

**ADDENDUM #1 – October 7, 2021**

**RE: NOTICE OF REQUEST FOR QUALIFICATIONS FOR AS-NEEDED PROFESSIONAL SERVICES TO INCLUDE, BUT NOT LIMITED TO, ARCHITECTURAL, ENGINEERING AND PLANNING SERVICES FOR THE SOUTHWEST OREGON REGIONAL AIRPORT, NORTH BEND, OREGON**

**FROM: COOS COUNTY AIRPORT DISTRICT**  
1100 Airport Lane  
North Bend, Oregon 97459  
541-756-8531

**TO: Prospective Respondents**

This Addendum forms a part of the Request for Qualifications for various as-needed professional services for development of aviation related airport projects and non-aeronautical land development and improvements at the Southwest Oregon Regional Airport, as noted below.

This Addendum consists of **2** pages together with **NO** attachments.

**CHANGES TO REQUEST FOR QUALIFICATIONS:**

- Section 3. SCOPE OF WORK:

Delete:

- Glideslope Relocation
- RVR Feasibility Study

Change:

- Environmental

To:

- General On-Call Environmental Services

- Add Section: FORMAT OF STATEMENT OF QUALIFICATIONS

To facilitate review, SOQ submittals should conform to the following format.

1. **Experience and Qualifications:** Provide a description of your firm's experience and qualifications in airport architectural, engineering, design, planning, and environmental services. Include experience with FAA and State procedures and requirements regarding airport development.

2. **Project Team:** Identify proposed team members and responsibilities. Provide individual resumes, outlining credentials and experience.
3. **References:** Provide the name and telephone number for at least four (4) references familiar with your services, in relation to projects similar to those in the above Scope of Work.
4. **Project Understanding:** Provide your general understanding of the airport and issues regarding the identified projects. Identify potential challenges and concerns.
5. **Support Data:** Include other relevant information.

The SOQ shall not exceed thirty (30) pages; excluding the front and back covers, dividers, cover sheet, table of contents, and letter of introduction (maximum two (2) pages).

- Add Section: CRITERIA FOR STATEMENT OF QUALIFICATIONS

The following criteria will be used in ranking and selection of the successful consultant.

1. **Firm/Team Qualifications (35%):** Preference shall be given to a firm or team with qualifications that meet the Coos County Airport District's (CCAD) expectations for architectural, engineering, design, and planning.
2. **Project Experience (35%):** Preference shall be given to experience in relation to projects similar to those in the above Scope of Work.
3. **FAA/State Experience (15%):** Preference shall be given to working relationship with the FAA and State, and understanding of FAA and State aviation procedures and requirements regarding airport development.
4. **Project Performance (15%):** Preference shall be given to firms who demonstrate satisfactory and above average performance on projects as determined through reference, industry, internet and other media inquiry.

- Add Section: SELECTION OF THE CONSULTANT

It is the intent of the CCAD to review and rank the RFQs. The CCAD may choose to interview a shortlist of consultants before making the selection.

The CCAD reserves the right to reject any and all submissions to this RFQ, request clarification, and waive informalities/technicalities, if deemed in the best interest of the CCAD. The CCAD assumes no responsibility for costs incurred in responding to this RFQ.

In accordance with ORS Chapter 279C's and the FAA's selection procedures, selection will be qualification based. No overhead rate, fees, or cost information should be included as part of an RFQ.

**END OF ADDENDUM**