



REQUEST FOR QUALIFICATIONS AVIATION PLANNING SERVICES

COLUMBIA GORGE REGIONAL AIRPORT

Consistent with 49 USC § 47107(a)(17), FAA AC 150/5100-14E (*current version*), Chapter 39.80 RCW, and OAR 137-048-0220, the Columbia Gorge Regional Airport (**Airport**) is seeking statements of qualifications from qualified firms to provide aviation planning services for the Airport located at 45 Airport Way in Dallesport, WA 98617. The Airport is co-owned, co-sponsored, and co-operated by the City of The Dalles, Oregon (**City**) and Klickitat County, Washington (**County**). This project is anticipated to be funded in part by the Federal Aviation Administration (**FAA**). All work is required to comply with all FAA requirements and regulations.

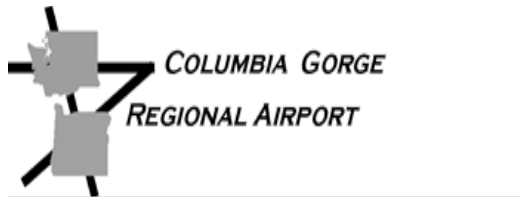
BACKGROUND

This RFQ is for aviation planning services generally but emphasizes master planning services specifically with a focus on reviewing master planning requirements and alternatives. The Airport Master Plan was last completed in 2010 and a majority of the projects identified in the plan have been completed, which has resulted in a need to update the plan. The Airport recently completed significant upgrades, such as a new apron rehabilitation including a new self-serve fueling apron and associated infrastructure. A master planning effort is necessary to manage future development in alignment with the Airport's new configuration. Specifically, the work anticipated for the Consultant includes (without limitation):

- master planning and related services;
- ALP/AGIS updates;
- using guidance from FAA 150/5070-6B (*Change 2*), preparation of an ALP Narrative Report (i.e., Mini-Masterplan) meeting the minimum requirements of Section 202(c) of that guidance;
- financial planning and analysis;
- consulting on compatible land use considerations;
- ALP approval authority ([Airport Improvement Program Handbook](#));
- project administration and other required incidental services; and
- other work identified as needed.

The current anticipated timeline of the work solicited through this process is:

May 6, 2025	<i>Consultant selection</i>
May 9, 2025	<i>Consultant submits draft scope to FAA for review</i>
May 26, 2025	<i>FAA provides concurrence of scope</i>
June 20, 2025	<i>Sponsors provides Record of Negotiation, Fee, IFE, and final grant application</i>
July/August 2025	<i>FAA issues grant to sponsors to begin Master Plan Update</i>



GENERAL SCOPE OF SERVICES

Note: This general scope attempts to identify major items of work. Prior to any contract award, a more detailed and specific scope of work will need to be developed and agreed upon.

The Consultant will follow the guidance in FAA AC 150/5070-6B (*Change 2*) *Airport Master Plans* (or most current version) in the preparation of the Airport Master Plan. Elements of content for inclusion will be, at a minimum:

- Airport Geographic Information Systems (AGIS) Survey*
- Forecast Review and Approval Instructions ([Forecast & Approval Guidance](#))
- Preparation of an ALP Narrative Report (i.e., Mini-Masterplan) meeting the minimum requirements of Section 202(c) of FAA AC 150/5070-6B (*Change 2*)
- Existing Conditions
- Environmental Considerations
- Aviation Forecasts
- Facility Requirements
- Alternatives Development and Evaluation
- RPZ Memo Alternatives Analysis, if applicable
- Airport Layout Plan (ALP) Drawing Set**
- Facilities Implementation Plan
- Solid Waste Recycling
- Financial Feasibility Analysis

*The AGIS survey must be compliant with the most recent versions of:

1. FAA AC 150-5300-16B *General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey*;
2. FAA AC 150/5300-17C *Standards for Using Remote Sensing Technologies in Airport Surveys*; and
3. FAA AC 150/5300-18B *General Guidance and Specifications for Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards*.

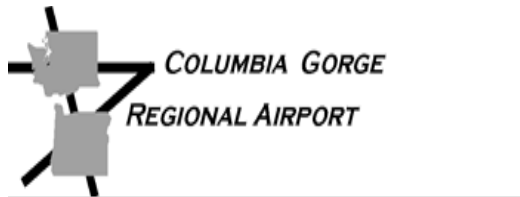
**The ALP drawing set must be developed consistent with the most recent versions of:

1. FAA SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)*; and
2. FAA SOP 3.00 *Standard Operating Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps*.

SUBMITTALS

Submittals will only be accepted from firms that can demonstrate having had a broad background and extensive experience in the field of airports and aviation planning services.

No pre-proposal meeting will be held.



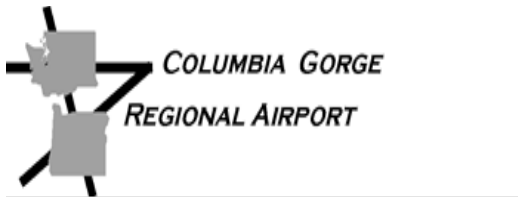
Sealed submittals must be submitted via email only to thedallesbids@ci.the-dalles.or.us and no later than **2:15 p.m. PPT on Tuesday, April 29, 2025**. Any submittal received after that time is late. Late submittals will not be accepted. Submittals must be marked **Columbia Gorge Regional Airport – Aviation Planning Services RFQ** and must be addressed to:

Amie Ell, City Clerk
City of The Dalles
313 Court Street
The Dalles, OR 97058

Potential submitters may obtain a copy of this RFQ at the Office of the City Clerk or online at www.thedalles.org/bids.

Submittals will be evaluated by the below-listed criteria. They should be organized and identified in the same order. **DO NOT INCLUDE ANY COST OR PRICES FOR SERVICES.**

1. Cover letter (must be signed).
2. Capability and experience to some or all of the **General Scope of Services**.
3. Understanding of the project's potential challenges and the sponsors' special concerns.
4. Recent successful experience in aviation planning projects. Describe only relevant experience for which individuals currently employed by the firm have managed, and only that experience which involved personnel to be assigned to the project. This item includes demonstrated ability to meet schedules or deadlines and demonstrated past performance to complete projects without significant cost escalations or overruns.
Please:
 - (a) provide a list of current airport planning projects and any which have been completed in the last 5 years; and
 - (b) list the project sponsor's name and the name and telephone number of the sponsor's contact person for each project identified.
5. Key personnel's professional background and qualifications, including the project management team for this project. Define their roles and extent of participation for the proposed project(s). Provide a list of all planning projects worked on by the proposed project manager in the last three years, including an identification of that person's role/responsibility for this project. Please include the applicable State licensing requirements.
6. Qualifications and experience of sub-consultants who will participate in the planning project. Please identify the portions of the planning project anticipated to be performed (in part) by sub-consultants.



7. Experience and qualifications of your firm facilitating and leading a public involvement process/program.
8. Experience and qualifications of your firm in complying with the requirements of the FAA AIP grant program and familiarity with FAA Advisory Circulars, FAA standards, and FAA processes.
9. Ability to manage and complete projects that may be a considerable distance from your offices. Please include a description of where your key personnel for this project will be based, the amount of travel anticipated, and other items you consider important to demonstrate this ability. Please include your capacity to perform the required tasks given your current and projected work load.

Submittals must be clear, succinct, and shall not exceed 25 pages (including cover letter) with a minimum font size of 11. Submitters who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

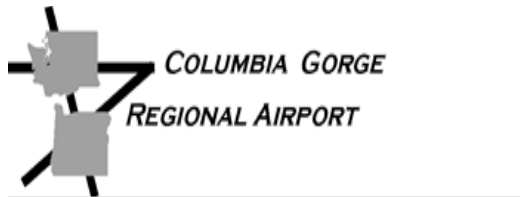
SELECTION

The selection process shall be in accordance with all applicable law, including (without limitation) OAR 137-048-0220 and Chapter 2 of FAA AC 150/5100-14E *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*. Additionally, any resulting contract will be subject to the provisions of Executive Order 11246 (*Affirmative Action to Ensure Equal Employment Opportunity*) and Department of Transportation Regulations 49 CFR Part 26 (*Disadvantaged Business Enterprise Participation*) and 49 CFR Part 30 (*Foreign Trade Restriction Clause*).

After the deadline for receipt of submittals, a selection committee of at least 2 individuals and comprising City, County, and/or Airport staff will review the submittals and may select one firm to negotiate a contract based upon a mutually-understood, detailed scope of work. If deemed necessary or desirable by the selection committee, it will establish a short list of at least 3 qualified consultants if feasible. If 4 or fewer consultants responded to this RFQ or if fewer than 3 consultants fail to meet the minimum advertised requirements, then the selection committee may establish a short list of fewer than 3 qualified consultants or the Airport may cancel this RFQ and issue an RFP.

All submittals will be considered based on their score as determined by the selection committee. The selection committee may arrange for interviews with each consultant as needed. The selected consultant will be given the first right to negotiate a scope of services, fee schedule, and agreement acceptable to the Airport—if a satisfactory agreement cannot be timely reached, the Airport may enter into negotiations with one or more of the remaining consultants. Final award of a contract under this RFQ will be made by the City Council and Board of County Commissioners.

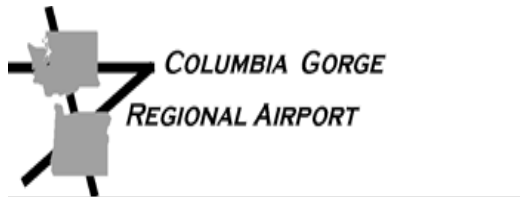
Submittals shall be opened immediately after the Closing (Opening) in the office of the City Clerk, City Hall, 313 Court Street, The Dalles, OR 97058, when the email account designated



for submittal receipt will be accessed. Submittals will be opened then and there and livestreamed via Zoom Meeting (**Meeting ID:** 858 0212 1281; **Passcode:** 068006). The City will read aloud each submitter's name.

Selection will be based on the following criteria:

1. Cover letter (must be signed). – **Pass or Fail**
2. Capability and experience to some or all of the above-listed services. – **20%**
3. Recent successful experience in airport planning projects comparable to the proposed projects. – **35%**
 - a. Describe only relevant experience for which individuals currently employed by the firm have managed and only that experience which involved personnel to be assigned to the projects. This item includes demonstrated ability to meet schedules or deadlines and demonstrated past performance to complete projects without significant cost escalations or overruns:
 - b. Please provide a list of current airport planning projects which have been completed in the last 5 years.
 - c. List the project sponsor's name and the name and telephone number of the sponsor's contact person for each project identified.
4. Evidence that the consultant has established and implemented an affirmative action program. – **Pass or Fail**
5. Key personnel's professional background and qualifications. – **10%**
 - a. Including the project management team for this project. Define their roles and extent of participation for the proposed project(s). Provide a list of all projects worked on by the proposed project manager in the last three years, including an identification of this person's role/responsibility for this project.
6. Qualifications and experience of sub-consultants who will participate in the project(s). – **5%**
 - a. Please identify the portions of the projects anticipated to be performed (in part) by sub-consultants.
7. Experience and qualifications of your firm facilitating and leading a public involvement process/program. – **10%**



8. Experience and qualifications of your firm in complying with the requirements of the FAA AIP grant program, as well as familiarity with FAA ACs, FAA standards, and FAA processes. – 10%
9. Ability to manage and complete projects that may be a considerable distance from your offices. – 10%

The final selection of the firm with which to negotiate a contract will be based on the qualifications criteria listed above and the:

1. ability to demonstrate an understanding of the projects' needs and special challenges, and the Airport's special concerns;
2. degree of interest and responsiveness shown in undertaking the projects;
3. overall quality of response; and
4. demonstration of ability to meet the needs of the Airport.

The Airport reserves the right to:

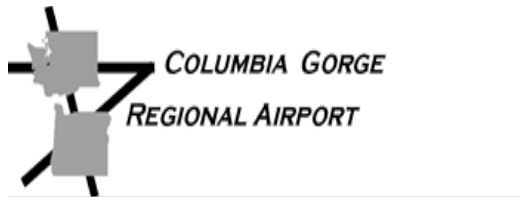
- seek clarifications from any submitter and to request any information the City deems reasonably necessary to evaluate any submittal;
- negotiate with and/or award a contract to other submitters sequentially ranked behind the selected consultant in the event that the Airport and the selected consultant conduct negotiations but are unable to agree upon a detailed scope of work or cost of contract; and
- reject any or all submittals or to modify or cancel this RFQ at any time if it would be in the public interest to do so, as determined by the City.

Any protest of this RFQ or any consultant selection shall be in accordance with OAR 137-048-0240.

ADDITIONAL INFORMATION

No cost or fee schedules shall be submitted. Oregon public contracting law and FAA grant guidelines require cost and fee information to be presented during contract negotiations after the selection of the most qualified consultant with which to negotiate. Fees will be negotiated for projects on a task-order basis as funding is obtained.

All submittals will become part of the public file on this matter without obligation to the City or County. Submitters are responsible for all costs related to their submittal, preparation of documents or submittals needed for negotiations, and the costs incurred in travelling to and participating in any meetings associated with selecting the consultant and negotiating an



agreement. Neither the City nor County is responsible for any submitter's expenses or costs associated with this RFQ.

Negotiations will follow criteria in *FAA Advisory Circular AC150/5100-14E* (current version).

The Airport is committed to ensuring disadvantaged business enterprises have an equal opportunity to participate in contracts. The established disadvantaged business enterprise goal for this project is 4.6%.

Official clarifications and supplementary materials for this RFQ 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 submitter.

All questions regarding this RFQ must be sent via email and directed to:

Jeff Renard, Aviation Management Services, LLC
Airport Manager
Columbia Gorge Regional Airport
manager@flycgra.com
(509) 767-2272
(541) 288-6766

ANTICIPATED SOLICITATION SCHEDULE

April 8, 2025	<i>Issuance of RFQ</i>
April 15, 2025	<i>Deadline for written questions</i>
April 29, 2025	<i>RFQ Closes/Submittals Due by 2:15 p.m. PPT</i>
May 6, 2025	<i>Evaluation then interviews (in the Airport's discretion)</i>
June 9, 2025	<i>Contract negotiations</i>
July/August 2025	<i>Tentative award (upon FAA grant award)</i>