



*City of Florence*  
**A City in Motion**

REQUEST FOR QUALIFICATIONS

ENGINEERING AND PLANNING CONSULTANT SERVICES  
FOR AIRPORT GRANT PROJECTS

FLORENCE MUNICIPAL AIRPORT – 6S2

RESPONSES DUE FEBRUARY 20, 2018

**SECTION 1**  
**INTRODUCTION AND GENERAL INFORMATION**

The City of Florence (sponsor) is requesting interested and qualified aviation engineering firms to submit their Statement of Qualification for Planning, Design and Construction Engineering services at Florence Municipal Airport (6S2) for a five year period (2018-2023) for any and all future projects. Firms need to be licensed in the State of Oregon, to perform civil and environmental engineering and related professional services for projects involving the planning, construction, reconstruction or rehabilitation of runway; taxiway; taxi-lanes; utilities; lighting and instrumentation; stormwater management and other natural resources; related land use and public involvement services; and to otherwise assist the City in completing selected engineering and capital improvement projects. Firm selection will be per guidance of the Federal Aviation Administration (FAA) Advisory Circular 150/1500-14, *Architectural, Engineering, and Planning Consultant Service for Airport Grant Projects*.

The City seeks to enter into a Personal Services Agreement with the chosen Engineering firm or consultant team that can provide design, construction services and project oversight for items contained in the scope of work as outlined below.

Scope of Work

Professional, technical and advisory services are needed for Airport Improvement Program development projects, expected to include (but not restricted to) the following:

- Runway and Taxiway Maintenance Sealcoat, Striping and Lighting Upgrades – Design and Construction
- Automated Weather Observation System (AWOS) Replacement – Design and Construction
- Taxilane Reconstruction and Apron Sealcoat – Design and Construction

These projects are anticipated to be funded by the FAA and Florence Municipal Airport. Firms should be familiar with FAA and Oregon State Aviation procedures and requirements regarding airport project design and development.

The firm shall also be capable of FAA Improvement Program grant preparation and administration assistance, and should be knowledgeable and experienced with AIP requirements.

**Statement of Qualifications (SOQ) Submittal**

The deadline for submission of the complete SOQ in response to this RFQ is **Tuesday, February 20, 2018; 4:00 PM Pacific Time**. Postmarks and late proposals will not be considered. Facsimiles and electronic proposals are not accepted. If the proposal is forwarded by mail or messenger service, it is the responsibility of the proposer to get the proposal to the location below by the submission deadline.

The SOQ submittals should be directed to the following:

Mike Miller  
Public Works Director  
City of Florence  
250 Hwy 101  
Florence, Oregon 97439

Provide 1 original and 4 copies of your SOQ submittal.

SOQ Submittals can be hand delivered to the following address:

Florence Public Works  
2675 Kingwood Street  
Florence, Oregon 97439

**City's Role**

The City's project manager is Mike Miller. The role of the project manager is to work closely with the consultant(s) to answer questions, make decisions, provide guidance, and assist in the coordination where needed. The project manager's tasks do not include doing research or design for the consultant team.

All available information that the City has will be available to the consultant(s) selected for this project. This information includes tax maps, as-built drawings, aerial photos and various reports and studies. Information will be provided in digital form whenever possible.

**Additional Information**

All questions or clarification related to this RFQ must be submitted to Mike Miller, via email to: [mike.miller@ci.florence.or.us](mailto:mike.miller@ci.florence.or.us). All requests must be submitted before the close of business February 12, 2018. All questions and City's response will be posted on the City's website: [www.ci.florence.or.us](http://www.ci.florence.or.us). Individual and consultant firm names will be removed from the posted response. It is the consultant's responsibility to check the website for information, no individual responses will be made.

**Cancellation** – The City reserves the right to cancel this RFQ at any time. The City reserves the right to waive minor informalities or discrepancies contained in any Proposal.

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Expenses – Consultants responding to this RFQ do so solely at their expense and the City is not responsible for any consultant expenses associated with responding to this RFQ. Additionally, 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. The consultant's billable time will start after the signing of the contract to perform the work.

Pre-Proposal Meeting – No pre-proposal meeting will be held.

Evaluation Process -- After ranking all proposals, the City may proceed with negotiations with the primary consultant or proceed with interviews of the top ranked consultants. The City will begin negotiating the final project scope, cost, and contract conditions with the primary consultant. If these negotiations are unsuccessful, the City will release the primary consultant and begin negotiations with the secondary consultant.

When negotiations are completed successfully, a five year contract will be signed and the consultant's billable work will be initiated.

**SECTION 2**  
**STATEMENT OF QUALIFICATIONS REQUIREMENTS**

Please provide the following information about your firm or members of the team you wish to propose for the Personal Services Agreement. Your firm's or team's SOQ should respond to all requirements of this RFQ to the maximum extent possible.

For consistency in proposals, please arrange content in the order listed in the table below. Please note the maximum number of pages allowed for each section.

<b>PROPOSAL CONTENT</b>	<b>MAXIMUM NO. of PAGES</b>
Introductory letter	1
Information about your company and firm qualifications	3
Project Team	3
Project Experience/References	4
Supporting information including key personnel resumes	No Limit

**Introductory Letter**

The introductory letter shall name the person or persons authorized to sign contracts and represent the consultant in any negotiations.

**Information About Your Company**

Please provide the following:

- Name, address, phone number, fax number and e-mail of the firm office which would be providing the service to the City of Florence as well as the location of the firm's home office if other than the above.
- Number of years in business.
- Former names (if any).
- Corporate structure and names (if applicable).
- Insurance coverage. Provide a statement indicating that the firm has in effect or can obtain the insurance required by the City (do not provide insurance certificates with the proposal). Insurance coverage includes the following:
  1. Comprehensive general liability
  2. Professional liability – Errors and Omissions
  3. Automobile liability
  4. Workers' compensation

**Project Team**

This section should provide information regarding the Firm's project team who are likely to work on the project, including their role and responsibilities.

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Provide the names and resumes of the project team including the project manager and all key support professionals, include applicable registrations where appropriate. Include a description of the team's experience with comparable projects, what role each team member provided for these projects, and the role expected on this work. Indicate in which office each team member is located. Include the number of experienced staff available to perform the requested services including specific qualifications and experience.

If a multi-firm or team approach is proposed, clearly identify the responsibilities of each party and the assurances of performance offered. Please describe your history of working with members of the team.

The City of Florence will contract with one primary firm.

**Project Experience/References**

This section should provide information regarding the Firm's qualifications and experience in small airport engineering, design, environmental, development and construction services. Include experience with FAA and OR State procedures and requirements regarding airport development.

- Discuss Firm's qualifications to perform the work of the size and nature described in this RFQ.
- Provide specific Firm qualifications to perform the general work described in this request including available resources, recent, current and projected workload.
- Discuss similar services and provide references concerning past performance including ability to meet schedules, cost control, and contract administration
- Discuss the Firm's familiarity with the area.
- Discuss avoidance of conflict of interest.
- Describe any special capabilities of your firm, such as technical innovations, community outreach, financial assistance, cost effectiveness, permitting, etc.

Please provide a list of 5 clients of your company, preferably airports in the State of Oregon, who have used your services in the design and/or construction of municipal infrastructure facilities or other related projects. Describe the service provided, the approximate total project cost and the cost of your service. List engineer's estimate of construction versus final construction cost. Include the name, address and telephone number of the client's contact person who is familiar with both the project and your Firm's role on the project.

**Supporting Information**

Examples of supporting materials that should be included with the proposal include:

- Graphs, charts, photos, resumes, plans, reports or similar documentation
- Narrative explaining potential Florence challenges
- Experience with local agency projects
- Experience with each discipline

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- Project examples and materials that illustrate innovative solutions
- Any litigation to which the firm is a party
- Any bankruptcy settlements or unpaid judgments against the firm or its principals
- Any previous contracts that the firm defaulted on and/or was terminated and reasons for the default(s) and/or termination(s)

**Conflict of Interest**

Please list any current (or potential) clients or projects which may be (or cause) a conflict of interest in working for the City of Florence and describe the possible extent of the conflict.

**SECTION 3  
SELECTION PROCESS**

A selection committee comprised of City staff shall evaluate the proposals based on the criteria and weight given to each as set forth in the table below. Submitted proposals will be judged on the completeness and quality of its content. If necessary, based on the evaluations, a select number of firms may be invited to respond to a detailed request for an oral presentation.

<b>PROPOSAL CONTENT AND EVALUATION CRITERIA</b>	<b>MAXIMUM SCORE</b>
Introductory letter	Pass/Fail
Information about your company and firm qualifications	20
Project Team	35
Project Experience/References	25
Supporting information including key personnel resumes	20
Total Possible Points	100

**Additional Evaluation Criteria**

The firms will be evaluated upon the following general criteria:

- Experience and expertise of project team members both individually and as a group.
- History of previous experience with similar projects.
- Results of reference checks.
- Consultant's record for completing a task on time, within budget, estimating construction costs, and designing to a budgeted capital cost.
- Any special capabilities the team may bring to the projects.
- The consultant's ability to follow directions.
- Conciseness and completeness.

**False or misleading Statements**

If, in the opinion of the City, any SOQ contains false or misleading statements or references which do not support a function, attribute, capability or condition as contended by the firm, it shall be rejected.

**Clarification of the RFQ**

The City reserves the right to obtain clarification of any point in the firm's RFQ or to obtain additional information necessary to properly evaluate a particular RFQ. Failure of the firm to respond to such a request for additional information or clarification may result in rejection of the firm's RFQ.