



REDMOND MUNICIPAL AIRPORT – CITY OF REDMOND

REQUEST FOR STATEMENT OF QUALIFICATIONS

Consulting Services for a Terminal Area Concept Plan (TACP)

January 14, 2020

Notice is hereby given that the City of Redmond is soliciting qualifications from experienced firms to provide consulting services to develop a Terminal Area Concept Plan for the Redmond Municipal Airport.

A Terminal Area Concept Plan is needed to review current facilities and recommend improvements. The plan will include the terminal building, aircraft parking areas, and adjacent facilities effected by the proposed improvements.

The specific work will follow tasks negotiated as the scope of services prior to entering into a contract. RDM intends to select a consulting firm with the capability to perform all identified tasks, with the aid of applicable sub-consultants as needed. The prime consultant will manage all tasks undertaken.

Request for Statement of Qualifications (RFQ) details may be obtained on the Redmond Municipal Airport's Website under the **Current RFPs & RFQs** section at the following web address: <http://www.flyrdm.com/?Business-Opportunities>. It will be the responsibility of interested firms to obtain any and all addendums. All submittals received after the deadline will be unopened.

To be considered, please provide two hard copies of your submittal and an electronic copy (PDF) on a USB flash drive. The submittal packet shall be clearly marked "**RDM Terminal Area Concept Plan**". The City of Redmond will receive submittals until **4:00 p.m. Pacific Standard Time on February 14, 2020**.

Sealed qualifications should be submitted to:

**Redmond Municipal Airport
c/o Fred LeLacheur P.E., Airport Engineer
2522 SW Jesse Butler Circle #17
Redmond, OR 97756**

The City of Redmond reserves the right to reject any or all submittals received.

Questions during the solicitation period must be submitted to Fred LeLacheur P.E., Airport Engineer by phone at (541) 504-3087 or by email to fred.lelacheur@flyrdm.com. Questions are due no later than **February 7, 2020 at 4:00 P.M. Pacific Standard Time**. Any modification to this request for qualifications will be issued by written addendum.

SECTION 1. INTRODUCTION:

The Redmond Municipal Airport is owned by the City of Redmond. The Airport is located off Highway 97, east of the town of Redmond, Oregon. Redmond is in the center of Oregon, east of the Cascade mountain range. The Redmond Airport serves several counties with a catchment area population of approximately 270,000.

Redmond Municipal Airport (RDM) is an approximately 2,600-acre commercial service airport. Five airlines provide connections to all parts of the nation and the world. Non-stop destinations include Portland, Seattle, Denver, Salt Lake City, Los Angeles, San Francisco, Las Vegas, San Diego, Chicago, Mesa and Phoenix. Annually, the Redmond Airport serves approximately 1,000,000 passengers. It is the fourth largest airport in the State of Oregon.

RDM is also home to general aviation aircraft used for both business and pleasure. RDM has one full service fixed-base operator, Leading Edge Jet Center. A flight training school is a recent addition to the Airport that has approximately 200 students at any given time of the year. The US Forest Service has an expansive campus located on the airfield, serving as the hub of aerial firefighting and fire training activities in the Pacific Northwest.

In the fiscal year ending June 30, 2019 the Airport earned approximately \$12.10 million in operating revenues and received approximately \$12.10 million in non-operating and grant revenues.

The most recent RDM Master Plan was completed in 2018 with the ALP approved by the FAA in 2019. While the study is recent, RDM is growing substantially faster than forecasted. Utilizing appropriate data from this master plan study, the TACP will provide an in-depth study specifically researching and applying Airport user's needs and forecasted future growth, to develop the next major expansion of the terminal building.

SECTION 2. PROJECT OBJECTIVES:

The objective of this study is the following:

1. Develop a cost-effective conceptual terminal building facility expansion plan complying to FAA Advisory Circular 150/5360-13A:
 - a. Considering the rapid growth of the Airport and community;
 - b. Identify problems at the existing terminal facility by conducting a Situation Assessment, then determine which problems will be addressed in this study.
 - c. Identify the unique operational and environmental conditions of Airport and incorporate them into the conceptual expansion plan.
2. Provide a subsequent project design and construction financial estimates and phasing plan that will be incorporated into the RDM Capital Improvement Plan.

SECTION 3. SCOPE OF WORK:

As part of the Terminal Area Concept Plan, RDM anticipates that the following will be required from the selected consultant:

1. The TACP shall review the existing facilities, update forecasts, analyze demand and capacity, and identify alternatives for future expansion. The TACP shall be prepared in conformance with FAA Advisory Circular 150/5360-13A - *Airport Terminal Planning*.
2. The TACP shall clearly explain and illustrate where proposed development will occur in the short medium and long-term to meet future aviation demand. Included in the plan shall be an explanation of the developments' benefit, estimated costs, necessity and comparison to other alternatives.
3. The TACP must integrate and comprehensively address policies and action for enhanced airfield safety and security and be flexible enough to respond to variable aviation demand as well as variation in local environmental, political and economic conditions. The plan must satisfy local, state and federal regulations.
4. The selected consultant will be required to work with and engage in a citizen/adhoc committee for suggestions and information as it relates to the general public. The committee will be comprised of major tenants, Airport Committee members and community leaders. The consultant will coordinate with the public to committee to incorporate their input and seek buy in on the proposed alternatives.
5. Deliverables could include the following items and may be reduced or added during the project scoping process with the selected consultant:
 - Update to aviation and facility forecast from the recently completed Master Plan study. The data will subsequently be used to determine appropriate future building area sizes, needed support equipment, etc.
 - Creation of a Development Plan to an approximately 10% design level. Review existing conditions and provide recommendations for expansion of the existing terminal building structure, and other areas as potentially affected by the expansion. Areas of concern include:
 - Secure area hold room
 - Maximize utilization of existing upper level
 - Increase space for rental car agencies, bag recovery, bag room, etc.
 - Implementation of upper level boarding, covered walkways and sky bridges.
 - Facility requirements including a Capital Improvement Plan (CIP) for the next twenty (20) years.
 - Environmental review of proposed development with respect to all projects include in the development plan.
 - Compatible land use of recommended development.
 - Evaluation and recommendations for efficient access and flow of passengers through the terminal facility reviewing ticketing, lobby, bag claim, screening gates and vehicular circulation.
 - Evaluation of ancillary facilities within the building. TSA security area, car rental facilities, concessions, advertising space, etc.
 - Financial feasibility analysis.

- Executive summary.
- Support Services to include coordination with local, state and federal agencies specifically including the Federal Aviation Administration (FAA) to assist with the development of phasing and seeking funding of the project.

SECTION 4. PROJECT SCHEDULE:

Anticipated key milestone dates for this RFQ are as follows:

Event	Milestone/Due Date	Time of Day (if Applicable)
RFP Release	Tuesday, January 14, 2020	
Pre-Proposal Conference (Non-Mandatory)	Wednesday, January 29, 2020	Starting at 1 p.m. P.S.T.
Deadline for Questions	Friday, February 7, 2020	Deadline - 4:00 p.m. P.S.T.
Question Responses Posted to RDM Website	Tuesday, February 11, 2020	
RFQ Submittal Due	Friday, February 14, 2020	Deadline - 4:00 p.m. P.S.T.
RFQ Evaluation	Friday, February 21, 2020	
Interviews (If Performed)	Tuesday, March 17, 2020	
Notice of Award	Tuesday, March 24, 2020	
Contract Completion/Start Work	Wednesday, April 22, 2020	
Completion of Study	Thursday, December 31, 2020	

SECTION 5. PROJECT BUDGET:

The City of Redmond will be funding this project solely with local Airport funds. The estimated maximum budget is \$300,000 and project scope may be adjusted to stay within budget.

SECTION 6. SUBMITTAL FORMAT:

Statements of Qualifications must be submitted in accordance with the submittal instructions listed in this Section. Your RFQ must contain all of the information requested in the category below. The information provided must be complete and accurate. Any omission, inaccuracy, or misstatement may be cause for rejection of the RFQ.

A. Statement of Qualifications:

1. Identification of Respondent

- Full, correct, legal name and type of business entity of lead consultant (or sole consultant, as applicable and their state of incorporation or organization.
- Address (street and mailing)
- Name of lead consultant representative for purposes of notice or other communications

regarding the RFQ.

- d. Telephone number and email address for lead consultant and, if different, for Respondent's representative regarding the RFQ and the Agreement.

2. General Information

- a. Description of firm/team

3. Organizational Summary

An organizational summary of the Respondent that clearly states that the lead respondent's organization and team is sufficiently staffed to accomplish the Services. Include the following:

- a. A description of the organization or team and what roles will each entity perform.
- b. Respondent's capability and intent to proceed without delay if selected for this work.

4. Team Experience and Qualifications

- a. Describe key personnel who would be utilized to perform the Services, including education, experience, professional qualifications, and special expertise. Resumes may be attached as an Appendix.
- b. Briefly describe each team member's role on this project.
- c. Provide "team" experience working together on similar projects.

5. Project Understanding and Approach

- a. Describe your understanding of the proposed project.
- b. Provide a detailed project schedule and work plan that describes how the team proposes to accomplish the work in the specified time frame.
- c. Describe the work you anticipate self-performing and performed by sub consultants/subcontractors.

6. Summary of Experience

Prior experience on projects of similar scope and depth is a mandatory requirement to qualify for selection in response to this RFQ.

- a. Provide a list of your most recent three planning related projects of similar scope and depth as the services on which the lead consultant and/or team have worked on in the last the past five (5) years.
- b. Provide at least 3 references with contact information for the projects cited.
- c. Provide a brief description of each project discussing any significant challenges and they were successfully addressed.

7. Other Factors

- a. Current workload and ability to proceed promptly, work continuously without delay, and complete in the time determined.
- b. Willingness to abide by the City's standard form Agreements with few or no objections or changes.

- c. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- d. Familiarity with federal and state requirements.

8. Appendix

- a. Resumes for proposed key team members, 2-page maximum for each resume.
1. This Statement of Qualifications **may not exceed twenty (20) single-sided pages** (maximum 8½" x 11") with a minimum of 10-point type. Responders must submit two (2) paper, and one (1) digital, copy of their Statement of Qualifications.
 2. Submissions may include the use a table of contents or tab dividers. Submittals should be plastic or metal spiral-bound binders. Pages to include table of contents or tab divider, having photos, charts, and/or graphs that provide additional evaluation information, will be counted towards the maximum number of pages.
 3. The following information is not included in the page limit:
 - Cover letter on company letterhead, maximum of 1 page
 - Resumes for proposed key team members
 4. Statement of Qualifications shall be addressed and sent to:

Redmond Municipal Airport
c/o Fred LeLacheur P.E., Airport Engineer
2522 SW Jesse Butler Circle #17
Redmond, OR 97756

SECTION 7. RFQ SCHEDULE:

1. **A Pre-Proposal Conference is scheduled at 1:00 p.m. Pacific Standard Time on January 29, 2020 in the Airport Administration Office, 2522 SE Jesse Butler Circle, Redmond, Oregon 97756.** Airport staff will discuss the scope of work, general contract requirements, and respond to questions from the attendees. Attendance at the pre-submittal conference is not mandatory; however, all interested firms are encouraged to attend the pre-submittal conference since Airport staff will not be available for meetings regarding this scope of services, outside of this conference.
2. Questions regarding this RFQ must be submitted to Fred LeLacheur P.E., Airport Engineer by phone at (541) 504-3087 or by email to fred.lelacheur@flyrdm.com by **February 7, 2020 at 4:00 P.M. Pacific Standard Time**. Oral statements or instructions made by staff, officials, or consultants shall not constitute an amendment to this RFQ; any such amendment shall be in writing and issued to all registered parties. Responses to questions will be posted on Redmond Municipal Airport's website under the **Current RFPs & RFQs** section at the following web address:

<http://www.flyrdm.com/?Business-Opportunities> by February 11, 2020.

SECTION 8. SELECTION PROCESS:

1. The Airport will appoint a selection committee to evaluate each Respondent based strictly on qualifications. Using the criteria listed above, and in order of preference, the Selection Committee will rank the Respondents.
2. The selection committee will either select a single firm or team solely from the information provided in the submittal packets, or at their option, shortlist and request interviews. Interview invitation letters shall be sent to the selected Respondents with specific interview location and anticipated interview format.
3. The Airport will enter negotiations with the highest ranked Respondent(s) to finalize the scope, schedule and budget for the project. If a contract cannot be successfully negotiated with the highest ranked Respondent(s), then negotiations will be terminated with that Respondent(s) and the Airport will enter negotiations with the next highest ranked Respondent(s) until an agreement is reached or an impasse is declared.
4. Respondents are evaluated on any combination of the following elements: 1) Statement of Qualifications submitted in response to this RFQ; 2) Reference verification; 3) Interview performance; and 4) any information from any source about the Respondent, whether included in the Statement of Qualifications or not.

SECTION 9. EVALUATION CRITERIA:

Evaluation of the written response portion to the RFQ will be based on a point system. The possible point values are listed by each evaluation category. A committee will review the responses and assign points for each category.

Evaluation Criteria	Maximum Points
1. <u>Identification of Respondent</u> : The respondent must include all information requested under Section 3. A. 1. <u>Standard Contract Language</u> : The Airport intends to utilize its standard Professional Service Contract for this project which is attached hereto. Each firm must affirm in its Proposal that the terms and conditions of this agreement are acceptable, or if the firm takes exception to any of the proposed language in the agreement, the firm must specifically describe the reasons for the exceptions and propose in its Proposal alternative language for review and consideration by the Airport.	Pass/Fail
2. <u>Submittal Quality, Completeness, and Airport Understanding</u> : Detail and completeness of the submittal, overall quality of the response and general understanding of the Redmond Airport. Ability to identify potential challenges and concerns.	20

<p>3. Experience and Qualifications: The Respondent's capability to perform all or most aspects of the scope of work as demonstrated by recent experience in projects comparable to the Services.</p> <ul style="list-style-type: none"> • Specific experience in aviation and airport terminal building studies, and strategic planning as it relates to this project. • Specific experience with working with airport stakeholders such as airlines, ground handling, rental car, concessionaires, and other tenants that will be involved in providing input in this study. • Specific experience in guiding airport tenants, stakeholders, FAA and local government officials to provide input and buy in for the building expansion. • Knowledge of applicable Federal Aviation Administration and Transportation Security Administration regulations, policies and procedures. • Specific experience in working successfully with the FAA to help seek and develop funding strategies for the project. 	50
<p>4. Professional Qualifications: Identify proposed project team members, and their responsibilities. Provide individual resumes with credentials and experience, highlighting key individuals with experience in comparable public airport projects.</p> <ul style="list-style-type: none"> • Current workload and demonstrated ability to meet schedules or deadlines. • Qualifications and experience of any outside consultants regularly engaged by the Respondent. 	20
<p>5. References: At least three (3) project related references from previous clients for similar work completed by the Respondent's firm. Cited references should include project name, reference name, title, project role, and current contact telephone number.</p>	10
Total Points	100

DO NOT INCLUDE ANY COST DATA RELATED TO PROPOSED FEES, HOURLY RATES, REIMBURSABLE COSTS, ETC.

SECTION 10. GENERAL TERMS & CONDITIONS:

1. The City of Redmond reserves the right to reject any or all Statement of Qualifications, to waive any informality or irregularity in any SOQs received, and to be the sole judge of the merits of the respective SOQs received.
2. This Statement of Qualifications does not commit the City to enter into a contract for the scope of work or to pay any costs incurred in the preparation of a proposal pursuant to this SOQ or incurred in subsequent negotiations. It is the intention of the City to negotiate a contract with the Consultant it deems most beneficial to the Airport.
3. The City reserves the right to modify or incorporate additional steps in the evaluation process in the interest of having a thorough and comprehensive body of information in order to make a recommendation.
4. The City reserves the right to reject any and all proposals, to waive minor informalities and

irregularities in the proposal submission process, to extend the date for submittal of responses, to request additional information and data from any or all Consultants, to supplement, amend or otherwise modify the RFQ prior to the closing date and time, to cancel this request with or without the substitution of another RFQ, to reissue the RFQ, or to accept a proposal which is considered to be in the best interest of the City and the Airport.

END