

JEFFERSON COUNTY INTERNATIONAL AIRPORT

REQUEST FOR STATEMENTS OF QUALIFICATIONS

AIRPORT PLANNING SERVICES

Port of Port Townsend, Jefferson County, Washington

STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

STATEMENT DUE: JUNE 20, 2024

I. Introduction:

The Jefferson County International Airport (JCIA) (Port of Port Townsend) is seeking a qualified firm that has knowledge, expertise, and experience in airport master planning.

Submittals will be accepted until 2:00 p.m. local time on Thursday, June 20, 2024, by:

Matt Klontz, Director of Capital Projects/Port Engineer
C/O Port of Port Townsend
2701 Jefferson Street
PO Box 1180
Port Townsend, WA. 98368
(360) 385-0656 ext. 112
matt@portofpt.com

Undertaking the project will depend upon available funding from various sources, which may include, but are not limited to, the Federal Aviation Administration (FAA) and the Washington State Department of Transportation, Aviation Division. The project is not guaranteed to take place.

Selection of the short-listed proposers and/or the top ranked proposer will be based upon the criteria in latest edition of the FAA Advisory Circular (AC-150/5100-14E) "Architectural Engineering and Planning Consultant Services for Airport Grant Projects.

The Port of Port Townsend (Port) is inviting interested consulting firms to submit their qualifications for consideration to provide planning services at the JCIA in Jefferson County, Washington.

II. Background

Jefferson County International Airport is located approximately four miles southwest of the City of Port Townsend, in Jefferson County on the Olympic Peninsula. Port Townsend is the county seat of Jefferson County, which is in the northwest corner of Washington State. JCIA is owned and operated by the Port of Port Townsend, which has overall management and operational responsibility for the facility. The 316 acres airport includes a 3,000-foot runway, supporting taxiway network, T-Hangers, tie-down area, fuel facility, café, museum, and other associated facilities.

III. Capital Improvement Projects and FAA Supplemental Funding Projects

The Port of Port Townsend is requesting interested firms to submit their qualifications for airport planning services. The Consultant will follow the guidance in FAA Advisory Circulars, specifically AC 150/5070-6B Change 2 “Airport Master Plans” (or most current version) in the preparation of an Airport Master Plan Update Report. Elements of content or inclusion may include but are not limited to:

- Public/Stakeholder Involvement Program
- Existing Conditions
- Environmental Considerations
- Aviation Forecasts, with a focus on confirming larger aircraft operations.
- Facility Requirements
- Airport Layout Plan (ALP) Drawing Set
- Capital Facility/Improvement Plan
- Financial Feasibility Analysis
- Land Acquisition
- Lease Lot Map Update
- Other planning tasks as assigned.

The approach, level of effort, tasks and deliverables will be further refined during the scoping process.

IV. Qualification Statement Requirements and Relevant Information

Consultants submitting their qualifications should limit their submittal to the information requested below. The Port of Port Townsend does not expect-nor will any more favorable consideration be given to submittals with fancy covers or binding, color photographs, sample plans, non-pertinent information on other accomplishments of the firm which have no direct bearing on these projects, resumes of individuals who will not be engaged in the work, or pages of other non-project related material. Brevity will be appreciated. Submittals will be evaluated by the criteria listed below. Consultant submittals shall not include cost information or funding strategies. The consultant selection process requires consultant qualifications-based selection.

1. Briefly list and describe your firm’s previous experience in airport master plan preparation in connection with Federal Aviation Administration (FAA) Airport Improvement Programs (AIP) over the last three (5) years and list some examples. For each example project/plan listed, the following information should be included.
 - a. Name and location of project/plan and the date the work was completed (We may confirm the list with the local Airports District Office).
 - b. Name and telephone number of the airport manager or staff person whom your firm worked with on the project.
 - c. Name of your project manager.
 - d. A brief description of the work performed and how your firm interfaced with the FAA, if appropriate.
 - e. Brief description of the public engagement and communication process used to develop the plan and your firm’s role in that process.

- f. An example of a project challenge that was overcome during the planning process that may be relevant to the JCIA master plan update.
2. Provide the names of members of your company and those of any proposed subconsultants who would be involved in this project. Include the following information.
 - a. Individual's proposed role in the project.
 - b. A resume of brief description of the individual's previous experience as it relates to his/her role in the project.
 - c. For any proposed subconsultants, indicate if your firm has worked with the subconsultants on previous projects.
3. The Port of Port Townsend has established a Disadvantaged Business Enterprise (DBE) Program with an overall goal of 6.73%. DBE firms must have an equal opportunity to receive and participate in this selection. DBE participation is encouraged but is not part of the consultant selection rating system. The RFQ submittal should include the following information:
 - a. Name and address of the DBE firms that are anticipated to perform the subcontractable work and, if the DBE firms are certified, the name of the certifying agency.
 - b. Provide documentation that your firm made adequate good faith efforts to meet the DBE goal.
4. Describe your firm's current workload and your ability to devote staff resources that can complete this project within the required time (about 12 months).

V. Evaluation Criteria:

Each Statement of Qualifications will be evaluated according to the following criteria:

- 10 Points – Experience, qualifications, and capabilities of the prime firm in providing airport planning services, and meeting FAA requirements for master plans.
- 10 Points – Experience and qualifications of the specific project key team members including subconsultants. Identify team members' roles in the projects identified and provide an organization chart and their availability.
- 0 Points – Experience and qualifications of project Minority/Women Owned Business Enterprise team members or participation. Identify team members' roles in the projects identified.
- 20 Points – Understanding of the potential challenges at JCIA.

VI. Required Copies and Deadlines for Submission of Proposal:

One (1) electronic copy (PDF) of your firm's proposal and supportive data shall be submitted by **2:00 PM, June 20, 2024**, to the following address. The total package should be no more than 30 pages cover to cover.

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VII. Time for Completion:

Time for completion of design/construction management contract execution, environmental, design, FAA coordination and approval will be established by the Port of Port Townsend and the Consultant for each specific project.

VIII. Selection Procedures:

Responses to this Request for Qualifications will be accepted from all qualified consulting firms or joint ventures and will be evaluated equally.

Review of the submitted qualifications will be by a selection committee established under the provisions of the Port of Port Townsend consultant selection procedures and advisory circular AC-150/5100-14E by the Federal Aviation Administration.

Selection will be based on the Consultant's ability to meet certain criteria, including but not limited to that listed; an analysis of the consultant's previous airport planning of AIP projects both eligible and ineligible; with respect to quantity and quality; and the planning philosophy expressed in the consultants' response. Specific criteria to be used for initial evaluation are found in Section V.

The candidates determined to be best qualified will be ranked by the Consultant Selection Committee. The resulting list and recommendations will be presented to the Executive Director of the Port of Port Townsend. With the concurrence of the Executive Director, the most qualified firms may be invited to be interviewed by phone or Zoom Meeting by the Port selection committee. The Executive Director may also make the final selection of the firm determined to be most qualified and authorize Port staff to begin negotiating an acceptable fee for the work. Should the staff be unable to negotiate a satisfactory contract with the highest ranked candidate, negotiations with that candidate will be formally terminated. The staff will then undertake negotiations with the candidate ranked second highest and so on until a satisfactory contract is negotiated. The Port of Port Townsend is not responsible for a firm's costs associated with unsuccessful negotiations or a firm's statement of qualifications in response to this advertisement.

IX. General Contractual Policies:

The following information is provided to prospective consultants as typical of certain current requirements for consultant Professional Service Agreements (contracts). By providing this information, it is not the intent to limit or in any way restrict the number of prospective consultant proposals. However, your firm should be aware that, if selected for this project, the provisions given below will be included in the consultant contract. Additional provisions may be added to meet the FAA

regulations advisory circular AC 150/5100-14E, and Required Contract Provisions for AIP and Obligated Sponsors (May 2023),

https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/may_2023

Any reference to Attachments in this section applies to attachments which will be a part of the Agreement rather than the Request for Qualifications.

X. Questions/Changes/Limitations on Liability:

The provisions of this solicitation may be altered in any of its terms by the Port of Port Townsend. No part of this solicitation is to be considered as part of a consultant contract, nor is any provision contained herein to be binding on the Port of Port Townsend unless expressly included by reference or adoption in a subsequent written agreement executed by both the Port of Port Townsend and the consulting firm.

If there are any changes in the Request for Qualifications, or should it be determined that additional information exists which is substantively beyond the scope of the information provided herein, and that this information will be of value in preparation of a response to this Request, the changes or additional information will be posted and made available on the Port of Port Townsends website. Firms are responsible for checking for Request of Qualification updates.

If there are any questions with respect to this Request for Qualifications, please contact Matt Klontz, Director of Capital Projection at PO Box 1180, Port Townsend, WA. 98368, matt@portofpt.com

(Publication Dates May 28, June 4, 2024)