



**Request for Proposals / Statement of Qualifications
Architectural Services
UAS Flex Hangar 3
February 2024**

1. Request for Proposals:

The City of Pendleton/Eastern Oregon Regional Airport (EORA) is seeking statements of qualifications with hourly rates and probable budgets from licensed and qualified architectural firms for the design of a new Aircraft Hangar. The architect will act as the prime consultant and required engineering services will be provided by licensed engineers acting as sub-consultants to the architecture firm. The design of the metal building, mechanical, electrical, plumbing, and fire sprinkler can be by bidder design, based on specifications and preliminary drawings. The aircraft hangar will have a large aircraft storage area and associated offices and restrooms. The hangar will be located at 3567 NW 38th Ct, Pendleton, OR. The project will be design/bid/build delivery method.

2. Project Objective:

The intent of the project is to build a new 18,000 square foot aircraft hangar similar to the other aircraft hangars recently built. The building will be one story with a mezzanine over the office component. Utilities of water, sewer, and electricity are located in the adjacent road.

3. Selection Process and Schedule:

An optional site tour will be held Tuesday, February 20, 2024, beginning at 9:00 am. Attendees should meet at the Eastern Oregon Regional Airport, 2016 Airport Road, Pendleton, OR in the Doolittle Conference room located in the Airport Terminal.

E-mail questions to Wayne Green, Airport Engineer, at wayne.green@ci.pendleton.or.us by February 21, 2024. Questions and responses will be posted on the City website at: www.pendleton.or.us under the "Business" option, then select "Bids and RFP's" and the OregonBuys website at: <https://oregonbuys.gov/bsa/view/login/login.xhtml>.

Proposals are due February 28, 2024, by 2:00 pm PST. (late submissions will not be considered). Proposals may be emailed to: wayne.green@ci.pendleton.or.us and cc'd to jutta.haliewicz@ci.pendleton.or.us.

A team of City staff will review proposals for consistency with the Selection Criteria (listed below). The City intends to select the most favorable proposal.

The City anticipates awarding a design contract by early March 2024.

4. Background:

The City of Pendleton would like to construct an 18,000 square foot hangar to further our efforts to add infrastructure to our FAA certified UAS (Unmanned Aerial Systems) test range located at the Eastern Oregon Regional Airport. This project will be funded by a combination of a Federal EDA grant and a Business Oregon State loan.

5. Scope of Services:

The Scope of Services includes architectural and civil engineering services. There are existing Geotech studies of adjacent areas. It will be determined later whether additional Geotech engineering is needed. The hangar may be bid as design-build for the: metal building, mechanical, electrical, plumbing, and fire sprinkler work. However, the architect shall have available their own structural, mechanical, and electrical engineering services as may be needed for review of the bidder's work. Services shall include coordination of building permit review and approval through the City of Pendleton. The design work shall also be reviewed with City staff at the Schematic Design 35%, Design Development 65%, Construction Documents 95% and "Final" design development phases.

The Scope of Services includes the following:

- Schematic Design: prepare a schematic level design to show scale and functional relationships of the project. Prepare selections of major building systems and materials. Provide a schematic level cost estimate.
- Design Development: Prepare Design Development documents to further refine the project architectural design. Evaluate the need for geotechnical and survey work. Note that metal building structural, mechanical, and electrical systems should be provided as schematic design and specifications for design-build. Prepare an outline specification and a design development level cost estimate.
- Construction Documents: Complete construction documents in sufficient detail to bid and construct the project. Prepare a detailed final cost estimate.
- Bidding Phase Services: Assist the Owner in bidding the project.
- Construction Administration: During construction, attend job-site meetings in person and/or via Zoom or Teams, inspect and evaluate the work, review certifications for payment, review submittals, review change orders, and administer project completion.

Civil engineering services shall include grading, storm water systems, water, sewer and other utilities.

6. Construction Budget:

The current budget for the construction is approximately \$3,400,000. The project will require either Davis-Bacon Wages or Oregon BOLI Prevailing Wages, **whichever is greater**, and shall include Build America, Buy America (BABA) Act requirements.

7. Proposed Project Schedule (approximate):

- March 2024 - Procure architect.
- March – April 2024 - Design and prepare bid construction documents.
- April – May 2024 - Procure construction contractor.
- June 2024 – February 2025 – Construction.

8. Required Information:

The proposals should include but not necessarily be limited to the following within a 10-page limit:

- Proposed hourly rates of team members. Estimated design team budget.
- Previous experience designing similar facilities and examples of such projects.
- Identification and qualifications of proposed project team members including your anticipated project manager. Identify prime consultant and all subconsultants.
- Statement of the availability of project team members to meet proposed schedule and produce deliverables.
- Verification of Oregon State architect licensing, and licensed civil engineer.
- Previous experience working on airport hangars.
- Up to three (3) references.

9. Owner Contact:

E-mail questions to Wayne Green at wayne.green@ci.pendleton.or.us.

Questions and responses will be posted on the City website at: www.pendleton.or.us then select “Business” tab then select “Bids and RFP’s” and the Oregon Buy’s website at: <https://oregonbuys.gov/bsa/view/login/login.xhtml>.

10. Submission Requirements:

Electronic submissions are preferred to Wayne Green, Airport Engineer, wayne.green@ci.pendleton.or.us and cc’d to Jutta Haliewicz, Senior Secretary, jutta.haliewicz@ci.pendleton.or.us by **2:00 pm PST, Wednesday, February 28, 2024**. **Submissions shall be marked “Request for Proposals – Architectural Services – UAS Flex Hangar 3**. Paper submissions can be mailed to City of Pendleton, Attn: Wayne Green, Engineering Department, 500 SW Dorion Avenue, Pendleton, OR 97801. Late submissions will not be considered.

11. Evaluation Criteria:

The City will use the following criteria to select an architect. The criteria are subject to change, without notice, at the discretion of the City.

- Demonstrated project experience and skills relevant to the design of similar facilities.
- Experience, skills and credentials of key project staff
- Experience working on airport projects and with FAA requirements.
- Project budget
- Availability to conduct work within the City's schedule.
- Client references

12. Proposal Conditions:

Building codes, engineering standards, and design guidance:

The project is located on a Federally funded airport with special requirements for working within the secure area. All contractors will be required to take an Airport familiarity training provided by EORA. Plans and specifications shall be prepared in compliance with the current editions of the following codes and guidelines:

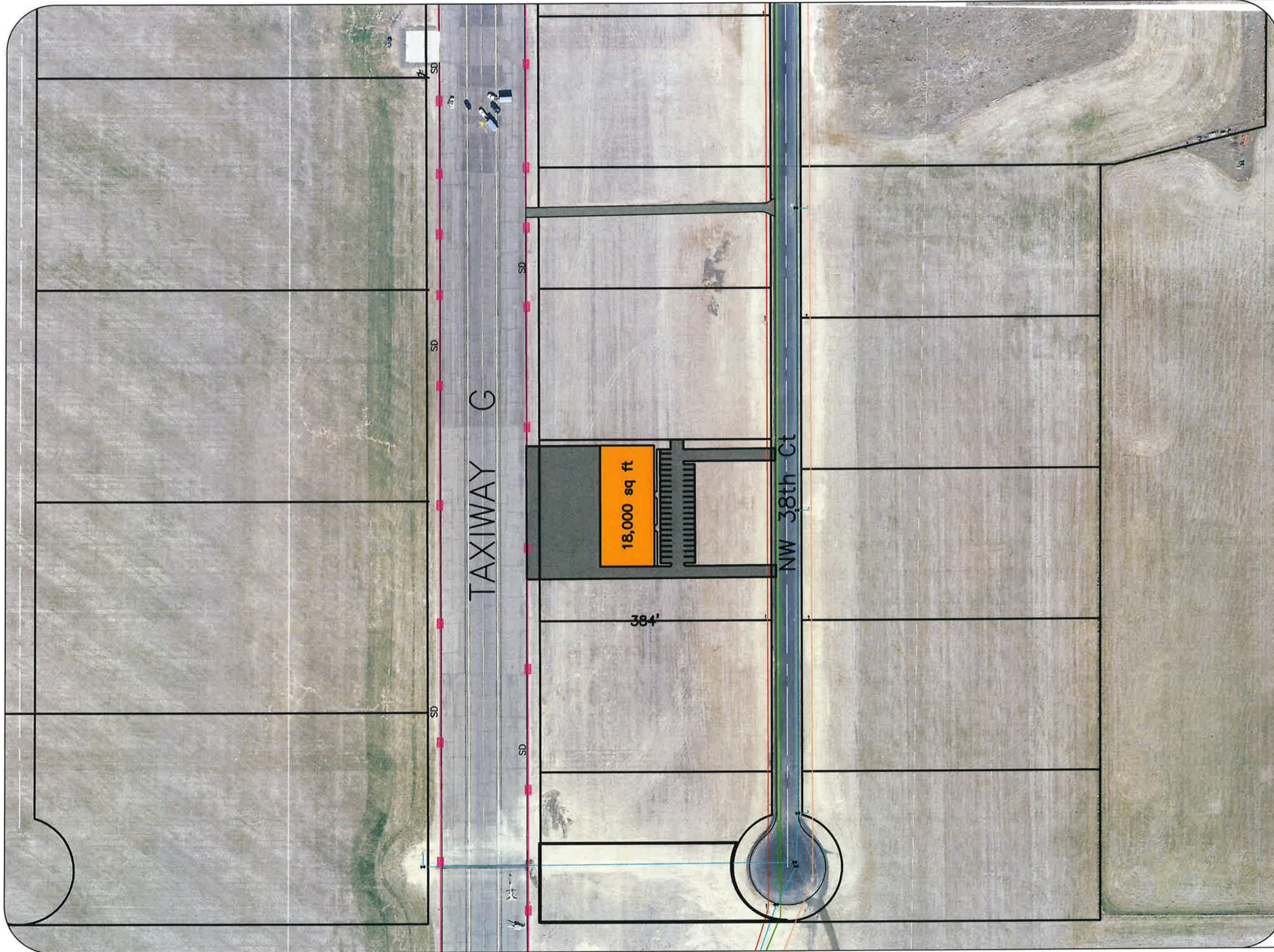
- 2022 Oregon Structural Specialty Code (OSSC)
- 2021 Oregon Energy Efficiency Specialty Code (OEESC)
- 2022 Oregon Mechanical Specialty Code (OMSC)
- 2023 Oregon Electrical Specialty Code (OESC)
- 2023 Oregon Plumbing Specialty Code (OPSC)
- 2022 Oregon Fire Code (OFC)
- ICC/ANSI A117.1 and ADA Standards for accessibility

13. Disclaimer:

The City of Pendleton reserves the right to accept any proposal deemed to be in the interest of the City, to waive any minor irregularities in any proposal, to re-solicit for new proposals as deemed necessary by the City, or not to award any contract at all. The City of Pendleton reserves the right to award a contract based on the proposal expected to be most beneficial to the City based on qualifications and cost.

14. Background Documents available:

- Aerial view of Project



General Notes

**New UAS Hangar
T3N, R32E S32
Taxlots 10300 &
9900**

BAR IS ONE INCH ON ORIGINAL DRAWING. 1"
0 IF NOT ONE INCH ON THIS SHEET, ADJUST SCALE ACCORDINGLY.



RENEWAL: 06/30/24
SIGNED: 01/31/24

No.	Revision/Issue	Date

Firm Name and Address
CITY OF PENDLETON
ENGINEERING DEPT
500 SW DORION AVE.
PENDLETON, OR 97801
(541) 966-0203

Project Name and Address

Project	Sheet
Date 01/2024	S-1
Scale 1"=150'	