiar with Federal Aviation Administration (FAA) and State aviation funding programs and requirements.

The County is working to provide improvements at both airports that will enhance safety, security and service. Airport Master Plan Updates, Environmental Assessments for MPU Projects and AWOS Land Acquisition, are among the projects that will be considered during the next five (5) years.

PROPOSAL FORMAT

To facilitate review, submissions should conform to the following format:

1. **Experience of the Firm:** Provide a description of your firm's prior experience and qualifications in airport planning, environmental analysis, and project management, including assistance with grant management.

2. **Project Team (Key Staff):** Identify the proposed Project Manager and key project team members and responsibilities. Provide a brief resume for each person outlining their credentials and experience.
3. **References:** Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm of similar nature as contained in the above Scope of Work.
4. **Project Understanding:** Provide your general understanding of the airport, project and issues regarding the identified project(s). Identify any potential challenges or special concerns that may be encountered.
5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm or the makeup of the project team including sub-consultants.

The entire Statement of Qualifications shall not exceed twenty (20) pages, excluding the letter of introduction (maximum two pages). Electronic submittals are encouraged.

CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

The following criteria will be used in screening, ranking and selection of the successful firm:

1. **Qualifications of the Firm (20-30%):** Preference shall be given to those firms with experience in airport planning and environmental analysis related to the scope of services.
2. **Qualifications of the Project Team (Key Staff) (30-40%):** Preference shall be given to those with key staff experience in items listed in the above scope of services and any familiarity with the region.
3. **Experience in Working with State and FAA Regulations and Procedures (10%):** Preference shall be given to project teams whose personnel have a demonstrated working relationship with the State and FAA, and possess a thorough understanding of FAA rules and regulations regarding planning, design, and development of airports similar to the two (2) Lewis County general aviation airports.
4. **Project Understanding (25-35%):** Preference shall be given to those firms which have a comprehensive understanding of the project requirements and environment.

SELECTION OF THE CONSULTANT

It is the intent of Lewis County to appoint a committee to review the Statements of Qualifications submitted and rank the qualified firms.

Lewis County may choose to interview a shortlist of consultants before making the selection. The shortlisted consultants shall be notified at least 14 days prior to the interview date.

All unsuccessful firms will be notified in writing no later than 10 days after selection of the Consultant and may contact Lewis County for debriefing.

Lewis County reserves the right to reject any and all submissions to the RFQ, request clarification, or waive informalities/technicalities, if it is deemed in the best interest of Lewis County. Lewis County assumes no responsibility for costs incurred in responding to this RFQ.

In accordance with FAA selection procedures, all selections should be qualification based. No overhead rate, fees, or any cost information should be identified as part of this submission.

CONTRACT

The top ranked firm will be invited to negotiate a contract with Lewis County. A detailed scope of work will be developed and agreed to by the selected consultant and Lewis County. This detailed scope of work and associated fee will be incorporated as part of the 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.

SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON

Three bound copies and one electronic copy of the Statements of Qualifications must be submitted no later than 10:30 a.m. on December 5, 2017 to:

Graham Gowing, Office Manager, Lewis County Community Development
2025 NE Kresky Avenue, Chehalis, WA 98532
360.740.1232
Graham.gowing@lewiscountywa.gov

All questions regarding this RFQ should be directed to:

Larry Mason, Airport Systems Manager
360.864.4966
airportman@toledotel.com