

**Notice to Consultants  
Request for Qualifications  
Air Terminal Building Design and Construction**

Notice is hereby given by the undersigned that sealed Requests for Qualifications will be accepted in the office of the Yakima City Clerk, Yakima City Hall, 129 N, 2nd Street, Yakima, WA 98901 until the hour of **2:00 P.M. Thursday, March 7, 2024** for:

**Architectural, Engineering, and Consultant Services for Airport Grant Project for Air Terminal Building Design and Construction phases 1B, 2, and 3 at the Yakima Air Terminal-McAllister Field**

Request for Qualification Packets that give submittal requirements are available in on the web at:

<https://www.yakimawa.gov/services/engineering/engineering/rfps-rfqs/>

If you have any questions about accessing the RFQ, please contact Randy Tabert at [randy.tabert@yakimawa.gov](mailto:randy.tabert@yakimawa.gov) or at 509-576-6579.

City of Yakima will select services from firm(s) to provide professional engineering and construction management/inspection services based upon any combination of the Groups listed in in the RFQ. All firms should be capable of FAA Airport Improvement Program (AIP) grant preparation and administration assistance, and should be knowledgeable and experienced with AIP requirements. The City reserves the right to retain the selected firm(s) for a term of up to five (5) years at the Airport's discretion.

Resulting 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). Disadvantaged Business Enterprise consultants/firms are encouraged to apply.

Further, the City of Yakima and Yakima Air Terminal – McAllister Field hereby notifies all proposers that it will affirmatively ensure that it will not discriminate on the grounds of race, creed, color, religion, national origin, sex, age, marital status, sexual orientation, pregnancy, veteran status, political affiliation or belief, or the presence of any sensory, mental or physical handicap in violation of the Washington State Law Against Discrimination (RCW chapter 49.60) or the Americans with Disabilities Act (42 USC 12101 et set.)

Following an evaluation of qualifications, firms considered to be the most highly qualified will be chosen by either qualification submitted in the SOQ and/or by interviews with the evaluation committee. The City reserves the right to reject any and all SOQ's.

**REQUEST FOR QUALIFICATIONS  
NO. 12402Q AIR TERMINAL BUILDING DESIGN AND CONSTRUCTION  
YAKIMA AIR TERMINAL-MCALLISTER FIELD  
CITY OF YAKIMA**

In accordance with Washington State RCW 39.80: Contracts for Architectural and Engineering Services, and Federal Aviation Administration Advisory Circular 150/5100-14E Architectural, Engineering and Consultant Services for Airport Grant Projects, the City of Yakima (hereinafter referred to as City) is requesting qualifications from engineering and consulting firms for the preparation of plans and specifications, providing project supervision and coordination, inspection and reports as requested for the Yakima Air Terminal Building Modernization Project Design and Construction located in Yakima, Washington, for phases 1B, 2 and 3. The Work will be performed on an “as-needed” bases and as funding becomes available through a City of Yakima professional services contract, and may be accomplished through multiple grants. This is a Qualification Based Selection process, as required by 2 CFR §200.320 utilizing full and open competition per 2 CFR §200.319.

**Project Timeline**

<b>Project Milestone</b>	<b>Date</b>
RFQ Issued	2/15/2024
Site Visit	2/26/2024 at 9:00 AM – 11:00 AM
<b>Last Day to Submit Questions</b>	<b>2/29/24</b>
<b>Addendum Posted (if needed)</b>	<b>2/29/24</b>
<b>Statement of Qualifications Due</b>	<b>3/7/2024 at 2:00 PM</b>
Interviews Begin (if needed)	3/14/2024 <i>Approximately</i>
Notice of Intent	3/24/2024 <i>Approximately</i>
Council Approval and Award	4/2/2024

**Project Understanding**

The City reserves the right to select a firm for the following phases of the Terminal Building Modernization Project - Phase 1B, 2, and 3 Design and Construction. The City of Yakima intends to modernize portions of the existing passenger terminal at Yakima Air Terminal-McAllister Field. Phase 1A of this project has already begun and the City intends to complete the design, and accomplish project construction phases as funding becomes available.

Through mutual agreement between the airport and FAA, additional projects or work elements may be added after the original selection in accordance with the criteria under 150/5100-14E.

**Airport Projects**

Projects may be considered for funding in part by an Airport Improvement Program (AIP) or Airport Terminal Program (ATP) grant by the FAA, or other programs, and will require compliance with all Federal, State and local requirements appropriate for this type of project. Grant, scoping and overall program management will be required.

**Statement Requirements**

Interested firms are requested to submit a Statement of Qualifications (SOQ) as outlined in the submittal instructions below, by March 7, 2024. The submittal package shall include a signed cover letter and will be limited to fifteen (15) double sided pages (30 total single pages) not including resumes. The signed

cover letter should indicate interest in this project and working for the City of Yakima, list the names of the principles in charge and project managers including address, telephone and e-mail address. Standard Federal Forms SF330, may be submitted to satisfy part or all of the Statement of Qualifications' requirements. If your firm submits an SF330, you do not need to duplicate that information in any other part of your response.

SOQ shall include:

1. Description of all team members, including sub-consultants and the consultant's offices(s) where the work will be performed.
2. Project approach that describes each discipline and the project team member(s) responsibility for the task.
3. Project team organization, including team member's role and directly-related experience.
4. Firm's present workload and staffing with the ability to put key personnel on a project through completion.
5. Firm's experience with completing projects within original timeframe and cost estimates.
6. Provide any additional information you feel uniquely that qualifies your firm to provide consulting services.
7. Examples of similar projects completed with the last five (5) years.
8. Experience and qualifications of your firm, and sub-consultants, on Airport Terminal Projects, with requirements similar to those of this project.
9. The names and qualifications of persons in your firm, and sub-consultants, who would be assigned to key positions in the execution of this work.
10. At least four (4) client references, including name and phone numbers from current or ongoing airport projects, or projects completed within the last three years, and
11. A copy of your firm's affirmative action policy.

**Evaluation Criteria**

Evaluation will be based on the information submitted in SOQ plus reference, and any on-site visits and/or interviews.

All submissions will be evaluated against the same standards and will be scored using the following criteria:

Item #	CRITERIA	POINTS
1	Proposed project organization and approach to the work.	25
2	Directly related experience on similar projects complying with FAA requirements and key personnel that would be associated with the Project, including references.	25
3	Capability and availability of personnel and the team including specialized services.	25
4	Degree of interest and responsiveness shown in undertaking the projects.	15
5	Anticipated sub-consultants.	10
6	The ability of the firm to act as a <b>Client Services Advisor</b> that would provide unsolicited overviews, comments and suggestion on the use existing and future facilities and services, and offer recommendations for improvements, cost savings, planned scheduled maintenance and etc. that will maximize the existing and future use and growth, of the airport and tenants.	10

7	Ability to demonstrate an understanding of the projects' needs and special challenges, and the City's special concerns.	10
8	Current workload and demonstrated ability to meet schedules or deadlines.	25
<b>Total</b>		<b>150</b>

**Evaluation and Award**

An estimated three to five top scoring Qualification Statements may be short-listed based on an evaluation of the written Statements by the Evaluation Team on the stated criteria. A proposer may not contact any member of an Evaluation Team except at the Evaluation Team's direction.

Should the Evaluation Team request any oral presentations or demonstrations from one or more of the short-listed proposers, the Evaluation Team will review the initial scoring and make adjustments based on the information obtained in the oral presentation or demonstration and site visits (if applicable) to determine final scoring.

The City will rank qualified persons and firms in order of score, and initiate negotiations with the highest ranking firm(s).

In the event that the City and the selected consultant negotiate but are unable to agree upon a detailed scope of work or cost of contract, the City reserves the right to negotiate with and/or award a contract to another person or firm sequentially ranked next (by the City's selection committee) behind the selected consultant.

The final selection of the firm with which to negotiate a contract will be based upon the qualifications criteria listed above, as well as:

1. DBE participation may be noted but not part of the consultant selection rating system. The Yakima Air Terminal has established a DBE plan, as required by FAA regulations. The RFQ submittal should include the following information:
  - a. Description of the kind of work that can be subcontracted.
  - b. The estimated percentage of the kind of work identified as subcontracted.
  - c. Identification of those potential subcontracted work items which could be performed by DBE firms.
  - d. Name, address, and name of certifying agency of those DBE firms that are anticipated to perform the work items identified in item number three.

There will not be a negative impact on the overall scoring if a firm believes it encompasses ample staff to accomplish work without the use of sub-consultants and therefor submits a response with no sub-contractors.

**Cost/Fee Schedules**

**Cost and fee schedules for engineering design and construction management/inspection services shall be submitted no later than April 30, 2024.** FAA grant guidelines require cost and fee information to be presented during contract negotiations for a specific Airport Improvement Program project work scope after the selection of the most qualified consultant with which to negotiate.

The consulting firm is responsible for all costs related to the submittal of their applications, preparation of documents or submittals needed for negotiations, and the costs incurred in traveling to and participating in any meetings associated with the City's consultant selection process and/or negotiating an agreement.

It is understood that all submittals shall become the property and a part of the public file of the City of Yakima, without obligation to the City of Yakima, and may thereafter be used by the City of Yakima and Yakima Air Terminal-McAllister Field, without compensation to the consultants.

**Term of Professional Services Agreement**

The term for Professional Services will commence from date of award for a period of two (2) years, with the City's option to extend contractual services for up to four (4) additional two (2) year periods, not to exceed ten (10) years total. The work advertised *may* be accomplished over the course of multiple AIP and ATP grants. A project started within the first 5-years may continue beyond the duration of the initial contract; however, once the 5-year duration has ended no new project will be initiated without a new procurement solicitation.

The City of Yakima, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

**Submittal**

Submit one signed, complete original hardcopy of SOQ and one complete digital copy on a flash drive to City of Yakima Clerk's Office: 129 N. 2<sup>nd</sup> Street, Yakima, WA. 98901, no later than **2:00 p.m. on March 7, 2024.** All submittals shall be clearly titled: "RFQ – Air Terminal Building Design and Construction".

**City Contact:**

For more information or questions about projects please contact Robert Hodgman, Airport Director, [Robert.Hodgman@yakimawa.gov](mailto:Robert.Hodgman@yakimawa.gov) or at 509-575-6260.

For questions about the RFQ, please contact Randy Tabert, Senior Engineer, at [randy.tabert@yakimawa.gov](mailto:randy.tabert@yakimawa.gov) (preferred) or 509-576-6579.

**ADDITIONAL INFORMATRION**

**Public Disclosure**

Per Washington State Public Disclosure Act (RCW 42.56 et seq.), documents submitted under this Specification shall be considered public records and, with limited exceptions, will be made available for inspection and copying by the public.

Respondents should be aware that any records they submit to the City or that are used by the City, even if the Respondents possess the records, may be public records under the Washington Public Records Act (RCW 42.56). The City must promptly disclose public records upon request unless a statute exempts them from disclosure. Respondents should also be aware that if even a portion of a record is exempt from disclosure, generally, the rest of the record must be disclosed. Exemptions, including those for trade secrets and "valuable formula," are narrow and specific.

**Proprietary Information**

Any requested restrictions on the use of data contained within a proposal, must be clearly stated in the proposal itself. Proprietary information submitted in response to a request will be handled in accordance with applicable City procurement regulations and the Washington State Public Records Act (RCW 42.56 et

seq.). Proprietary restrictions normally are not accepted. However, when accepted, it is the Proposer's responsibility to defend the determination in the event of an appeal or litigation.

Unless otherwise noted, data contained in a proposal, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations become the property of the City.

#### **Proprietary or Confidential Design Information**

Washington State Public Disclosure Act (RCW 42.56 et seq.) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged. Documents submitted under this Specification shall be considered public records and, with limited exceptions, will be made available for inspection and copying by the public. It is the intent of the City to post all RFQ responses online and available to the public after the contract is signed.

If the Proposer considers any submittal document to be protected from disclosure under the law, the Proposer shall clearly identify on the page(s) affected such words as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." The Proposer shall also submit an index with its submittal identifying the affected page number(s) and location(s) of all such identified material. Marking the entire submittal as "confidential" or "proprietary" is not acceptable and is grounds to reject such submittal. **In addition, the required electronic copy shall have any perceived confidential materials segregated into a separate electronic file, as the main RFQ response may be automatically released upon contract signing without notification.**

If a request is made for disclosure of such identified documents or portions thereof, the City will determine whether the material is exempt from public disclosure

#### **Retention of Rights**

The City reserves the right to cancel this RFQ or accept or reject any or all proposals submitted or to waive any minor formalities of this call if the best interest of the City would be served.