



# Port of Skagit

**REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ)  
TO PROVIDE  
ENGINEERING / CONSULTANT SERVICES AT SKAGIT REGIONAL AIRPORT  
Dated: January 29, 2016**

Pursuant to RCW, Chapter 39.80 and FAA AC 150/5100-14E, the Port of Skagit County ("Port") invites Statements of Qualifications from firms interested in providing the Port with professional engineering / consultant services at Skagit Regional Airport located at 15400 Airport Drive, Burlington, WA 98233.

## **I. Project Elements / Consultant Tasks**

Working with Port of Skagit (Port) staff, the consultant will be responsible for the engineering services, NEPA and State Environmental Policy Act (SEPA) requirements, engineering studies and investigations, survey, testing, FAA grant preparation and administration assistance, design, and construction inspection and management services for airport related projects. The Port reserves the right to retain the selected firm for a term of up to five years at the Port's sole discretion.

In general, consultant services are needed for the following types of work:

- Airport facility layouts and airport project studies, investigations and predesign
- Environmental studies, analysis, assessments, categorical exclusion documentation and other associated project permitting
- Maintenance, construction or reconstruction of runways, taxiways and/or aprons and for associated drainage or environmental work
- Airport electrical lighting, signing, utilities and navigation aids (NAVAIDS)
- Services during construction
- DBE plan development
- Other airport-related construction/equipment acquisition/land projects, environmental documentation or studies required to meet AIP and non-AIP project requirements, airport safety, capacity, efficiency and utility as directed by the Port.

## **II. Potential Projects 2016-2020**

The following projects listed below are both AIP eligible and ineligible projects that may be undertaken at Skagit Regional Airport. The work may be accomplished during the course of multiple grants. The projects are subject to change and are not all-inclusive.

- Taxiway A Rehabilitation Design and Services During Construction (2016)
- Primary Apron Rehabilitation Design and Services During Construction (TBD)
- Other Apron Rehabilitation Design and Services During Construction (TBD)
- Taxiway B and Taxi lane Rehabilitation (TBD)
- Runway Extension Environmental Assessment (TBD)
- Runway Extension Preliminary Design (TBD)

### III. Submittal Deadline & Location

Sealed responses regarding this Request for Qualifications will be received by the Port of Skagit up to the hour of 2:00 p.m. PST, February 18, 2016. Late responses will not be accepted.

Submittals must be clearly marked, “**Port of Skagit - Airport Engineering / Consultant Services RFQ 2016**” and be addressed to:

Port of Skagit  
 Attn: Executive Director  
 15400 Airport Drive  
 Burlington, WA 98233

### IV. Statement of Qualification Requirements

Consultants submitting their qualifications should limit their submittal to the information requested below. Submittals will be evaluated based on the below-listed criteria and should be organized in the same order. **DO NOT INCLUDE ANY COST OR PRICES FOR SERVICES.**

1. Cover letter (must be signed)  
 Summarize your understanding of the description of services and explain your interest in undertaking the contemplated projects.
2. Firm experience and capability to perform some or all of the work required
  - a. Briefly list and describe your firm’s capabilities to provide engineering studies and investigations, environmental services, predesign, design and services during construction for Federal Aviation Administration (FAA) Airport Improvement Program (AIP) and non-Federally funded airport projects.
  - b. Provide information regarding previous experience in environmental services, design and construction of a minimum of five (5) airport projects. Include examples of representative projects successfully completed in the last five (5) years. For each project listed, include:
    - a. Brief description of the work performed
    - b. Name and location of the airport and the dates the work was completed
    - c. Name and telephone number of the airport manager and staff person whom your firm worked with on the project

- d. Name of your project manager
  - c. Include completed U.S. Standard Form 330 Part II – General Qualifications
3. Key personnel professional background and qualifications  
Provide the names of members of your firm and those of any proposed subconsultants who would be involved in this project. Include the following information:
- a. Individual's proposed role in the project. Identify professional engineer(s) who will serve as principal contact and project managers for the contemplated projects.
  - b. A resume or brief description of the individual's previous experience as it relates to his/her role in this project.
  - c. For any proposed subconsultants, indicate if your firm has worked with the subconsultant on previous projects.
4. Expertise and knowledge of FAA regulations and FAA Advisory Circulars, and experience with Seattle Airports District Office  
Describe your firm's expertise and knowledge of FAA regulations and FAA Advisory Circulars, and experience with the Seattle Airports District Office.
5. Experience managing and administering FAA / AIP grants  
Describe your firm's experience managing and administering FAA / AIP grants.
6. Familiarity with Skagit Regional Airport and any special concerns related to the development of the potential projects listed in this RFQ  
Describe your firm's familiarity with Skagit Regional Airport and any special concerns related to the development of the potential projects listed in this RFQ.
7. Current work load and track record with regard to quality control, accountability, meeting schedules / deadlines, and avoiding major cost escalations or overruns
- a. Describe you firm's current work load and ability to devote staff resources required to complete projects within the required time.
  - b. Provide example(s) of demonstrated willingness to acknowledge and take corrective action for mistakes.
  - c. Provide evidence of completing similar work in a timely manner and within budget.

8. Availability of key personnel, including ability of key staff, to mobilize quickly to project site

Describe availability of key personnel and key staff to mobilize quickly to the project site; provide proximity of office location(s) to the Skagit Regional Airport.

9. Experience developing and implementing DBE plans

Describe your firm's experience with developing and implementing DBE plans.

This contract will be partially funded through an Airport Improvement Program (AIP) grant by the Federal Aviation Administration. Contracts will be subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of Department of Transportation Regulation 49 CFR Part 26 (Disadvantaged Business Enterprise Participation) and 49 CFR Part 30 (Foreign Trade Restriction Clause). The firm selected for this contract shall make every effort to assist the Port in meeting its DBE goals in accordance with CFR Section Part 26.

10. Evidence of establishment and implementation of an Affirmative Action Program

Include evidence that your firm has established and implemented an Affirmative Action Program.

11. Professional reputation and references

Provide at least four (4) references for work within the last five (5) years relative to airport contracts.

Submittals must be clear and concise and shall not exceed thirty (30) single sided pages (no smaller than size 11 font) excluding covers and dividers. Consultant shall submit one (1) original unbound copy and four (4) bound copies for evaluation.

## **V. Selection Process and Contract Award**

Statements of Qualifications received will be evaluated by a selection committee using the evaluation form attached hereto as Exhibit "A". The Port may elect, at its discretion, to conduct interviews prior to selection.

Following an evaluation of the submittals, the consultant considered to be the most highly qualified will be selected in accordance with AC 150/5100-14E and RCW, Chapter 39.80 with fees to be determined through negotiations following selection.

In the event a contract cannot be negotiated with the highest ranked consultant, negotiations will be discontinued and the Port will begin negotiations with the next highest ranked consultant.

## **VI. RFQ Communications and Receipt of Addenda**

All questions or requests for clarification regarding this Request for Qualifications should be directed to the contact person listed below. Questions must be submitted no later than close of business on February 9, 2016 and directed in writing to:

Heather Haslip  
Port of Skagit  
15400 Airport Drive  
Burlington, WA 98233  
[heather@portofskagit.com](mailto:heather@portofskagit.com)  
(360) 757-0011

All official clarifications or interpretations of the RFQ documents will be made in writing.

## **VII. Anticipated Schedule**

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

|                |   |
|----------------|---|
| 2/1/16         | Issuance of RFQ   |
| 2/9/16         | Deadline for written questions / inquiries                |
| 2/18/16        | Statement of Qualifications Due, no later than 2 p.m. PST |
| 2/22-26/16     | Evaluation and ranking of submittals                      |
| TBD            | Interviews of selected respondent(s)                      |
| 2/26/16-3/4/16 | Contract negotiations with selected consultant            |
| 3/8/16         | Contract award by Port Commission                         |

## **VIII. Reservation of Rights**

The Port reserves the right to modify or cancel this RFQ at any time, and to reject any and or all proposals. Furthermore, this RFQ does not obligate the Port to accept or contract for any expressed or implied services.

## **IX. Right to Withdraw Submittals**

Consultants may withdraw a statement of qualifications (SOQ) which has been submitted at any time up to the closing date and time. To accomplish this, a written request signed by an authorized representative of the consultant must be submitted to the Port of Skagit. After withdrawing a previously submitted SOQ, the consultant may submit another SOQ at any time up to the RFQ closing date and time.

**X. Cost of Preparation of Submittals**

The Port of Skagit shall not be liable for any costs incurred in the submittal preparation, printing, interview, or negotiation process. Consultants should be aware that any records they submit to the Port may be public records under the Washington Public Records Act (RCW 42.56).

**EXHIBIT "A"**  
**EVALUATION FORM**  
**AIRPORT ENGINEERING / CONSULTANT SERVICES 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. Cover letter  | 0.5           | Score =10<br>Weighted Score = 5<br>(10 x 0.5 weight)     |            |            |            |            |
| 2. Qualifications and capability to perform the work required  | 3.0           | Score = 8<br>Weighted Score = 24<br>(8 x 3.0 weight)     |            |            |            |            |
| 3. Key personnel professional background and qualifications  | 3.0           | Score = 7<br>Weighted score = 21<br>(7 x 2.0 weight)     |            |            |            |            |
| 4. Expertise and knowledge of FAA regulations and FAA Advisory Circulars, and experience with Seattle Airports District Office | 3.0           | Score =7<br>Weighted Score =21<br>(7 x 2.0 weight)       |            |            |            |            |
| 5. Experience managing and administering FAA / AIP grants  | 2.0           | Score = 9<br>Weighted score = 18<br>(9 x 2.0 weight)     |            |            |            |            |
| 6. Familiarity with Skagit Regional Airport and any special concerns related to the development of the potential projects      | 2.0           | Score = 7<br>Weighted score = 14<br>(7 x 2.0 weight)     |            |            |            |            |
| 7. Current work load and track record with regard to quality control, accountability, and meeting schedules / deadlines        | 2.0           | Score = 5<br>Weighted score = 10<br>(5 x 2.0 weight)     |            |            |            |            |
| 8. Availability of key personnel, including ability of key staff to mobilize quickly to project site                           | 2.0           | Score = 8<br>Weighted Score = 16<br>(8 x 2.0 weight)     |            |            |            |            |
| 9. Experience developing and implementing DBE programs per 49 CFR part 26  | 1.0           | Score = 6<br>Weighted Score = 6<br>(6 x 1.0 weight)      |            |            |            |            |
| 10. Evidence of Affirmative Action Program   | Pass / Fail   |  |            |            |            |            |
| 11. Professional reputation and references   | 2.0           | Score = 8.5<br>Weighted Score = 17<br>(8.5 x 2.0 weight) |            |            |            |            |
| <b>Total</b>   |               | <b>152</b>   |            |            |            |            |

Evaluator Printed Name: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Date: \_\_\_\_\_