

**COOS COUNTY AIRPORT DISTRICT
SOUTHWEST OREGON REGIONAL AIRPORT (OTH)**

REQUEST FOR QUALIFICATIONS

AS-NEEDED PROFESSIONAL SERVICES

Architectural, Engineering, Planning, Environmental,
Surveying and Related Professional Services

Issued: September 17, 2026

Statement of Qualifications Due: 2:00 p.m. Pacific Time — October 30, 2026

Anticipated Start Date:

February 1, 2027

Anticipated Agreement Period:

Five years commencing upon contract execution

Southwest Oregon Regional Airport
1100 Airport Lane
North Bend, Oregon 97459

1. Notice of Request for Qualifications

The Coos County Airport District (CCAD), owner and operator of Southwest Oregon Regional Airport (OTH), invites Statements of Qualifications (SOQs) from qualified firms to provide as-needed architectural, engineering, planning, environmental, surveying, technical, advisory, and related professional services in support of airport development and non-aeronautical land development. CCAD intends to engage the selected consultant for a five-year period commencing upon contract execution. The anticipated start date is February 1, 2027.

This RFQ is intended to establish a qualified consultant relationship for assignments that may be authorized by CCAD from time to time. Individual assignments may be issued as task orders, work authorizations, or other written authorizations determined appropriate by CCAD and applicable procurement requirements. Issuance of this RFQ does not guarantee a minimum volume of work, a specific project, or any particular compensation.

2. Procurement Summary

Owner / Agency	Coos County Airport District (CCAD)
Airport	Southwest Oregon Regional Airport (OTH), North Bend, Oregon
Solicitation	Request for Qualifications — As-Needed Professional Services
Primary Services	Architectural, engineering, planning, environmental, surveying, and related professional services
Selection Method	Qualifications-based selection (QBS)
SOQ Due	2:00 p.m. Pacific Time, October 30, 2026
Anticipated Start Date	February 1, 2027
Agreement Period	Five years commencing upon contract execution
SOQ Limit	30 pages maximum, subject to the exclusions stated in Section 8
Submittal	Three (3) copies to the CCAD contact identified in Section 11
Pricing	Do not include pricing, rates, fees, or other compensation information in the SOQ

3. Airport and Assignment Background

CCAD is seeking a consultant or consultant team capable of supporting a diverse program of airport and land development needs at OTH. The anticipated work includes airside and landside improvements, planning and development, infrastructure, facilities, environmental compliance, grant-related support, and other professional services required to advance CCAD priorities.

Assignments may range from limited technical evaluations and planning studies to full project development, design, permitting, bidding support, construction administration, construction observation, closeout, and related services. The consultant must be capable of coordinating with CCAD, airport tenants and users, governmental agencies, utilities, contractors, and other stakeholders.

4. Objectives of the RFQ

- Establish access to qualified professional resources that can respond promptly to CCAD's changing airport development needs.
- Obtain high-quality planning, engineering, architectural, environmental, surveying, and technical services appropriate for an operating airport.
- Support projects in a manner consistent with applicable FAA, State of Oregon, local, and other regulatory requirements.
- Provide practical, cost-conscious recommendations that consider constructability, phasing, airport operations, safety, funding eligibility, and long-term asset management.
- Maintain continuity and institutional knowledge across multiple airport projects and assignments.

5. Anticipated Scope of Services

The following projects are those CCAD reasonably anticipates initiating during the five-year period, together with service areas that may be required to support them. The list does not obligate CCAD to authorize any project or service, and CCAD may separately procure any assignment when required by law, funding requirements, or the District's best interests:

- Airport Layout Plan (ALP) updates and related airport planning documentation
- Runway 5/23 extension planning, design, environmental and implementation support
- MALSR electrical upgrades and related airfield electrical improvements
- General Aviation apron and taxiway connector improvements
- Runway and taxiway rehabilitation
- Pavement Condition Number (PCN) data acquisition and FAA Form 5010 / airport master record support
- Air carrier apron expansion and improvements
- On-call environmental services, including environmental screening, studies, documentation and NEPA support as applicable
- On-call general aviation planning and development
- Terminal expansion and improvements
- Perimeter security, access control and property fencing
- Airport ingress/egress improvements, including potential fueling-route development
- General Aviation hangar development and related site planning
- Aircraft Rescue and Fire Fighting (ARFF) vehicle acquisition support
- Passenger Facility Charge (PFC) program application and related support
- Navigational aids (NAVAIDs) planning, coordination and implementation support
- Obstruction identification, evaluation and removal
- Advanced Air Mobility / electric vertical takeoff and landing (eVTOL) planning and development

Professional Service Disciplines

- Airport and land-use planning
- Architectural services
- Civil and airfield engineering
- Drainage, stormwater and utility engineering
- Electrical engineering, including airfield lighting and NAVAIDs
- Structural engineering

- Mechanical engineering
- Geotechnical engineering and materials testing
- Surveying, mapping and GIS
- Environmental screening, studies, permitting and NEPA support
- Traffic and transportation engineering
- Appraisal and property-related services
- Financial feasibility, economic impact analysis and financial modeling
- Cost estimating and lifecycle cost analysis
- Grant administration and project development support
- Bidding, construction administration, construction observation and project closeout
- Technical studies, feasibility analyses and alternatives evaluations
- Stakeholder coordination, public meetings and agency coordination
- Other professional services reasonably related to airport planning, development and operation

Regulatory and Airport-Specific Expertise

Consultants should demonstrate familiarity with requirements applicable to airport development, including, as appropriate, Federal Aviation Administration (FAA) requirements and guidance; U.S. Department of Transportation requirements; Transportation Security Administration (TSA) considerations; State of Oregon aviation requirements; local land-use, building and permitting requirements; environmental regulations; accessibility requirements; and other applicable federal, state and local laws, rules, standards and guidance.

For federally assisted projects, the selected consultant may be required to comply with applicable federal grant requirements, FAA grant assurances, federal contract provisions, civil rights requirements, and other requirements associated with the applicable funding source.

6. As-Needed / Task-Order Approach

- The resulting agreement is anticipated to remain available for assignments for a five-year period commencing upon contract execution, with an anticipated start date of February 1, 2027. No new assignment will be initiated after expiration of the five-year period without a new procurement action, unless otherwise permitted by applicable law and approved by FAA when required. Projects initiated during the five-year period may continue beyond expiration of the agreement.
- CCAD may request a written scope, schedule, staffing plan and fee proposal for an individual assignment after selection.
- Individual assignments will be authorized only after CCAD and the consultant agree on the applicable scope, deliverables, schedule and compensation in accordance with applicable procurement requirements.
- CCAD may use the selected consultant for one or more assignments during the term of the resulting agreement, subject to available funding and authorization.
- Assignments may require coordination with FAA, Oregon Department of Aviation, other public agencies, tenants, airlines, utilities, contractors and other stakeholders.
- The consultant shall maintain sufficient staff and subconsultant capacity to respond to urgent or time-sensitive airport needs when requested.
- CCAD may procure particular assignments separately when it determines that doing so is in the District's best interest or is necessary to preserve competition, consultant objectivity, regulatory compliance, or funding eligibility.

7. Minimum Qualifications and Desired Capabilities

- Demonstrated experience providing architectural, engineering, planning, environmental, surveying or related professional services for airports or comparable transportation facilities.
- Experience with airport projects of similar type, scale and complexity, including work in an active operational environment.
- Experience supporting FAA-funded or federally assisted airport projects, including qualifications-based consultant selection and applicable grant requirements.
- Knowledge of State of Oregon aviation and public procurement requirements applicable to the proposed services.
- Ability to assemble and manage multidisciplinary teams and qualified subconsultants.
- Availability to respond to CCAD's needs and meet project schedules.
- Demonstrated quality control/quality assurance practices and effective project management.
- Ability to communicate clearly with airport management, governing bodies, tenants, agencies, contractors and the public.
- All required professional licenses and registrations necessary to perform the proposed services.

8. Statement of Qualifications — Required Format

- **Letter of Introduction.** Maximum two (2) pages. Provide a letter signed by an authorized representative that identifies the firm, primary contact, office location, proposed lead consultant, and a concise statement of interest and availability. The letter must also acknowledge receipt of each RFQ addendum, if any.
- **Firm Qualifications and Experience.** Describe organizational capabilities, relevant disciplines, airport experience, and qualifications applicable to the anticipated services.
- **Project Team and Key Personnel.** Identify the proposed project manager and key personnel, roles and responsibilities, office location, availability, and anticipated involvement. Include concise resumes for key personnel.
- **Relevant Project Experience.** Provide examples of comparable airport or transportation projects. Identify client, project location, scope, services performed, project role, approximate project value where appropriate, funding source where relevant, and completion date.
- **FAA / State / Regulatory Experience.** Describe experience with FAA, State of Oregon and other applicable regulatory agencies and requirements, including federally assisted airport projects.
- **Project Understanding and Approach.** Demonstrate understanding of CCAD's anticipated needs, operating-airport constraints, coordination requirements, risk management, quality control, constructability, scheduling and funding considerations.
- **Subconsultant Team.** Identify proposed subconsultants, their roles, qualifications, relevant experience and anticipated level of participation. Explain how the prime consultant will manage the team.
- **References.** Provide at least four (4) references familiar with the firm's performance on comparable work. Include name, organization, telephone number, email if available, project, and relationship to the firm.
- **Availability and Support Data.** Provide other information demonstrating responsiveness, workload capacity, geographic coverage, local/regional presence, and ability to support CCAD.

Page Limit: The SOQ shall not exceed thirty (30) pages. The page limit excludes the front and back covers, dividers, cover sheet, table of contents, and the Letter of Introduction, which may not exceed two (2) pages. Firms should avoid excessive promotional material and focus on information relevant to the evaluation criteria.

9. Evaluation and Selection

CCAD will evaluate and rank SOQs using the criteria below. The evaluation is intended to identify the consultant best qualified to meet CCAD's anticipated needs.

Criterion	Weight	Evaluation Focus
Firm / Team Qualifications and Capacity	30%	Qualifications, professional competence, staffing, availability, project management, responsiveness and multidisciplinary resources committed to CCAD's anticipated needs.
Relevant Project Experience	25%	Relevant experience with airport and comparable projects similar in type, scope, complexity, funding and active operating environment.
FAA / State / Regulatory Experience	15%	Experience with FAA, State of Oregon and applicable aviation, environmental, regulatory, grant and procurement requirements.
Project Understanding and Approach	15%	Understanding of CCAD's anticipated assignments and operating constraints; proposed approach to coordination, quality control, risk, constructability, scheduling, cost control and funding requirements.
Past Performance and References	15%	Demonstrated record of quality, schedule and cost control, responsiveness, contract administration and client satisfaction, including information obtained from references.

Total: 100%

Interviews

CCAD may interview a shortlist of consultants if it determines that interviews will assist in the selection. If interviews are conducted, CCAD may request a presentation, clarification of qualifications, discussion of project approach, or other information relevant to the evaluation. CCAD may make a selection without interviews if the SOQs provide sufficient information.

Selection and Negotiation

CCAD intends to select the highest-ranked, most qualified consultant in accordance with applicable qualifications-based selection requirements. Following selection, CCAD may negotiate the scope of services and compensation with the selected consultant in accordance with applicable law and procurement requirements. If CCAD and the selected consultant cannot reach agreement, CCAD may proceed with the next-ranked consultant as permitted by applicable requirements.

No fee, rate, overhead, multiplier, price, cost estimate or other compensation information shall be included in the SOQ.

10. Procurement Requirements and General Conditions

- **Qualifications-Based Selection.** Selection will be based on qualifications and other factors identified in this RFQ. Pricing is excluded from the qualification submission.

- **FAA Requirements.** For applicable federally assisted airport projects, CCAD intends to follow applicable FAA requirements and guidance for A/E consultant selection and contracting, including FAA AC 150/5100-14E, as applicable to the assignment and funding source.
- **Oregon Requirements.** The procurement and resulting contract(s) shall be subject to applicable provisions of Oregon law, including applicable provisions of ORS Chapter 279C and related administrative rules.
- **Licensing.** Each consultant and proposed subconsultant must be properly licensed, registered or otherwise legally authorized to perform the services proposed, or must identify the applicable legal exemption.
- **Insurance.** The selected consultant will be required to maintain insurance appropriate to the services and as required by CCAD's contract documents and applicable law.
- **Conflicts of Interest.** Consultants shall disclose actual or potential conflicts of interest and any other circumstance that could impair independent professional judgment or create an appearance of impropriety.
- **Debarment / Responsibility.** The selected consultant and applicable subconsultants may be required to provide certifications and representations concerning responsibility, debarment, suspension and other matters required by applicable law or funding source.
- **Civil Rights / DBE.** CCAD seeks fair and equal opportunity for DBE participation and will administer applicable civil rights and DBE requirements in accordance with federal and state requirements when applicable.
- **Federal Contract Provisions.** Federally assisted assignments may be subject to applicable federal contract provisions, certifications, recordkeeping, audit, lobbying, nondiscrimination and other requirements associated with the funding source.
- **Public Records.** SOQs and related procurement records will be handled in accordance with Oregon public records law, including ORS 279C.107. To the extent permitted by law, CCAD may withhold proposal contents from public inspection until after execution of a contract. Respondents must clearly identify information claimed to be exempt from disclosure and state the specific legal basis for each claim. Marking an entire SOQ confidential is not acceptable. CCAD will make all disclosure determinations as required by law and does not guarantee that information identified by a respondent will be withheld.
- **Ownership / Work Product.** The resulting agreement may address ownership, licensing, retention and use of documents, drawings, models, data and other work products prepared for CCAD.
- **No Guarantee of Work.** Issuance of this RFQ and selection of a consultant does not guarantee any assignment, minimum amount of work, or minimum compensation.

CCAD Rights

- Reject any or all SOQs or cancel this RFQ when CCAD determines such action is in the District's best interest and consistent with applicable law.
- Request clarification or additional information from any respondent.
- Waive minor informalities or technicalities when permitted and in the District's best interest.
- Modify or supplement the RFQ through written addenda.
- Shortlist firms and conduct interviews or other permissible evaluation activities.
- Award a contract or establish an on-call relationship only to the extent authorized by the District and applicable procurement requirements.
- Procure particular services separately rather than through the resulting agreement.

All costs incurred in preparing or submitting an SOQ, attending interviews, or otherwise responding to this RFQ shall be borne solely by the respondent. CCAD will not reimburse any respondent for such costs.

11. Questions, Communications and Submittal

All questions regarding this RFQ must be submitted in writing to the contact identified below no later than October 19, 2026. Responses that materially affect this solicitation will be issued by written addendum and made available to all prospective respondents. Respondents should not contact other CCAD personnel, Airport District Board members, evaluators or representatives regarding this solicitation except as expressly authorized by CCAD.

Questions / RFQ Contact

Robert Brittsan
Coos County Airport District
Southwest Oregon Regional Airport
1100 Airport Lane
North Bend, OR 97459
541-756-8531
robert@flyoth.gov

SOQ Delivery

Three (3) bound paper copies of the Statement of Qualifications must be received, in a sealed package, no later than 2:00 p.m. Pacific Time on October 30, 2026 at:

SOQ SUBMITTAL — AS-NEEDED PROFESSIONAL SERVICES — DO NOT OPEN

Rodger Craddock, Executive Director
Coos County Airport District
Southwest Oregon Regional Airport
1100 Airport Lane
North Bend, OR 97459
rodger@flyoth.gov

Late submittals may be rejected in accordance with applicable procurement requirements. Respondents are responsible for ensuring timely delivery and receipt. Email and facsimile submissions will not be accepted. A respondent may withdraw or replace its SOQ by written notice received before the submission deadline.

RFQ Availability

RFQ information is available through the District's website at www.flyoth.com/airport-business or by contacting the RFQ Contact identified above.

12. Respondent Checklist

- Signed Letter of Introduction included, limited to two (2) pages, and acknowledging all addenda, if any.
- SOQ organized in the order requested in Section 8.
- Firm qualifications and comparable project experience clearly identified.
- Project team, key personnel and resumes included.
- FAA / State / regulatory experience described.
- Project understanding, approach, risks and coordination considerations addressed.

- Subconsultants identified, including roles and relevant qualifications.
- At least four (4) references provided.
- Availability and capacity addressed.
- SOQ does not exceed the 30-page limit, excluding permitted items.
- No pricing or compensation information included.
- All proposed firms and subconsultants are properly licensed or legal exemptions are identified.
- Three (3) bound paper copies sealed, properly labeled, and prepared for delivery by the stated deadline.

13. Important Note to Respondents

This RFQ is intended to describe CCAD's anticipated professional service needs and the information requested from prospective consultants. It is not a construction solicitation and does not authorize work. Any resulting professional services agreement, task order, work authorization, or other contract document will establish the specific scope, compensation, schedule, insurance, terms and conditions applicable to each authorized assignment.

14. Reference Framework

This RFQ has been structured to align with the qualifications-based approach described in applicable FAA guidance for airport architectural, engineering and planning consultant services, as well as applicable Oregon public procurement requirements. The controlling requirements for any particular assignment will be those applicable to CCAD, the funding source, and the specific services being procured.

END OF REQUEST FOR QUALIFICATIONS

Coos County Airport District
Southwest Oregon Regional Airport (OTH)
North Bend, Oregon