



## Request for Proposals For ARCHITECTURAL/ENGINEERING SERVICES

The City of Klamath Falls Airport Department (Crater Lake – Klamath Regional Airport) is seeking proposals from qualified consultants for architectural/engineering services for an Aircraft Maintenance Hangar project.

Evaluation of the consultants will be made on the basis of individual written proposals. Consultants submitting proposals will be considered upon the following general criteria:

1. Project Understanding and Approach
2. Project Team, Experience, Quality of Service and Availability
3. Project Management and Schedule

Consultants desiring consideration should submit four (4) copies of the proposal with all pertinent data to:

Linda Tepper  
Airport Business Manager  
6775 Arnold Avenue  
Klamath Falls, OR 97603

Envelopes containing proposals shall be clearly marked on the outside with the following: **Proposal – Aircraft Maintenance Hangar** and show the name and address of the consultant. Proposals will be accepted until **2:00 p.m. on February 21, 2017**.

**Consultants shall include a separate sealed envelope containing their total Time and Materials, Not-to-Exceed price for design, bidding and construction administration services and a level of effort breakdown of the proposed fees. Proposed fees shall be all inclusive, including fees for any sub-consultants that may be needed to perform the work. Once the successful consultant has been chosen, only the successful proposal envelope will be opened and their proposed fees used to negotiate the contracted architectural/design services fee. All other proposal envelopes will remain sealed until an agreement is reached with the successful proposer.**

There is a **MANDATORY pre-proposal meeting** on **February 6, 2017** at **10:00 a.m.** in the Airport Administration Conference Room. Addenda will be issued by not later than February 8, 2017, if any, based on questions received at the pre-proposal meeting. If interviews are determined to be necessary, they will be held on February 28, 2017, with a Notice of Intent to award issued on March 3, 2017.

The Proposal must be organized in accordance with the list of Scoring Criteria categories listed below. The Proposal must not exceed 10 pages, *excluding* Solicitation Cover Sheet, any tabs or indexes or table of contents. If a Proposer submits a Proposal

exceeding this limit, City will consider the pages up to the allowable page limit and discard all subsequent pages. The Proposer may choose how to allocate the number of pages between any sections, within the overall page limit.

One Page is defined as: one side of a single 8-1/2" x 11" page, with 12-point minimum font size for the substantive text (including text in tables and resumes). Any page over this size will be counted as 2 pages. Any page or partial page with substantive text, tables, graphics, charts, resumes, etc., will be counted as 1 page. Proposers may use their discretion for the font size of other materials that do not include substantive text (e.g. graphics, picture or graphics captions, and org charts).

## **Background**

The City was successful in obtaining a \$2.8M ConnectOregon grant for a 30,000 square foot fabric aircraft maintenance hangar. The facility will be located on the eastside of the airport (see location map) and will consist of:

- 30,000 sq. ft. fabric hangar (150' X 200')
- 200' x 35' (7,000 sq. ft.) access ramp to existing 160,000 sq. ft. aircraft apron
  - Up to Design Group IV aircraft on the ramp
- Utilities (gas, water, sewer and electrical)
- Inside Wash Rack
- Secure access via Brett Way
- Parking lot consisting of approx. 32 spaces

Final Bid Documents for the Aircraft Maintenance Hangar Project are required to be delivered to the City by **August 18, 2017**. The project must be fully constructed by not later than **July 31, 2018**. See attached exhibit for approximate project limits.

## **Scope of Work**

- Obtain topographic survey data to facilitate design.
- Provide complete architectural and engineering design services for a 30,000 square foot aircraft hangar to include the items listed above, including a fire suppression system.
- Attend bi-weekly design meetings with City staff throughout the design process.
- Prepare draft plans and complete bid specifications at the 30%, 60% and 90% design levels and deliver to the City for review and comment.
- Prepare final plans and complete bid specifications to the City for the City's formal bidding process.
- During the Bid Phase of the project, conduct the City's Pre-Bid meeting, address any project questions that may arise through the RFI process and assist in preparation of addenda if needed.
- Provide complete construction drawings and specifications.
- Provide all project management, including but not limited to submittal reviews, permit administration, materials testing management, construction meeting minutes, etc.
- During the Construction Phase of the project, conduct pre-construction meeting, and weekly construction meetings as required.

- Upon completion of the Construction Phase, prepare as-built documents and provide to the City in AutoCAD, and PDF formats based on inspector and contractor red-lined documents.

The City anticipates awarding an architectural/design services contract at the **March 20, 2017** City Council meeting.

The overall budget for this project (including design, bid and construction costs) cannot exceed \$4,000,000.

### **Evaluation Criteria**

This section identifies the evaluation criteria and their respective scores in accordance with ORS 279C. Each proposal will be judged as a demonstration of the consultant's capabilities and understanding of the services requested. Evaluation factors and maximum points will be as follows:

(1) Project Understanding and Approach Max. Points: 30

Describe your firm's understanding and approach to accomplish the objectives set forth in the Scope of Work. Propose methodologies to accomplish the work, including the types of information or data required and the proposed approach to identifying and evaluating alternatives.

(2) Project Team, Experience, Quality of Service and Availability Max. Points: 30

Provide a listing of the proposed team's qualifications, experience, skills and commitment to perform the work. Provide examples of your firm and assigned staff's project experience within the past 5 years, specifically the level of complexity and comparable size with the proposed project. Provide a minimum of (3) three examples with references for projects of equal size and scope. Identify team members that were actively involved in many of the referenced projects, including key personnel that will be assigned to this project. References will be used to consider the quality of completed projects and the quality of service the firm and assigned staff provided on previous projects. Identify proposed team's current project commitments as well as employees committed to this project, including project manager.

(3) Project Management and Schedule Max. Points: 40

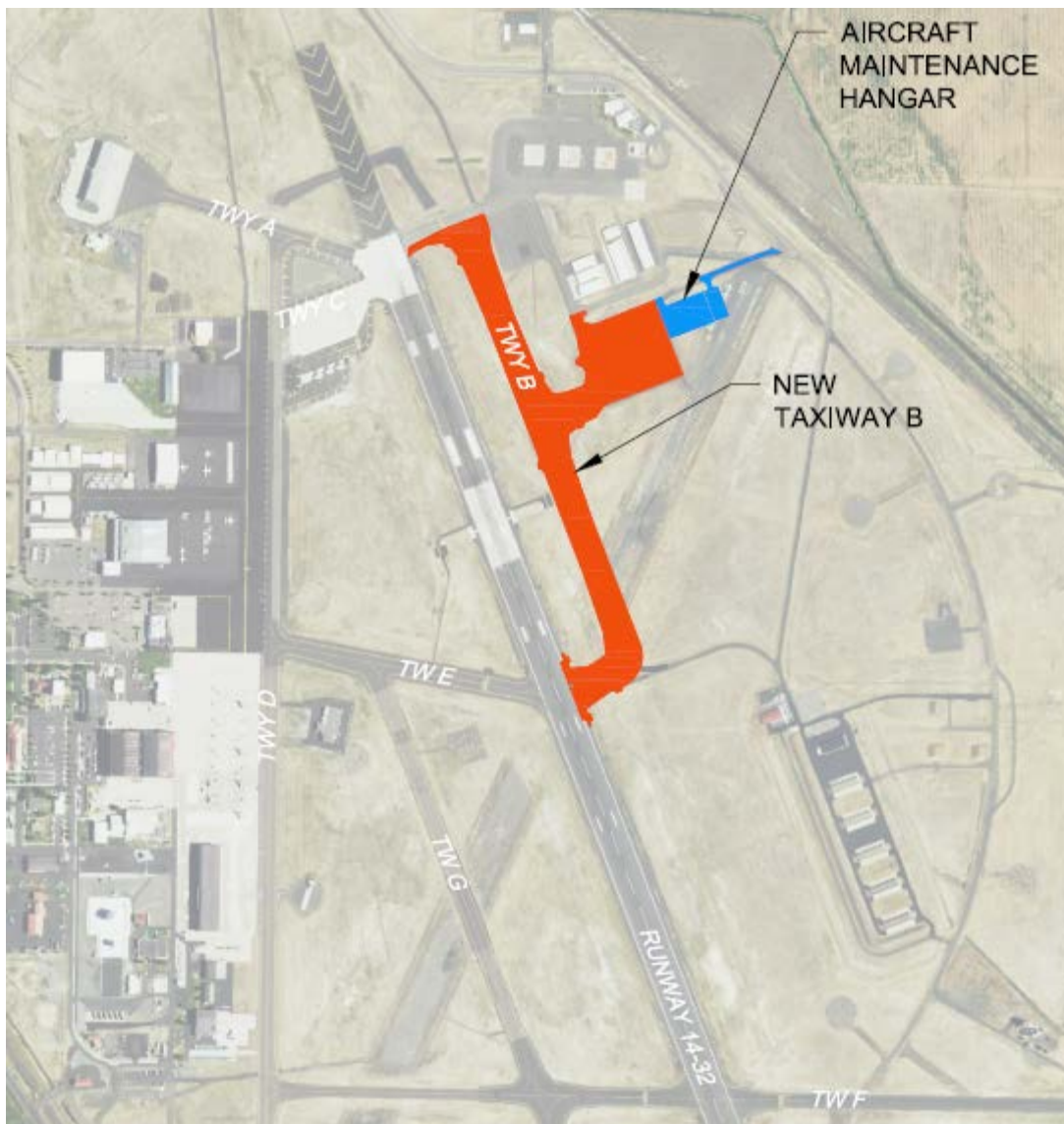
Describe your firm's processes and ability to effectively communicate, coordinate and manage its services and the project, including cost controls. Provide a proposed schedule that demonstrates your firm's ability to meet all project milestones, including both the design and the overall construction completion deadlines.

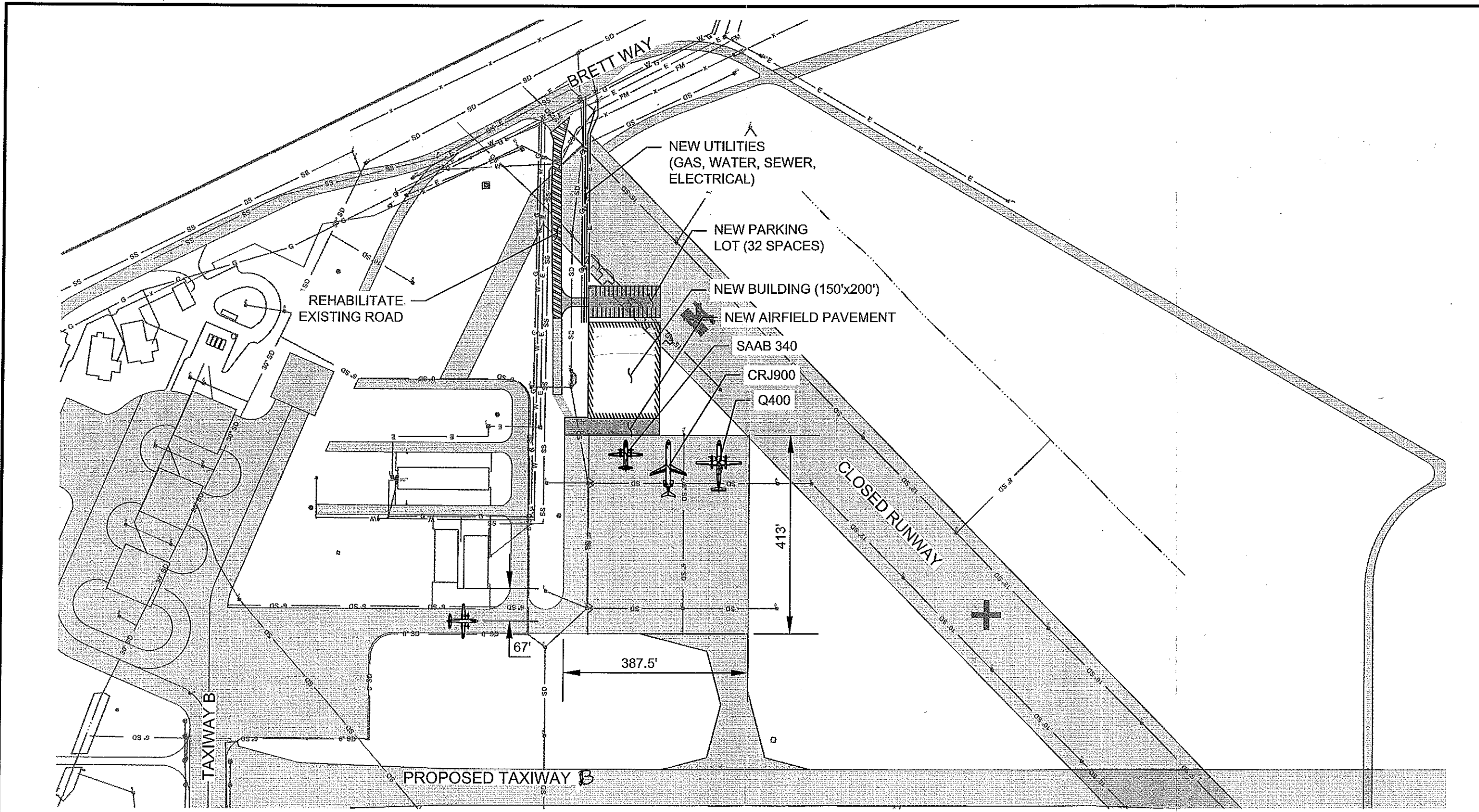
**TOTAL MAXIMUM SCORE – Written Proposal: 100**

## Inquiries

Questions about the Proposal that arise prior to the Proposal Deadline can be addressed in writing or via email to:

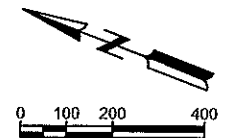
John T. Barsalou, A.A.E.  
Airport Director  
Crater Lake – Klamath Regional Airport  
6775 Arnold Ave.  
Klamath Falls, OR 97603  
Phone (541) 883-5373  
[jbarsalou@flykfalls.com](mailto:jbarsalou@flykfalls.com)





CONCEPTUAL LAYOUT FOR INFORMATIONAL PURPOSES ONLY

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City of Klamath Falls  
 Klamath Falls Airport - Klamath Falls, Oregon  
 Hangar Feasibility  
 Project Layout  
 November 10, 2015

AIRCRAFT MAINTENANCE HANGAR



EXHIBIT 1.0