



**REQUEST FOR QUALIFICATIONS
AIRPORT MASTER PLAN
SKAGIT REGIONAL AIRPORT**

The Port of Skagit is seeking proposals from qualified firms to provide planning services in the development of an Airport Master Plan and Airport Layout Plan for Skagit Regional Airport at Burlington, Washington. This project is anticipated to be funded in part by the Federal Aviation Administration (FAA). All work is required to comply with FAA requirements and regulations.

Background:

The Port of Skagit is requesting statements of qualifications to retain the services of a qualified consultant to prepare an Airport Master Plan for Skagit Regional Airport. Skagit Regional Airport is a General Aviation Airport located approximately 3 miles west of Burlington, Washington. The airport is owned and operated by the Port of Skagit (Port). The airfield has two runways and an extensive taxiway system that provides access to all developed areas of the airfield.

The current Skagit Regional Airport Master Plan update was finalized in 2007. Since that time the Port has completed many of the projects identified in the 20 year capital improvement plan, including rehabilitation of Runway 11-29 and Runway 11 safety area grading work to meet standard for Design Group II C&D aircraft. Skagit Regional Airport continues to see increases in business jet traffic, as confirmed by a 24 month study documenting aircraft operations.

General Scope of Services:

(Note: A scope of work is not required to be submitted with your response to the Request for Qualifications. This section attempts to identify general major items of work. Prior to any contract award, a more detailed and specific scope of work will need to be developed and agreed upon.)

The Consultant will follow the guidance in FAA AC 150/5070-6B Change 2 “Airport Master Plans” (or most current version) in the preparation of the Airport Master Plan. Elements of content for inclusion will be, at a minimum:

- Airport Geographic Information Systems (AGIS) Survey*
- Public Involvement Program
- Existing Conditions
- Environmental Considerations (SEPA and NEPA)
- Aviation Forecasts
- Facility Requirements
- Alternatives Development and Evaluation

- RPZ Memo Alternatives Analysis, if applicable
- Airport Layout Plan (ALP) Drawing Set**
- Facilities Implementation Plan
- Solid Waste Recycling
- Financial Feasibility Analysis

In addition to the general requirements stated above, the project will have special emphasis on:

- Determining recommended course of action for meeting all FAA Airport Design criteria for the current and future critical aircraft.
- Wind coverage to determine if Runway 11-29 still meets / exceeds the FAA crosswind coverage criteria.
- Flightline development planning including layout and connecting infrastructure

*The AGIS survey must be compliant with FAA ACs 150/5300-16A “General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey,” AC 150/5300-17C “General Guidance and Specifications for Aeronautical Surveys: Airport Imagery Acquisition and Submission to the National Geodetic Survey,” and AC 150/5300-18B “Survey and Data Standards for Submission of Aeronautical Data Using Airports GIS.”

**The ALP drawing set must be developed per FAA Standard Operating Procedure (SOP) 2.00 “Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)” and SOP 3.00 “Standard Operating Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps.”

Qualifications / Selection Criteria:

Submittals will be evaluated on the below-listed criteria. Submittals should be organized and identified in the same order:

1. Capability and experience to perform all or most aspects of the project.
2. Recent successful experience in airport master planning projects comparable to the proposed project. This item includes demonstrated ability to meet schedules or deadlines, and demonstrated past performance to complete projects without significant cost escalations.
 - a. Please provide a list of all current airport planning projects, as well as any which have been completed in the last three years. Identify the starting dates for all projects, and the completion dates (where completed).
 - b. List the airport sponsor’s name and the name and telephone number of the sponsor’s contact person for each project identified.
3. Key personnel’s professional background and qualifications, including the project team for this project. Define their role and extent of participation anticipated for this project. Provide a list of all projects worked on by the proposed project manager in the last three years, including an identification of this person’s role/responsibility for each project.
4. Proximity of key personnel to the geographic location of the project. Describe anticipated necessary travel times and ability to manage and implement the project given proximity location.

5. Demonstrated ability and experience in facilitating and leading a public involvement process/program.
6. Qualifications and experience of sub-consultants to be engaged by the consultant under consideration. Please identify portions the project anticipated to be performed by sub-consultants.
7. Experience and qualifications of your firm in complying with the requirements of the FAA AIP and WSDOT Airport Aid grant programs, as well as familiarization with FAA Advisory Circulars, FAA standards, and the FAA planning process.
8. Understanding of the project's potential challenges and the Port's special concerns.
9. Project approach and overall quality of the submittal.
10. References demonstrating past ability to meet client's needs.

Please see the attached evaluation matrix for weighting of each of the above-listed criteria.

Submittals:

Interested firms must submit five hard copies, plus one electronic memory drive, of their proposals to the address below, no later than 5 p.m. on Friday, October 27, 2017.

Submittals should be marked “**Airport Master Plan RFQ**” and must be addressed to:

Heather Rogerson
Port of Skagit
15400 Airport Drive
Burlington, WA 98233

Submittals must be hand delivered or sent via normal shipping methods only. Faxed or emailed proposals will not be accepted.

The Port desires submittals to be concise and address the specific content requirements. To facilitate review of all submittals, each submittal shall be:

- Typewritten with no smaller than 10 point font
- No more than 20 single-sided sheets (10 double-sided), excluding front / back covers, cover letter, and dividers.

Selection Process:

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.”

A committee of Port of Skagit staff will select the firm to perform the work. After the deadline for receipt of submittals, the committee will review the qualifications and complete the evaluation matrix attached as Exhibit A. The committee will select the highest ranking firm to negotiate a contract based upon a mutually-understood, detailed (as opposed to general) scope of work. If deemed necessary by the committee, at least two firms may be invited for interviews.

The Port reserves the right to negotiate with and/or award a contract to other consultants sequentially ranked by the committee behind the selected consultant in the event that the Port

and the selected consultant negotiate, but are unable to agree upon a detailed scope of work or cost of contract.

The Port of Skagit, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Reservation of Rights:

The Port reserves the right, if it deems such action to be in the best interest of the Port and the airport, to reject any and all submittals or to waive any irregularities or informalities therein.

The Port reserves the right to extend the proposal submittal date if needed.

All changes and / or clarifications to the RFQ will be posted to the Port of Skagit website at www.portofskagit.com/skagit-regional-airport/, in the form of an addenda.

Proposal Inquires:

Any questions related to this Request for Qualifications must be directed to Heather Rogerson, Port of Skagit Planning and Environmental Manager, at heather@portofskagit.com. Inquiries must be made in writing and submitted no later than 5 p.m. on October 6, 2017. Questions answered verbally shall be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

Additional Information:

No cost or fee schedules shall be submitted with your proposal. Consultants will be selected on the basis of 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.

Schedule:

The following schedule identified major milestones of the selection process and may be modified at the discretion of the Port.

Sept 20, 2017	RFQ Advertised
Oct 6, 2017	Deadline for Inquiries Regarding RFQ
Oct 27, 2017	RFQ Submittals Due
Nov 10, 2017	Successful Proposal Selected
Nov 13 – Dec 22, 2017	Preparation of Draft Scope of Work
Dec 29, 2017 – Feb 28, 2018	Coordination with FAA on Draft Scope of Work
Feb 28, 2018	Scope of Work Finalized
March 5 – 9, 2018	Fee Negotiations

March 12 – 30, 2018
April 10, 2018
April 27, 2018

Independent Review of Fee Estimate
Commission Approve Award and FAA Grant Application
Grant Application Submitted to FAA

**EVALUATION FORM
AIRPORT MASTER PLAN RFQ RESPONDENTS**

INSTRUCTIONS FOR EVALUATORS:

For each criterion assign the firm a score between 0-10 and multiply the score by the weight then record the resulting weighted score. Add the weighted scores for all criteria to find the firm's total score.

Criteria	Weight (0-10)	Example ABC Consult	Firm	Firm	Firm	Firm
1. Capability and experience to perform all or most aspects of work.	3.0	Score = 8 Weighted Score = 24 (8 x 3.0 weight)				
2. Successful experience in comparable airport master planning projects. Includes ability to meet schedules and budgets.	2.0	Score = 7 Weighted score = 14 (7 x 2.0 weight)				
3. Professional qualifications and background of key personnel to be assigned.	2.0	Score = 9 Weighted score = 18 (9 x 2.0 weight)				
4. Proximity of key personnel and ability to manage / implement given the proximity.	1.0	Score = 5 Weighted score = 5 (5 x 1.0 weight)				
5. Demonstrated ability and experience in leading public involvement process / program.	2.0	Score = 8 Weighted Score = 16 (8 x 2.0 weight)				
6. Professional qualification and experience of sub-consultants to be assigned.	2.0	Score = 8.5 Weighted Score = 17 (8.5 x 2.0 weight)				
7. Experience and qualifications in complying with FAA and WSDOT aid programs / regulations.	3.0	Score = 8.5 Weighted Score = 17 (8.5 x 2.0 weight)				
8. Understanding of project's challenges and Port's special concerns.	2.0	Score = 8.5 Weighted Score = 17 (8.5 x 2.0 weight)				
9. Project approach and quality of submittal.	3.0	Score = 8 Weighted Score = 24 (8 x 3.0 weight)				
10. References.	2.0	Score = 8.5 Weighted Score = 17 (8.5 x 2.0 weight)				
Total	210 Possible	166				

Evaluator Printed Name: _____

Evaluator Signature: _____

Date: _____