

# REQUEST FOR QUALIFICATIONS

## AIRPORT PLANNING SERVICES Port of Astoria Regional Airport (AST) Airport Master Plan Update Program

### INTRODUCTION:

The Port of Astoria (Port) is seeking Statements of Qualifications (SOQ) 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 Airport Master Planning Update services to Port of Astoria Regional Airport (KAST) in federal FY 2022.

The Port intends to select and retain one prime Consultant to provide master planning services in federal fiscal year 2022.

### PURPOSE OF RFQ:

The successful respondent firm will be selected based on desired qualifications as outlined herein. Fee information will not be considered during the selection process.

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 for these projects must conform to all applicable requirements of the FAA, and Port rules and regulations.

### ISSUING PARTY:

Port of Astoria  
Will Isom, Executive Director, and  
Matt McGrath, Deputy Director  
422 Gateway Avenue, Suite 100  
Astoria, OR 97103

(503) 741-3300      General Number

### Direct all inquiries or requests for clarification to:

Gary Kobes, Interim Airport Manager  
(503) 741-3338      Office  
(314) 409-8392      Cell  
[gkobes@portofastoria.com](mailto:gkobes@portofastoria.com)

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## SCOPE OF WORK:

The selected Consultant must be able to undertake the FAA Master Plan Update process. The final product will be an update to the existing Airport Master Plan 2007, satisfactory to the FAA, Oregon Department of Aviation, and to the Port. The Consultant will follow the guidance in FAA AC 150/5070-6B Change 2 "Airport Master Plans" (or most current version) in the preparation off the Airport Master Plan.

## TASKS:

Tasks areas which will be required, at a minimum:

1. Airport Master Planning
2. Public involvement program
3. Existing conditions
4. Environmental considerations
5. Aviation forecasts
6. Facility requirements
7. Alternatives development and evaluation
8. Airport Layout Plan (ALP) drawing set
9. Facilities implementation plan
10. Financial feasibility analysis
11. Land Use Planning
12. Implementation of Airport Geographic Information Systems (AGIS)

## SELECTION PROCESS:

The Selection Committee will consist of five members:

- Executive Director, Port of Astoria
- Deputy Director, Port of Astoria
- Airport Manager, Port of Astoria
- A member of the Port's Airport Advisory Committee
- A Port Commissioner

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

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1. The Selection Committee will evaluate each submitted SOQ and select three finalist firms for an interview. Firms not selected for interview will be notified.
2. Upon completion of interviews the Selection Committee will rank the three finalist firms and notify them of their ranking position.
3. After the selection and ranking process is complete, 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 then formally notify the ranking firm that the Port will no longer seek to enter into an agreement with that firm and that the Port will commence negotiation with the next-ranked firms in the same manner until it has reached a satisfactory agreement, at which time it will notify any remaining finalist(s).

### STATEMENT REQUIREMENTS:

The Statement of Qualifications 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 included with the SOQ, 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 of Qualifications. Statement documents should be clearly marked on the outside of the envelope with "Statements of Qualifications for Port of Astoria Regional Airport Master Plan Update".

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, October 30, 2020, at 12:00 p.m. 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.

### STATEMENT CONTENT:

The Statement of Qualifications shall include the following information, and 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 of the SOQ.
2. A general description of the proposing firm, including company organizational structure including headquarters and subordinate offices, size of company, recent experience in comparable airport/aviation projects, and experience with projects funded by Federal Aviation Administration AIP grants.
3. A brief narrative statement detailing the Proposer's understanding of the requirements of the Port and its capability to perform all or most aspects of the engineering projects and tasks contemplated.

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4. Discuss the proposed project team and the identification of those key individuals who will be involved in the contemplated projects along with a precis of their qualifications, backgrounds, experience, and specific responsibilities.
5. Demonstrate knowledge and understanding of FAA regulations, policies and procedures.
6. Provide a comprehensive schedule for the process and the capability to meet that schedule, without delays, cost escalations or overruns.
7. Provide an overview of project management process and means used for project development and management.
8. A representative list of three previous clients and projects comparable to the proposed planning project. Include contact person, airport, brief project description(s), email address, and phone numbers.

All SOQ's received will be evaluated based on FAA Advisory Circular 150/5100-14E, and compliance with this request for qualifications.

### SELECTION CRITERIA:

Selection will be based upon the following criteria:

#### 1) Cover Letter (0 pts)

The cover letter must contain the information requested above in Statement Content, Item 1.

#### 2) Project Team Experience and Qualifications (20 pts)

- a) Firm's organizational structure
- b) Key personnel
- c) Availability of key personnel
- d) If specialized consulting is not available internally, identify proposed sub-consultants, their area of expertise, and principals

#### 3) Project Understanding (15 pts)

- a) Familiarity with projects impact on airport operations
- b) Understanding of the type of projects identified

#### 4) Relevant Experience (30 pts)

- a) Experience of the firm on comparable projects
  - i) Experience of key members on similar projects
  - ii) List date and description

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- b) Knowledge, understanding and experience with the FAA Seattle ADO
- c) Knowledge of other applicable regulations, policies, and procedures
- d) Demonstrated understanding of hydrology, geotechnology, wetlands delineation, permitting, mitigation, endangered species issues
- e) Experience of sub consultants on similar projects

### 5) Project Management (10 pts)

- a) Schedule, budget and quality control procedures with a demonstrated history of meeting schedules and budgets
- b) Consultant in-house services, technology used and capabilities
- c) Management and accountability processes for sub-consultants
- d) Project management approach
- e) Availability to proceed with work as currently scheduled

### 6) Demonstrated Leadership in Public Engagement (10 pts)

- a) Processes utilized for public engagement in the project
- b) Describe areas of public involvement

### 7) References (15 pts)

- a) Three references for work within the last five (5) years.
  - i) One reference may be from a source other than an airport project with work having been performed within the last five (5) years
- b) Identify any litigation, arbitration, or claims related to or associated with projects
  - i) Against firm within the last five (5) years
  - ii) Against a proposed team member within the last five (5) years

### SCHEDULE:

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

#### **Activity**

#### **Deadline**

SOQ Master Planning RFQ Issued	Monday, October 19, 2020
Questions or Clarifications of Solicitation	Friday, October 30, 2020, 12:00 p.m.
Last Date for Addenda Issued	Friday, November 6, 2020, 12:00 p.m.
Statement of Qualifications Submittal	Friday, November 20, 2020, 4:00 p.m.
Statement Evaluations	Monday-Friday, November 23-December 4, 2020

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Interviews

Monday – Thursday, December 7-10, 2020

Decision on selected firm

Friday, December 11, 2020

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

Six (6) copies of the Statement of Qualifications will be accepted until 4:00 p.m. local time on Friday, November 20, 2020, and shall be submitted to:

Gary Kobes, Interim Airport Manager

Port of Astoria,

422 Gateway Avenue, Suite 100

Astoria, OR, 97103

Each submitting firm will receive an email acknowledgment of receipt of the SOQ.