

**REQUEST FOR QUALIFICATIONS (RFQ)
AIRPORT MASTER PLAN
HARVEY FIELD AIRPORT**

Harvey Field Airport is requesting Statements of Qualifications (“SOQ”) for Professional Consulting Services necessary for the preparation of an Airport Master Plan. Consulting Firms and or teams (Consultant) shall have extensive, recent and direct experience in all phases of a Master Plan development including: aviation planning, environmental planning and permitting, aviation engineering, and financial planning for general aviation airports.

Sealed SOQs will be received at Harvey Field Airport by hand delivery or via normal shipping methods only (UPS, FedEx,etc) at:

**Harvey Field Airport
Attn: Master Plan RFQ
9900 Airport Way
Snohomish, WA 98296**

The deadline for RFQ submissions shall be 4:00 pm on November 15, 2013

Any statement of qualifications received after this time will be considered non-responsive and returned unopened. Qualifications will be evaluated only from those firms that meet the minimum criteria as set forth in the Request for Qualifications document.

I. Project Description

Harvey Field Airport is accepting qualifications to prepare an Airport Master Plan. Harvey Field Airport is a General Aviation Airport located in Snohomish, Washington. The airfield has one 2,750-foot asphalt runway, one 2,660-foot turf runway and fourteen hangar bays. It covers an area of approximately 140 acres and is has 295 based aircraft.

Harvey Field is requesting Statements of Qualifications to retain the services of a qualified consultant to prepare a Master Plan Update for the Airport in accordance with United States Department of Transportation, Federal Aviation Administration (FAA) Advisory Circular 150/5070-6B and 150/5300-13 (including current Changes) and other applicable FAA rules, regulations and guidance (the "Services") in order to describe the short-term (five year), intermediate-term (ten year) and long-term (twenty year) development to meet future aviation demand. The Services may include, but will not necessarily be limited to:

- **Pre-planning** – The pre-planning process includes an Initial Needs Determination and Development of Study Design.

- **Public Involvement** – Establish a public involvement program and identify and document the key issues of various stakeholders.
- **Existing Conditions** – Document current airport inventory and compile pertinent data for use in subsequent plan elements.
- **Aviation Forecasts** – Develop forecasts of aeronautical demand for short-, medium-, and long-term time frames.
- **Facility Requirements** – Assess the ability of the existing airport, both airside and landside, to support the forecast demand. Identify the demand levels that will trigger the need for facility additions or improvements and estimate the extent of new facilities that may be required to meet that demand.
- **Alternatives Development and Evaluation** – Identify options to meet projected facility requirements and alternative configurations for each major component. Assess the expected performance of each alternative against a wide range of evaluation criteria, including its operational, environmental, and financial impacts.
- **Environmental Considerations** – Determine the environmental requirements needed to move forward with each project in the recommended development program.
- **Financial Feasibility Analysis** – Identify the financial plan for the airport, describe how the sponsor will finance the projects recommended in the master plan, and demonstrate the financial feasibility of the program.
- **Airport Layout Plans** – Develop a set of drawings that provides a graphic representation of the long-term development plan for an airport.
- **Facilities Implementation Plan** – Provide a summary description of the recommended improvements and associated costs.

In addition to the general requirements stated above, the project will have special emphasis on determining a recommended course of action for meeting all FAA Airport Design criteria for the current and future critical aircraft. Within the Statement of Qualifications, the master plan consultant will need to discuss the firm's approach to the following specific tasks as they relate to Harvey Field:

- Perform a runway length requirements analysis. This analysis should also include looking at any potential future change in critical aircraft to ensure planning for the long term.
- Identify and document the full range of alternatives for developing the airfield to meet FAA design standards, including alternatives for obstruction removal.
- Prepare preliminary engineering concepts, sufficient to determine cost feasibility of preferred airfield and obstruction removal alternatives.
- Conduct practicability assessments based on constructability for airfield improvements, obstruction removal/mitigation, and permitting.

- Scoping environmental (NEPA, Shoreline Management Act, and flood plain) issues and mitigation strategies.
- Coordinate possible and preferred power line and Airport Way relocation options with affected local, regional, state, and federal agencies.
- Conduct preliminary engineering on the leading alternatives to support Snohomish County permit processes and any subsequent NEPA studies on the preferred alternative.
- Prepare a detailed implementation plan that accounts for all enabling projects, permitting requirements, and other approvals as may be identified during the study.
- Prepare a detailed financial plan that establishes the funding for the preferred development program.
- Prepare/update an Airport Layout Plan set, including an Exhibit “A” property map
- Facilitate community outreach activities to ensure there is adequate opportunity for public input.

II. Selection Criteria

Respondents should address each of the evaluation criteria listed below and provide at least five (5) specific examples of projects they have undertaken that demonstrate their qualifications.

- A. General Approach to the Project (Weighting 25%): Provide a narrative or other form to explain your intended approach to the overall project.
- B. Experience (Weighting 25%): Each firm will be evaluated based on its overall experience providing varied planning services for airport projects. Evaluation of experience will include the following:
 1. Resumes of the proposed members of the program and planning team who will be committed to the project. Resumes must include a description of the person’s qualifications and past experience with similar projects.
 2. The firm’s experience in the planning and design of airport projects.
- C. Familiarity with FAA Procedures and Personnel (Weighting 20%): Provide an explanation of your experience with FAA regulations, policies, procedures and personnel. Specifically, describe your experience in the Northwest Mountain Region.
- D. Familiarity with and Understanding of Harvey Field Airport (Weighting 20%)
- E. References (Weighting 10%): Comparable to proposed scope and services.

III. Method of Award

In order to be prepared to potentially receive funding by the end of the 2013 federal fiscal year, this selection process will follow an accelerated schedule. All proposals will be reviewed by Harvey Field Airport and the Airport intends to identify the top ranked firm/team from written proposals by close of business November 22, 2013. However, the Airport may short-list two finalists if the ranking does not clearly identify a top ranked firm. The Airport may then arrange

for interviews with each firm. The successful firm will be chosen based on its qualifications, selection criteria evaluation and possible interview.

The firm selected will be given the first right to negotiate an Agreement acceptable to the Airport. In the event that an Agreement satisfactory to the Airport cannot be reached, the Airport may enter into negotiations with one or more of the remaining firms. The successful firm shall commence work only after execution of an acceptable Agreement and approval of insurance certificates. The successful firm will perform all services indicated in the proposal in compliance with the negotiated Agreement.

IV. Harvey Field Airport Rights

The Airport reserves the right to reject all or portions of any or all Statement of Qualifications, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the Airport. Harvey Field Airport may, at its sole discretion, modify or amend any and all provisions herein. The Airport will not pay for any information herein requested, nor is it liable for any costs incurred by the participating firm.

Harvey Field Airport reserves the right to extend the Statement of Qualifications submittal date if needed. All changes and /or clarifications will be distributed to all firms indicating interest in the form of addenda. A list of firms and others known to have received Request for Qualification documents will be made available upon request.

VI. Contract Requirements

The selected Consultant shall be required to complete a professional service agreement with the Harvey Field Airport which will incorporate the submittal, scope of work, and work schedule as part of the contract. The selected Consultant shall also provide a copy of current professional liability and workers compensation insurance which is valid for work done in the State of Washington.

VII. Proposal Inquiries

Any questions related to this request must be directed to Harvey Field Airport, Attention: Cynthia Hendrickson, Airport Manager, (Email: masterplan@harveyfield.com). Inquires must be made in writing and submitted no later than November 8, 2013. Questions answered verbally will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

VIII. Submission Criteria

Respondents shall prepare a Statement of Qualifications as described below. Each Respondent shall provide detailed evidence of its competency, capability and expertise to complete the Scope

of Services. The Airport desires succinct submittals that address the specific content requirements. To facilitate the review of all submittals, each SOQ shall be:

- Printed on 8-1/2" x 11" sheet size
- Typewritten with no smaller than 10 point font size.
- No more than 20 single-sided sheets, excluding front/back covers, cover letter, and dividers.
- Economically produced and

Three (3) copies of the SOQ shall be addressed to:

Harvey Field Airport
Attn: Master Plan RFQ
9900 Airport Way
Snohomish, WA 98296

All SOQ submittals shall be received by November 15, 2013 at 4:00 pm and must be hand delivered or be sent via normal shipping methods only. Faxed or emailed proposals will not be accepted. The Airport reserves the right to reject any or all proposals.