



# **HARVEY FIELD (S43)**

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March 12, 2021  
Request for Proposal (RFP)  
Environmental

## **I. Introduction**

Kandace Harvey (Sponsor), owner and operator of Harvey Field (S43), in cooperation with the Federal Aviation Administration (FAA), is seeking responses to this Request for Proposals (RFP) for an independent contractor (Contractor) to assist the Sponsor and the FAA in preparing an Environmental Assessment (EA), or possibly an Environmental Impact Statement (EIS), for the proposed Harvey Field Runway Improvement Project to meet FAA standards. To the extent practicable, the FAA and any cooperating agencies will evaluate the proposed Project in a single National Environmental Policy Act (NEPA) document and, where appropriate, issue a joint finding document.

### **Proposed Project Description**

- Airport will change from a two parallel runway system (paved and grass) to one runway.
- Grass runway will be improved to a paved surface runway 75 feet wide.
- Existing paved runway to be considered a parallel taxiway, also under consideration, is removing the existing runway and constructing a new parallel taxiway.
- A road relocation (Airport Way) is necessary to shift the runway south, eliminating displaced thresholds and facilitating runway improvements that meet FAA design standards.
- The Runway Improvement Project is located in the Snohomish River Flood Plain and subject to FEMA Regulations and Snohomish County Density Fringe Designation.
- Relocation of associated navigational aids and runway/taxiway lighting/fencing.

The Project will begin with the preparation of an EA. The FAA will review information, as it is available, to ensure that the EA is the appropriate NEPA document. An EIS is required under Section 102(2)(C) of NEPA when one or more environmental impacts would be significant and mitigation measures cannot reduce the impact(s) below significant levels. If the FAA identifies potential significant impacts that the Sponsor cannot mitigate, the document will be elevated to an EIS and work will proceed. The FAA may make the decision on whether to proceed with an EIS at the following points in the NEPA process:

- At the conclusion of the scoping process;
- After the completion of the analyses for the Environmental Consequences chapter;
- Before the release of the Draft EA; and
- After the comment period for the Draft EA.

The intent is to have the selected Contractor complete the NEPA document, regardless of which level of NEPA review is required. The FAA will work jointly with the Sponsor to select a Contractor to prepare the NEPA document. The FAA, as lead agency, will make the final Contractor selection.

The Sponsor will coordinate the EA process and will be responsible for coordinating the activities of the Contractor. The FAA will be responsible for supervising the EA process. If the document is elevated to an EIS, the FAA will assume direct coordination for the NEPA process and be responsible for directing the activities of the Contractor and controlling all EIS-related work. The Sponsor will be responsible for contract administration and payment for contractor services.

The purpose of this RFP is to select an experienced Contractor to assist the FAA and the Sponsor in preparing a technically and legally sufficient NEPA document and assist the FAA and the Sponsor with required agency consultations efficiently and cost-effectively. The Contractor will assess and disclose the potential environmental impacts of the proposed Project and any reasonable alternatives in a manner that complies with all applicable federal, state, and local laws and regulations, including but not limited to:

- National Environmental Policy Act (NEPA);
- Council on Environmental Quality regulations implementing NEPA (40 CFR Parts 1500-1508);
- FAA Order 1050.1F, Environmental Impacts: Policies and Procedures;
- FAA Order 5050.4B, National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions; and
- Other applicable local, state, and Federal laws, as appropriate.

As the lead Federal agency, the FAA will be responsible for assuring compliance with the requirements of NEPA, CEQ Regulations, and appropriate DOT and FAA environmental orders. The FAA shall ensure that all reasonable alternatives and pertinent environmental issues and impacts are included in the NEPA document and shall be responsible for the NEPA document's scope and content. Therefore, the FAA will have final approval authority over the information included in the NEPA document.

The Contractor will perform the general scope of services set forth in Section III. The Contractor should draft a detailed scope of work (SOW) and provide it to the Sponsor and the FAA for review within fifteen (15) days of notice of selection. This detailed SOW shall serve as a Plan of Study for the Project. The Plan of Study will include detailed descriptions of all work the Contractor will perform, methodologies proposed, name and qualifications of the person performing each aspect of the work (including sub-contractors), estimated person-hours required for completion of each aspect, schedule for performing each aspect, and a description of the internal and external review procedures to assist quality control. The SOW is subject to FAA approval and must comply with all applicable regulations and FAA Orders governing the preparation of NEPA documents and must include such additional analytical and coordination requirements as provided by the FAA before completion.

## **II. Background**

The Harvey family emigrated from England in the mid-1800s and homesteaded near the Snohomish River on a 160-acre parcel of land, part of which is known today as Harvey Field. In 1945, Snohomish Airfield Inc. was incorporated (Harvey Field today) and constructed an east-west runway, a few hangars, a fueling facility, and a 10-unit motel. The administration building, maintenance shop, flight school, and restaurant were added in 1947. Harvey Field continues to be an important aviation component in the Puget Sound regional airport system, to the City of Snohomish and Snohomish County, and provides relief to general aviation for the congested Seattle-Tacoma aviation community. Harvey Field (S43) continues to be an important aviation component in the National Plan of Integrated Airport Systems (NPIAS) and is an FAA-designated Reliever Airport for general aviation in the congested Seattle-Tacoma region. Although privately owned, S43 is open for unrestricted, public use and adds significant value to the local economy and Puget Sound region. The airport currently supports 100,000 annual operations and is home to more than 200 based aircraft.

In 2018 the airport finalized an updated Master Plan for Harvey Field Airport. This is an RFP for an Environmental Assessment, or possibly an EIS, for the Harvey Field Runway Improvement Project associated with this updated Master Plan. The full Airport Master Plan is available on the Harvey Field website.

## **III. General Scope of Services**

This general Scope of Services outlines tasks the Contractor shall perform to assist the Sponsor and the FAA with the preparation of the appropriate NEPA document. Prior to any contract award, a more detailed and specific scope of work will need to be developed and agreed upon. The Contractor must

submit all work products in electronic format and searchable pdf files along with its components such as data files, text files, image files, spreadsheets, graphs, and tables (Deliverables). All electronic submittals for general distribution to the public must be compliant with Section 508 of the Americans with Disabilities Act. The Contractor will provide electronic and printed versions of the draft and final NEPA documents.

For the EA: The Contractor will develop an annotated outline of each chapter of the EA and submit it to the Sponsor and the FAA for review. The FAA will provide their comments to the Sponsor. The Contractor will update the annotated outlines of each chapter. Based on the agreed-upon outline, the Contractor will prepare and electronically transmit a preliminary draft of each chapter (or section as appropriate) to the Sponsor and the FAA for review and comment. The FAA will provide their comments to the Sponsor. The Contractor will update the preliminary draft to reflect the Sponsor and FAA comments. FAA approval is required before the Sponsor can release the Draft EA or associated analyses for agency or public review. The Contractor will submit the draft EA to the Sponsor and the FAA for sharing with the appropriate federal and state agencies and upload the document to the project website for public access. The Sponsor will receive comments during the Draft EA review and comment period. This period (at least 30 days) will start on the date of publication of the notice of availability. At the close of the Draft EA review and comment period, the Sponsor shall furnish the FAA with copies of the comments received. The Sponsor will work with the FAA to identify the issues and comments that require a response in the Final EA. The Contractor will furnish proposed responses to the FAA and Sponsor for review and comment. The FAA will notify the Sponsor if changes to the document are necessary for the final.

If the EA is elevated to an EIS: The Contractor will develop an annotated outline of each chapter of the EIS and submit it to the FAA and the Sponsor for review. The Sponsor will provide their comments directly to the FAA. Based on the agreed-upon outline, the Contractor will prepare and electronically transmit a preliminary draft of each chapter (or section as appropriate) to the FAA and the Sponsor for review and comment. The Sponsor will provide their comments directly to the FAA. The FAA will review the Sponsor comments and either (1) work to reach an agreed approach to resolve comments with the Sponsor or (2) transmit the comments to the Contractor. The Contractor will update the preliminary draft to reflect the FAA and Sponsor comments. After the FAA approves the Draft EIS, the Contractor will submit the draft to the FAA and the Sponsor for sharing with the appropriate federal and state agencies and upload the document to the project website for public access. The FAA will receive all comments during the Draft EIS review and comment period. This period (at least 45 days) will start when the FAA publishes the "Draft EIS Notice of Availability" in the Federal Register. At the close of the Draft EIS review and comment period, the FAA shall furnish the Sponsor with copies of the comments received. The FAA will consult with the Sponsor to identify the issues and comments submitted that would require a response in the Final EIS. The Contractor will furnish proposed responses to the FAA and Sponsor for review and comment. The Sponsor will submit their comments directly to the FAA. The FAA will review the Sponsor comments and either (1) work to reach an agreed approach to resolve comments with the Sponsor or (2) transmit the comments to the Contractor. The FAA shall modify the proposed responses, as it deems necessary. After receipt of comments and preparation of responses, the FAA may direct the Contractor to make changes to the text of the document, as necessary.

The following tasks and subtasks to be included in the SOW may include, but are not limited to:

Task 1. Project Management

Project Team Meetings

Progress Reports

Preparation of Administration Record

Website Development

- Task 2. Public Involvement Plan
- Task 3. Review of Previous Studies and Forecast Verification
- Task 4. Prepare Relevant Technical Studies to Support NEPA Document
- Task 5. Purpose and Need, and Preliminary Alternatives
- Task 6. Scoping
- Task 7. Proposed Action and Alternatives
  - Definition of Proposed Action as it relates to the Sponsor's Proposed Project
  - Development and Screening of Alternatives
- Task 8. Affected Environment
  - Establish Study Area
  - Base Mapping
  - Prepare Affected Environment Chapter
- Task 9. Environmental Consequences
  - Conduct Environmental Impact Analyses
  - Prepare Environmental Consequences Chapter
- Task 10. Prepare and Distribute Draft NEPA Document
  - Preliminary Draft NEPA Document
  - Respond to Comments
  - Prepare and Distribute Draft NEPA document to Public after FAA approval
  - Publish Notice of Availability of Draft Document in Local Papers and Website
- Task 11. Prepare and Distribute Final NEPA Document
  - Respond to Comments Received on the Draft NEPA Document
  - Prepare and Distribute Preliminary Final NEPA Document
  - Formally Submit Final NEPA Document to FAA and the Sponsor
  - Formally Submit Administrative Record
- Task 12. Assistance with Government to Government Consultation
- Task 13. Assistance with Freedom of Information Act Requirements

#### **IV. Period of Performance**

The Period of Performance (through completion of the final NEPA document and Finding of No Significant Impact/Record of Decision (FONSI/ROD) or Record of Decision (ROD)) is not to exceed one year for the EA from date of official start (after completion of Task 7 in Section III above) and two years from Notice of Intent for the EIS. While it is conceivable that issues raised during the public comment process could affect the Period of Performance, the FAA will grant any extension of time for performance only for the most extraordinary circumstances. The Period of Performance establishes the expected outer limit for completion of the NEPA process. Contractors should provide an estimated EA project schedule and indicate adjustments to the schedule if elevated to an EIS as part of their submittal package.

#### **V. Procurement and Contracting**

##### **a. Contract Type and Administration**

The Contractor will perform the work under a contract with the Sponsor based on a firm fixed-price. The Sponsor will administer the contract and appoint a Project Coordinator to facilitate the coordination of the Project and the exchange of information on facility planning, design, and construction, as these activities relate to the preparation of the NEPA document. For the EA, the Sponsor will provide direction to the Contractor. If the Project is elevated to an EIS, the FAA will provide direction to the Contractor throughout the Project. Unless otherwise directed by the Sponsor for the EA and the FAA if elevated to an EIS, all work performed by the Contractor and any of its subcontractors in preparation of the NEPA document shall be submitted directly to the FAA and the Sponsor. The Memorandum of Understanding between the FAA and the Sponsor will

provide details on how each party communicates with the Contractor throughout the NEPA process.

a. Conflict of Interest

Contractors should ensure that they are familiar with FAA regulations and policy on conflicts of interest for environmental Contractors. Prior to beginning work on the NEPA document, the contractor and its subcontractors shall submit a disclosure statement to the FAA that specifies any financial or other interest in the outcome of the Project the NEPA document will address per the requirements of 40 CFR 1506.5(b)(4).

b. Disadvantage Business Enterprise Program (DBE Program)

The contract awarded under this RFP will be subject to the requirements of 49 CFR Part 26 – Participation by DBE in Department of Transportation Financial Assistance Programs and the Sponsor's DBE program.

**VI. Mandatory Pre-Submittal Meeting**

A mandatory Pre-Submittal Meeting will be held virtually on March 17, 2021 at 2:00pm (PST) via Zoom or Microsoft Teams during the submittal period for parties interested in submitting for this RFP. The Sponsor will host the meeting and FAA staff will attend. The purpose of the meeting is to provide the interested parties an opportunity to familiarize themselves with the proposed project location and address any questions on the RFP. This will be the only opportunity for interested parties to receive any necessary clarification on the RFP. All interested parties must register directly with the Sponsor by emailing a request to participate along with the names of all participants to the RFP Coordinator: Harman or Cyndy at [RFPcoordinator@HarveyField.com](mailto:RFPcoordinator@HarveyField.com) no later than Tuesday, March 16, 2021 in order to receive an invite to the virtual meeting, the meeting agenda, and minutes prepared for the meeting.

**VII. Proposal Contents**

The Proposal should be prepared simply and economically, providing a straightforward, concise description of qualifications, capabilities, and experience in the environmental service areas identified in this RFP. Supplementary visual aids and other extraneous materials will not be accepted. Proposals shall not exceed 25 pages in length; excluding index sheets/section dividers, cover letter, table of contents, and any required attachments. Project manager and key staff resumes must be included as part of the Organization and Management section. However, detailed resumes (two (2) pages or less) may be placed as attachments but only for persons who would be active participants in the project work. Submittals may be on 8.5 x 11" paper, single-spaced in a font size no smaller than 11. Submittals must contain the following sections in the order listed below.

a. Description of Firm-

Provide a general description of the firm including services offered, number of employees, office location, years in business, etc. Include similar descriptions for each sub-contractor.

b. Organization and Management-

Provide an organizational chart and narrative description of the administrative structure proposed for managing this Project. Outline major responsibilities and areas of expertise. The overall project manager and key staff members (both Contractor and sub-contractors for the firm) must be identified and resumes provided. The project manager is considered to be the single most important consultant asset. The project manager must have prior experience managing a NEPA document for an airport. The FAA fully expects the project manager identified in the Proposal to maintain responsibility for the Project through completion of the NEPA process as defined in Section I, Introduction (this requirement will be contained in the contract between the Sponsor and the Contractor).

Resumes of firm principals are not required unless they are proposed as active, integral members of the study team. Principals should be listed on the organizational diagram in

relation to the study team. This section should also include the location of Project Manager and key staff members. In addition, if the submission includes a prime Contractor and sub-contractors, demonstration of relevant past working experience as a team is desired. The relevance of past working experience will be prioritized based on the following: 1) experience on FAA-directed environmental projects, whether airport or airspace focused; 2) experience on airport projects not directed by the FAA; 3) experience on environmental projects for other modes under the umbrella of the Department of Transportation; and 4) experience on environmental projects for other federal agencies.

c. Project Approach/Schedule-

Demonstrate a thorough understanding of the NEPA process, and the processes and procedures outlined in FAA Orders. Identify the methodologies and approaches that would be utilized to complete the SOW, analyze and resolve environmental issues, including the incorporation of the forecast and modeling completed during the planning process. Describe the proposed public scoping and hearing process, work products, detailed project schedule, along with the responsibilities of each of the proposed staff/team members and sub-contractors. Additionally, include a description of the proposed processes for coordinating with FAA, the Sponsor, and the general public. A description of the team's understanding of any unique issues associated with the preparation of a NEPA document at Harvey Field should be included.

d. Project Experience-

Provide summaries of past projects completed by the prime Contractor and team members (if applicable) that demonstrates experience and ability to undertake and complete an EA and an EIS for an airport within the past 10 years. Do not include projects for which key project personnel are no longer employed by the firm. For each qualifying Project, include the following information in tabular form: project name, location, client, total contract amount, principal-in-charge, day-to-day technical project manager, key design staff, original estimated schedule and actual schedule of completion (defined for an EIS as Notice of Intent to Record of Decision and for an Environmental Assessment as Notice to Proceed to acceptance of the Final EA) client reference (name, position and phone number) and brief narrative description of the Project.

e. QA/QC-

Describe quality assurance and quality control procedures. Response must demonstrate experience in successfully implementing quality control programs on comparable projects.

f. References-

Please provide a total of five (5) references of similar projects (references from FAA-funded projects are preferred). For each reference, include contact name, title, airport name and location, mailing address, phone number, fax number, and e-mail address.

g. DBE Participation-

Describe any DBE firms on the team, their roles, and anticipated DBE participation for the Project.

The material presented in the Proposal to address the above topics is expected to clearly reflect qualifications that demonstrate the firm's knowledge and experience in environmental service areas at a similar-sized airport. Neither proposals nor scopes of work are expected or desired as part of this submission. However, a clearly defined and easy to follow project approach to preparing the NEPA document is expected along with a demonstrated understanding of any unique project issues to be addressed in the preparation of the NEPA document.

## **VIII. Selection Process/Evaluation Criteria**

The selection process will be conducted in compliance with FAA Advisory Circular 150/5100-14E, Change 1 "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects." All proposals received will be evaluated and ranked based upon the following evaluation criteria and scoring.

Description of Firm/Team	5 Points
Organization and Management	10 Points
Project Approach/Schedule	30 Points
Project Experience	30 Points
QA/QC	10 Points
References	10 Points
DBE Participation	5 Points
Total Score	100 Points

A Selection Committee will review the proposals received from firms responding to the RFP against the criteria. The Selection Committee will consist of FAA staff members and Sponsor representatives. A minimum of three (3) firms may be selected for further evaluation and requested to participate in a formal interview as part of the selection process. Alternatively, the Selection Committee may choose to select the most qualified firm or team directly following the evaluation of the submitted proposal, with FAA approval. Firms participating in the interviews will be limited to no more than five members of the consultant team, which will include the proposed project manager and deputy project manager. Key project personnel, including at least one representative from a sub-consultant firm with a proposed substantial role, should also participate. The firms can submit a hard copy of any presentation materials; however, no material supplementing the Proposal will be accepted.

The selected firm will enter into negotiations with the FAA and the Sponsor to develop a detailed scope of work, final budget, and contract documents. The Sponsor will execute a final contract with the Contractor, subject to all provisions of the Airport Improvement Program (AIP) including the Independent Fee Estimate (IFE) process.

Schedule for the selection process:

March 12, 2021	RFP Advertised
March 17, 2021 at 2:00pm (PST)	Pre-Submittal Meeting/Consultant Briefing
April 12, 2021 at 5:00pm (PST)	Proposals due
April 16, 2021	Harvey Field notifies selected firms for interview
April 27-29, 2021	Interviews (if held)
April 30, 2021	Notice of final selection

#### **IX. Submittal Requirements**

An interested firm should submit two (2) copies of the Proposal and a USB storage drive with an electronic PDF copy to Cynthia Hendrickson, Airport Manager, Harvey Field at 9900 Airport Way, Snohomish, WA 98296. Proposals shall be submitted in a sealed package marked "Proposal for Harvey Field." Submittals must be received no later than **5:00pm (PST)** on **April 12, 2021**.

#### **X. AIP Participation in Project Funding**

It is Harvey Field's intent to seek reimbursement through AIP grants for this proposed Project. Contractor selection will be based on the criteria in Section VIII of this RFQ and in accordance with AC 150/5100-14E (latest issue), Architectural, Engineering, and Planning Consultant Services for

Airport Grant Projects. It is expected that the successful firm will have full knowledge of applicable advisory circulars and FAA requirements for EAs and EISs.

**XI. Use of Sub-contractors**

The selected Contractor will assemble a team of sub-contractors that provides an adequate range of resources to undertake the variety of assignments required in completion of a NEPA document. The resources and capabilities of each member of the sub-contractor's team must be described in the submittal.

**XII. Miscellaneous**

- a. A cost proposal is expressly excluded from this submittal.
- b. This RFP is not to be construed as a contract or a commitment of any kind, nor does it commit the Sponsor or the FAA to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
- c. Unsuccessful submitters will be notified that they were not selected to continue in the process via a letter from Harvey Field.
- d. Except as specified herein, neither the FAA nor the Sponsor may be contacted regarding this RFP once the RFP is issued. Any contact by a firm (or any person or agency purporting to represent the firm) about this RFP may result in disqualification. Questions concerning the RFP should be directed to the RFP Coordinator in accordance with the procedures described in Section VI, Selection Process, above."