

**NOTICE TO AIRPORT CONSULTANTS
REQUEST FOR QUALIFICATIONS (RFQ)
Aviation Engineering (Development) Services
Port of Whitman Business Air Center (S94)
Colfax, Washington**

The Port of Whitman County (Sponsor) is hereby soliciting Statements of Qualifications from consultants for airfield development projects that are anticipated to occur within the next five years at the Port of Whitman Business Air Center (S94) located in Colfax, Washington. The selected firm will enter into a master agreement with the Sponsor, under which individual task orders will be issued for specific projects as funding becomes available. The agreement shall not exceed five (5) years from the date of execution of the first task order. Subject to receipt of Federal funding and/or State funding, these projects may include the following:

1. FY2027 Hangar & Site Development Project – Construction Management.
2. FY2027 Fuel Tank Project – Site development and installation.

All projects are subject to available funding and FAA approval and are not guaranteed to proceed. The projects identified above are anticipated based on the Sponsor's current Capital Improvement Plan (CIP); however, the list is not intended to be all-inclusive. The selected consultant may be asked to provide services for additional, modified, or supplemental airport development projects that arise during the five-year contract term, provided such services are consistent with applicable FAA requirements and procurement regulations.

Additional anticipated development efforts during the contract term may include, but are not limited to:

- AWOS III-P/T – Phase I Design
- Runway Lighting Replacement Project
- Electrification of Existing T-Hangars Project

The services to be provided may include, but are not limited to, project management, management of supporting programs (Disadvantaged Business Enterprise Program), Federal Airport grant process (application through project closeout), preliminary design, final design, bidding, construction observation, and incidental special services such as geotechnical/subsurface investigations and topographic surveying.

This solicitation is for development (A/E) services only. Planning services will be procured separately, if required. However, limited planning or data collection activities necessary to support the formulation or preparation of airport development projects may be performed by the selected consultant or their subconsultants as part of individual task orders, consistent with FAA guidance.

A qualification-based selection (QBS) process conforming to FAA Advisory Circular 150/5100-14 (latest edition), *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, will be utilized to select a consultant. Fee information will not be considered in the selection process and shall not be submitted with the Statement of Qualifications. Fees will be negotiated for projects only after selection of the most qualified firm and as federal funds

become available. Key personnel identified in the Statement of Qualifications are expected to perform the work described unless otherwise approved by the Sponsor.

This procurement and any resulting agreement(s) between the Sponsor and the selected consultant shall be conducted in accordance with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and will be subject to all applicable Federal laws, regulations, and required contract provisions associated with the FAA Airport Improvement Program (AIP).

Consultants will be rated by a selection committee according to the following selection criteria and the weight given to each:

1. Capability to perform all aspects of the projects (15%) – qualifications of prime firm (and subconsultants, if any)
2. Relevant experience of key personnel from prime firm (and subconsultants, if any) and role (15%)
3. Knowledge of FAA standards, policies, and procedures (20%)
4. Recent experience with comparable projects at similarly sized airports (10%)
5. History of meeting schedules and staying within budget (20%)
6. Understanding of the project's potential challenges and Sponsor's concerns (20%)

The Sponsor intends to short list up to three (3) of the highest rated firms based on the submittals and conduct phone, informal, and/or formal interviews.

Statements must be concise and contain no more than twenty-eight (28) pages of material (14 sheets of paper, double sided). This excludes the front and back covers, the two-page cover letter (1 sheet of paper, double sided), table of contents, section dividers, and resumes. Consultants must submit number (1) hard copy of their Statement and a PDF of their Statement (submitted via email) to the following person: Jacquelyn Huff, Port of Whitman County, 302 N Mill St, Colfax, WA 99111. Email: jacquelyn@portwhitman.com

All statements must be received by 4:30 p.m. on April 13, 2026. Statements received after this deadline will not be considered. The Sponsor reserves the right to reject any and/or all Statements. Submittals will become property of the Sponsor. The Sponsor is not responsible for any costs incurred by consultants in preparing or submitting a Statement of Qualifications.

Statements are to be provided in a package marked with "Airport Statement of Qualifications" in the lower left-hand corner and the sender's name and address in the upper left-hand corner. Please make the email subject line: "Airport Statement of Qualifications" and request delivery/read receipts to confirm it was received on time.

The most current version of the FAA-required Federal Contract Provisions for A/E agreements will be attached to and made part of any resulting agreement.

Inquiries

All questions must be submitted via email to the above contact by 4:30 p.m. on March 30, 2026 (two weeks before submittal deadline). Answers will be sent via reply email no later than 4:30 p.m. on April 6, 2026 (one week before submittal deadline). For more information, please contact Jacquelyn Huff at (509) 610-2811 or jacquelyn@portwhitman.com.