



Request for Qualifications (RFQ)

AIRPORT ARCHITECTURAL, ENGINEERING, PLANNING & CONSULTING SERVICES

Ken Jernstedt Airfield, (4S2)
Hood River, Oregon



Proposals Due: May 21, 2021

Submit questions to:

Michael McElwee, Executive Director

(541) 386-1138

mmcelwee@portofhoodriver.com

INTRODUCTION:

The Port of Hood River (Port) is seeking Statements of Qualifications (STATEMENT) from qualified professional service firms with specific expertise in aviation services following the guidance of Federal Aviation Administration (FAA) AC 150/5100-14 Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. The Port is seeking a qualified firm to provide services for a variety of potential improvements to the Ken Jernstedt Airfield ("Airfield"), 4S2 during the contract period. The Port intends to enter into an initial agreement for engineering and related services for a period of up to five (5) years.

The Airfield is located close to Hood River Oregon and averages approximately 18,555 operations per year. It contains 115 acres within the airport aircraft operating area. The Airfield is equipped with one asphalt runway, 7/25 which is 3,040 feet long and 75 feet wide and one Alternate Grass Landing Area (AGLA). Additionally, the Port owns and leases thirty-six (36) T-hangars and thirty-four (34) tie-downs to the public for general aviation use and one 12,000-gallon Av gas tank with self-serve fuel. Two aviation tech companies are located on the Field.

The successful respondent firm will be selected based on desired qualifications as outlined herein. Fee information will not be considered during the selection process. The resulting agreement shall be utilized on an as-needed or as-required basis. Therefore, the Port does not guarantee an agreement value of any amount for services rendered under this proposed contract.

It is anticipated that this work will be accomplished in part with funds from the Federal Aviation Administration (FAA), State, other grants, and local funds. Since it is anticipated that these projects will be partially funded by federal grants, professional consultant services rendered must conform to all applicable requirements of the FAA and Port rules and regulations.

Direct all inquiries or requests for clarification to:

Michael McElwee, Executive Director
(541) 386-1138 Office
mmcelwee@portofhoodriver.com

SCOPE OF WORK:

The selected Consultant must be able to undertake a wide variety of civil engineering and planning tasks and provide assistance in administration, pre-design studies, FAA processes, environmental and agency processes, production of the contract documents, construction management and other tasks required to complete the selected projects.

Listed below are the types of work that may be assigned over the term of the contract. Tasks are listed neither by chronological order nor by priority.

1. Civil engineering work, including: pavement improvements to: Runways, taxiways, aprons, taxi lanes, and vehicle movement areas.

2. Environmental work required in accordance with applicable Federal, State and Local guidelines and regulations including FAA Advisory Circulars, the National Environmental Policy Act (NEPA), Oregon Department of State Lands, US Corps of Engineers, and Oregon Environmental Statutes.
3. Security, including fencing.
4. Miscellaneous site improvements including: drainage, storm water management, site work, and utility improvements.
5. Disadvantaged Business Enterprise plans and goals.
6. Capital Improvement Plans.
7. FAA/ADO communication, process assistance, and forms review.
8. Grant funding assistance.
9. Construction administration.
10. NAVAID improvements
11. Airport signage, lighting, and facility lighting.

CURRENT FIVE-YEAR PROJECTS

Projects include those currently identified in the Airport's Capital Improvement Program and those that may be identified by the Port. Below are improvements currently identified for the next five years.

Year	Project	Estimated Cost	Cumulative NPE Total Available
2021	Northeast Taxiway and Apron - Design and Construction - Phase 1	\$ 166,666.67	\$ 150,000
2022	PMP; Northeast Taxiway and Apron - Design and Construction - Phase 2	\$ 166,666.67	\$ 150,000
2023	Northwest Hangar Taxiway and Apron Rehabilitation - Design	\$ 166,666.67	\$ 150,000
2024	Northwest Hangar Taxiway and Apron Rehabilitation - Construction	\$ 870,000.00	\$ 150,000
2025	PMP; Weather Equipment Upgrade	\$ 75,000.00	\$ 150,000
2026	Carryover	\$ -	\$ 232,500

SUBMITTAL REQUIREMENTS:

Interested firms should submit a Statement of Qualifications (“Statement”) that shall be limited to a maximum of 25 pages (12-point minimum font size) including all cover letters, tables of contents, resumes or any pre-printed or other promotional material, whether bound or unbound. Pages left blank or dividers shall not be included in the page count. Interested firms are to submit six (6) complete copies of the Statements. Statement documents should be clearly marked on the outside of the envelope with "Statements of Qualifications for Airport Engineering”.

STATEMENT CONTENT:

The Statement of Qualifications shall include the following information, preferably presented in the following order:

1. A cover letter acknowledging the requirements and conditions of this Request for Qualifications as well as the identity and contact information for the principal of the firm responsible for the submittal.
2. Firm Background.
 - Firm's organizational structure.
 - Key personnel, background and experience of each.
 - If specialized consulting is not available internally, identify proposed sub-consultants, their area of expertise, and principals.
 - Provide a general description of the firm, company organizational structure including headquarters and subordinate offices, size of company, general experience in airport/aviation projects, and specific experience with projects funded by Federal Aviation Administration AIP grants.
3. Project Approach: Description of the Firm's approach to the assignment.
Respondents may address:
 - Schedule, budget and quality control procedures with a demonstrated history of meeting schedules and budgets.
 - Consultant in-house services, technology used and capabilities.
 - Management and accountability processes for sub-consults.
 - Availability to proceed with work.
4. Experience
 - Experience of key employees who will be assigned to this contract.
 - Describe five projects that are most similar to those contemplated under this contract including timeframe and team member roles.
 - Knowledge, understanding and experience with FAA regulations and the FAA Seattle ADO
 - Knowledge of other applicable regulations, policies, and procedures.
 - Experience of sub consultants on similar projects
 - Provide an overview of project management process and means used for project development and management.
5. Four references for work within the last five (5) years.
 - One reference may be from a source other than an airport project with work having been performed within the last five (5) years.

SELECTION CRITERIA:

Selection will be based upon the following criteria:

- 1. Cover Letter (5 pts)**
- 2. Firm Background (20 pts)**
- 3. Project Approach (20 pts)**
- 4. Experience (40 pts)**
- 5. References (15 pts)**

EVALUATION PROCESS:

The Selection Committee will consist of five members

- a. Staff member, Port of Hood River
- b. CFO, Port of Hood River
- c. Facilities Supervisor, Port of Hood River
- d. A member of the Port's Airport Advisory Committee
- e. A Port Commissioner

The Selection Committee will evaluate each submitted STATEMENT, rank the firms and interview the top ranked firm. Those firms not selected, will be notified.

The Port staff will then attempt to negotiate a satisfactory contract with the highest-ranked firm. If the parties are unable to reach an agreement, the Port will notify the top ranked firm that negotiations are over. The Port will then commence negotiation with the next-ranked firm in the same manner until it has reached a satisfactory agreement, at which time it will notify any remaining finalist(s).

The results of the selection process are in the sole and absolute discretion of the Port of Hood River and its Selection Committee which may accept or reject any or all Statements of Qualification submitted.

SCHEDULE:

Submittals received after the deadline shall remain unopened and will under no circumstances be considered.

Questions regarding this RFQ must be submitted in writing or by email to the Port office at the address listed above, no later than Friday, May 21, 5:00 PM, 2021. Oral statements or instructions made by staff, officials or consultants shall not constitute an amendment to this RFQ; any such amendment must be in writing and issued to all registered parties.

Activity

RFQ Issued
Statement Submittal deadline
Statement Evaluations
Interviews
Decision on selected firm

Deadline

Friday, March 26, 2021
Friday, May 21, 2021, 5:00 p.m.
Monday-Friday, May 25-28, 2021
Monday – Wednesday, June 7-9, 2021
Tuesday, June 15, 2021

Note: Any addendum(s) will be posted to the Port's website, along with this RFQ.

Six (6) copies of the Statement of Qualifications must be received by 5:00 p.m. local time on Friday, May 21 at 5:00 PM. Address responses to:

Michael McElwee, Executive Director

Port of Hood River

1000 E. Port Marina Drive

Hood River, OR 97031