

REQUEST FOR QUALIFICATIONS (RFQ)

Lewis County

Toledo (TDO) – Ed Carlson Memorial South Lewis County Airport

Geotechnical, Electrical, Site Preparation, and Plan Sheet Development

For

Site Development for New Above Ground AV GAS100LL Fueling System

RESPONSE DEADLINE: Monday November 14, 2022 AT 4:00 P.M.

1.0 DESCRIPTION

The Lewis County Public Works, Aviation Division, is issuing this Request for Qualifications from engineering firms to provide Geotechnical, Electrical, and Site Preparation design services including plan sheet development to accommodate the installation of a new 10,000 gallon above ground AV Gas100LL fueling system.

2.0 BACKGROUND

Lewis County Public Works, Aviation Division (County), is planning to decommission an existing 10,000-gallon underground fuel storage tank and replace it with a new 10,000-gallon Above Ground AV GAS100LL Storage Tank (AST) and Fueling System to service the Ed Carlson Memorial – South Lewis County Airport (TDO) in Toledo, WA. Lewis County will be soliciting bids for a Fueling System concurrently as a separate contract.

3.0 SCOPE OF WORK

The Scope of Services in this Request for Qualifications includes but is not limited to the following:

- Project Management
- Utility Coordination
- Geotechnical Explorations and design recommendations for the structural foundation of the fuel tank pad

- Electrical design for connecting the new above ground fueling system, lighting, service cabinet, and fuel pump apparatus, as well as disconnecting wire service to the existing underground fueling system.
- Preliminary and Final Design, Site Preparation, Plan Sheet development, quantities, and engineer's estimate of probable construction costs and associated construction documents. The selected consultant will be responsible for coordinating with the vendor selected for supplying the new 10,000-gallon above ground Fueling System.

The level of effort, tasks and deliverables will be further refined during the scoping process.

4.0 PROPOSAL FORMAT

In submitting, each proposer acknowledges the County shall not be liable to any person for any costs incurred therewith or in connection with the costs incurred by any proposer in anticipation of County action approving or disapproving any proposed agreement. The County may accept or reject any proposal or proposed agreement without limitation. Nothing in the Proposal or in subsequent negotiations creates any vested rights in any person.

Proposers are solely responsible for all costs incurred in development and submission of the response to this Request for Qualifications or any other presentations whether in response to this or to any subsequent requirements of the service provider selection and agreement negotiation process. All materials submitted in the response to this become the property of Lewis County.

Proposals that do not address all items listed in this section will be considered incomplete and will be deemed non-responsive by the County. **Proposals are due by 4:00 P.M. on Monday, November 14, 2022 including the following information:**

1. **Experience of the Firm:** Please provide a list of all current airport projects, as well as any, which have been completed in the last three years. List the project manager you assigned to each project. Identify the starting dates for all projects and completion dates (where completed). Address the capability to perform all or most aspects of the projects and the ability to meet the schedules or deadlines associated with the projects. **(30 Points)**
2. **Project Team (Key Staff):** Identify the proposed Project Manager and key project team members and responsibilities. Include any proposed sub-consultants to be engaged by the consultant. Provide a brief resume for each person or sub-consultant, outlining their credentials and experience with similar projects. **(20 Points)**
3. **References:** Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm or similar nature as contained in 3.0 SCOPE OF WORK above. **(20 Points)**

- 4. Project Understanding:** Provide your general understanding of the airport, project and issues related to the identified project. Identify any potential challenges or special concerns that may be encountered, and ability to coordinate delivery and installation of vendor provided infrastructure. **(30 Points)**

The entire proposal shall not exceed twenty (10) pages or five (5) pages front and back, excluding the letter of introduction (maximum two pages or one page front and back). The submittal shall be marked **“Site Development for New Above Ground AV GAS100LL Fueling System”**. Proposals submitted by any means other than email, mailing, or had delivery will not be accepted.

Submittal Address:

Lewis County Public Works
Attn: Josh Metcalf, Director
2025 NE Kresky Avenue
Chehalis, WA 98532
Josh.metcalf@lewiscountywa.gov

Electronic submittals are encouraged.

5.0 REQUEST FOR QUALIFICATION QUESTIONS

All questions shall be submitted to Mark Burch at mark.burch@lewiscountywa.gov by 4:00 PM on Monday, November 7, 2022.

Failure to request clarification of any inadequacy, omissions, or conflict will not relieve the vendor of any responsibilities under this solicitation or any subsequent contract. It is the responsibility of the interested vendor to assure that they received responses to questions if any are issued.

6.0 SELECTION OF THE CONSULTANT

The selection process shall be in accordance with FAA Change 1 to Advisory Circular (AC) 150/5100-14E "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects."

Lewis County Public Works, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

No cost or fee schedules shall be submitted with your proposal. Consultants will be selected on the basis of their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants are evaluated, and the best-qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

It is the intent of Lewis County to appoint a committee to review the Proposals submitted and rank the qualified firms.

Lewis County may choose to interview a shortlist of consultants before making the selection. The shortlisted consultants shall be notified at least 14 days prior to the interview date.

Lewis County reserves the right to reject all submissions to the RFP, request clarification, or waive informalities/technicalities, if it is deemed in the best interest of Lewis County. Lewis County assumes no responsibility for costs incurred in responding to this RFP.

CONTRACT

All services awarded through this Request for Qualifications shall commence upon execution of the service agreement and extend through December 31, 2023. The Service agreement term and schedule will be determined with the selected consultant as part of the award, including the responsibilities for each party.

The consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged.