

LAKE CHELAN AIRPORT BOARD
AGENDA
May 8, 2014

1. Call to Order
2. Approve Minutes of the April 24, 2014 Airport Board Meeting
3. Consent Agenda
 - A. Approve Claim & Payroll Warrants (Reviewed by Harper)
4. Authorization to Issue RFQ for Airport Engineering & Environmental Services (Schmidt) 2014A-02
5. Airport Manager Comments
6. Adjournment

MINUTES OF THE APRIL 24, 2014
AIRPORT BOARD MEETING
Chelan City Hall, 135 East Johnson Street, Chelan, Washington

1. **CALL TO ORDER:**

The meeting was called to order at 7:34 p.m.

PRESENT:

Airport Board President Goedde, Members Cooney, Harper, Higgins, Isenhart, McCardle, Morehouse, Steele, Manager Schmidt, Secretary Gallucci, and Treasurer Grant.

2. **MINUTES:**

Mr. Steele moved to approve the Minutes from the April 10, 2014 Airport Board Meeting. Second by Ms. McCardle. Motion passed unanimously.

3. **CONSENT AGENDA:**

Mr. Steele moved to approve the consent agenda as follows. Second by Mr. Harper. Motion passed unanimously.

A. April 24, 2014 Claim Warrants No. 5853 - 5857 totaling \$4,761.91 and Payroll Warrants No. 2898 - 2903 totaling \$2,167.16.

4. **AIRPORT MANAGER COMMENTS:**

A. Mr. Schmidt stated he had distributed the Lake Chelan Airport 1st Quarter Report for the Board's review. He will be presenting the report to the Port Commissioners on May 1, 2014.

5. **ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:35 p.m.

Prepared by:

Attested to:

Date approved by Airport Board:

Peri Gallucci
Airport Board Secretary

Robert R. Goedde
Airport Board President

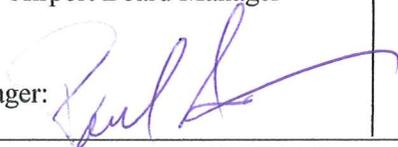
BUSINESS OF THE LAKE CHELAN AIRPORT BOARD
CHELAN, WASHINGTON

SUBJECT: Authorization to Issue
Request for Qualifications
for Airport Engineering &
Environmental Services

EXHIBITS
1. Draft RFQ
2. Copy of Letter to FAA

FOR AGENDA OF: May 8, 2014
Revised:

ORIGINATOR: Paul Schmidt
Airport Board Manager

APPROVED: 
Airport Board Manager:

EXPENDITURE REQUIRED: Budget Line No.	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:
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AUTHORITY: RCW 39.804.030 Agency's requirement for professional services – Advance publication. "...An agency may comply with this section by: (1) Publishing an announcement on each occasion when professional services provided by a consultant are required by the agency;..."

***** SUMMARY STATEMENT/ISSUES *****

The Lake Chelan Airport uses the services of a professional engineering firm to address complicated civil and aeronautical engineering needs. There are strict processes to follow in securing these engineering services from both the Sate and the FAA. The attached Draft RFQ meets the requirements for the notification to potential responders. Please note this process does not provide or allow for a submittal of fees for the solicitation of qualifications. Formal interviews of responders are not required but are used if there are multiple firms that do respond to our request. In that event, I'll report back to the Airport Board for "volunteers" to sit on an interview panel.

- Public Hearing
- Closed Record Appeal/Decision
- Recommendation from Staff
- Quasi-Judicial Matter
- Legislative Matter
- Other: _____

Suggested Motion:

I move to authorize staff to issue a Request for Qualifications for Airport Engineering and Environmental Services.

CHELAN MUNICIPAL AIRPORT
REQUEST FOR QUALIFICATIONS
for
AIRPORT ENGINEERING and/or ENVIRONMENTAL SERVICES

The Sponsor of Lake Chelan Municipal Airport, City of Chelan, is requesting interested firms to submit their qualifications for professional airport engineering and environmental services for the following projects at Lake Chelan Municipal Airport:

1. RPZ Environmental Assessment
2. Land acquisition and relocation assistance
3. Relocate roads and utilities
4. Shift/lengthen and/or reconstruct Runway and Taxiways.
5. Correct RSA and other pertinent airport design lateral clearance dimensional standards.
6. Airport related electrical and NAVAID projects.
7. Pavement maintenance, rehabilitation, reconstruction, and strengthening of pavements.
8. Airport security fencing
9. Airport Layout Plan revision/update
10. Other federal or nonfederal funded airport projects consistent with the ALP

These projects are anticipated to be funded in part by the Federal Aviation Administration (FAA) and Chelan Municipal Airport, unless identified as a nonfederal funded project.

The sponsor will select the services of a firm to provide professional airport engineering, construction management/inspection services, environmental analysis in accordance with the FAA Advisory Circulars, Federal Orders, National Environmental Policy Act (NEPA), and the State Environmental Policy Act (SEPA). The firm shall also be capable of FAA Airport Improvement Program (AIP) grant preparation and administration assistance, and should be knowledgeable and experienced with AIP requirements.

Lake Chelan Municipal Airport reserves the right to retain the selected firm(s) for a term of up to five (5) years at the Airport's discretion.

QUALIFICATIONS

Qualifications will only be accepted from firms that can demonstrate having had a broad background and extensive experience in the field of environmental analysis and engineering services, and the ability to do airport projects or projects of similar complexity.

Responses are due in (#) copies by (time and date).

Submittals should be marked "Airport Engineering and Environmental Services" and be addressed to:

Lake Chelan Municipal Airport
ATTN: Paul Schmidt, City Administrator
135 E Johnson Avenue
Chelan, WA 98816

Submittals will be evaluated by the criteria listed below and should be organized and identified in the following order:

1. Capability and experience to perform all or most aspects of the projects proposed.
2. Recent successful experience in airport environmental studies and engineering comparable to the proposed projects. Ability to manage and complete projects on time and on budget.
3. Experience and qualifications of your firm in complying with the requirements of the FAA AIP grant program, AIP airport design and construction standards, as well as familiarization with FAA Orders and Advisory Circulars, FAA standards, and the NEPA process.
4. Key personnel's professional background and qualifications, including the project team for this project. Define their roles and extent of participation anticipated for this project. Provide a list of all projects worked on by the proposed project manager in the last three years, including an identification of this person's role/responsibility for each project.
5. Qualifications and experience of subconsultants who will participate in the project. Please identify the portions of the project anticipated to be performed (in part) by subconsultants.
6. Ability to manage and complete projects located a considerable distance from your office. Please include a description of where key personnel for this project will be based, as well as the amount of travel anticipated, and other items you consider important to demonstrate this ability.
7. Current workload of firm and key personnel. List the anticipated percentage of time the project manager will have available for projects listed.
8. Evidence that the consultant has established and implemented an Affirmative Action Program (see "DBE participation" in Selection section below).

SELECTION

The selection process shall be in accordance with FAA Advisory Circular (AC) 150/5100-14, latest edition, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*. A selection committee will evaluate and select the best qualified consultant based on their qualifications and experience. Additionally, contracts will be subject to the provisions of Executive Order 11246 (affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation) and 49 CFR Part 30 (Foreign Trade Restriction Clause).

After the deadline for receipt of qualifications, the committee will review the qualifications and may select one firm to negotiate a contract based upon a mutually understood, detailed (as opposed to general) scope of work. If deemed necessary by the committee, at least two firms may be invited for interviews. Interviews may be located at the City office. The final selection of the firm with which to negotiate a contract will be based upon the qualifications criteria listed above, as well as:

1. Ability to demonstrate an understanding of the project's needs and special challenges, and the sponsor's special concerns.

2. Degree of interest and responsiveness shown in undertaking the project.
3. Overall quality of the response.
4. Demonstration of ability to meet the Airport's needs.

Lake Chelan Municipal Airport reserves the right to negotiate with and/or award a contract to other consultants sequentially ranked (by the consultant selection committee) behind the selected consultant in the event that the Airport and the selected consultant negotiate but are unable to agree upon a detailed scope of work or cost of contract.

ADDITIONAL INFORMATION

No cost or fee schedules shall be submitted. FAA grant guidelines require cost and fee information to be presented during contract negotiations after the selection of the most qualified consultant with which to negotiate.

No information meeting will be scheduled. Additional information will be provided upon request.
Phone: (509) 682-8014 or e-mail: pschmidt@cityofchelan.us

Incurring Costs

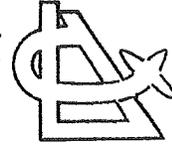
It is understood that all submittals will become a part of the public file on this matter, without obligation to Lake Chelan Municipal Airport. The Airport reserves the right to reject any or all submittals.

The consulting firm is responsible for all costs related to the submittal of their applications, preparation of documents or submittals needed for negotiations, and the costs incurred in traveling to and participating in any meetings associated with selecting the consultant and negotiating an agreement.

Negotiations will follow criteria in FAA Advisory Circular AC150/5100-14, latest addition.

LAKE CHELAN AIRPORT

POST OFFICE BOX 1407 • CHELAN, WASHINGTON 98816



February 6, 2014

Federal Aviation Administration
Northwest Mountain Region
Seattle Airports District Office

ATTN: Ms Trang Tran
1601 Lind Avenue, S.W., Suite 250
Renton, WA 98057-3356

RE: Lake Chelan Airport – Professional Services Contract – USKH

Dear Ms Tran:

Per our conversation this afternoon, please see the attached copy of Contract for Professional Services between the Lake Chelan Airport and USKH.

Based on my review of the document, the effective date of the agreement begins on September 9, 2009 and the term of the agreement is for five years.

Subsequently, the Lake Chelan Airport can continue to utilize the services of USKH up to September of 2014 for airport purposes. Meanwhile, the Lake Chelan Airport can also begin the solicitation process for professional engineering services in the calendar year of 2014 in order to have an engineering consultant firm on contract no later than September 9, 2014.

Thank you for your attention to this matter and please contact me directly if you should have any questions or need any further information.

Sincerely,



Paul D. Schmidt

Airport Manager