

REQUEST FOR QUALIFICATIONS PORT OF
MOSES LAKE.

Aviation Related A&E Services
(Grant County Port District #10) 7810
Andrews St NE Suite 200 Moses Lake,
WA 98837

In accordance with Washington State RCW 39.80: Contracts for Architectural and Engineering Services, and Federal Aviation Administration Advisory Circular 150/5100-14E Architectural, Engineering and Planning Consultant Services for Airport Grant Projects. The Port of Moses Lake is requesting qualifications from engineering and consulting firms to provide General Architectural and Engineering (A&E) services, as requested for yet-to-be determined projects at the Port of Moses Lake, Washington.

The Port will select and issue one Indefinite Delivery, Indefinite Quantity (IDIQ) contract(s) based upon qualifications received. The scope of this contract is to provide general Aviation related A&E services to support a variety of Port programs. These contracts will primarily require civil, electrical, hydraulic and mechanical engineering; environmental, planning and economics; airport, land use and aerospace assistance.

The term for Professional Services will extend for 12 months from the date of contract(s) execution. At the sole discretion of the Port, the contract(s) may be extended for four (4), one (1) year intervals.

Projects may be considered for federal funding or in part by an Airport Improvement Program (AIP) grant by the FAA, and will require compliance with all Federal, State and local requirements appropriate for the type of project.

Under these contracts, the Port will issue a request for proposal for each task order which will define the work being requested. Before the Consultant may begin work, a fee proposal and schedule must be submitted to and approved by the Port. Each approved task order will outline a defined scope, deliverables, schedule and proposal amount.

Scope of Requested Services:

The selected team(s) shall provide a full spectrum of A&E services for the Port that may include, but not be limited to, the following:

- Engineering analyses, studies and report preparation;
- Terminal and site planning or layout
- Pre-design, Planning and Assessment, including but not limited to:
 - Design option development, evaluation and recommendation of design alternatives;
 - cost benefit analysis and life cycle cost analysis;
 - planning services
 - traffic analysis and design
 - Rail and railway analysis and design;
 - feasibility studies;
 - risk or condition assessments of existing sites, buildings and building systems and components to include data collection, review and analysis;
 - Conceptual designs, including preliminary costs and schedule;
 - Other related pre-design services requested by the Port.
- Constructability reviews;
- Independent cost estimating;
- Schedule development and analysis;
- Project design services, including but not limited to:
 - Preparation of 30%, 60%, 90% and final drawings and specifications, utilizing
 - Construction schedules (prepare schedules using MS Project or P6 compatible software);
 - Construction bid estimates;

- Quality Control/Quality Assurance;
- Preparation of permit packages and assistance in obtaining permits;
- Attending design meetings;
- Project coordination with agencies having jurisdiction and other stakeholders;
- Other related design services requested by the Port.
- Bidding support services, including, but not limited to:
 - Attending the pre-bid meeting;
 - Preparation of addendum and general responses to bidder questions;
 - Reviewing qualifications of low bidders;
 - Other related bidding support services tasks requested by the Port.
- Construction support services, including, but not limited to:
 - Attendance at pre-construction and weekly construction meetings;
 - Review of Contractor submittals;
 - Review and responding to Contractor RFI's
 - Evaluation of change order proposals and contract disputes;
 - Cost estimating of change orders;
 - Record Drawings;
 - Project controls support;
 - Other related construction support services tasks requested by the Port.
- Provide support services in other disciplines as required to accomplish primarily civil/structural engineering task orders, including but not limited to:
 - Electrical;
 - Mechanical;
 - Architectural;
 - Cost Estimating;
 - Construction Management;
 - Surveying;
 - Geotechnical;
 - Other support services tasks as requested by the Port.
- Additional other miscellaneous tasks generally associated with A&E services.

Consultant Selection and Evaluation Process

Firms shall be considered for selection based upon the following evaluation criteria:

1. Proposed project organization and approach to the work	25 Points
2. Directly related experience on similar projects and a list of personnel that would be associated with the Project, including references.	25 Points
3. Capability and availability of personnel and the team including specialized services.	25 Points
4. Demonstrated interest.	15 Points
5. Anticipated sub-consultants.	10 Points
6. <u>The ability of the firm to act as a <i>Client Services Advisor</i> that would provide unsolicited overviews, comments and suggestion on the use existing and future facilities and services, and offer recommendations for improvements, cost savings, planned scheduled maintenance and etc. that will maximize the existing and future use and growth, of the Port and Port Tenants.</u>	20 Points
7. Office location.	15 Points
8. Minority or Woman- Owned Firm	5 Points
Total	140 Points

Firms desiring consideration shall submit a Letter of Interest and Statement of Qualifications addressing the evaluation criteria, together with any other pertinent data to further assist the selection committee in evaluating the firm's qualifications. Standard Federal Forms, 254 and 255, may be submitted to satisfy

part or all of the Statement of Qualifications’ requirements.

Statement of Qualifications shall include the following information:

- A cover letter that includes the consultant’s contact person for this IDIQ contract, including address, telephone, and e-mail address: description of project team, including any sub-consultants and the consultant’s offices(s) where the work will be performed.
- Program approach that describes each discipline and the project team organization and team member(s) responsibilities, including team member’s role and directly related experience.
- The names and qualifications of persons in your firm, and sub-consultants, who would be assigned to key positions in the execution of this work.
- Examples of Port and airport related projects completed within the last five (5) years.
- Experience and qualifications of your firm, and sub-consultants, on Port District Improvement Programs.
- Experience and qualification of your firm, and sub-consultants, on managing and administering Aviation (FAA/AIP) and Non-Aviation Grant and Loan Programs.
- At least six (6) client references, including name and phone numbers from current or ongoing Port projects, or projects completed within the last three years, and
- A copy of your firm’s affirmative action program and indication of intent to use Disadvantage Business Enterprise (DBE) firms.

Proposal Requirements:

- Proposals will be limited to fifteen (15) double sided pages (30 total), including cover letter, but not including resumes.
- Proposals must be received before 2:00 pm (PDT), September 17, 2026. This is a “Request for Qualifications” (RFQ). Email PDF proposals to Milt Miller or mail/deliver one (1) physical copy and (1) digital copy of the Statement of Qualifications to:

PORT OF MOSES LAKE
7810 Andrews St NE Ste 200
Moses Lake, WA 98837
ATTN: Milton Miller Director of Port Facilities
(509) 762-5363

Schedule:

The anticipated project milestones are: (*Dates are tentative and are subject to change*)

Proposals Due:	September 17	2026
Interviews: (If required)	September 22-24	2026
Consultant Selection	September 28	2026

For more information or questions about projects or the RFQ, contact the Port’s Director of Facilities Milton Miller.

mmiller@portofmoseslake.com Phone Number (509)762-5363

Following an evaluation of applications, firms considered to be the most highly qualified will be chosen by either qualification submitted in the SOQ and/or by interviews with the evaluation committee.

The Port of Moses Lake is an equal opportunity employer; women and minority consultants are encouraged to apply.

Milton Miller,
Director of Port Facilities