

**Myrtle Creek Municipal Airport**

**REQUEST FOR STATEMENTS OF QUALIFICATIONS**

**AIRPORT RELATED BUILDING ARCHITECTURE/ENGINEER**

City of Myrtle Creek  
PO Box 940  
Myrtle Creek OR 97457

**STATEMENT OF QUALIFICATIONS SELECTION CRITERIA**

STATEMENT DUE: 5:00 PM, Friday, May 31, 2024

**I. Introduction:**

The City of Myrtle Creek (City) owns and operates the Myrtle Creek Municipal Airport (16S) which is located 2.25 miles due southwest of the City. The City is seeking a qualified engineer to provide the required professional services to design the reconstruction and/or rehabilitation of the Taxiway and holding apron at the Myrtle Creek Municipal Airport. This work will be performed and constructed under a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant to the airport.

Submittals will be accepted until 5:00 PM, PST time on Friday, May 31, 2024. Submittals must be either delivered or mailed to the address below by the deadline. The city will not accept or review any late submittals, nor submittals sent via email or fax. Address submittals to:

City of Myrtle Creek  
Attn: Lonnie Rainville  
PO Box 940  
207 NW Pleasant Street  
Myrtle Creek, OR 97457

All projects undertaken will depend upon available funding from various sources, which may include, but are not limited to, the Federal Aviation Administration (FAA).

The city is inviting interested engineers to submit their qualifications for consideration to provide the professional services needed to complete the City's UIL project.

**II. Background**

The consultant will provide the required professional services to design the reconstruction and/or rehabilitation of:

Taxiway and holding apron at the Myrtle Creek Municipal Airport. This work will be performed and constructed under a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant to the airport.

### **III. Qualification Statement Requirements and Relevant Information**

Submissions should address the subjects listed below and be no more than 15 pages in total. The city will be reviewing the materials for its substance and not necessarily the aesthetic style. Proposals that speak the project and the subjects below in a brief, straight-forward manner will be appreciated by the reviewing committee.

1. Briefly list and describe your firm's previous three-year experience in building design, repair, and alteration where federal funding, particularly FAA funding, has been utilized by the project owner. Please focus any list of projects to those done in greater Pacific Northwest. For each project listed, the following information should be included.
  - a. Name and location of the project and the date the work was completed.
  - b. Name and telephone number of staff person with whom you firm worked with on the project.
  - c. Name of your project manager.
  - d. Brief description of the work performed and if relevant the federal funding sources associated with the project. Did the project include both eligible and ineligible work with the Airport Improvement Program (AIP) and/or Bipartisan Infrastructure Law grant aid?
  - e. Total final combined design and construction dollar amount of the work performed including federal funding contributions and project owner's share.
2. Provide the names of members of your company and those of any proposed subconsultants who would be involved in this project. Include the following information.
  - a. Individual's proposed role in the project.
  - b. A resume of brief description of the individual's previous experience as it relates to his/her role in the project.
  - c. For any proposed subconsultants, indicate if your firm has worked with the subconsultants on previous projects.
3. This contract will be predominately funded through the AIP and BIL grants allocated funds with the necessary local agency match. The consultant will be required to comply, pursuant to contract, with the city. Contracts must comply with [Required Contract Provisions for AIP | Federal Aviation Administration \(faa.gov\)](#) and provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provision of Department of Transportation Regulation 49 CFR Part 30 (Foreign Trade Restriction Clause). All contracts shall abide by the FAA Guidelines for the projects and particularly those utilizing the BIL and AIP allocated funds. This may require compliance with DBE goals, and the consultant will be expected to meet those DBE goals or make a good faith effort to meet the

goals in accordance with the Title 49 Code of Federal Regulations Part 26. See item four (4) below.

The consultant's package should include evidence that the consultant has established and implemented an Affirmative Action Program.

4. DBE participation should be noted but is not part of the consultant selection rating system.
5. The RFQ submittal should include the following information:
  - a. Description of the kind of work that can be subcontracted.
  - b. The estimated percentage of the kind of work identified as subcontractable.
  - c. Identification of those subcontractable work items which could be performed by DBE firms.
  - d. Name and address of the DBE firms that are anticipated to perform the subcontractable work and, if the DBE firms are certified, the name of the certifying agency.
6. Describe your firm's current workload and your ability to devote staff resources that can complete this project within the required time.
7. Give evidence of completing similar work in a timely manner and within the original budget allowed for the work. Provide references for previous completed jobs.

## **V. Evaluation Criteria:**

Each Statement of Qualifications will be evaluated according to the following criteria:

- 10 Points – Experience, qualifications and capabilities of the prime firm in providing airport engineering design/construction management services in projects of a similar scope and nature, and meeting FAA environmental requirements on similar projects. Provide current references for the projects listed.
- 10 Points – Experience and qualifications of the specific project key team members including subconsultants and construction inspectors experience. Identify team members' roles in the projects identified and provide an organization chart.
- 0 Points – Experience and qualifications of project Minority/Women Owned Business Enterprise team members or participation. Identify team members' roles in the projects identified.
- 10 Points – Understanding of the proposed FY2024 – FY2028 projects, City's budget, and the components of the work the City is wanting to pursue with this project, including a discussion of major project issues and the team's proposed project management approach.
- 10 Points – Familiarity with the CITY of Myrtle Creek and proximity to the geographic location of the project.
- 10 Points – Evidence that the proposed team is familiar with federally funded projects, particularly the FAA, and has the experience to meet the FAA's

requirements, meeting design and bid schedules, environmental requirements, design and construction standards, and agency approvals when necessary.

## **VI. Required Copies and Deadlines for Submission of Proposal:**

Two (2) hard copies of your firm's proposal and supportive data shall be submitted by 5:00 pm PST on Friday, May 31, 2024. Submittals must be either delivered or mailed to the address below by the deadline. The City will not accept or review any late submittals, nor submittals sent via email or fax. Address submittals to:

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Attn: Lonnie Rainville  
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## **VII. Time for Completion:**

City is wanting to bid this project in February or March of 2025 for work to begin in the summer of 2025 if possible.

## **VIII. Selection Procedures:**

Responses to this Request for Qualifications will be accepted from all qualified consulting firms or joint ventures and will be evaluated equally.

Review of the submitted qualifications will be by a selection committee established by the Mayor of the City and compliant with the procedures of the advisory circular AC-150/5100-14E by the Federal Aviation Administration.

Selection will be based on the Consultant's ability to meet certain criteria listed above with each selected committee member scoring the submission against the criteria above. This scoring will include the manner in which the submission addresses the criteria as well as the philosophy expressed in the consultants' response. Specific criteria to be used for initial evaluation are found in Section V.

The candidates determined to be best qualified will be ranked by the selection committee. The Mayor will be presented with the results and with the Mayor's agreement, the top two qualifying firms may be invited to be interviewed by phone or Zoom Meeting by the Mayor and/or members of the City's selection committee. The interviewers will utilize the same scoring criteria above for the interview with the top scoring consultant, if interviews are held, being determined to be most qualified. The mayor would then authorize City staff to begin negotiating an acceptable fee for the work. Should the staff be unable to negotiate a satisfactory contract with the highest ranked candidate, negotiations with that candidate will be formally terminated. The staff will then undertake negotiations with the candidate ranked second highest and so on until a satisfactory contract is negotiated. Once a negotiated contract is developed, the Mayor and staff will present that to the City Council for final authorization and approval. Consultants submitting proposals are responsible for all costs associated with completing

their statement of qualifications in response to this request, as well as any unsuccessful negotiations that may occur.

## **IX. General Contractual Policies:**

The following information is provided to prospective consultants as typical of certain current requirements for consultant Professional Service Agreements (contracts). By providing this information, it is not the intent to limit or in any way restrict the number of prospective consultant proposals. However, your firm should be aware that, if selected for this project, the provisions given below will be included in the consultant contract. Additional provisions may be added to meet the FAA regulations advisory circular AC 150/5100-14E, and Required Contract Provisions for AIP and Obligated Sponsors (updated 6/19/2018),

[https://www.faa.gov/airports/aip/procurement/federal\\_contract\\_provisions/media/combined-federal-contract-provisions.pdf](https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/media/combined-federal-contract-provisions.pdf)

Any reference to Attachments in this section applies to attachments which will be a part of the Agreement rather than the Request for Qualifications.

## **X. Questions/Changes/Limitations on Liability:**

The provisions of this solicitation may be altered in any of its terms by the City. No part of this solicitation is to be considered as part of a consultant contract, nor is any provision contained herein to be binding on the City unless expressly included by reference or adoption in a subsequent written agreement authorized by the City Council and executed by both the City and the consulting firm.

If there are any changes in the Request for Qualifications, or should it be determined that additional information exists which is substantively beyond the scope of the information provided herein, and that this information will be of value in preparation of a response to this Request, the changes or additional information will be posted and made available on the City's website. Firms are responsible for checking for Request of Qualification updates.

If there are any questions with respect to this Request for Qualifications, please contact *Lonnie Rainville*. In addition, he can be reached by via email at [lrainville@myrtlecreek.org](mailto:lrainville@myrtlecreek.org).