



**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL/ENGINEERING SERVICES
Airlift Northwest Hangar**

**Chelan Douglas Regional Port Authority
One Campbell Parkway, Suite A
East Wenatchee, WA 98802
509-884-4700 / Stacie@CDRPA.org**

**Issue Date: June 29, 2023
Responses Due By: July 21, 2023 at 11:00 AM**

SECTION I: PURPOSE

The Chelan Douglas Regional Port Authority (CDRPA) is requesting statements of qualifications from qualified and licensed architectural firms to provide design services for the new Airlift Northwest hangar located at the Pangborn Memorial Airport.

SECTION II: PROJECT BACKGROUND

The Airlift Northwest hangar is currently located within the Executive Flight building at the Pangborn Memorial Airport in East Wenatchee. The Washington Air Army National Guard will be leasing the entire Executive Flight Building effective March 1, 2024. Airlift Northwest will be relocating to a new hangar to be constructed by the CDRPA at Pangborn Memorial Airport's Executive Hangar Development Site. The CDRPA owns and operates the Airport.

The Executive Hangar Development Site was previously an undeveloped area located on the southwest corner of the Airport property and is currently being developed to bring the necessary infrastructure to the site and create construction ready hangar pads. The Airlift Northwest hangar will be constructed on hangar pad A located within the Phase 1 of the Hangar Site Development – See Exhibit A. Phase 1 will also extend the Airport's Taxiway B, access roadway, and underground utilities to service the hangar pads. Construction for Phase 1 will start on July 31, 2023 and be complete by November 1, 2023. The CDRPA would like an architect to design a metal hangar building as needed for the Airlift Northwest East Wenatchee operations – see Exhibit B for the basis of design.

SECTION III: SCOPE OF SERVICES

The CDRPA is seeking to enter into a Professional Services Agreement with an efficient and cost-effective consultant who can best demonstrate experience and ability to perform the following:

- Perform analysis of existing hangar, proposed hangar site, and Airlift Northwest's needs.
- Design hangar per Airlift Northwest's requirements – design reviews will be held at 50%, 75%, 90%, and 95% design. Cost estimates and draft specifications shall be reviewed at these intervals as well.
- Assist with permitting and facilitating bidding.
- Provide construction administration services.
- Project close out assistance.

SECTION IV: CONTENTS OF PROPOSAL

1. **Cover Letter:** Provide a letter of introduction with a brief description of your firm, indicating the primary office location for the performance of this project, the type of firm, areas of specialization, the project lead, and any other key staff members.
2. **Firm Overview:** Provide general information about the history of the firm, overview of qualifications pertinent to this RFQ, and demonstration of comparable services for similar projects.
3. **Key Personnel:** Include the biographies of personnel to be assigned to the project and indicate what role they will assume. Directly outline how the experience and skills of these individuals would be utilized to complete the scope of work outlined herein.
4. **Contact Information:** Include a company name and address (physical and email), a contact name and title of the principal individual responsible for the RFQ response, appropriate phone numbers, email addresses, and website addresses. Identify and provide contact information for all sub-consultants.
5. **Understanding of Scope of Work:** Provide the Firm's understanding of the scope of work as described herein including a narrative on the process of designing a pre-engineered steel building.
6. **Project Schedule:** Provide a project schedule and staffing plan detailing how the following milestones will be met:
 - July 21, 2023 – Qualifications Submission Deadline
 - July 31, 2023 – Announcement of Consultant Selection
 - August 16, 2023 – Detailed Fee Estimate Provided to CDRPA
 - August 23, 2023 – December 31, 2023 – Hangar Design
 - Q1 2024 – Bid Hangar Construction
 - Q3 2024 – Hangar Construction Complete
7. **References:** Provide reference information and brief project descriptions for at least three (3) recent or current clients. Reference projects should be completed within the last five (5) years and be similar in nature to the project described in this RFQ (pre-engineered metal building and/or aviation use). Please include the following information:
 - Name of client
 - Name and title of primary contact for client
 - Telephone number, email address, and mailing address of the client's primary contact
 - A brief description of the types of services provided including scope, duration, budget, and current status
 - Examples of deliverables (drawings, renderings, before/after photos, cost estimates, etc.).

SECTION V: TIMELINE AND SUBMISSION PROCEDURES

A pre-submittal site visit has not been scheduled but can be requested by emailing stacie@cdrpa.org.

Qualified applicants shall submit two (2) hard copies and one (1) electronic copy (USB drive or email) to:

Stacie de Mestre
Chelan Douglas Regional Port Authority
1 Campbell Parkway, Suite A
East Wenatchee, WA 98802
Stacie@cdrpa.org

All submittals must be received no later than Wednesday, July 21, 2023, prior to 11:00 AM.

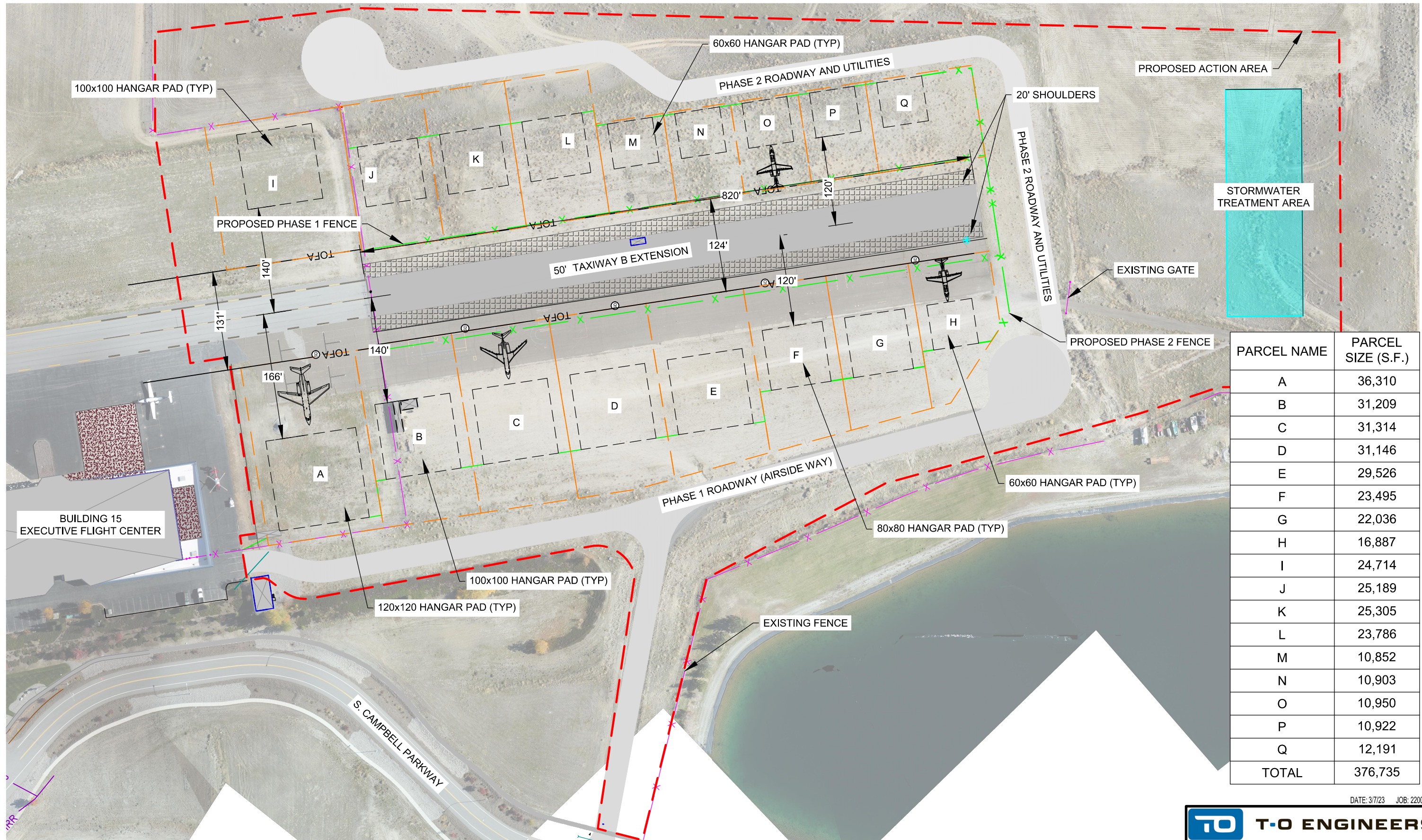
SECTION VI: SELECTION CRITERIA

The CDRPA reserves the right to contact proposers to seek clarification on any aspect of their SOQ. The selection criteria and weighting factor will be:

- Qualifications of key personnel (25%)
- Demonstrated staffing and resource capacity to meet CDRPA timeline (25%)
- Experience completing projects of comparable scope, budget, and complexity (20%)
- Clarity of proposal (20%)
- Discretionary (10%)

All questions shall be directed to Stacie de Mestre via email at Stacie@CDRPA.org

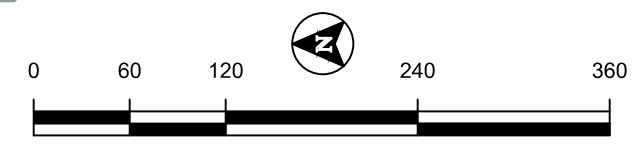
N:\220095\Tasks\Task Order 22-08 - Exec Hangar Site Design\3_Acad\dwg\Exhibits\Hangar Dev Project Component Fence Exhibit.dwg, 3/7/2023 3:43:51 PM, Conner Hansen, DWG To PDF.pcd
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PARCEL NAME	PARCEL SIZE (S.F.)
A	36,310
B	31,209
C	31,314
D	31,146
E	29,526
F	23,495
G	22,036
H	16,887
I	24,714
J	25,189
K	25,305
L	23,786
M	10,852
N	10,903
O	10,950
P	10,922
Q	12,191
TOTAL	376,735

*PARCEL SIZES COULD FLUCTUATE BASED ON HANGAR CONFIGURATION/SIZE.
 *HANGAR PAD SIZES ARE PRELIMINARY AND COULD BE SUBJECT TO CHANGE.

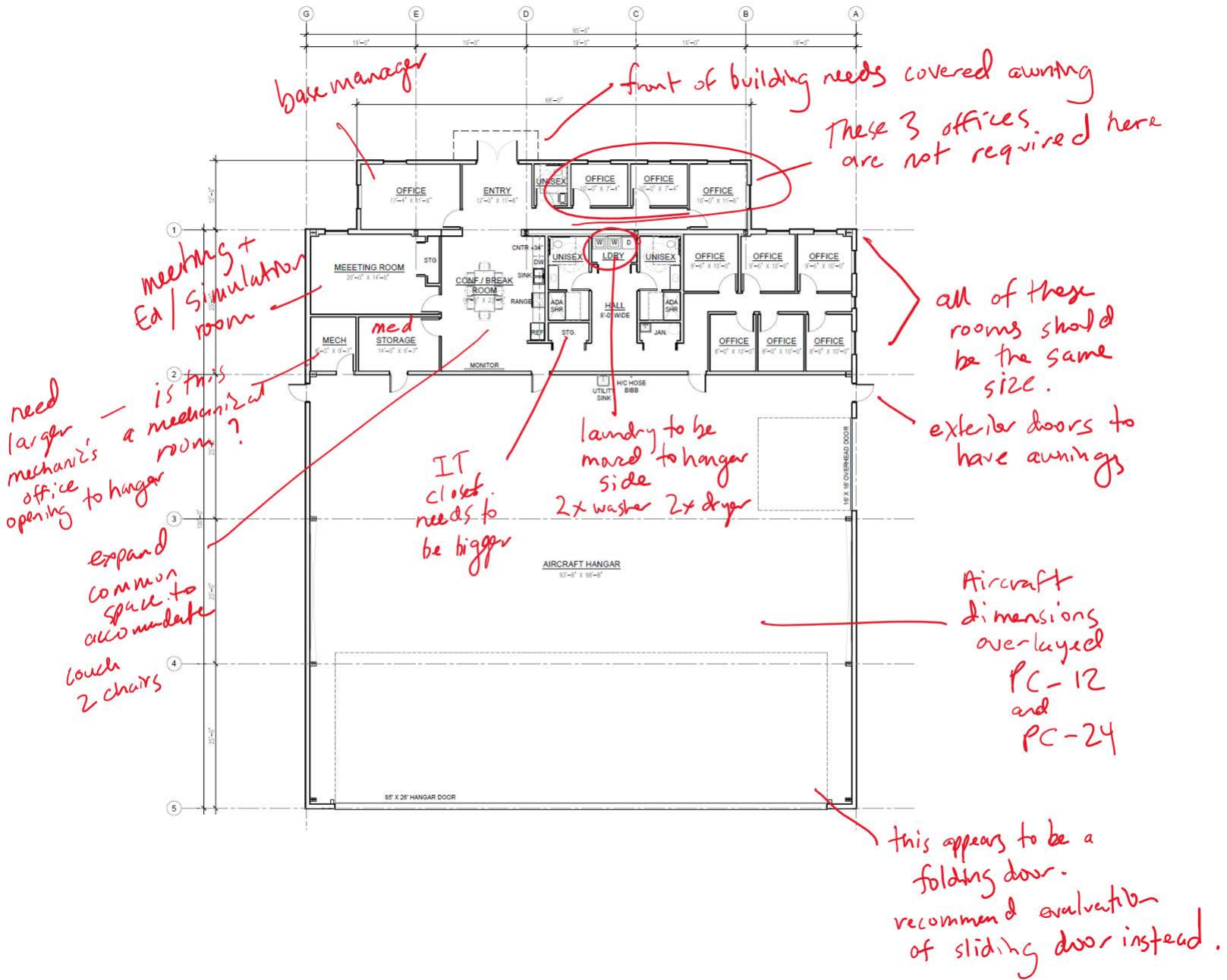
TAXIWAY B EXTENSION AND EXECUTIVE HANGAR DEVELOPMENT SITE PLAN EXHIBIT



DATE: 3/7/23 JOB: 220095

T-O ENGINEERS
 1717 S. RUSTLE STREET, SUITE 201
 SPOKANE, WA 99224
 509-319-2580 | WWW.TO-ENGINEERS.COM

EXHIBIT B



base manager

front of building needs covered awning

These 3 offices are not required here

meeting + Ed / simulation room

all of these rooms should be the same size.

exterior doors to have awnings

need larger mechanic's office opening to hangar

expand common space to accommodate couch 2 chairs

IT closet needs to be bigger

laundry to be moved to hangar side 2x washer 2x dryer

Aircraft dimensions overlaid PC-12 and PC-24

this appears to be a folding door - recommend evaluation of sliding door instead.