

REQUEST FOR QUALIFICATIONS

FOR

CONSULTING ARCHITECTURAL/ENGINEERING SERVICES

FOR

LA GRANDE/UNION COUNTY AIRPORT

UNION COUNTY

1106 K Avenue
La Grande, Oregon 97850
(541) 963-1001

Date: August 17, 2026

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INTRODUCTION

Union County, hereinafter known as the County, is seeking the services of a qualified Consulting Architectural/Engineering Firm to provide engineering services associated with the planning, design, and construction of airport development projects at La Grande/Union County Airport. Work is expected to be accomplished during the course of several Federal Aviation Administration grant projects. The contract is anticipated to start October 12, 2026 and will cover a period of five years. The County reserves the right to amend this solicitation for additional time if it is in the best interest of the County. Separate work orders will be developed for each County project.

Section 1: RFQ Submittal and Closing Date

4 copies of the RFQ must be received by 1:00 p.m. Pacific Time on September 10, 2026. Neither late nor faxed nor electronic submittals will be acceptable. Firms submitting RFQs not in compliance with Section 4 will be considered non-responsive. RFQs must be submitted to the following:

Union County
Attn: Shelley Burgess
1106 K Avenue
La Grande, OR 97850
(541) 963-1001

Submittals may be delivered as 4 hard copies to the address above, by the same deadline. Do not include cost, pricing, or fee information in the submittal. Consistent with ORS 279C.110 and 49 USC 47107(a)(17), the County will select a consultant solely on the basis of qualifications, and will discuss and negotiate compensation only after a consultant has been selected.

Section 2: Inquiries

2.1 Questions that arise prior to the RFQ deadline shall be addressed to the following:

Union County
Attn: Doug Wright or Rex Harden
P.O. Box 1103
10513 N. McAlister Road
La Grande, OR 97850
(541) 963-1016

2.2 Consultants may be directed to submit questions in writing to Doug Wright or Rex Harden no later than seven days prior to the submittal date. Substantive questions and answers will be provided to all RFQ recipients.

2.3 This RFQ may be modified or clarified only by written addendum issued to all firms that received it. No oral statement, interpretation, or answer to an inquiry is

binding on the County.

- 2.4** A prospective consultant may protest the contents of this RFQ or the County's selection of a consultant, as provided in the County's Public Contracting Code. A written protest must be delivered to Union County, 1106 K Avenue, La Grande, Oregon 97850 no later than October 21, 2026.

Section 3: Statement of Work and Delivery Schedule

3.1 Desired Products and Services

The objective of this work is to assist Union County with the design and construction of a variety of grant funded airport improvement projects at La Grande/Union County Airport.

3.2 Statement of Work

The scope of work to be performed by the Consultant for various County projects may include engineering services relating to the Preliminary Phase, Design Phase, Bidding and Negotiation Phase, and Construction Phase of the projects. Some examples of activities include, but are not limited to:

1. Conferring with the County on project requirements, finances, schedules, early phases of the project, and other pertinent matters and meeting with FAA and other concerned agencies and parties on matters affecting the project.
2. Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and architectural and engineering studies required for preliminary design considerations.
3. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.
4. Assist the County in the financial planning for projects including assistance with grants and loan applications.
5. Proceed with final design after the County has approved the conceptual design.
6. Complete the necessary mapping and detailed design of the projects, prepare detailed drawings, specifications, and contract documents, and make approximate estimates of the anticipated final costs based on the final designs.
7. Perform surveys and assist in negotiations for land rights when required.
8. Attend public meetings and conferences with the County and representatives of other agencies and interested parties.
9. Provide detailed drawings, specifications, and other contract documents stamped by a Registered Professional Engineer to the County and any other agency from which approval must be obtained prior to advertisement for

- bids.
10. Attend bid openings, tabulate bid proposals, analyze the bids, check bid forms and bonds, and assist the County in negotiating and awarding the contracts.
 11. Meet with the County and contractors in preconstruction conferences.
 12. Keep the County informed concerning progress of the work and attend meetings held by the County, regulating agencies, and contractor as they relate to the project.
 13. Review shop and working drawings furnished by the contractor.
 14. Provide general review and inspection of the contractor's work as construction progresses.
 15. Provide construction staking as required.
 16. Provide material testing services as required.
 17. Review contractor's requests for progress payments and advise County as to the extent of the work accomplished as of the date of the request.
 18. Prepare change orders.
 19. Provide County with record drawings.
 20. Make final inspection of projects and report same to County and any other applicable agency.
 21. Assist with the preparation of environmental review records or impact statements.
 22. Assist in obtaining permits, applications, etc., as necessary for the work.
 23. Assist the County with property surveys, property plats, legal descriptions, and other items necessary for negotiating for land rights and easements.
 24. Assist with the preparation for and appearances before courts or boards on matters of litigation related to the projects.
 25. Assist with preparation for any project audits and attend necessary meetings.
 26. Furnish consultations necessary to correct unforeseen project difficulties after County accepts the work.
 27. Review operations and maintenance manuals.

3.3 Anticipated Work Schedule

This RFQ is for engineering, design, and construction management services. The selected consultant must be able to undertake a wide variety of civil engineering and planning tasks and provide assistance in administration, pre-design studies, FAA processes, environmental and agency processes, production of solicitation and contract documents, construction management and other tasks required to complete the selected projects.

Working with County staff and the Airport Manager, the selected consultant will be responsible for environmental, design, engineering, and construction management of capital improvement projects at the Airport for a period of up to five years. The AIP projects listed below are currently planned over the next five years, though for various reasons some or all of the planned projects may not be

undertaken.

- 2027 - Taxiway B, C, C1, and C2: Reconstruction, Rehabilitation, and Paved Shoulders: Phase I: Predesign & Environmental
- 2028 - Taxiway B, C, C1, and C2: Reconstruction, Rehabilitation, and Paved Shoulders: Phase II: Design
- 2030 - Taxiway B, C, C1, and C2: Reconstruction, Rehabilitation, and Paved Shoulders: Phase III: Construction

Section 4: RFQ Contents

4.1 Consultant's Capabilities/Experience/References

Outline the firm's capabilities and experience with regard to the requested services. The response should address the following:

- Experience with similar projects. Provide references.
- Internal procedures and/or policies related to work quality and cost control.
- Management and organizational structure.
- Capability to perform the work for the duration of the contract.
- Details regarding experience with the FAA grant program and compliance requirements.

4.2 Project Team

Outline the firm's personnel who would work with the County. The response should address the following:

- Extent of principal involvement.
- Names of key members who will be performing the work on these projects and their responsibilities.
- Qualifications and relevant individual experience, including sub consultants.
- Project manager's experience with similar projects and interdisciplinary teams.
- Project team's location.

4.3 DBE Program & Goal Experience

Outline the firm's approach to meeting the County's DBE planning and goal requirements.

The County's DBE goal for this contract is 4.67% consistent with the County's federally approved DBE program under 49 CFR Part 26.

4.4 Understanding of Requested Services and Local Area

Outline the firm's understanding of the requested services and local area. The response should address items such as experience and familiarity with local conditions that could affect project construction success such as local materials sources, weather limitations, local contracting resources, etc.

4.5 Current Workload & Schedule

Describe the firm's current workload and ability to meet schedules and deadlines for the first anticipated project and any subsequent projects.

Section 5: Proposal Evaluation and Consultant Selection

5.1 Proposals will be evaluated on the completeness and quality of content as described in Section 4 and within this section.

Interviews may be conducted with the top ranked firms. The evaluation committee's recommendation will be submitted to the Union County Board of Commissioners for approval.

5.2 Evaluation Criteria

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:

Criteria	Maximum Score
• Capability to perform all or most aspects of the project and recent experience in airport projects comparable to the proposed task.	25
• Key personnel's professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures.	25
• Current workload and demonstrated ability to meet schedules or deadlines.	10
• Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns.	10
• Qualifications and experience of outside consultants regularly engaged by the consultant under consideration.	10
• Demonstrated understanding of the project's potential problems and the	

County's special concerns. 10

- Evidence that the consultant has made good faith efforts in meeting Disadvantaged Business Enterprise (DBE) goals (49 CFR, 26.53) 10

Section 6: General Information

- 6.1** The County may require any clarification or change it needs to understand the selected consultant's project approach.
- 6.2** The successful consultant must have Worker's Compensation Insurance covering work in Oregon. The successful consultant must also submit documents addressing insurance, non-collusion, tax law, debarment, and conflict of interest as part of the personal services contract. At minimum, the successful consultant must also maintain Commercial General Liability insurance (\$1,000,000 per occurrence / \$2,000,000 aggregate, with the County named as an additional insured), Professional Liability (Errors & Omissions) insurance (\$1,000,000 per claim), and Automobile Liability insurance (\$1,000,000 combined single limit). The successful consultant must provide proof of current Oregon registration under ORS chapter 672 (engineers/land surveyors) and/or ORS chapter 671 (architects) for all personnel performing licensed services, and must provide current certifications regarding debarment and suspension (2 CFR Part 1200) and lobbying (2 CFR Part 200, Appendix II), consistent with the County's FAA grant assurances.
- 6.3** The County reserves the right to reject any or all proposals, and is not liable for any costs the consultant incurs while preparing or presenting the proposal.
- 6.4** The County reserves the right to cancel this RFQ upon a good cause finding.
- 6.5** The County will award a contract to the consultant whose proposal, in the opinion of the County Commissioners, would be most advantageous to the County.
- 6.6** The selected consultant will be required to assume responsibility for all services outlined in the RFQ, whether the consultant or a sub consultant produces them.
- 6.7** Proposals will not be opened publicly until after the County executes a contract with the selected consultant, in accordance with ORS 279C.107. After that point, proposals become subject to disclosure under Oregon public records law, except for trade secrets (ORS 192.345) and information submitted in confidence (ORS 192.355). A consultant that considers any part of its submittal to be a trade secret or confidential must clearly label that part at the time of submittal; the County will withhold only the portions so labeled, to the extent permitted by law.

