



REQUESTS FOR QUALIFICATIONS

FOR

PROFESSIONAL SERVICES

AT THE

**CITY OF KLAMATH FALLS /
CRATER LAKE – KLAMATH REGIONAL AIRPORT**

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I. INTRODUCTION

The City of Klamath Falls as sponsor of a public use airport facility is soliciting Statements of Qualifications and Experience for Engineering services at the Crater Lake – Klamath Regional Airport. Our selection process is intended to be in compliance with the FAA Advisory Circular 150/5100-14E entitled “Architectural, Engineering and Planning Consultant Services for Airport Grant Projects”.

II. ANTICIPATED PROJECTS

The type of Airport Improvement Program projects, and/or locally funded projects are anticipated to include, but may not be limited to the following projects:

1. Rehabilitation of Taxiway F
2. Runway 14/32 Seal & Remark

Services to be provided may extend for a period up to five (5) years and include future design and construction administration of all stages of projects as they are implemented.

Environmental analysis pursuant to the National Environmental Policy Act will be required, however Environmental Assessments require a separate consultant selection.

III. SCOPE OF WORK

This contract is for engineering services, as directed below. The City of Klamath Falls reserves the right to inquire into the prospective proposers ability to provide Professional Services, as defined below, and to amend the Schedule of Projects and contract scope of work, at the City of Klamath Falls’ sole discretion, to include any or all of the below listed services, or other similar work required to improve the airport.

Engineer Services include the basic engineer and project management services normally required for airport development projects, including civil, structural, mechanical, and electrical engineering.

Basic engineering services are conducted in four distinct and sequential phases:

- A Preliminary Phase This phase involves those activities required for defining the scope of project and establishing preliminary requirements including, without limitation as follows:
1. Conferring with the owner on project requirements, programming, finances, schedules, early phases of the project, and other pertinent matters; meeting the FAA and other concerned agencies and parties on matters affecting the project.
 2. Procuring and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and engineering studies required for preliminary design considerations.
 3. Determining anticipated level of environmental analysis required pursuant to the National Environmental Policy Act.

4. Develop design schematics, sketches, and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.
- B. Design Phase This phase involves all activities required to undertake and accomplish a full and complete project design including, without limitation, as follows:
1. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
 2. Collecting engineering data and undertaking field investigations; geotechnical engineering and surveys; and architectural and engineering studies.
 3. Preparing necessary engineering reports and recommendations.
 4. Preparing detailed plans, specifications, and cost estimates. Conducting a detailed value engineering analyses, if applicable and requested.
 5. Printing and providing necessary copies of engineering drawings and contract specifications.
 6. Preparing Federal Aviation Administration Grant Applications and Pre-applications for Owner's signature.
- C. Bidding or Negotiation Phase This Phase involves providing sets of plans and specifications for this phase, and all bid documents; acting for the owner in advertising and securing bids, analyzing bid results, furnishing recommendations on the award of contracts and preparing contract documents.
- D. Construction Phase This Phase involves all basic services rendered after the award of a construction contract including, without limitation, as follows:
1. Providing consultation and advice to the owner during all phases of construction.
 2. Representing the owner at preconstruction conferences.
 3. On-site construction inspection and management involving the services of a resident engineer, inspector or manager, periodically during the construction or installation phase of a project, and providing appropriate reports to the owner.
 4. Reviewing and approving shop drawings submitted by contractors for compliance with design concept.
 5. Reviewing, analyzing, and approving laboratory and mill test reports of materials and equipment.
 6. Preparing and negotiating change orders and supplemental agreements.
 7. Observing or reviewing performances tests required by specifications.
 8. Determining payment amounts to contractors and assisting owners in the preparation of payment requests for reimbursable amounts from grant projects.
 9. Conduct wage rate interviews in accordance with federal standards.

10. Making final inspection and submitting a report including grant closeout documentation per FAA requirements for the completed project to the owner.

IV. CONTRACT LIMITATIONS:

- A. All parties competing for the work are advised that the work may be accomplished over the course of several grant projects.
- B. All parties are advised that some of the services may not be required and that the owner reserves the right to initiate additional procurement action for any of the services included in the initial procurement.
- C. The services are limited to those projects which are expected to be initiated within five (5) years of the date the contract is signed by the consultant.
- D. The fee is limited to the services to be performed under the initial grant. The contract shall be limited to services covered by the fee.
- E. The negotiation of the fee services, i.e., those included in this procurement action but not in the initial contract, shall occur at the time those services are needed. A cost analysis shall be performed for each of these negotiations. If a price cannot be agreed upon between the owner and the selected firm and negotiations are terminated, negotiations may be initiated with the second top rated firm.

V. SELECTION PROCESS:

- A. The selection of a consultant shall be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the service required.
- B. Requests for Qualifications
 1. Proposers shall submit five (5) copies of the Statements of Qualifications for engineering services at the Crater Lake – Klamath Regional Airport in response to the Request for Qualifications (RFQ). The format shall be as follows:
 - a) General description of firm: Include company organizational structure, company history and background, size of company, recent experience in comparable airport/aviation projects in a similar environment, experience with federal government projects, specifically FAA.
 - b) Knowledge, experience, and capability to successfully perform and/or administer all of the requirements for the described Scope of Work.
 - c) Affiliation with other firm(s): Identify other firms that you plan to subcontract or joint venture with, if any, for this contract.
 - d) Identify key person(s) in firm(s) who will work on the design, and field engineering portion of the projects and who will be directly in charge of City of Klamath Falls' projects; describe the roles these key persons will fill, their background and their experience.
 - e) Current workload: Availability to proceed with the design and construction phases for proposed projects. This section should include a depiction of the firms proposed project schedule, including major tasks and target completion dates.

- f) Technical approach: A brief discussion of the tasks or steps that the consultant will undertake to accomplish the work described in the scope of work.
 - g) References from all other airport projects within the last three (3) years; include contact person, airport, project(s), and phone number(s).
 - h) Demonstrated capability to meet schedules and deadlines without delays, cost escalations, or overruns and contractor claims.
 - i) Evidence of establishment and implementation for an Affirmative Action Program, specifically as it may apply to this contract.
 - j) References from comparable airports.
 - k) Detailed description of ability to qualify as a Disadvantaged Business Enterprise (DBE) under 49 CFR 26. (If unable to qualify, so state).
 - l) Detailed description of ability to purchase supplies and/or services from qualified DBE. (If unable to purchase, so state).
- C. All submittals must be sent, and any questions or comments directed to Linda Tepper, Airport Business Manager, Crater Lake – Klamath Regional Airport, 6775 Arnold Avenue, Klamath Falls, OR 97603.
- D. All submittals must be received at the address by April 6, 2023.
- E. Submittals must contain the name, address, and daytime telephone number for contact person(s) to whom additional selection process requests should be communicated.

VI. EVALUATION CRITERIA AND WEIGHING

Proposers will be ranked based upon the following criteria and relative importance as applied by the Selection Committee to the material in the required submittals:

- A. Capability to perform all or most aspects of the project, such as, financial, analysis, civil design, mechanical and electrical engineering. 10 points
- B. Familiarity with FAA orders relating to the National Environmental Policy Act (NEPA) including 1050.1F and 5050.4B. 10 points
- C. Recent experience in airport projects comparable to the proposed projects. 10 points
- D. Reputation for personal and professional integrity and competence. 10 points
- E. Key personnel's professional background and successful relevant experience. 10 points
- F. Demonstrated ability to meet schedules or deadlines, and to complete projects without having major cost escalations, overruns, or disputed claims. 10 points
- G. Quality of projects previously undertaken. 10 points

- H. Familiarity with the project and demonstrated understanding of the projects potential problems and the owner’s special concerns. 10 points
- I. Capability to furnish qualified inspectors with FAA Airport Improvement Program project experience for construction inspection. 10 points
- J. Construction contract management skills, knowledge, experience and capabilities; ability to implementation and enforce the construction contract; ability to complete projects on budget and on time; and demonstrated capability to properly administer projects funded by the Federal Aviation Administration Airport Improvement Program (AIP) (references and examples). 10 points
- K. Demonstrated capability to properly administer projects funded by the Federal Aviation Administration (references and examples). 10 points

VII. TIME SCHEDULE

The City of Klamath Falls will endeavor to use the following time schedule in its selection:

- A. Statement of Qualifications must be received by April 6, 2023 5:00 p.m. Pacific to the attention of Linda Tepper, Airport Business Manager, Crater Lake – Klamath Regional Airport, 6775 Arnold Avenue, Klamath Falls, OR 97603.
- B. Preliminary evaluations of qualifications will be made by April 14, 2023
- C. Submitters will be notified of either selection or short listing for interviews.
- D. If interviews are required, time, schedule and process will be determined by Selection Committee. Interested applicants should not expect compensation of costs associated with the interview or applicants submittal package.

VIII. SELECTION COMMITTEE:

All Qualification documents submitted shall become the property of the City of Klamath Falls and may thereafter be used by the City of Klamath Falls without compensation to the Proposers.

Any Qualification documents received after the above date and/or time will be returned unopened. All envelopes must be clearly marked “Statement of Qualifications”. The City of Klamath Falls reserves the right to reject any and all proposals and to accept any proposal that is deemed to be in the best interest of the Crater Lake – Klamath Regional Airport.

The contents of any Statement of Qualifications shall not be disclosed so as to be available to competing offerors during negotiations process.