

REQUEST FOR PROPOSAL (RFP)

AIRPORT MASTER PLAN UPDATE (MPU) FOR THE CHEHALIS-CENTRALIA AIRPORT

The City of Chehalis is requesting statements of qualifications from airport consultants and is seeking proposals from qualified firms to provide planning services in the development of an Airport Master Plan Update (MPU) for the Chehalis-Centralia Airport located in Chehalis, Washington. The most recent MPU completed for the Chehalis-Centralia Airport was completed in August of 2001. This MPU will identify facility needs and future development options to accommodate potential growth. This project is anticipated to be funded in part by the Federal Aviation Administration (FAA). All work is required to comply with FAA requirements and regulations.

SCOPE OF WORK

The City is working to provide improvements at the Chehalis-Centralia airport that will enhance safety, security, and service. Object Free Area Improvements, Obstruction Removal, Aircraft Ramp Design, and Construction are among the projects that the City would like to be considered during the next five (5) years and included in this MPU.

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 be, at a minimum:

- Airport Geographic Information Systems (AGIS) Survey
- Public/Stakeholder Involvement Program
- Existing Conditions
- Environmental Considerations
- Aviation Forecasts, with a focus on confirming larger aircraft operations, Urban Air Mobility (UAM) and Advanced Air Mobility (AAM)
- Facility Requirements, with a specific focus on the future ARC code and changes to the current ALP
- Alternatives Development and Evaluation
- Airport Layout Plan (ALP) Drawing Set
- Facilities Implementation Plan
- Financial Feasibility Analysis
- Land Acquisition
- Lease lot Map Update

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

A copy of the airport's current capital improvement program can be requested from Brandon Rakes, Airport Operations Coordinator, at (360) 748-1230, email brakes@ci.chehalis.wa.us. Consultants should be familiar with Federal Aviation Administration (FAA) and State aviation funding programs and requirements.

PROPOSAL FORMAT

In submitting, each proposer acknowledges the City shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of City action approving or disapproving any proposed agreement. The City may accept or reject any proposal or proposed agreement without limitation. Nothing in the Proposal or in subsequent negotiations creates any vested rights in any person.

Proposals that do not address all items listed in this section will be considered incomplete and will be deemed non-responsive by the City. **Proposals are due by 3:00 P.M. on October 28, 2022, including the following information:**

1. **Experience of the Firm:** Please provide a list of all current airport planning projects, as well as any which have been completed in the last three years. List the project manager you assigned to each project. Identify the starting dates for all projects, and the completion dates (where completed). Address the capability to perform all or most aspects of the projects and the ability to meet the schedules or deadlines associated with the projects.
2. **Project Team (Key Staff):** Identify the proposed Project Manager and key project team members and responsibilities. Include any proposed sub-consultants to be engaged by the consultant. Provide a brief resume for each person or sub-consultant, outlining their credentials and experience with similar projects.
3. **References:** Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm of similar nature as contained in the above Scope of Work.
4. **Project Understanding:** Provide your general understanding of the airport, project, and issues regarding the identified project. Identify any potential challenges or special concerns that may be encountered.

The entire proposal shall not exceed twenty (20) pages or ten (10) pages front and back, excluding the letter of introduction (maximum two pages or one page front and back). The submittal shall be marked "**Airport Master Plan Update (MPU) for Chehalis-Centralia Airport, Chehalis, WA**". Proposals submitted by any means other than email, mailing, or hand delivery will not be accepted.

Submittal Address:

City of Chehalis, Chehalis-Centralia Airport
Attn: Kassi Mackie, City Clerk
City Hall
350 N Market Blvd
Chehalis, WA 98532
kmackie@ci.chehalis.wa.us

Electronic submittals are encouraged.

CRITERIA FOR REVIEW OF PROPOSALS

The following criteria will be used in screening, ranking and selection of the successful firm:

1. **Experience of the Firm (20%):** Preference shall be given to those firms with experience in airport planning and environmental analysis related to the scope of services.
2. **Qualifications of the Project Team (Key Staff) (40%):** Preference shall be given to those with key staff experience in items listed in the above scope of services and any familiarity with the region.
3. **Experience in Working with State and FAA Regulations and Procedures (10%):** Preference shall be given to project teams whose personnel have a demonstrated working relationship with the State and FAA, and possess a thorough understanding of FAA rules and regulations regarding design and development of airports similar to the Chehalis-Centralia Airport.
4. **Project Understanding (30%):** Preference shall be given to those firms, which have a comprehensive understanding of the project requirements and environment.

SELECTION OF THE CONSULTANT

The selection process shall be in accordance with FAA Change 1 to Advisory Circular (AC) 150/5100-14E "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects."

The City of Chehalis, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

No cost or fee schedules shall be submitted with your proposal. Consultants will be selected on the basis of their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants are evaluated, and the best qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

It is the intent of the City of Chehalis to appoint a committee to review the Proposals submitted and rank the qualified firms.

The City of Chehalis may choose to interview a shortlist of consultants before making the selection. The shortlisted consultants shall be notified at least 14 days prior to the interview date.

The City of Chehalis reserves the right to reject all submissions to the RFP, request clarification, or waive informalities/technicalities, if it is deemed in the best interest of the City of Chehalis. The City of Chehalis assumes no responsibility for costs incurred in responding to this RFP.

CONTRACT

The top ranked firm will be invited to negotiate a 1-year contract with the City of Chehalis, Chehalis-Centralia Airport with the option to extend an additional year, up to two extensions. A detailed scope of work will be developed and agreed to by the selected consultant and the City of Chehalis. This detailed scope of work and associated fee will be 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.