



**REQUEST FOR QUALIFICATIONS
PLANNING CONSULTING SERVICES
FOR
PULLMAN-MOSCOW REGIONAL AIRPORT
PULLMAN, WA**

The Pullman-Moscow Regional Airport (PMRA) is soliciting Statements of Qualifications (SOQ) from firms interested in providing Airport Planning Consultant services, as needed, for various aviation projects at the Airport, for a five-year period. Upon review of the SOQs, the Pullman- Moscow Regional Airport may interview the top-ranked firms prior to making a final selection or may select a firm based on the submittal alone.

Services to be provided include, but are not limited to:

- Master Planning and associated services with a focus on Landside planning
- ALP / AGIS updates
- Financial Planning and Analysis
- Compatible land use consideration
- Section 163 process
- Utility, structure, and NAVAIDS relocation plans
- Project administration and other required incidental services.
- Other work as identified.

The selection process will be in accordance with Federal Aviation Administration Advisory Circular 150/5100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*. Fees will be negotiated for projects on a task order basis as funding is obtained. Cost or fee information is not to be submitted with SOQs.

Disadvantaged Business Enterprise participation is encouraged.

Statements of Qualifications will be received at the PMRA Administration Office, Pullman-Moscow Regional Airport, 3200 Airport Complex North, Pullman, WA 99163, until 3:30 p.m., local time January 29, 2024. Any SOQs received after this time will be considered non-responsive. Qualifications will be evaluated only from those Consultants that meet the minimum criteria as set forth in the Request for Qualifications document.

The Request for Qualifications may be obtained at <http://www.flypuw.com/invitation-for-bids/> or at the Pullman-Moscow Regional Airport, 3200 Airport Complex North, Pullman, WA 99163 during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday or by e-mail at airport@pullman.com.

**REQUEST FOR
QUALIFICATIONS PLANNING
CONSULTING SERVICES FOR
PULLMAN-MOSCOW REGIONAL
AIRPORT PULLMAN, WA**

I. OBJECTIVE OF THE REQUEST

The objective of the request is to select a highly qualified team of full-service Architecture and Engineering design expertise capable of producing documents for design, bidding and construction in accordance with FAA standards. The Airport intends to select and enter into a contract with a single Consultant (firm or team of firms), to provide the above noted services for a period of five years focused on Airport Master Planning services with a focus on Landside planning as well as additional airport projects that may be started over the next 5 years. The Statement of Qualifications submitted and possible Consultant interviews shall serve as the basis for selection.

Pullman Moscow Regional Airport recently completed a full runway and taxiway realignment as well as a new greenfield Terminal with a new aircraft parking apron, deicing pad, and vehicular parking to include rental cars. The airport recently completed a full runway and taxiway realignment as well as a new greenfield Terminal with a new aircraft parking apron, deicing pad, and vehicular parking to include rental cars. Landside Master Planning and associated services are necessary at this time to manage the future for the new configuration.

The "Scope of Work" requirements will be proposed by the selected Consultant for review and consideration during the negotiation process. The final "Scope of Work" will be collaboratively developed and agreed upon by the selected Consultant and the Pullman-Moscow Regional Airport (PMRA) during negotiation.

II. SCOPE OF WORK

PMRA ("Airport") is seeking Statements of Qualifications (SOQ) from Consultants interested in providing Airport Planning Consultant services, as needed, for project elements at the Airport.

The work may be accomplished during the course of multiple grants. Work contemplated by the Airport may include, but not be limited to, the following:

- Master Planning and associated services with a focus on Landside planning
- ALP / AGIS updates
- Financial Planning and Analysis
- Compatible land use consideration
- Section 163 process
- Utility, structure, and NAVAIDS relocation plans

- Project administration and other required incidental services
- Other work as identified

The selection process will be in accordance with Federal Aviation Administration Advisory Circular 150/5100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*. Fees will be negotiated for projects on a task order basis as funding is obtained. **Cost or fee information is not to be submitted with SOQs.**

All parties are advised that some of the services may not be required and that the Sponsor reserves the right to initiate additional procurement action for any of the services included in the initial procurement.

Available documentation related to the proposed improvements is available at www.flypuw.com. Documentation shall include the current Capital Improvement Program (CIP) with Data sheets as well as the previously completed Master Plan.

III. SUBMITTAL REQUIREMENTS

The Consultant shall deliver a **total of eight (8) printed copies** of the submittal and one USB drive. Email submittals will not be accepted. All copies of the submittal shall become property of the Airport.

Submittal shall be marked on outside of envelope and addressed to:

Request for Qualifications, Planning
Consulting Services
Anthony Bean, Executive Director
Pullman-Moscow Regional Airport
3200 Airport Complex North
Pullman, WA 99163

Sealed Statements of Qualifications will be received at the PMRA Administration Office, Pullman-Moscow Regional Airport, 3200 Airport Complex North, Pullman, WA 99163, until 3:30 p.m., local time January 29, 2024. Any Statement of Qualifications received after this time will be considered non-responsive and returned unopened. Faxed or emailed proposals will not be accepted.

Proposals will be evaluated by a selection committee. A limited number of qualified Consultants may be selected for a detailed presentation of their proposal for review and final Consultant selection. Consultants to be interviewed shall be notified at least 7 days prior to the interview date. PMRA reserves the right to reject any or all proposals.

The submittal should be limited to a maximum of 30 double sided pages. This excludes covers, dividers, resumes, cover letters, table of contents and required disclosures. The document must include the following items, in the specified sequence. Oversized (11x17") exhibits are allowed sparingly.

1. Cover letter – Respondents shall provide a cover letter that includes an overview of the proposal and statements as to why the Respondent is the best team for the project. The cover letter shall be limited to two (2) pages and must be signed by a person(s) authorized to bind the entity submitting the response. Joint ventures require signatures from all Consultants participating in the joint venture. Joint ventures are required to provide legal proof of the joint venture, such as a joint venture agreement, as an attachment to their submittal.
2. Statement of Qualifications – Narrative document that addresses all criteria (A-E) in Section IV.

IV. SELECTION CRITERIA

Cost or fee information is not to be submitted with SOQs. Overhead Rates are not to be submitted with a Statement of Qualifications.

A. EXPERIENCE, QUALIFICATIONS AND TECHNICAL COMPETENCE

1. Provide a discussion of your recent related project experience as it relates to airport planning, documentation requirements, and compliance regarding non-hub commercial service airports as detailed in this RFQ. Also, please reference Consultant's experience working with FAA projects in the Northwest Mountain Region and the Seattle Airports District Office.

Include examples of relevant projects that show the experience, qualifications, integrity, and technical competence of the Prime Consultant and were completed within the last five (5) years or are ongoing.

Each project shall include:

- Project schedule performance
 - Project budget performance
 - Completion dates
 - References with names, phone numbers and email addresses
2. Discuss your qualifications and experience in dealing with various entities through public outreach to effectively convey project scopes, goals and benefits. Include methods for working with the PRMA Airport Board and a diverse and engaged set of communities.

3. Discuss the qualifications, experience and training of the professional staff that will be utilized for this contract. Include an organizational chart that indicates the key project staff, their area of expertise, registration, and their recent relevant experience.

The Engineering Project Manager shall be a licensed engineer in the State of Washington, and preference will be given to engineering project managers with a minimum of 15 years of aviation experience, including leading large aviation improvement programs at similar sized airports.

Preference will be given to project managers with a minimum of 15 years of aviation experience, including leading large aviation improvement programs at similar sized airports.

Respondent shall provide a one-page resume for all key team members identified in the organizational chart.

Resumes shall include:

- a. License and Certification type (if applicable) and number of years' experience
- b. Number of years of aviation or other specialty experience related to their role.
- c. Discussion of relevant experience, including key engagements at non-hub commercial service airports.

Resumes do not count against the page limit and shall be included as an appendix. Resumes included in the Appendix will be included in the scoring criteria.

Response to Section A is limited to 10 pages.

B. PROJECT UNDERSTANDING AND APPROACH

1. Describe your understanding of the proposed Projects listed in the Scope of Work with particular attention to those services listed that are related to Airport Master Planning and associated services listed in Section II SCOPE OF WORK and the attached CIP documentation. This section should document your familiarity with the projects listed in the CIP, experience with planning the elements described in SECTION II, as well as your understanding of the challenges unique to PMRA. Preference shall be given to Consultants with a comprehensive understanding of the project requirements and environment.
2. Describe your approach that will result in a successful long term Master Plan, as well as management of the projects and elements listed as applicable. Discuss any potential issues or challenges that could arise and detail the services you will provide during the contract, including professional expertise and technical capabilities. List any Sub-Consultants you anticipate using and describe their expertise and services as it

relates to this contract.

Response to Section B is limited to 16 pages.

C. CAPACITY AND CAPABILITY OF CONSULTANT

1. Briefly discuss your firm's ability to respond to PMRA's requirements, which may include quick-turnaround requests or fast-tracked or unanticipated changes. Describe your team's ability to work on projects in the eastern part of Washington State (i.e., staffing availability, office locations, etc.)
2. List a minimum of five references from the past five (5) years for projects that deal with work similar to the proposed project elements. Include client name, contact person, phone number, email address and range of contract value.

Response to Section C is limited to 2 pages.

D. PRACTICES & PROCEDURES

1. Present your team's understanding of FAA standards and policies, special requirements, codes, and regulations pertinent to this project.
2. Discuss your internal quality control procedures.

Response to Section D is limited to 2 pages.

E. REQUIRED DISCLOSURES

The following disclosures shall be provided and will be reviewed for accuracy. Failure to provide required disclosures could result in removal of the SOQ from scoring or further review at PMRA's discretion.

1. Conflict of Interest Disclosure – Submit a statement regarding any potential conflict of interest with the Pullman-Moscow Regional Airport, its Sponsors or the FAA.

Response to Section E should be included as an appendix and does not count against the page limit.

SELECTION CRITERIA SUMMARY

| EVALUATION CRITERIA | MAXIMUM POINTS |
|---|-------------------|
| Experience, Qualifications and Technical Competence | 40 Points |
| Project Understanding and Approach | 35 Points |
| Capacity and Capability of Consultant | 15 Points |
| Practices and Procedures | 10 Points |
| TOTAL Maximum | 100 Points |

V. SELECTION PROCEDURE

All SOQs will be reviewed and evaluated by a Selection Committee. The Selection Committee may select a Consultant or prepare a short-list of Consultants based upon the evaluation of the submittals. The Selection Committee may arrange for interviews with each Consultant as the Committee feels necessary. If necessary, PMRA shall provide at least 7 days' notice to Consultants selected for interviews.

The Consultant selected will be given the first right to negotiate a Scope of Services, Fee Schedule and ultimately an Agreement acceptable to the Airport. In the event that an Agreement satisfactory to the Airport cannot be reached, the Airport may enter into negotiations with one or more of the remaining Consultants. The successful Consultant shall commence work only after execution of an acceptable Agreement and approval of insurance certificates. The successful Consultant will perform all services indicated in the proposal in compliance with the negotiated Agreement.

The Airport reserves the right to award this Contract to the Consultant that demonstrates the best ability to fulfill the requirements of the services. The successful Consultant will be chosen based on the selection criteria evaluation, and possible interview.

SELECTION SCHEDULE (TENTATIVE)

| | |
|-----------------------------------|-----------------------|
| Request for Qualifications Issued | January 10, 2024 |
| Pre-Proposal Conference | January 17, 2024 @ 3p |
| Pre-Submittal Questions Deadline | January 26, 2024 |
| Submission Deadline | November 29, 2024 |
| Selection Committee Review | TBD |

| | |
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| Selection Committee Interviews, if necessary | TBD |
| Recommendation to Airport Board | TBD |

VI. PRE-SUBMITTAL PROCEDURES

PRE-PROPOSAL CONFERENCE AND CONTACT

A pre-proposal conference will be held for this Request for Qualifications. The pre-proposal conference is scheduled for January 17, 3p. **This pre-proposal conference is voluntary.** The pre-proposal conference will be held at the Training Room in the Pullman-Moscow Regional Airport Fire Station.

No direct contact regarding this RFQ with the Pullman-Moscow Regional Airport will be permitted outside of the pre-proposal conference and written questions. Inquiries must be made in writing and submitted no later than January 26, 3:00 p.m. local time. Questions received after the stated deadline will not be answered. All consultants that contact the airport for a bid list will be included in the questions and answers. All questions should be sent by electronic mail to:

Anthony Bean, Executive Director

tony.bean@pullman-wa.gov

Please reference the title of this RFQ in your subject line.

All questions submitted in accordance with the requirements stated above will be answered in writing and posted to the Airport's website www.flypuw.com.

All Consultants interested in this solicitation (including Consultant's employees, representatives, agents, lobbyist, attorneys, and Sub-Consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential Consultants, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative.

VII. ENERAL INFORMATION

A. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

PMRA has an established Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation, 49 CFR Part 26. It is the policy of the PMRA to ensure that DBEs, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts.

Confirm your firm's ability to meet the established Disadvantaged Business Enterprise (DBE) goal of 2.3% for participation on FAA-funded contracts/agreements for the Pullman-Moscow Regional Airport. Prior to specific projects being awarded under this agreement, consultant shall be required to submit a Letter of Intent that attests their commitment to use the DBE firm(s) they have identified to meet the Airport's project goal. If consultant cannot meet the established DBE goal, evidence of good faith efforts undertaken by the consultant as described in Appendix A to 49 CFR Part 26 must be provided.

B. PMRA RIGHTS

PMRA reserves the right to reject any and all submissions to this RFQ, provide clarifications, or waive informalities/technicalities, if it is deemed in the best interest of PMRA. PMRA assumes no responsibility for costs incurred in responding to this RFQ.

PMRA reserves the right to extend the Statement of Qualifications submittal date if needed. All changes and/or clarifications will be posted to the airports website.

C. INSURANCE REQUIREMENTS

Prior to the commencement of performance, the successful firm/joint venture shall furnish to Pullman-Moscow Regional Airport a certificate of insurance for general liability with limits not less than \$2,000,000 per occurrence and workers' compensation with the limits not less than \$1,000,000 per occurrence. Proof of insurability shall be demonstrated by providing copies of current insurance policy during contract negotiations with the successful Consultant.