



# **KITTITAS COUNTY**

## **DEPARTMENT OF PUBLIC WORKS**

Mark Cook, Director

### **REQUEST FOR STATEMENT OF QUALIFICATIONS**

**For Consulting Services Relating to Civil Engineering Design/Construction Support and Aviation Planning Services Implementing the 2023 – 2027 Bowers Field Airport Capital Improvement Plan**

**ADVERTISEMENT: September 8th, 15th and 22nd, 2022.**

**All submittals received after 10:00 AM Friday October 14, 2022, will be discarded.**

#### **PURPOSE:**

Kittitas County is requesting Statement of Qualifications (SOQ) from qualified professionals for on-call consulting services relating to Civil Engineering Design/Construction Support and Aviation Planning Services implementing the 2023-2027 Bowers Field Airport Capital Improvement Plan. The on-call task order contract will be for five (5) years (2023 – 2027).

The County anticipates needing services of consultants with expertise in the following areas:

- Civil Engineering Design
- Construction Management
- Quality Control and Assurance
- Material Testing
- Aviation Planning Services (ALP, ACIP and Land Use Planning)

#### **SCOPE OF PROJECT:**

##### **1. Civil Design and Construction Management**

The consultant must be able to provide civil engineering design services meeting Federal Aviation Design standards, construction management support services and professional staff for aviation planning services to Kittitas County. These services may include but are not limited to taxiway design, runway rehabilitation design, taxi-lane design, airport lighting design, stormwater runoff control, airport pavement markings and signage. The selected consultant/consultants may also provide aviation planning support services including, but not limited to Master Plan Updates and other updates to airport operational plans. Responders may reply to both services or target a single service in response.

The consultant providing construction support services must demonstrate competence and qualifications related to the services performed including:

- A. Successful experience designing airport improvements pursuant to current Federal Aviation Administration (FAA) design standards.
- B. Proven experience producing FAA construction specification packages.

- C. Possess a strong knowledge and understanding of Federal Aviation Administration rules. Regulations and Informational Circulars.
- D. Successful experience in evaluating development proposals in areas where streams, rivers, wetlands, and endangered species exist.
- E. Successful experience supporting local agencies manage FAA grant funded construction projects.
- F. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- G. Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.
- H. Proven skill in project and stakeholder management.

## 2. Planning Services

The consultant must be able to provide a variety of community planning services to Kittitas County including but not limited to: expertise implementing the Growth Management Act, code amendments, urban and rural design, airport overlay zones, community education and coordination, economic development, transportation planning, development review capabilities, GIS support, and project scheduling and coordination experience.

The successful planning consultant must demonstrate competence and qualifications related to the services performed including:

- A. The consultant must have extensive experience working with local governments on both current and long-range planning projects.
- B. Demonstrated ability to conduct outreach efforts to engage community participation.
- C. Experience developing Airport Layout Plans and managing FAA planning requirements.
- D. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- E. Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.
- F. Supporting construction implementation of Airport Capital Improvement Plans.

### PROCEDURES FOR SUBMITTAL:

If you wish to be considered for work under this SOQ, you must be a registered consultant on the Municipal Research and Service Center of Washington – Shared Small Works and Consultant Roster ([www.mrscroster.org](http://www.mrscroster.org)).

If interested in providing Bowers Field Airport Capital Improvement Plan **construction and/or planning** support services to the County, submit a sealed envelope to Mark R. Cook, Kittitas County Public Works Director, at 411 N. Ruby St. Suite 1, Ellensburg WA 98926 by **10:00 am on October 14, 2022**. Notice the envelope: “ELN Construction and/or Planning Services”. Submittals shall include a one-page cover letter with the firm name as listed on the MRSC web site, contact information, and list of which services you'd like to provide. Submittals shall also include three copies of your Statement of Qualifications describing the firm's or team's ability to professionally provide the aforementioned services. Submittals shall not exceed ten (10) pages doubled sided or twenty (20) pages single sided exclusive of the cover letter. The page count includes all graphics. Responses shall be a minimum of 11-point font. **Failure adhering to the above requirements may result in the response being omitted from consideration.**

For your records, the County will provide a confirmation email to the contacts provided in the submittal confirming receipt of your interest in the proposal. Submittals received after 10:00 AM on October 14, 2022, will be disregarded.

We anticipate inviting selected firms to interview for the on-call task order services as listed in this SOQ. Kittitas County encourages disadvantaged, minority and women owned consultant firms to respond. The County reserves the right to reject any and all submittals.

Kittitas County 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 insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 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.

**SELECTION PROCESS AND PROPOSED SCHEDULE:**

Kittitas County selection will be based upon the following criterion:

1. The firm's or team's qualifications, experience and ability developing ACIP plans and specification packages (20 points).
2. Demonstrated experience delivering Airport Layout Plans and Master Plans, if responding to planning services (20 points).
3. Demonstrated experience with similar projects at similarly sized airports (30 points).
4. Demonstrated construction management on ACIP projects, if responding to construction support services (20 points).
5. Demonstrated ability to keep projects on time and within budget (20 points).
6. Demonstrated ability working effectively with the FAA and regulatory agencies (20 points).
7. Ability working with local agency airport fiscal staff meeting contractor payment schedules, if responding to construction support services (30 points).

Anticipated Dates	Tasks
October 14, 2022, at 10:00 AM	Deadline for SOQ submittals
November 4, 2022	Selection of Firms to Interview
December 5, 2022	Interviews and Reference Checks
December 18, 2022	Selection of firm and prepare contracts
January 3, 2023	BOCC Award of Contract

The selection process shall be in consistent with FAA Advisory Circular (AC) 150/5100-14E “Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.”

Kittitas County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The above noted schedule is tentative and may be changed based on the number of proposals submitted. Proposals will be evaluated immediately with final selection targeted for early January 2023.

**AGREEMENT OF SERVICES:**

The selected consultant(s) will be expected to enter into a standard Professional Services Agreement. Insurance requirements are included in that agreement. The contract period shall be for on-call task order services for five (5) years.

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling collect (509-962-7523).

Kittitas County reserves the right to accept or reject any and all proposals or any items or part thereof or to waive any information or irregularities in the proposals. Kittitas County shall have the sole discretion to determine the most responsible proposal.

**ADDITIONAL INFORMATION:**

No cost or fee schedules shall be submitted with your proposal. Consultants will be selected on the basis of their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants are evaluated, and the best qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

**INQUIRIES:**

Direct all inquiries regarding this request for services to Mark Cook Director of Public Works at (509) 962-7523, or via e-mail:

Mark Cook  
mark.cook@co.kittitas.wa.us

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