

AUBURN MUNICIPAL AIRPORT

**REQUEST FOR QUALIFICATIONS
for
AIRPORT CIVIL ENGINEERING SERVICES**

The City of Auburn is requesting interested firms to submit their qualifications for professional civil engineering services for the Auburn Municipal Airport.

1. Miscellaneous on-call airport civil engineering services for multi-year engineering and design services for up to a period of five years. The consultant will be responsible for engineering, design, surveying, testing, FAA grant preparation and administrative assistance and construction management for the Auburn Municipal Airport.

Projects are anticipated to be funded in part by the Federal Aviation Administration (FAA), Washington State Department of Transportation (Aviation Division) (WSDOT) and the City of Auburn.

The City of Auburn will select the services of a firm to provide professional civil engineering, environmental and construction management/inspection services. The firm shall be familiar with FAA design criteria and capable of environmental analysis in accordance with the National Environmental Policy Act (NEPA) and the State Environmental Policy Act (SEPA). All firms should be capable of FAA Airport Improvement Program (AIP) grant preparation and administration assistance, and should be knowledgeable and experienced with AIP requirements.

The City of Auburn reserves the right to retain the selected firm(s) for a term of up to five (5) years at the City's discretion.

QUALIFICATIONS

Qualifications will only be accepted from firms that can demonstrate the ability to do airport projects or projects of similar complexity.

Responses are due in (3) three copies by **5:00 P.M. Friday, June 7, 2013**.
Submittals should be marked "**Airport Civil Engineering Services**" and be addressed to:

City of Auburn
Attention: Shelley Coleman
25 West Main Street
Auburn, WA 98001

Submittals will be evaluated by the below-listed criteria. They should be organized and identified in the same order.

1. Recent successful experience in airport capital projects. This item includes demonstrated ability to meet schedules or deadlines, and demonstrated past performance to complete projects without significant cost escalations or overruns.
 - a. Please provide a list of **all** current airport projects, as well as any which have been completed in the last three years. List the project manager you assigned to each project.
 - b. List the project sponsor's name and the name and telephone number of the sponsor's contact person for each project identified.
2. Evidence that the consultant has established and implemented an Affirmative Action Program (see "DBE participation" in Selection section below).
3. Key personnel's professional background and qualifications, including the project team for these projects. Define their roles and extent of participation anticipated for these projects. 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 each project.
4. Current workload of firm and key personnel. List the anticipated percentage of time the project manager will have available for projects listed.
5. Demonstrated ability and experience in facilitating and leading a public involvement process/program.
6. Experience and qualifications of your firm in complying with the requirements of the FAA AIP grant program, as well as familiarization with FAA Orders and Advisory Circulars, FAA standards, and the FAA process.
7. Ability to manage and complete projects on time and on budget. Ability to manage and complete projects located a considerable distance from your office. Please include a description of where key personnel for these projects will be based, as well as the amount of travel anticipated, and other items you consider important to demonstrate this ability.

SELECTION

The selection criteria that will be used to rank statements of qualifications are:

The selection process shall be in accordance with FAA Advisory Circular (AC) 150/5100-14, latest edition, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*. A selection committee will evaluate and select the best qualified consultant based on their qualifications and experience. Additionally, contracts will be subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation) and 49 CFR Part 30 (Foreign Trade Restriction Clause).

The selection of the firm to do the work will be done by a committee selected by the City of Auburn. After the deadline for receipt of qualifications, the committee will review the qualifications and may select one firm to negotiate a contract based upon a mutually understood, detailed (as opposed to general) scope of work. If deemed necessary by the committee, at least two (but not more than three) firms may be invited for interviews. Interviews will be located at the City of Auburn offices. It is anticipated that consultant interviews will take place on, or around June 21st, 2013, with a final selection made on, or around July 3rd, 2013. The final selection of the firm with which to negotiate a contract will be based upon the qualifications criteria listed above, as well as:

1. Ability to demonstrate an understanding of the projects' needs and special challenges, and the sponsor's special concerns.
2. Degree of interest and responsiveness shown in undertaking the projects.
3. Overall quality of the response.
4. Demonstration of ability to meet the City's needs.

The City of Auburn reserves the right to negotiate with and/or award a contract to other consultants sequentially ranked (by the consultant selection committee) behind the selected consultant in the event that the City of Auburn and the selected consultant negotiate but are unable to agree upon a detailed scope of work or cost of contract.

ADDITIONAL INFORMATION

No cost or fee schedules shall be submitted. 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.

It is understood that all submittals will become a part of the public record on this matter, and subject to all applicable public records laws, without obligation to the City of Auburn. The City of Auburn reserves the right to reject any or all submittals.

The consulting firm is responsible for all costs related to the submittal of their applications, preparation of documents or submittals needed for negotiations, and the costs incurred in traveling to and participating in any meetings associated with selecting

the consultant and negotiating an agreement. Negotiations will follow criteria in FAA Advisory Circular AC150/5100-14, latest addition.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION 49 CFR PART 29 (VERSION 1, 1/5/90)

The consultant certifies, by submission of this statement of qualifications or acceptance of a contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, or declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. It further agrees by submitting this statement of qualifications that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Consultant or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

The City of Auburn encourages disadvantaged, minority, and women owned consultant firms to apply.