ADVERTISEMENT

**REQUEST**

**for**

**STATEMENT OF QUALIFICATIONS**

Pursuant to FAA AC 150/5100-14E Change 1, the City of Hermiston invites Statements of Qualifications from firms interested in providing the City with Engineering/Architectural Services at the Hermiston Municipal Airport (HRI) located at 1600 Airport Way, Hermiston, OR 97838.

The City of Hermiston will accept Statements of Qualifications from qualified vendors interested in providing professional airport engineering and architectural services for potential projects at the Hermiston Municipal Airport involving, but not limited to: runways, taxiways and ramp improvements, airfield marking and signage improvements, airfield security improvements, airfield flood control and storm water drainage, airfield access roads, terminal building construction, aircraft hangar construction and/or relocation, industrial park infrastructure and construction management. The City of Hermiston invites and encourages the participation of disadvantaged business enterprises (DBE) in this request.

The Request for Statement of Qualifications can be obtained at <http://www.hermiston.or.us/rfps> or by contacting Mark Morgan at Hermiston City Hall at (541) 567-5521, or at [mmorgan@hermiston.or.us](mailto:mmorgan@hermiston.or.us)

Statement of Qualifications must be received at City Hall, 180 NE 2nd Street, Hermiston, OR 97838, on or before May 1, 2023.

**Anticipated Schedule**

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

03/31/2023 Issuance of RFQ

04/15/2023 Deadline for Written questions/inquires

05/01/2023 Statement of Qualifications Due, no later than 2pm PDT

05/04/2023 – 05/08/2023 Evaluation and ranking of submittals

TBD Interviews of selection respondent(s)

05/11/2023 – 05/23/2023 Contract negotiations with selected consultant

05/25/2023 Contract award by the City

1. **PURPOSE**

The purpose of the Request for Statement of Qualifications (SQQ) is to solicit responses from qualified vendors interested in providing professional airport engineering/architectural services to the Hermiston Municipal Airport (HRI) for potential projects at the Hermiston Municipal Airport.

Professional services may include, but not be limited to:

* 1. Land Acquisition
  2. Road Relocation

1. Runway Improvements
2. Taxiway/Taxilane/Apron Improvements
3. Aircraft Hangars
4. Airport Fencing
5. Airport lighting, signage, utilities, navigational aids
6. Environmental studies, analysis, assessments, categorical exclusion documentation and other associated project permitting required to meet AIP and non-AIP project requirements
7. Construction Management/Services During Construction
8. Miscellaneous Airport Master Plan and Airport Layout Plan updates
   1. Other airport related projects as directed by the City
9. **SUBMISSION RESPONSE DEADLINE**

All responses to this SOQ must be received at the address listed below in quintuplet (5) in a sealed envelope marked, "Statement of Qualifications for Engineering/ Architectural Services, " by

May 1, 2023 to:

Mark Morgan Assistant City Manager

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180 NE 2 Street

Hermiston, OR 97838

Neither facsimile nor electronically transmitted responses will be accepted for this request. Submittals received after the deadline as stated above will be marked "LATE" and will receive no further considerations. Consultants submitting their qualifications should limit their submittal to the information requested below. Proposals should be brief and concise containing no more than thirty

(30) pages excluding covers. The City discourages non-pertinent information on other accomplishments of the firm which have no direct bearing on these projects, resumes of individuals who will not be engaged in the work, or pages of other non-project related material. Brevity will be appreciated. Submittals shall be limited to 30 pages, single sided 8 ½ x 11, minimum 11 pt. font. Covers and dividers do not count in the 30-page total.

**Ill. ELEMENTS OF PROPOSAL**

The proposal must include:

1. Name, size and description of firm.
2. location of corporate office, as well as the office from which services will be provided.
3. Qualifications and experience within the past five (5) years in all aspects of projects listed, including a list of former and current airport clients within the same time frame.
4. Key personnel and team members likely to be assigned to proposed projects, including principal engineer(s), registered land surveyor(s), and construction manager(s).
5. Names, qualifications and professional component(s) of sub-consultants most often partnered with for the past five (5) years
6. Knowledge and familiarity of the Federal Aviation Administration (FAA), Oregon Department of Aviation (ODAV) and other state and local governments, including city and county departments such as planning & zoning, plans reviews, permitting, etc.
7. Current and projected workload
8. Experience developing and implementing Disadvantage Business Enterprise (DBE) program
   * This contract will be partially funded through an AIP grant by the FAA, and possible other federal grant funds. Contracts will be subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provision of Department of Transportation Regulation 49 CFR Part 30 (Foreign Trade Restriction Clause). All contracts shall abide by the FAA Guidelines for Obligated Sponsors and AIP projects issued on June 19, 2018. The City of Hermiston shall rely on the engineering/consulting firm to establish DBE goals for the AIP-assisted projects covered by this contract. The firm selected for this contract will be expected to meet those DBE goals or make a good faith effort to meet the goals in accordance with the Title 49 Code of Federal Regulations Part 26.
9. Affirmative Action Program
10. Four references for work within the last five (5) years.
11. **ELEMENTS OF CONSULTANT SELECTION**
    1. Selection Process

The selection process shall be in accordance withChapter2of FAAAdvisoryCircularNo.150/5100- 14E, Change 1, "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects." The Consultant(s) will be selected through a qualification-based selection. Evaluation criteria will be rated on a scale of 1 to 5, with one being the lowest and five being the highest. The following components will be considered during the evaluation process:

* + 1. The consultant's ability to perform all or most of the proposed projects listed.
    2. The consultant's experience within the past five (S)years in airport projects comparable to the proposed projects.
    3. Key personnel's professional background and experience.
    4. The firm's reputation for personal and professional integrity and competence.
    5. location of corporate office and satellite office (if applicable) assigned to the proposed projects, including familiarity and proximity to the Hermiston Municipal Airport.
    6. Quality of projects previously completed. Demonstrated ability to meet schedules and deadlines.
    7. Demonstrated ability to complete disciplines within budget parameters.
    8. Qualifications and experience of sub-contractors with whom the firm partners with on a regular basis.
    9. Demonstrated understanding of any challenges of the proposed projects.
    10. Demonstrated knowledge of FAA and ODAV policies and procedures, including grant

procurements.

* + 1. Demonstrated ability to provide qualified construction managers and inspectors for construction management.
    2. Degree of interest and knowledge exhibited of Hermiston Municipal Airport.
  1. Selection Committee

The Selection Committee will be comprised of the City of Hermiston's Airport Advisory Board. The Airport Advisory Board will prepare a short-list of responses submitted consisting of three (3) consultants for further consideration. The board will rank the three finalists and submit their recommendation to the Hermiston City Council for final approval.

1. **RESPONSE CONDITIONS**
   1. Contingencies

The request for this SOQ does not commit the City of Hermiston, or HRI, to award a contract. The City of Hermiston reserves the right to accept or reject any or all responses if it is in the best interest of HRI to do so. The City of Hermiston will notify all vendors in writing if their responses are rejected. The City also reserves the right to terminate the SOQ process at any time, including before or after the specified deadline for submittals.

* 1. Acceptance or Rejection of Responses

Responses to this SOQ shall remain open, valid and subject to acceptance anytime within one hundred eighty (180) days after the response opening. The City of Hermiston reserves the right to reject any or all responses.

* 1. DBE Participation

DBE firms are encouraged to respond to this solicitation. If the successful vendor selected is not a qualified DBE vendor, a DBE goal will be discussed and established for each project funded by the FAA.

* 1. Incurred Costs

The City of Hermiston is not responsible for, or obligated to pay, any costs incurred by vendors in the preparation of a response to this SOQ. Further, the City of Hermiston is not responsible for or obligated to pay any costs incurred by any short-listed vendor should oral interviews be scheduled.

* 1. Clarifications

The City of Hermiston may require those vendors short-listed to provide additional information or clarifications on any information contained in the proposal submitted which may be used in the evaluation process.

* 1. Award of Contract

It is the intent of the City to enter into a three (3) year General Engineering Services Agreement with the successful vendor, with two (2), one (1) year renewal options. Each individually specified project, subject to allocation of federal and /or state funds, will require an Authorization of Services approved by the FAA, ODAV, and the City of Hermiston, prior to the commencement of any work being performed.

Notwithstanding any other provisions of this SOQ, the City of Hermiston reserves the right to:

* + 1. Waive any immaterial defect or informality;
    2. Reject any or all responses, or portions thereof; or
    3. Reissue the SOQ.

It is the intent of the City of Hermiston to award a contract to the vendor that can provide all of the services identified in this SOQ; however, the city reserves the right to award a contract to multiple responders or to a single responder, or make no award, whichever is in the best interest of the city.

* 1. Public Record

All responses submitted relating to this SQQ request shall become the property of the City of Hermiston and shall become a matter of public record.

* 1. Final Authority

The final authority to award contracts as a result of this SOQ rests solely with the Hermiston City Council.

1. **SCOPE OF WORK**
   1. To provide the most effective methods in delivering services for Hermiston Municipal Airport (HRI), the City of Hermiston is seeking vendors with expertise in airport engineering/architectural professional services.

Airport engineering/architectural services include, but may not be limited to, the ability to provide/prepare legal descriptions, right-of-ways, construction plans and specifications, grant preparation, project management, construction management, reports/submittals as required by federal, state and local governmental agencies for the specific projects previously listed under I PURPOSE. and within the Capital Improvement Program outlined in the HRI Airport Layout Plan Report 2000-2020.

In order to fulfill the requirements of the City, the successful vendor(s) must be available on an as­ needed basis to undertake various engineering/architectural related disciplines for design and construction management.

The successful vendor(s) will be expected to: 1) Demonstrate satisfactory performance on airport engineering design and construction administration projects; 2) Possess the required permits and registrations necessary to perform the work; 3) Have the ability to respond promptly and flexibly to all work requests; 4) Develop fiscally and operationally sound construction documents to the highest degree of professional engineering standards; and, 5) Provide construction administration personnel and services to the highest degree of professional engineering standards.

The successful vendor shall be experience in all pertinent disciplines to provide airport engineering services necessary under the proposed General Engineering Services Agreement. Likewise, the successful vendor is expected to be capable of performing airport engineering in accordance with all applicable FAA Advisory Circulars, as amended, and other applicable government agencies rules, regulations and guidance.

The successful vendor shall be required to provide a registered Professional Engineer(s) for the specific disciplines necessary to complete each approved task. Said Professional Engineer(s) shall be licensed by the State of Oregon.

* 1. Scope of Services

The list of services below is meant to provide general information as to the needs of HRI, and the scope of services desired from the selected vendors. The list is not meant to be all inclusive and is subject to change at the discretion of the City of Hermiston.

l. Assist HRI and city staff and representatives in establishing project goals, objectives, means and parameters for the disciplines listed within the SOQ.

1. Prepare detailed plan(s) for accomplishing the disciplines, including a management plan, a schedule for accomplishing the disciplines, and a description of all deliverables pertaining to each of the tasks necessary to accomplish the disciplines.
2. Make field trips as required to review existing conditions, and to properly prepare design and construction documents.
3. Attend meetings, including design, pre-bid, pre-construction, and construction, as scheduled by the city, the FAA or ODAV, and prepare and distribute minutes of said meetings.
4. Prepare plans and specifications in form as to comply with the latest applicable federal, state and local laws, building codes, ordinances, FAA Advisory Circulars, as amended, and other applicable rules, regulations and guidance.
5. Prepare design documents, construction documents, and other required drawings, as well as technical specifications describing the size, character, and quality of the entire project. Revise documents to the satisfaction of the City of Hermiston, federaI, state, and/or other local agencies.
6. Provide technical direction, interpret the construction documents, and make recommendations regarding claims, disputes and other matters in question between the construction contractor(s) and the city.
7. Prepare and submit itemized project cost estimates at the design and construction document phase.
8. Prepare addenda, interpret the construction documents, and prepare clarification documents.
9. Provide full/part time qualified construction managers during construction to assure that the progress of the work, the character, scope and detail of construction, the quantity and quality of materials and equipment, and the standard of workmanship conforms to the intent of the architect/engineer as expressed in the construction documents.
10. Analyze substitutions, test reports, materials, equipment, systems schedules, shop drawings, laboratory reports, samples, etc., and make recommendations to the city.
11. Assist the city in reviewing and approving all contractor documents, including, but not limited to, pay requests and certified payroll reports.
12. Participate in the final inspection of the project(s), compile the punch list, and advise the city as to the acceptability of the work performed by the construction contractor(s).
13. Prepare and furnish final record drawings and specifications including such revisions that may have been made in the course of construction.
    1. Key Personnel
       1. It is essential that the successful vendor provide adequate experienced personnel, capable of, and devoted to, the successful accomplishment of disciplines to be performed under this contract. The successful vendor must agree to assign specific individuals to key positions of each approved project.
       2. The successful vendor must employ staff that includes professional engineers/architects licensed in the State of Oregon who shall be in direct control of approved projects.
       3. The vendor agrees that, once assigned to work under the Contract, key personnel shall not be removed or replaced without prior written notice to the City of Hermiston. Prior written notice shall include the reason(s) for the removal or replacement of the key personnel.
       4. If key personnel are not available for work under this Contract for a continuous period exceeding thirty calendar days, or are expected to devote substantially Iess effort to the work than initially anticipated, the successful vendor shall immediately notify the City, and shall subject to concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.
14. **OTHER REQUIREMENTS**
    1. The vendor shall indicate in the cover letter that it maintains commercial general, vehicle, and workers compensation insurance liability coverage of at least the following amounts:
       1. Workers Compensation Insurance: This insurance shall be in accordance with the requirements of OAR Chapter 436.
       2. General Liability Insurance: All liability insurance shall cover comprehensive general and automobile liability for both bodily injury, including death, and property damage, including but not limited to aggregate products, aggregate operations, aggregate protective and aggregate contractual with the following minimum limits:

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| --- | --- | --- |
| Bodily Injury | $500,000 | Each Person |
| (including death) | $1,000,000 | Each Occurrence |
|  | $2,000,000 | Aggregate Products and Completed |
|  | $1,000,000 | Operations |
| Property Damage | $2,000,000 | Each Occurrence  Aggregate |

* + 1. Professional Liability Insurance: Professional Liability Insurance

$1,000,000

$1,000,000

Each Occurrence Aggregate

A combined single-limit policy with aggregate limits in the amount of $2,000,000will be considered equivalent to the required minimum limits.

The successful vendor must list Hermiston Municipal Airport and the City of Hermiston as additional insured on all required insurance policies.

* 1. General Services Agreement

The successful vendor will be required to present a proposed General Services Agreement (GSA) for review by City of Hermiston legal counsel, the FAA and ODAV. Subsequent to review and approval by the FAA, ODAV, and City of Hermiston legal counsel, the final approval of the GSA rests solely with the Hermiston City Council.

* 1. Amendments

Any amendments issued as part of this SOQ must be acknowledged in the vendor's cover letter and must be copied, signed and included in the SOQ submittal.

* 1. Questions

Any correspondence or questions relating to this request for SOQ should be directed to Mark Morgan, City Manager, at (541) 567-5521 or at [mmorgan@hermiston.or.us](mailto:mmorgan@hermiston.or.us)