

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

IN THE MATTER OF:

RESOLUTION NO. 24-056

REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL AIRPORT CONSULTANT SERVICES
TO COMPLETE ENVIRONMENTAL ASSESSMENTS
FOR THE TOLEDO AND PACKWOOD AIRPORTS

WHEREAS, Lewis County Public Works anticipates needing Professional Airport Consultant Services to complete environmental assessments at the Ed Carlson Memorial - South Lewis County (Toledo) and Packwood (55S) airports to support development of projects identified in the respective airport Five Year Capital Improvement Plans (2024 through 2029); and

WHEREAS, Lewis County Public Works does not have the required resources to complete the Environmental Assessments for the Ed Carlson Memorial - South Lewis County (Toledo) or Packwood (55S) Airports to support development of the airport projects; and

WHEREAS, publication to solicit for professional airport consultant services is needed to contract with a professional airport engineering firm for such services.

NOW THEREFORE BE IT RESOLVED that Lewis County Public Works is instructed to advertise an RFQ, evaluate responses, select a consultant, and negotiate a contract for professional airport consultant services, and the Clerk of the Lewis County BOCC is instructed to proceed with all appropriate and necessary notifications, posting, and publication as required by RCW 65.16.

DONE IN OPEN SESSION this 13th day of February, 2024.

APPROVED AS TO FORM:
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON

David Bailey
By: David Bailey,
Chief Civil Deputy Prosecuting Attorney

Scott J. Brummer
Scott J. Brummer, Chair

ATTEST:



Lindsey R. Pollock, DVM
Lindsey R. Pollock, DVM, Vice Chair

Rieva Lester, CMC
Rieva Lester, CMC,
Clerk of the Lewis County Board of
County Commissioners

Sean D. Swope
Sean D. Swope, Commissioner

LEWIS COUNTY NOTICE TO CONSULTANTS FOR:

REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL AIRPORT CONSULTANT SERVICES FOR ENVIRONMENTAL ASSESSMENT

PACKWOOD AIRPORT (55S)

Lewis County Public Works, the owner and operator of Packwood Airport (55S) in the unincorporated community of Packwood, in east Lewis County, Washington, is requesting Statements of Qualifications from qualified firms for Professional Airport Consultant Services to complete an Environmental Assessment (EA) at Packwood Airport (55S) for projects in the 5-year Capital Improvements Plan (CIP). A separate RFQ will be issued later for design and construction services.

SCOPE OF WORK

This work is to provide an Environmental Assessment for the airport to support future improvements at the airport to support future design and construction services for projects in the 5-year Capital Improvement Plan for the Packwood Airport in unincorporated east Lewis County, Washington.

The Consultant will follow the guidance in FAA Advisory Circulars, specifically AC 150/5070.1F, Environmental Impacts: Policies and Procedures and 5050.4B, National Environmental Policy Act (NEPA) and implementing instruction for Airport Actions.

Elements of content or inclusion may be, at a minimum:

- Proposed Action
- Purpose and Need
- Alternatives Analysis
- Affected Environment
- Environmental Consequences
- Public Participation Plan
- Relevant Discipline Reports (e.g. wetland delineation, cultural and archaeological surveys, biological evaluation or assessment, noise, and air quality studies)
- Mitigation

The approach, level of effort, and tasks and deliverables will be further refined during the scoping process.

Projects on the current 5-year CIP include:

- Partial Parallel Taxiway, Tie Down Apron, and Helicopter Parking Design
- Partial Parallel Taxiway, Tie Down Apron, and Helicopter Parking Construction

A copy of the airport's current capital improvement program can be requested from John Roe, Airport System Manager, at (360) 864-4966, email John.Roe@lewiscountywa.gov. Consultants

should be familiar with Federal Aviation Administration (FAA) and Washington State Department of Transportation Aviation Division funding programs and requirements.

SELECTION OF THE CONSULTANT

The selection process shall be in accordance with FAA Change 1 to Advisory Circular (AC) 150/5100-14E "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects."

No cost or fee schedules shall be submitted with your proposal. Consultants will be selected based on their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants are evaluated, and the best qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

It is the intent of Lewis County to appoint a committee to review the Proposals 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.

Lewis County reserves the right to reject 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.

SUBMITTAL FORMAT

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Submittals that do not address all items listed in this section will be considered incomplete and will be deemed non-responsive by the County.

SELECTION CRITERIA:

1. **Key Personnel (20 Points):** Key personnel, including their professional qualifications and experience in conducting airport environmental studies, their role anticipated for the proposed project, and their knowledge of FAA regulations, policies, and procedures. Identify the proposed Project Manager and key project team members and responsibilities. Include any proposed sub-consultants to be engaged by the consultant. Provide a brief resume for each person or sub-consultant, outlining their credentials and experience with similar projects.
2. **Qualifications (10 Points):** Qualifications and experience of sub-consultants to be engaged by the consultant under consideration.

3. **Experience of the Firm (25 Points):** Please provide a list of all current airport environmental projects, as well as any which have been completed in the last three (3) years. List the project manager you assigned to each project. Identify the start dates for all projects, and the completion dates (where completed). Address the capability to perform all or most aspects of the projects and the ability to meet the schedules or deadlines associated with the projects.
4. **Performance (10 Points):** Capability to perform all or most of the project and recent experience in airport environmental assessments.
5. **Schedules or Deadline (15 Points):** Demonstrated ability to meet project schedules and deadlines.
6. **Project Understanding (10 Points):** Provide your general understanding of the airport, project, and issues regarding the identified project. Identify any potential challenges or special concerns that may be encountered.
7. **References (10 Points):** Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm of a similar nature as contained in the above Scope of Work.

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Consultants desiring consideration shall electronically submit a complete Statement of Qualifications packet for "**Professional Airport Consultant Services - Packwood Airport - Lewis County, WA**" in OpenGov at <https://procurement.opengov.com/signup>. Statement of Qualifications must be submitted electronically in OpenGov **no later than 4:00 P.M. on Monday, February 26, 2024.**

Any questions regarding this project should be directed to Mark Burch, Special Projects Manager at 360-740-2650 or mark.burch@lewiscountywa.gov.

Additional information regarding OpenGov Procurement and submittal requirements is available at www.lewiscountywa.gov.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

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Utilization of Disadvantaged Business Enterprise (DBE) is strongly encouraged.

CONTRACT

The top ranked firm will be invited to negotiate a 1-year contract with Lewis County with the option to extend an additional year, up to two extensions. 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.

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PUBLISH:

The Chronicle - February 15 and February 22, 2024
Daily Journal of Commerce (Seattle, February 15 and February 22, 2024
Daily Journal of Commerce (Oregon, Wednesday February 14 and February 21, 2024
Lewis County Web Site <https://lewiscountywa.gov/departments/information-technology/procurement-resources/>
OWMBE (February 15, 2024)

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ED CARLSON MEMORIAL – SOUTH LEWIS COUNTY AIRPORT TOLEDO (TDO)

Lewis County Public Works, the owner and operator of Ed Carlson Memorial – South Lewis County – Toledo (TDO) airport in Lewis County, Washington, is requesting Statements of Qualifications from qualified firms to provide Professional Airport Consultant Services to complete an Environmental Assessment (EA) at the Ed Carlson Memorial – South Lewis County Airport – Toledo (TDO) to support projects listed on the 5-year Capital Improvements Plan (CIP). A separate RFQ will be issued later for design and construction services associated with those projects.

SCOPE OF WORK

This work is to provide an Environmental Assessment for the airport to support future design and construction improvement projects identified on the 5-year Capital Improvement Plan for the Ed Carlson Memorial – South Lewis County Airport – Toledo (TDO) in southern Lewis County near the city of Toledo, Washington.

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OWMBE; February 15, 2024

BOCC AGENDA ITEM SUMMARY

Resolution:**BOCC Meeting Date:** Feb. 13, 2024**Suggested Wording for Agenda Item:****Agenda Type:** Legal Notice

Request for qualifications for Professional Airport Consultant Services to complete Environmental Assessments for the Toledo and Packwood airports

Contact: Mark Burch**Phone:** 3607402650**Department:** PW - Public Works**Description:**

Request for Qualifications to be published to retain Professional Airport Consultant Services to complete Environmental Assessments (EA's) for the Ed Carlson Memorial-South Lewis County Airport-Toledo (TDO) and Packwood Airport (55S) to support projects listed on the respective airport 5-Year Capital Improvement Plans (CIP). The statement of qualification must be submitted electronically in OpenGov no later than 2:00 p.m. local time, March 4, 2024.

Approvals:

User	Status
PA's Office	Approved

Publication Requirements:**Publications:**

The Chronicle: February 15 and 22, 2024,
The Daily Journal of Commerce (Seattle);
February 15 and 22, 2024, The Daily
Journal of Commerce (Portland)
Wednesday, February 14 and 21, 2024, and
OMWBE.

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Saline, Geoff Soderquist, PW

Cover Letter To: