



CITY OF THE DALLES AND KLINKITAT COUNTY COLUMBIA GORGE REGIONAL AIRPORT

REQUEST FOR STATEMENT OF QUALIFICATIONS

DATED: December 18, 2024 – 2:00 p.m. PPT

The Columbia Gorge Regional Airport (**Airport**) is co-owned, co-sponsored, and co-operated by the City of The Dalles, Oregon, (**City**) and Klickitat County, Washington (**County**). Pursuant to RCW, Chapter 39.80 and FAA AC 150/5100-14E, the Airport invites Statements of Qualifications from firms interested in providing professional engineering and consultant services for airport-related projects at or on the Airport located at 45 Airport Way, Dallesport, WA 98617.

I. Project Elements / Consultant Tasks

Working with Airport staff, the consultant will be responsible for the following services:

- Engineering studies and investigations
- NEPA and SEPA compliance
- Survey and testing
- FAA grant preparation and administration assistance
- Design and construction inspection and management services

The Airport reserves the right to retain the selected firm for a term of up to five years at the Airport's discretion.

General Consultant Services Needed:

- Aircraft facility layouts and project studies
- Environmental studies, analysis, assessments, and project permitting
- Maintenance, construction, or reconstruction of runways, taxiways, aprons, and related drainage/environmental work
- Airport electrical lighting, signing, utilities, and navigation aids (NAVAIDS)
- Services during construction
- DBE plan development
- Other airport-related projects as directed by the Airport



II. Potential Projects (2025-2030)

The following AIP-eligible and ineligible projects may be undertaken at the Airport. The work may occur over multiple grants and is subject to change:

- T hangar design and service during construction
- Pavement maintenance
- Airport beacon upgrades
- Miscellaneous Airport projects
- Fencing
- Taxiway design & construction

III. Submission Deadline & Opening Location

Sealed responses to this Request for Statements of Qualifications must be submitted via email to thedallesbids@ci.the-dalles.or.us, with the subject line "Columbia Gorge Regional Airport - Airport Engineering/Consultant Services RFQ" and directed to City Clerk Amie Ell, City of The Dalles, 313 Court Street, The Dalles, OR 97058 no later than 2:00 p.m. PPT on January 21, 2025. Late responses will not be accepted.

Submittals will be opened at 2:00 p.m. PPT on January 21, 2025, when the email account designated for Proposal receipt will be accessed. Proposals will be opened then and there via Zoom Meeting. (**Meeting ID:** 858 0212 1281; **Passcode:** 068006).

IV. Statement of Qualification Requirements

Consultants should limit their submissions to the following information and organize it as indicated. **DO NOT INCLUDE ANY COST OR PRICES FOR SERVICES.**

1. **Cover Letter (must be signed)**
Summarize your understanding of the services and explain your interest in the projects.
2. **Firm Experience and Capability**
 - (a) Describe your firm's capabilities for engineering studies, design, and construction for FAA AIP and non-federally funded airport projects.
 - (b) Provide information on at least five (5) airport projects completed in the last five years, including:



- Description of work
- Name and location of the airport and completion dates
- Contact information for the airport manager/staff
- Name of your project manager
- Completed U.S. Standard Form 330 Part II.

3. Key Personnel Qualifications

List key staff and proposed sub-consultants involved in the project, including:

- (a) Individual roles and contact information for principal engineers and project managers.
- (b) Resumes or descriptions of experience related to the project.
- (c) Indicate if your firm has previously worked with any sub-consultants.

4. FAA Regulations Knowledge

Describe your firm's experience with FAA regulations, Advisory Circulars, and the Seattle Airport District Office.

5. FAA/AIP Grant Management Experience

Describe your experience managing and administering FAA/AIP grants.

6. Familiarity with Columbia Gorge Regional Airport

Describe your familiarity with the Airport and any special concerns related to the potential projects.

7. Current Workload and Quality Control

- (a) Describe your current workload and ability to allocate staff resources.
- (b) Provide examples of acknowledging and correcting mistakes.
- (c) Evidence of completing similar work on time and within budget.

8. Key Personnel Availability

Describe the availability of key personnel and proximity to the Airport.

9. DBE Plan Development

Describe your experience developing and implementing DBE plans.

10. Affirmative Action Program

Provide evidence of your firm's established and implemented Affirmative Action Program.

11. Professional Reputation and References

Provide at least four (4) references for airport contracts completed in the last five (5) years.



Submittals must not exceed thirty (30) single-sided pages (minimum size 11 font), excluding covers and dividers. Submit one (1) original unbound copy and four (4) bound copies for evaluation.

V. Selection Process and Contract Award

The Airport will not be holding a pre-qualification meeting for this solicitation.

Submissions will be evaluated by a selection committee comprising City, County, and/or Airport staff using the evaluation form attached as Exhibit "A" and consistent with OAR 137-048-0220(3)(d). The most qualified consultants may be invited for interviews prior to selection.

The City will establish a short list of at least three (3) qualified consultants if feasible. If four (4) or fewer consultants responded to the RFQ or if fewer than three (3) consultants fail to meet the City's minimum advertised requirements, then:

- the City may establish a short list of fewer than three (3) qualified consultants; or
- the City may cancel the RFQ and issue an RFP.

The selected firm will negotiate fees after being ranked according to qualifications. If negotiations cannot be completed, the process will continue with the next highest-ranked consultant.

VI. RFQ Communications and Addenda

All questions regarding this RFQ must be directed to:

Columbia Gorge Regional Airport
Attn: Jeff Renard
313 Court Street
The Dalles, Oregon 97058
manager@flycgra.com
Office: (509) 767-2272
Cell: (541) 288-6766

All questions must be submitted in writing by January 10, 2025. Official clarifications will be provided in writing made available via addendum posted on the City's website at:
www.thedalles.org/bids.

The responsibility to check the City's website for addenda rests with the potential submitters.

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VII. Anticipated Schedule

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|-------------------------------|--|
| • December 18, 2024: | Issuance of RFQ |
| • January 10, 2025: | Deadline for written questions |
| • January 21, 2025: | Statement of Qualifications Due |
| • January 23-24, 2025: | Evaluation then interviews (in the Airport's discretion) |
| • January 27, 2025: | Contract negotiations |
| • February 2025 | Tentative award |

VIII. Reservation of Rights

The Airport reserves the right to modify or cancel this RFQ at any time and reject any or all submissions. This RFQ does not obligate the Airport to contract for any expressed or implied services.

IX. Right to Withdraw Submittals

Consultants may withdraw submissions at any time before the closing date by submitting a written request signed by an authorized representative.

X. Cost of Preparation of Submittals

Any person responding to this RFQ does so solely at their expense and the Airport is not responsible for any expenses associated with costs incurred during the submission, interview, or negotiation process. Any records submitted may be public records under the Oregon Public Records Law and/or Washington Public Records Act.

EXHIBIT "A" EVALUATION FORM

Criteria and scoring guidelines will remain unchanged.

EXHIBIT A

INSTRUCTIONS FOR EVALUATORS:						
For each criterion assign the firm a score between 0-10 and multiply the score by the weight then record the resulting weighted score.						
Add the weighted scores for all criteria to find the firm's total score.						
Criteria	Weight (0-10)	Example ABC Consult	Firm	Firm	Firm	Firm
			—	—	—	—
1. Cover letter	0.5	Score =10 Weighted Score = 5 (10 x 0.5 weight)				
2. Qualifications and capability to perform the work required	3	Score = 8 Weighted Score = 24 (8 x 3.0 weight)				
3. Key personnel professional background and qualifications	3	Score = 7 Weighted score = 21 (7 x 3.0 weight)				
4. Expertise and knowledge of FAA regulations and FAA Advisory Circulars, and experience with Seattle Airports District Office	3	Score =7 Weighted Score =21 (7 x 3.0 weight)				
5. Experience managing and administering FAA / AIP grants	2	Score = 9 Weighted score = 18 (9 x 2.0 weight)				
6. Familiarity with Columbia Gorge Regional Airport and any special concerns related to the development of the potential projects	2	Score = 7 Weighted score = 14 (7 x 2.0 weight)				
7. Current work load and track record with regard to quality control, accountability, and meeting schedules / deadlines	2	Score = 5 Weighted score = 10 (5 x 2.0 weight)				
8. Availability of key personnel, including ability of key staff to mobilize quickly to project site	2	Score = 8 Weighted Score = 16 (8 x 2.0 weight)				
9. Experience developing and implementing DBE programs per 49 CFR part 26	1	Score = 6 Weighted Score = 6 (6 x 1.0 weight)				
10. Evidence of Affirmative Action Program	Pass / Fail					
11. Professional reputation and references	2	Score = 8.5 Weighted Score = 17 (8.5 x 2.0 weight)				
Total		152				