

CITY OF YAKIMA

Packet for

**Request for Qualifications**

**No. 11731Q**

**Yakima Air Terminal – McAllister Field**

2406 West Washington Avenue, Suite B

Yakima, WA 98903

***Consulting Services for a Airport Layout Plan Update and Narrative Report for the Yakima Air Terminal – McAllister Field***

**Released: November 19, 2017 Due: December 18, 2017 @ 5PM**

**Notice to Consultants**

**Request for Qualifications No. 11731Q**

Notice is hereby given by the undersigned that sealed Requests for Qualifications (hereby referred to as RFQ’s) 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 **5:00 P.M. Monday, December 18, 2017** and Respondents names will be publicly read for:

**Consulting Services for an Airport Layout Plan Update and Narrative Report for the Yakima Air Terminal-McAllister Field (herein after referred to as YKM)**

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

<https://www.yakimawa.gov/services/purchasing/openings/>. Contact Purchasing Manager Sue Ownby at 509-575-6093 if you have any questions about accessing the RFQ.

The YKM is seeking proposals from qualified firms to provide planning services in the development of an Airport Layout Plan update and Narrative Report. This project is anticipated to be funded in part by the Federal Aviation Administration (FAA). All work is required to comply with FAA requirements and regulations. 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.

Resulting contract 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.

Furthermore, YKM 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 applications, firms considered to be the most highly qualified will be chosen by either qualification submitted in the RFQ and/or by interviews with the evaluation committee. YKM reserves the right to reject any and all RFQ’s.

Sue Ownby, CPPO

City of Yakima Purchasing Manager

**Publish on November 19 & 20, 2017**

**Acct: 11293**

**Request for Qualifications No. 11731Q**

**Yakima Air terminal-Mcallister Field**

**&**

**City of Yakima**

**129 N. Second Street**

**Yakima, WA 98901**

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 Planning Consultant Services for Airport Grant Projects, the Yakima Air Terminal-McAllister Field (hereinafter referred to as YKM) is seeking proposals from qualified firms to provide planning services in the update of an Airport Layout Plan and Narrative Report. This project is anticipated to be funded in part by the Federal Aviation Administration (FAA). All work is required to comply with FAA requirements and regulations, State of Washington Department of Transportation, City of Yakima, Washington, YKM, and all other applicable standards and regulations. Consultants responding to this solicitation must be willing to provide professional airport services to YKM on an “as needed” basis for the project to the YKM until final project close-out activities are completed or such services are no longer required. This is a Qualification Based Selection process, as required by 2 CFR §200.320 utilizing full and open competition per 2 CFR §200.319.

**SCOPE OF REQUESTED SERVICES MAY INCLUDE, BUT IS NOT LIMITED TO:**

* Update Airport Layout Plan and Provide Narrative Report \*\*
* Collect AGIS Survey Data \*
* Update Aviation Forecast of Activity
* Determine Runway Design Codes for Runway 4/22 and applicable design standards
* Address non-standards conditions and confusing geometry
* Update Wind Data and Analysis
* Review South Air Park Alternatives
* Evaluate Land Acquisition Opportunities
* Grant Application and Administration
* Project Closeout

\*The AGIS survey must be compliant with FAA ACs 150/5300-16A “*G*eneral Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey*,”* AC 150/5300-17C “General Guidance and Specifications for Aeronautical Surveys: Airport Imagery Acquisition and Submission to the National Geodetic Survey,” and AC 150/5300-18B “Survey and Data Standards for Submission of Aeronautical Data Using Airports GIS.*”*

\*\*The ALP drawing set must be developed per FAA Standard Operating Procedure (SOP) 2.00 “Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)” and SOP 3.00 “Standard Operating Procedure for FAA Review of Exhibit “A” Airport Property Inventory Maps.”

**TERM OF PROFESSIONAL SERVICES AGREEMENT:**

The term for Professional Services will commence from date of award for a period of two (2) years, with an option to extend contractual services for one (1), one (1) year periods, not to exceed three (3) years total. The work advertised *may* be accomplished over the course of multiple AIP grants.

**AIRPORT PROJECTS** may be considered for funding in part by an Airport Improvement Program (AIP) grant by the FAA, and will require compliance with all Federal, State and local requirements appropriate for this type of project.

**STATEMENT REQUIREMENTS:**

Statement of Qualifications (hereinafter referred to as SOQ’s) will be limited to fifteen (15) double sided pages (30 total), including cover letter, but not including tabs or resumes, or Affirmative Action Plan information. Standard Federal Forms SF330, are not required, but may be submitted to satisfy part or all of the Statement of Qualifications’ requirements. Statements shall include the following information:

1. A cover letter that includes the consultant’s contact person for this service contract, including address, telephone, and e-mail address: description of project team, including any sub-consultants and the consultant’s offices(s) where the work will be performed.
2. Provide a list of all current airport planning projects, as well as any which have been completed in the last five (5) years. List the project manager you assigned to each project. Identify the starting dates for all projects, and the completion dates (where completed).
3. Project approach that describes each discipline and the project team member(s) responsibility for the task.
4. Project team organization, including team member’s role and directly-related experience.
5. Firm’s present workload and staffing with the ability to put key personnel on a project through completion.
6. Firm’s experience with completing projects within original timeframe and cost estimates.
7. Degree of interest shown in undertaking the project and their familiarity with and proximity to the geographic location of the project.
8. Experience and qualification of your firm, and sub-consultants, on managing and administrating Aviation (FAA/AIP), WSDOT Aviation and Non-Aviation Grant and Loan Programs.
9. 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
10. Provide any additional information you feel that uniquely qualifies your firm to provide consulting services.
11. A copy of your firm’s affirmative action program.

**CONSULTANT SELECTION AND EVALUATION PROCESS**

Firms shall be considered for selection based upon the following evaluation criteria:

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| --- | --- |
| 1. Qualifications of the Project Manager and Project Team. | 20 Points |
| 2. Recent experience in airport projects, including special project areas (e.g., airport master planning, airport layout plans, airport obstruction surveys). |  20 Points |
| 3. Capability and availability of personnel and the team including specialized services. | 10 Points |
| 4. Degree of interest and responsiveness shown in undertaking the projects. | 10 Points |
| 5. Demonstrated understanding of the project’s potential problems and the airport owner’s special concerns. | 10 Points |
| 6. Demonstrated all necessary professional engineering, architectural, surveying, planning and project management services related to performing and meeting the requirements as specified in AC 150/5300-16, AC 150/5300-17, and AC 150/5300-18. | 15 Points |
| 7. Ability to demonstrate an understanding of the projects’ needs and special challenges, and the YKM’s special concerns. | 10 Points |
| 8. Current workload and demonstrated ability to meet schedules or deadlines. | 5 Points |
| **Total** | **100 Points** |

**QUALIFICATION STATEMENT SCORING**

An estimated three 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.

YKM will rank qualified persons and firms in order of preference, and initiate negotiations with the highest ranking firm.

In the event that the YKM and the selected consultant negotiate but are unable to agree upon a detailed scope of work or cost of contract, YKM reserves the right to negotiate with and/or award a contract to other person or firm sequentially ranked next (by the YKM’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. Ability to demonstrate an understanding of the project’s needs and special challenges, and the sponsor’s special concerns.

2. Degree of interest and responsiveness shown in undertaking the project.

3. Overall quality of the response.

4. Demonstration of ability to meet the Airport’s needs.

5. DBE participation may be noted but not part of the consultant selection rating system. YKM has established a DBE plan, if 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 subcontractable.

c. Identification of those subcontractable 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.

**ADDITIONAL INFORMATION**

**No cost or fee schedules for consultant services shall be submitted.** 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 YKMs 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.

**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 Owner 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 Owner.

**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 Owner 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 Owner will determine whether the material is exempt from public disclosure.  If, in the Owner opinion, the material is subject to disclosure, the Owner will notify Proposer of the request and impending release and allow the Proposer 10 days to take whatever action it deems necessary to protect its interests. All expense of such action shall be borne solely by the Proposer, including any damages, attorney’s fees or costs awarded by reason of having opposed disclosure and Proposer shall indemnify Owner against same.  If the Proposer fails or neglects to take such action within said period, the Owner will release all materials deemed subject to disclosure.  Submission of materials in response to this solicitation shall constitute assent by the Proposer to the foregoing procedure and the Proposer shall have no claim against the Owner on account of actions taken pursuant to such procedure.

For more information or questions about projects please contact Robert K. Peterson, Airport Director, Rob.Peterson@yakimawa.gov or at 509-575-6149.

For questions about the RFQ, please contact Sue Ownby, Procurement Manager, at sue.ownby@yakimawa.gov (preferred) or 509-576-6695.

***Please provide paper 5 copies of your proposal, as well as a PDF version submitted on a USB flash drive.***

***There will be no pre-proposal meeting. Call Rob Peterson at the number listed above if you desire a tour of any part of the airport.***

**Submit SOQ’s by 5:00 PM, Monday, December 18, 2017 to:**

 **\*\*RFQ No. 11731Q – Airport Layout Plan Update, due 5:00 PM, December 18, 2017\*\***

 **City of Yakima Clerk’s Office**

 **129 North 2nd Street**

 **Yakima, WA 98901**