

# **PORT OF WALLA WALLA WALLA WALLA REGIONAL AIRPORT Five-year Engineering Consultant Contract**

## **Request for Qualifications**

### **Purpose**

The Port of Walla Walla, owner and operator of the Walla Walla Regional Airport, is seeking Statements of Qualification (SOQ) from qualified construction management consulting firms who are familiar with FAA Airport Improvement Program projects and their administration for a period not to exceed five years, beginning January 1, 2012. The projects will be at the Walla Walla Regional Airport (ALW).

Statements of Qualification must be received by the Port of Walla Walla by 4:00 PM on October 14, 2011. Following a review of all received requests, the selection committee will establish a short list of firms and invite those firms for an interview. One consultant will be selected for negotiation of a contract.

### **Background**

The Walla Walla Regional Airport receives annual entitlement funds and occasional discretionary funds from the FAA to accomplish eligible construction and planning work. The FAA requires a formal process, outlined in AC 150/5100-14 *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects* that will be used to select this consultant. The primary criterion is “best qualified.”

### **Disadvantaged Business Enterprise Participation (DBE)**

Department of Transportation (DOT) 40 CFR Part 26 applies to this Project and will be incorporated into any agreement entered into as part of this selection process. It is the policy of DOT and the Port of Walla Walla to ensure non-discrimination in the award and administration of DOT-assisted contracts. Proposers must fully comply with the DBE requirements of Part 26 in proposing and performing hereunder.

### **Scope of Work**

The Consultant will be required to supply the resources needed for development of the scope of work, design, bid preparation, construction management, project administration, including close-out and other activities as deemed necessary and as directed by the Port of Walla Walla.

The Scope of Work shall include, but not limited to, the following projects which are anticipated to proceed during the term of this agreement:

- Apron Rehabilitation.
- Wildlife Assessment.
- Other projects as designated by the FAA and/or Port of Walla Walla.

### **Preparation of Statement for Qualification (SOQ)**

The Proposer shall prepare a Statement of Qualification (SOQ) in the format described below and shall ensure that each page is identified with project name and Proposer's name.

1. Cover Letter: The Proposer shall prepare a cover letter, not exceeding two (2) pages in length, that introduces the consulting firm or team, discusses services offered, size, office location(s) and other key points in the RFQ.
2. Demonstrated Experience: Prepare a description of projects and demonstrated work experience of the firm or team which details experience similar to the work described in the Scope of Work.
3. Project Administration: Provide a description of your proposed approach to project administration, specifically a Scope of Services for the Apron Rehabilitation project.
4. Organization Chart: Provide an organization chart, indicating engineer consultant and project team organization. Describe the responsibilities and time commitment for key personnel for the proposed projects. Describe ability to support projects if located outside of Walla Walla.
5. References: Provide a list of three (3) references that have specific knowledge of work performed by the consultant.

### **Qualification Submittals**

All Statement of Qualifications (SOQs) must be sealed and identified as "SOQ-2011". An original and four copies (5 total) of the Statement of Qualifications documents in response to this request will be due no later than 4:00 PM on October 14, 2011. Request for Qualifications shall be submitted to:

Port of Walla Walla  
Walla Walla Regional Airport  
310 A Street  
Walla Walla, WA 99362  
Attn: Jennifer Skoglund, Airport Manager