

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**PROFESSIONAL ON-CALL AIRPORT ENGINEERING AND PLANNING SERVICES**  
**FOR CHEHALIS-CENTRALIA AIRPORT, CHEHALIS, WASHINGTON**

The **Chehalis-Centralia Airport Governing Board (Board)** is requesting Statements of Qualifications (SOQs) from interested and qualified Aviation Consultants for Professional On-Call Airport Engineering and Planning Services at **Chehalis-Centralia Airport** for the next five (5) years. Consultant selection will be per the guidance of Federal Aviation Administration (FAA) Advisory Circular 150/5100-14, *Architectural, Engineering, and Planning Consultant Service for Airport Grant Projects*.

**SCOPE OF WORK**

Professional, technical, and advisory services are needed for airport capital improvement program development projects, expected to include the following.

- RUNWAY 16 MALSF INSTALLATION
- RAMP & TAXILANE REHABILITATION
- TAXIWAY INTERSECTION REALIGNMENT

Projects may include airside/landside design, drainage, electrical, planning, financial planning, environmental, and construction-related services. Consultants should be familiar with FAA and State aviation procedures and requirements regarding airport development.

**FORMAT OF STATEMENT OF QUALIFICATIONS**

To facilitate review, SOQ submittals should conform to the following format.

1. **Experience and Qualifications:** Provide a description of your firm's experience and qualifications in airport engineering, design, planning, and environmental services. Include experience with FAA and State procedures and requirements regarding airport development.
2. **Project Team:** Identify proposed team members and responsibilities. Provide individual resumes, outlining credentials and experience.
3. **References:** Provide the name and phone number for at least three (3) references familiar with your services, in relation to projects similar to those in the above Scope of Work.
4. **Project Understanding:** Provide your general understanding of the airport and issues regarding the identified projects. Identify potential challenges and concerns.
5. **Supporting Data:** Include other relevant information.

The SOQ shall not exceed thirty (30) pages; excluding the front and back covers, dividers, cover sheet, table of contents, and letter of introduction (maximum two (2) pages).

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**CRITERIA FOR STATEMENT OF QUALIFICATIONS**

The following criteria will be used in ranking and selection of the successful consultant.

1. **Firm/Team Qualifications (35%):** Preference shall be given to qualifications in airport engineering, design, planning, and environmental services.
2. **Project Experience (20%):** Preference shall be given to experience in relation to projects similar to those in the above Scope of Work.
3. **FAA/State Experience (10%):** Preference shall be given to working relationship with the FAA and State, and understanding of FAA and State aviation procedures and requirements regarding airport development.
4. **Project Understanding (35%):** Preference shall be given to a comprehensive understanding of the project requirements, issues, and environment.

**SELECTION OF THE CONSULTANT**

It is the intent of the *Board* to appoint a committee to review and rank the SOQs. The *Board* may choose to interview a shortlist of consultants before making the selection. The shortlisted consultants will be notified at least 14 days prior to the interview date. Unsuccessful firms will be notified in writing no later than 10 days after selection of the Consultant, and may contact the *Board* for debriefing.

The *Board* reserves the right to reject any and all submissions to this RFQ, request clarification, and waive informalities/technicalities, if deemed in the best interest of the *Board*. The *Board* assumes no responsibility for costs incurred in responding to this RFQ.

In accordance with FAA selection procedures, selection will be qualification based. No overhead rate, fees, or cost information should be included as part of an SOQ.

**CONTRACT**

The selected consultant will be invited to negotiate a contract with the *Board*. A detailed scope of services and associated fee will be developed, and agreed by the selected consultant and the *Board*, and incorporated as part of the contract.

The consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged.

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**SUBMITTAL OF STATEMENT OF QUALIFICATIONS AND CONTACT PERSON**

Five (5) printed copies and one digital PDF of the SOQ must be submitted no later than 12:00 PM on May 27, 2011 to:

Physical (UPS/FedEx)

Chehalis-Centralia Airport  
900 NW Airport Road  
Chehalis, WA 98532

Mailing

Chehalis-Centralia Airport  
PO Box 1344  
Chehalis, WA 98532

Questions regarding this RFQ should be directed to:

Allyn Roe  
Airport Manager  
900 NW Airport Road  
Chehalis, WA 98532

(360) 748-1230 phone

aroe@flycls.com