



**Request for Qualifications to Provide Consulting Services for Design and Construction Observation Services for Bremerton National Airport Improvements.**

The Port of Bremerton, sponsor of the Bremerton National Airport, is requesting Statements of Qualifications (SOQ) from firms interested in providing consulting engineering services for the design and construction observation of improvements that would take place over a five year period and include future design and construction administration of all stages of projects as they are implemented. The improvements include, but are not limited to the following:

**Upcoming Airport Improvement Program Projects**

1. Rehabilitate Runway/Taxiway lighting (HIRL and MITL) and Sign
2. Rehabilitate Apron(s)

(2018-2022 Airport Capital Improvement Program is attached on last page)

**Non AIP Projects:**

1. Airport Brochure
2. Grass Runway Installation
3. Pavement Maintenance
4. Hangar Development and Upgrades

Other miscellaneous airport work may be required.

To schedule a site visit or obtain a more detailed description of the work contact:

Tim Mensonides, Airport Manager,  
Bremerton National Airport,  
Phone: 360-813-0828  
email: [timmm@portofbremerton.org](mailto:timmm@portofbremerton.org).

The scope of work for the desired consulting services includes design engineering, project management of supporting programs (including, but not limited to the DBE Program), and construction management as well as all portions of Federal airport grant process from project pre-application through project closeout.

Selection criteria contained in the Federal Aviation Administration Circular 150/5100-14, as amended, will be applied in the following order of importance:

1. Recent airport experience and knowledge of projects similar to the project(s) referenced above.
2. Interest shown.

3. Ability to meet schedules.
4. Ability to keep work within budget.
5. Qualifications of project manager and technical staff assigned to the project(s).
6. References.

The selection of the successful firm will be based upon:

1. Evaluation of the experience and qualifications of those firms submitting statements under this announcement.
2. Personal interviews and/or telephone interviews may be held at the discretion of the Bremerton National Airport.

Any contracts awarded under this request for qualifications are expected to be funded in part by United States Federal Aviation Administration (FAA) grants and/or airport sponsor. The proposed contract will be under and subject to Executive Order 11246 of 24 September 1965, as amended (Affirmative Action to Ensure Equal Opportunity).



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**I. Introduction**

The Port of Bremerton as sponsor of a public use airport facility is soliciting Statements of Qualifications and Experience for Engineering services at the Bremerton National Airport in Bremerton, Washington. 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. Scope of Work**

This contract is for engineering services, as directed below. The Port of Bremerton reserves the right to inquire into the proposers ability to provide Professional Services, as defined below, and to amend the Schedule of Projects and contract scope of work, at the Bremerton Airport’s 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, 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) Environmental analysis pursuant to NEPA.
- 3) Procuring and/or preparing necessary surveys, geotechnical engineering investigations, and engineering studies required for preliminary design considerations.
- 4) Develop design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.

B. **Design Phase** This phase involves all the activities required to undertake and accomplish a full and complete 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 environmental studies.
- 3) Preparing necessary engineering reports and recommendations.
- 4) Preparing detailed plan, specifications and cost estimates. Conducting a detailed value engineering analyses, is applicable and requested.
- 5) Printing and providing necessary copies of engineering drawings and contract specifications.
- 6) Preparing Federal Aviation Administration and Washington State Department of Transportation Aviation 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, negotiating services, 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 the 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 drawing submitted by contractors for compliance with design concept.
- 5) Reviewing, analyzing, and approving laboratory and mill tests 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 for the completed project to the owner.

### III. **Contract Limitations:**

- A. All parties competing for the work are advertised 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 of selection.
- 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 for this procurement action but not in the initial contract, shall occur at the same 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.

#### **IV. Selection Process**

- A. The selection of a consultant shall be based on a competitive analysis of the professional qualifications necessary for satisfactory performance of the service required.

#### **B. Requests for Qualifications**

- 1) Proposers shall submit one (1) electronic copy via CD or thumb drive and three (3) copies of the Statements of Qualifications for engineering services at the Bremerton National Airport in response to the Request for Qualifications (RFQ). Submittals must be clear and concise and shall not exceed thirty (30) single sided pages (no smaller than size 11 font) excluding covers and dividers. The format shall be as follows:
  - a) General description of the 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) who will work on the design, and field engineering portion of the projects and who will be in charge of the Bremerton Airport's 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 the proposed projects. This section should include a depiction of the firms proposed project schedule, including major 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, deadlines, without delays, cost escalations or overruns and contractor claims.
  - i) Evidence of familiarity with FAA environmental orders 1050.1f+5050.4b
  - j) Evidence of establishment and implementation for an Affirmative Action Program, specifically as it may apply to this contract.
  - k) References from comparable airports.
  - 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 Tim Mensonides, Airport Manager, Bremerton National Airport, 8850 SW State Hwy 3, Bremerton, WA 98312.
- D. All submittals must be received at the address by **Friday, December 29<sup>th</sup> at 11:00 a.m. PST.**

Submittals must contain the name, address, and daytime telephone number for the person(s) to whom additional selection process should be communicated.

#### **V. 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 planning, environmental evaluations, financial, analysis, civil design, mechanical and electrical engineering. (15)
- B) Recent experience in airport projects comparable to the proposed projects. (10)
- C) Reputation for personal and professional integrity and competence. (5)
- D) Evidence that consultant has established and implemented an Affirmative Action Program, and consultant has experience in DBE requirements associated with Federal grants. (voluntary) (5)
- E) Key personnel's professional background and successful relevant experience. (5)
- F) Demonstrated ability to meet schedules or deadlines, and to complete projects without having major cost escalations, overruns, or disputed claims. (15)
- G) Quality of projects previously undertaken. (5)
- H) Familiarity with the project and demonstrating understanding of the projects potential problems and the owner's special concerns. (5)
- I) Evidence of familiarity with FAA Environmental orders 1050.1F and 5050.4b (10)
- J) Capability to furnish qualified inspectors with FAA Airport Improvement Program project experience for construction inspection. (10)
- K) 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). (15)
- L) Legal Action: Disclose any current or recent (within past five years) legal action in progress or taken against the firm or individuals - Yes or No

#### **VI. Time Schedule**

The Bremerton National Airport will endeavor to use the following time schedule in its selection:

- A. Submittals due: **Friday, December 29<sup>th</sup> at 11:00 a.m. PST at 8850 SW State Hwy 3, Bremerton, WA 98312.**
- B. Preliminary evaluations of qualifications will be made by **Friday, January 5, 2017.**

- C. Submitters will be notified of either selection or short listing interviews by **Wednesday January 10, 2018**.
- D. If interviews are required, time, schedule and process will be determined by Selection Committee. Date TBD. Interested applicants should not expect compensation of costs associated with the interview or applicants submittal package.
- E. Contract negotiations with selected consultant January 29, 2018 – February 6, 2018
- F. Contract award by Port Commission February 13, 2018

## **VII. Selection Committee**

All qualification documents submitted shall become the property of the Bremerton National Airport and may thereafter be used by the Bremerton National Airport without compensation to the proposers.

Any Qualification documents received after the above date and/or time will be returned unopened. All envelopes must clearly marked “**Statement of Qualifications**”. The Bremerton National Airport 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 Bremerton Airport.

## **PUBLIC RECORDS ACT**

Under Washington State Law (reference RCW Chapter 42.56, the “Public Records Act”) all materials received or created by the Port of Bremerton are considered public records. These records include but are not limited to the proposal submittals, agreement documents, contract work product, or other proposal materials.

Under the Public Records Act, the Port is required to promptly make public records available upon request. However, under Washington State Law some records or portions of records are considered legally exempt from disclosure. A list and description of records identified as exempt by the Public Records Act can be found in RCW 42.56 and RCW 19.108.

If proposer believes any of the records being submitted to the Port as part of the proposal are exempt from disclosure, the proposer may request that the Port notify the proposer before releasing the records. To do so, in the proposal submittal, proposers must very clearly and specifically identify each record for which a proposer claims exemption and the exemption(s) that may apply.

If the Port receives a public disclosure request for any records the proposer has properly and specifically identified, the Port will notify the proposer in writing of the request and will postpone disclosure for a period of time to allow the proposer to respond.

While it is not a legal obligation, the Port, as a courtesy, will allow proposers up to ten business days to file a court injunction to prevent the Port from releasing the records (reference RCW 42.56.540). If the proposer fails to obtain a Court order within the ten days, the Port may release the documents. The Port will NOT assert an exemption on the proposer’s behalf.

Please note the Port cannot accept generic marking of materials such as marking everything with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, or confidential, proprietary, or protected. Proposers may not exempt an entire page unless each sentence is entitled to exemption; instead, identify paragraphs or sentences that meet the RCW exemption criteria the proposer is relying upon.



The Port will try to redact anything that seems obvious in the Port's opinion for redaction as exempt. For example, the Port will black out (redact) Social Security numbers, federal tax identifiers, and financial account numbers before records are made viewable by the public. However, this does not replace proposer's obligation to identify any materials proposer wishes to have redacted or protected and that proposer thinks are protected under the Public Records Act.

# Capital Improvement Projects

## Airport Projects 2018 through 2022

Year	Project Name	Project Description	Project Justification	Phase Name	NPE	ST	DI	State	Sponsor	Total
2018	Rehabilitate Runway/Taxiway lighting (HIRL and MITL) and Signs - (PH1) Design	Included in the replacement: rotating beacon, runway 02 REILS, runway 20 PAPI's, Runway 20 windsock/lighting and segmented circle. Connection of emergency generator to AWOS and rotating beacon. Replace lighting Vault & CCR's. Approach the FAA on upgrading their lighting on the airport at the same time.	Navigational aids, lighting and signage are past their useful life and in need of replacement, many of the signs have been faded by sun exposure, convert to LED for efficiency, bring signage & PAPI's up to standard, put the entire airfield on Pilot controlled lighting to increase safety.	Construction Phase	\$150,000.00	\$75,000.00	\$0.00	\$12,500.00	\$12,500.00	\$250,000.00
2019	Rehabilitate Runway/Taxiway lighting (HIRL and MITL) and Signs - (PH 2) Construction	Included in the replacement: rotating beacon, runway 02 REILS, runway 20 PAPI's, Runway 20 windsock/lighting and segmented circle. Connection of emergency generator to AWOS and rotating beacon. Replace lighting Vault & CCR's. Approach the FAA on upgrading their lighting on the airport at the same time. FAA Flight Check?	Navigational aids, lighting and signage are past their useful life and in need of replacement, many of the signs have been faded by sun exposure, convert to LED for efficiency, bring signage & PAPI's up to standard, put the entire airfield on Pilot controlled lighting to increase safety. Project designed in 2018.	Construction Phase	\$150,000.00	\$1,650,000.00	\$0.00	\$100,000.00	\$100,000.00	\$2,000,000.00
2021	Rehabilitate Apron – (PH 1) Design	Design of North and South GA Tiedowns and Taxilane Apron Rehab/Reconfig Tiedowns. Reconstruction/Rehab of Hangar Taxilanes called out in the WSDOT Pavement Maintenance Study: A02BR-05 and A02BR-04. ADO-do we want apron connector to Delta included?	This project is called out on Airport Master Plan and Airport Layout Plan to address the non-standard condition of the taxilane object free area provides less than standard clearance from centerline to parked aircraft. Also current pavement condition index rating for these aprons is 36 (recommended reconstruction) and 67 (recommended major rehab). Taxilanes have a pavement condition index of 38 (recommended reconstruction) and 50 (recommended major rehab). They have drainage issues that lead to flooding the hangars.	Construction Phase	\$150,000.00	\$43,500.00	\$0.00	\$10,750.00	\$10,750.00	\$215,000.00
2022	Rehabilitate Apron - (PH 2) Construction	Construction of North and South GA Tiedowns and Taxilane Apron Rehab/Reconfig Tiedowns. Reconstruction/Rehab of Hangar Taxilanes called out in the WSDOT Pavement Maintenance Study: A02BR-05 and A02BR-04	This project is called out on Airport Master Plan and and Airport Layout Plan to address the non-standard condition of the taxilane object free area provides less than standard clearance from centerline to parked aircraft. Also current pavement condition index rating for these aprons is 36 (recommended reconstruction) and 67 (recommended major rehab). Taxilanes have a pavement condition index of 38 (recommended reconstruction) and 50 (recommended major rehab). They have drainage issues that lead to flooding the hangars. This project will be designed in 2021.	Construction Phase	\$300,000.00	\$1,500,000.00	\$0.00	\$90,000.00	\$90,000.00	\$1,980,000.00