

Request for Qualifications: 2020 Engineering Consultant Selection, Scappoose Industrial Airpark

Columbia City, Oregon

December 2020

Purpose

The Port of Columbia County (Sponsor), a municipal corporation and port district of Oregon, is soliciting Statements of Qualification (SOQs) from interested consulting firms for airport development projects at the Scappoose Industrial Airpark (SPB), in Scappoose, Oregon. Such firms must be knowledgeable in airport design, engineering, construction and limited environmental management; in conformance with Federal Aviation Administration (FAA) regulations, Advisory Circulars, and Airport Improvement Program (AIP) requirements and procedures. Secondly, the selected firm must also be prepared to provide similar services for non-FAA funded Port development and related work at the Airpark, upon request. This solicitation and the selection process are guided by FAA Advisory Circular 150/5100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects* (AC).

Submittal Procedures

A PDF version of the SOQ package shall be submitted by **5:00 pm on January 19, 2021** to Craig Allison, Port Deputy Director / Operations Manager at allison@portofcolumbiacounty.org, with three (3) hard copies by the same date/time to either of the following addresses:

By US Post Office:

Port of Columbia County
Attn: SOQ Selections
P.O. Box 190
Columbia City, OR 97018

In person, overnight, or by courier*:

Port of Columbia County
Attn: SOQ Selections
100 E Street
Columbia City, OR 97018

* Due to the pandemic, the office is closed to the public, but personnel are present until noon (Monday-Friday), and can receive overnight or courier deliveries until then. Otherwise, receipt may be arranged by appointment (call 503-369-9059) based on availability. On the due date only, staff will be available in the office all day.

Submittal Requirements

In addition to addressing the criteria stated below, the submittals should include other pertinent information about the firm, limited to aviation-specific content. Submittals must be concise and contain no more than twenty-eight (28) pages of material (14 sheets of paper, double sided). This total excludes the front and back covers, a cover letter (up to two pages), table of contents, section dividers, and relevant resumes. Submittals received after the deadline will not be considered; the Sponsor will confirm receipt. The Sponsor reserves the right to reject any and/or all SOQs. Submittals will become the property of the Sponsor. The RFQ may be modified, or addenda issued, at any time during the process.

Consultant Services / Project Summary:

This RFQ is primarily for FAA airfield development projects that are anticipated to occur within the next five years at SPB. The services to be provided may include, but are not limited to: preliminary design, environmental review (at the CATEx level only), final design, bidding, construction observation, Sponsor representation and project liaison, and incidental special services such as geotechnical/subsurface investigations, boundary and topographic surveying. Subject to receipt of Federal funding and the availability of matching funds, these projects are expected to include the following:

1. FY2021: Land Purchase Reimbursement; related Environmental (estimated total cost \$300,000, including land cost)
2. FY2023: Reconfigure Taxiway Connectors A1 and A2; Install MITL; related Environmental and Lark Survey (Phase I – Design, estimated cost \$300,000).
3. FY2025: Reconfigure Taxiway Connectors A1 and A2; Install MITL; (Phase II – Construction, estimated cost \$2,450,000).
4. FY2026: Rehabilitate Runway 15/33; Replace MIRL and PAPI; related Environmental and Lark Survey (Phase I – Design, estimated cost \$588,000). Phase II – Construction anticipated in FY2027.

This list is an extract from the Sponsor's Airport Capital Improvement Plan (CIP), itself prepared with the assistance of WHPacific, Inc. A copy of each project CIP Data Sheet can be made available upon request.

Selection Procedure

Responses to this RFQ will be accepted from all qualified firms, and will be considered equally. An SOQ selection committee, as described in the AC, will evaluate the proposals and determine the most qualified firm, based on factors as described below. Consulting firms will be rated according to the following selection criteria and the weight given to each (addressing the criteria in this order will be helpful to the committee):

1. Capability to perform all aspects of the projects (30%) – qualifications of prime firm (and subconsultants, if any);

2. Relevant experience of key personnel from prime firm (and subconsultants, if any) and role (20%);
3. Knowledge of FAA standards, policies, and procedures (20%);
4. Recent experience with comparable projects at similarly-sized airports (10%);
5. History of meeting schedules and staying within budget (10%); and
6. Understanding of the project's potential challenges and Sponsor's concerns (10%).

A qualification-based selection process conforming to the AC will be utilized to guide the selection process. **Fee information will not be considered in the process and shall not be submitted with the Statement.** Fees will be negotiated for individual projects as federal funds become available, or as the Port may require the consultant's services. Any agreement(s) between the Sponsor and the selected consultant will be subject to all applicable Federal Rules and Regulations as identified in the AC.

The Sponsor intends to short list up to three (3) of the highest-rated firms based on the submittals, and conduct phone, informal, and/or formal interviews at the committee's discretion. The preferred proposal, along with the rank order of firms, will be recommended for approval to the Port Commission, which will make the final selection. All applicants will be notified of that decision.

Inspection Procedure

If desired, visitors may view the site unescorted from outside at any time, and from inside the fence during normal business hours (8:00 to 5:00, Monday-Friday) while escorted. Please contact Craig Allison at 503-369-9059 during normal business hours for escorted access information. Visitors are not to interfere with tenant activities or property in any way. Potential proposers inspecting the property do so at their own risk. Inspection is not a requirement for submission.

Deadline for submission: January 19, 2021 at 5:00 PM

Questions/Changes/Limitations on Liability

The Port may alter the provisions of this RFQ in any of its terms. No part of this solicitation is to be considered part of a contract, nor is any provision contained herein to be binding on the Port unless expressly included by reference or adoption in a subsequent written agreement executed by the Port.

If there are any changes in the RFQ, additional information will be transmitted to every prospective consultant who submitted a proposal under this RFQ.

Protests: Protests may be submitted only from those proposers who would receive the contract if their protest were successful. Protests must be received by the Port in writing within seven (7) calendar days following the date the Port's Notice of Intent to Award was issued. The protest must specifically state the reason for the protest and show how its proposal or the winning proposal was miss-scored or show how the selection process deviated from that described in the solicitation document. The contract award process will be put on hold until the protest has been resolved. Timely protests must include all legal and factual information regarding its protest, and a statement of the form of relief requested. Protests received later than specified or from other than the respondent who would receive the contract if the protest was successful will not be considered. The exercise of judgment used by the evaluators in scoring the proposals is not grounds for appeal, unless the protester can show a clear inconsistency in the way proposals were evaluated.

The Port Commission may waive any procedural irregularities that had no material effect on the selection of the proposed contract, invalidate the proposed award, amend the award decision, request that Port staff re-evaluate any proposal or require Port staff to cancel the solicitation and begin again to solicit new proposals. In the event the matter is returned to Port staff, Port staff shall issue a notice canceling the Notice of Intent to Award.

Decisions of the Port Commission are final and conclude the administrative appeals process.

If there are any questions with respect to this RFQ, please contact Craig Allison, Port Deputy Director / Operations Manager, at 503-397-2888, or by e-mail: allison@portofcolumbiacounty.org.