

# Pullman-Moscow Regional Airport



3200 Airport Complex North • Pullman, WA 99163  
(509) 338-3223 • Fax (509) 334-5217

October 24, 2011

To whom it may concern;

Subject: 2011-2013 Consulting Services at Pullman Moscow Regional Airport

The Pullman Moscow Regional Airport is soliciting Statements of Qualification and Experience from airport consulting firms to provide to conduct an Environmental Assessment (EA) in accordance with applicable federal, state and local regulations. Upon review of the Statements of Qualifications and Experience, the Pullman Moscow Regional Airport may interview the top ranked firms prior to making a final selection, or may select a firm based on the submittal alone.

## Scope of Work

The Airport Master Plan Update identified a need to realign Runway 5-23 to comply with FAA Design Standards for runway-taxiway centerline separation.

The project shall consist of any and all services necessary for the preparation and completion of a full Environmental Assessment, to include public involvement in accordance with the applicable Federal Aviation Administration regulatory requirements necessary to implement the proposed runway realignment and associated airfield improvements. The following is a summary of planned improvements:

- Realign Runway 5-23 to provide adequate runway-taxiway centerline separation,
- Reconfigure taxiway infrastructure to provide access to realigned runway,
- Relocate airfield lighting and NAVAIDS,
- Property acquisition, and
- Landside development site preparations.

The proposed improvements are outlined in the Airport Master Plan which is available at [www.pullman-wa.gov/airport](http://www.pullman-wa.gov/airport).

## Project Location

The project is located in Pullman, Washington, at the Pullman Moscow Regional Airport.

## Project Schedule

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### Pullman-Moscow Regional Airport Board

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Availability is required to start as soon as a contract is signed and continue through 2013. All consulting and engineering work started before January 1, 2014 will be continued by the selected firm through completion.

## Proposal Submittal

Please submit six (6) copies of your Statement of Qualifications proposal by 5:00 p.m. on Tuesday, November 22<sup>nd</sup>, 2011, to:

Anthony Bean, Executive Director  
Pullman Moscow Regional Airport  
3200 Airport Complex North  
Pullman, WA 99163

## Proposal Contents

The proposal must contain the information listed in this section. ***Please organize your proposal in the same order and numbering format as detailed below, which will assist PUW in reviewing your proposal.***

1) Quality of Firm and Personnel

A) Related experience on similar projects.

Provide a discussion of your firm's previous related project experience as it relates to airport design, public involvement, and environmental documentation requirements as detailed in this RFQ. Also, please reference the experience of firm in working with FAA and the Washington Department of Transportation – Aviation regulations and procedures.

**Five Pages - Maximum**

B) Qualifications, experience and training of personnel to be assigned to projects.

Discuss the qualifications, experience, and training of the professional staff that will be utilized for this contract. Include an organization chart that indicates the project staff, their area of expertise, registration, and office location.

**Three Pages - Maximum**

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Include brief resumes that describe the education, training, experience, and qualifications of the personnel listed above (*Place in Appendix A*).

## 2) Capacity and Capability of Firm

### A) Ability to meet technical requirements and applications.

Briefly describe the services your firm will provide Pullman Moscow Regional Airport during this contract, including professional expertise and technical capabilities that your firm possesses. Discuss any subcontractors and support services that you anticipate utilizing and describe their expertise as it relates to this contract.

**Three Pages - Maximum**

### B) Compatibility of systems, equipment, i.e., CADD and word processing, etc.

Provide a brief discussion on the computer systems and software that your firm utilizes (i.e. Word, Excel, Microstation, ArcView, etc.). Describe any additional support equipment you intend to use for this term contract.

**One Page - Maximum**

### C) Capability of firm to meet project time requirements.

Briefly describe your ability to meet project schedules based on available staff and projected workload during the next three years.

**One Page - Maximum**

### D) Capability to respond to project and Pullman Moscow Regional Airport's requirements.

Describe your firm's approach in preparing work plans/cost estimates, reports and implementing work and managing projects. Briefly discuss your firm's ability to respond to fast-tracked or unanticipated changes in projects. Describe your firm's ability to work on projects in the eastern part of Washington State (i.e. staffing availability, office locations, etc.)

**One Page - Maximum**

## 3) List as references all of the firm's clients from the past three (3) years for projects that deal with work similar to the proposed work. Include client name, contact person, and

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phone number. Give range of contract value. (Do not include Federal Standard Forms (SF) 254 and 255)

***Do not show any actual numerical financial information such as the overhead rate or personnel rates within your proposal. Specific cost information of the firm or team should not be part of the proposal.***

## Proposal Evaluation

All proposals will be evaluated in accordance with the following factors:

- 1) **Quality of Firm and Personnel: ..... 35 pts.**
  - A) Related experience on similar projects and focus.
  - B) Qualifications, experience, and training of personnel to be assigned to the project.
  - C) Qualifications and experience in dealing with various entities through public outreach to effectively convey project scopes, goals, and benefits.
- 2) **Capacity and Capability of Firm: ..... 30 pts.**
  - A) Ability to meet technical requirements and applications.
  - B) Compatibility of systems, equipment, i.e., CADD and word processing, etc.
  - C) Capability of firm to meet project time requirements.
  - D) Capability to respond to project and PUW requirements.
- 3) **Experience in Working with State and FAA Processes..... 15 pts.**
  - A) Demonstrated working relationship with the State and FAA.
  - B) Demonstrated thorough understanding of FAA rules and regulations regarding the National Environmental Policy Act (NEPA).
- 4) **Project Understanding ..... 10 pts.**
  - A) Preference shall be given to those firms which have a comprehensive understanding of the project requirements and local working environment.
- 5) **Record of Past Performance and Reference checks..... 5 pts.**

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- A) Previous record with PUW, quality of work, on-schedule performance and cooperation with the entities owning the Pullman Moscow Regional Airport.
- B) Reference checks.

## **CONTRACT**

The top ranked firm will be invited to negotiate a contract with the Pullman-Moscow Regional Airport. A detailed scope of work will be developed and agreed to by the selected consultant and the Pullman-Moscow Regional Airport. 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.

## **PRE-PROPOSAL CONFERENCE AND CONTACT**

A pre-proposal conference will be held for this Request for Qualifications. The pre-proposal conference is scheduled for **1:30 PM Thursday, November 3<sup>rd</sup>, 2011**. This pre-proposal conference is not mandatory. However, all prime consultants are urged to attend. The pre-proposal conference will be held at the Administration office in the Pullman-Moscow Regional Airport Terminal Building.

All questions regarding this RFQ must be addressed at the pre-proposal conference. No direct contact with the Pullman-Moscow Regional Airport will be permitted outside of the pre-proposal conference.

Airport Management may be contacted by e-mail at [tony.bean@pullman-wa.gov](mailto:tony.bean@pullman-wa.gov) or phone at (509) 338-3223 for clarification of items or content requested.

Copies: Cayla Morgan, FAA SEA ADO Environmental  
Anthony Bean, Executive Director PUW  
Pullman Moscow Regional Airport Contract File

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