



CITY OF BEND

Request for Qualifications

Bend Municipal Airport Engineer of Record

Solicitation Number: 26-4140

Proposal Due: July 16, 2026, 3:00 PM Pacific Time

City of Bend
710 NW Wall Street
Bend, Oregon 97703
Attention: Loni Brandjes, Procurement Analyst

CITY OF BEND REQUEST FOR QUALIFICATIONS

Introduction

Located on approximately 420 acres five miles northeast of Bend, Oregon, the Bend Municipal Airport (KBDN) serves a diverse range of general aviation users, including two flight training schools and numerous on-airport businesses. These combined activities make Bend Municipal Airport the third busiest airport in the state in terms of takeoffs and landings and a critical component of the region's transportation and economic infrastructure.

In support of the continued safe, efficient, and compliant operation of this facility, the City of Bend (the "**City**") is requesting statements of qualifications (hereinafter "**Proposal**") from professional aviation consulting firms (hereinafter "**Proposer**") with demonstrated experience in architectural, engineering, environmental, and construction management services for airport improvements. The selected consultant will serve as Engineer of Record and assist the City with proposed projects, capital improvements, and environmental compliance at the Bend Municipal Airport, located at 63136 Powell Butte Road Suite 202, Bend, Oregon 97701.

Working with City staff, the selected consultant will be responsible for approved engineering, design, and construction contract administration for capital improvement projects for up to a period of five years.

Detailed information regarding the services to be provided and a list of potential/ anticipated federally funded projects which may be designed and/or constructed during the next five years can be found in Exhibit A – Statement of Work.

The City intends to enter into a Price Agreement with the selected consultant and to issue contracts for several individual projects through this Request for Qualifications ("**RFQ**"). The City and the selected consultant will negotiate the level of effort and final fee at the time services are needed. Cost proposals and sponsor analysis must conform to the Federal Aviation Administration ("**FAA**") Advisory Circular (AC) 150/5100-14E (as amended).

Issuing Officer

The Procurement Analyst identified below is the issuing officer for this RFQ and the point of contact for the City for all process and contract questions as well as protests.

City of Bend
Loni Brandjes
710 NW Wall Street, 2nd Floor
Bend, Oregon 97703

Phone: 541-323-8572
E-mail: lbrandjes@bendoregon.gov

Submission for questions

Any questions including technical questions must be directed to the Issuing Officer and are encouraged to be submitted via the Portal by clicking on the Messages, Vendor Discussions tab of the desired solicitation. The City's written response to Questions and/or Requests for Clarification will be posted on the Portal. City must receive requests for changes, in writing, a minimum of ten working days prior to the deadline for submitting a Proposal. Responses to questions received less than five business days prior to the deadline for submitting Proposals will be at the discretion of the City. Please contact the Issuing Officer for accessibility options.

Optional Pre-submittal Meeting

An optional pre-submittal meeting will be held in person at 63136 Powell Butte Road, Suite 202, Bend, Oregon on June 30, 2026 at 1:30 PM. Statements made by City representatives at the pre-proposal conference are not binding on the City unless confirmed in an addendum.

Submission Date and Location

The deadline for submitting Proposals is: **July 16, 2026 at 3:00 PM**. One (1) copy shall be submitted in electronic form through the City of Bend eProcurement Portal (Portal). The City's Portal can be found at (<https://bendoregon.bonfirehub.com>). If technical assistance is needed, please contact Euna at 1-844-226-3862 (EUNA), email support.bonfire@eunasolutions.com or visit Euna's help forum at (<https://customer.eunasolutions.com/public/s/>). Proposals received after the specified date and time will not be given further consideration. Proposer's are encouraged to allow extra time to ensure proposals are uploaded by the deadline as this can be impacted by Proposer's bandwidth speed. Please reference the section Submission for questions additional questions.

Proposals will be received online as instructed on the City Portal. Proposals may also be submitted to the City, via mail, or in person, by contacting the Issuing Officer no later than two (2) business days prior to Proposal due date to make arrangements ahead of time for an in-person submission. Hard copies will not be accepted unless the Proposer has made arrangements ahead of time. If a hard copy of the Proposal is submitted without prior coordination with the Issuing Officer, the Proposal will be returned (unopened) to the Proposer without consideration. No faxed or emailed submissions will be accepted.

Obtaining Solicitation Documents and Addenda

The solicitation documents are available for download on the Portal (<https://bendoregon.bonfirehub.com>). In order to download and respond to posted solicitations, Proposers will need to register as a vendor by visiting: (<https://bendoregon.bonfirehub.com>). Once registered, follow the instructions to download the documents:

- 1) Log in to the Portal.

- 2) Under “Action” column of “Open Public Opportunities” page, click on “View Opportunity” next to Project.
- 3) Scroll down to “Supporting Documentation” section to download documents.

Only documents issued as Addenda by the City of Bend serve to change the RFQ in any way. No other direction received by the Proposer, written or verbal, serves to change the RFQ document. Note: If you intend to submit a Proposal, the Proposer should consult the Portal to assure that you have not missed any Addenda announcements.

Requests for Explanation or Clarification

Proposers shall promptly notify the City of any ambiguity, inconsistency, or error which they may discover upon examination of the Request for Qualifications documents via the Portal. Any request for an explanation regarding the meaning or interpretation of requirements, contract document or other documents must be in writing via the Portal, with sufficient time for the City to reply before proposal due date. The City may choose not to provide an explanation. Explanations shall be made in the form of addenda and shall be furnished to persons who have registered as detailed above. Oral explanations and comments shall not be binding.

Requests for Change of Requirements or Agreement Terms

Proposers shall promptly notify the City of any ambiguity, inconsistency, or error which they may discover upon examination of the Request for Qualifications documents. Any request for an explanation regarding the meaning or interpretation of requirements, contract document or other documents must be in writing, with sufficient time for the City to reply before proposal due date. The City may choose not to provide an explanation. Explanations shall be made in the form of addenda and shall be furnished to persons who have registered as detailed above. Oral explanations and comments shall not be binding.

Any Proposer that believes a requirement or contract term is unnecessarily restrictive or limits competition may submit a protest setting out the language for which change is sought and indicating the document title, page and, Section of Subsection where the language is located. Please see Exhibit C- Price Agreement. To be considered, the protest must include a detailed statement of the legal and factual grounds for the protest, a description of the resulting prejudice to the Proposer if the protest is not granted, and the proposed change. A Proposer who fails to submit a protest relating to contract terms at least 7 days before due date may not request different contract terms if awarded the contract.

Information Available to Proposers

The following document is available for review at the Portal, additional information can be found at the City website by following the link below.

- Attachment 1 – FAA Advisory Circular - AC 150/5100-14E (as amended)
- [Bend Municipal Airport - City of Bend](#)

Protests

Protest regarding this solicitation must be submitted not less than 7 calendar days prior to closing, except that protests of an addendum are due 5 calendar days after the issuance of the addendum. A request for a change to any portion of this Request for Qualifications is considered a protest.

Protests of Notice of Intent to Award or the final Award must be in writing and made within 7 calendar days of the issuance of each respective notification. If a Proposer does not protest the Notice of Intent to Award, they will not be able to protest the Award. Protests shall be delivered to City of Bend, Procurement and Public Contracts Manager, 710 NW Wall Street, Bend, Oregon 97703. Protest procedures are set forth in Oregon Administrative Rules (OAR) 137-048-0240. Protests shall be handled in accordance with applicable laws and rules.

Modification / Withdrawal

A Proposer may withdraw its Proposal, without prejudice, electronically through the Portal at (<https://bendoregon.bonfirehub.com>) prior to the Proposal closing date and time. The withdrawal of a Proposal does not prejudice the right of a Proposer to submit another Proposal within the time set for receipt of Proposals.

Responsiveness, Rejection/Cancellation

The City may, at its discretion, reject any Proposal that does not substantially comply with the requirements set forth in the RFQ. The City may reject any Proposal not in compliance with all prescribed public proposal procedures and requirements, and may reject for good cause any or all Proposals or cancel the RFQ at any time before execution of the contract by both parties if rejection or cancelation is deemed to be in the public interest as determined by the City.

If a Proposal is entirely or predominately labeled as “Proprietary”, the Proposal may in the sole discretion of the City, be deemed non-responsive. Unless the City, in its discretion, determines that a submitted Proposal is not in substantial compliance with RFQ requirements, unintentionally incomplete, qualified, or omitted responses to Proposal sections will be dealt with as a matter of Proposal scoring as opposed to responsiveness.

The City may waive minor informalities and irregularities.

Organizational Conflicts of Interest

The City's procurement processes, consistent with state and federal law, require full and open competition. To prevent firms from obtaining an unfair competitive advantage, the City, as set forth in the Public Contracts Conflict of Interest Policy ([Administrative Policy No. FIN-0102](#)), generally prohibits any firm that has previously performed services on behalf of the City for a particular project from proposing, bidding, or participating in the preparation of a proposal or bid, on another solicitation for that same project. This prohibition applies to projects with an estimated value exceeding \$250,000. The City may determine, in its sole discretion, that despite a firm's prior work on a project, the firm is nonetheless eligible to propose or bid on a subsequent solicitation on that

same project. The circumstances relevant to the City's determination are set forth in the Public Contracts Conflict of Interest Policy. If a firm is prohibited from proposing or bidding on a subsequent solicitation pursuant to the Public Contracts Conflict of Interest Policy, that firm is not "legally qualified to contract with the" City on that particular project. See ORS 279B.110(2)(d) (setting forth responsibility criteria); ORS 279C.375(3)(c) (same); OAR 137-047-0640(1)(c)(F)(iv) (same); OAR 137-049-0390(2)(d) (same).

Duration of Proposals

Proposals must remain valid for at least 90 days. Proposals must be signed by an official authorized to bind the proposer.

Limitations on Future Work

Any firm providing services as part of the selected Consulting contract shall be precluded from providing construction services for the same Project.

Public Record and Property of the City

With the exception of Proposals that are withdrawn prior to the Proposal due date or Proposals submitted past the Proposal due date, all information submitted by a Proposer in response to this RFQ shall become the property of the City and will not be returned to the Proposer. All copies of properly-withdrawn or late Proposals will be returned to the Proposer unopened.

All documents received by the City are subject to public disclosure after the City selects a consultant. Information deemed by the Proposer as exempt under Oregon's public records law should be clearly marked by the proposer as "Proprietary". Marked pages should be placed in a group separate from the remainder of the proposal. The City will make an independent determination regarding exemptions applicable to information that has been properly marked and segregated. The City will attempt to maintain the confidentiality of materials clearly marked "Proprietary" to the extent allowable under Oregon public records law.

Incurring Costs

The City of Bend is not liable for any cost incurred by Proposers prior to issuance of a contract. Proposers responding to this RFQ do so at their own expense and the City will not reimburse any expense incurred by Proposers or any other party in the preparation or submission of a response to this RFQ.

Business Inclusion and Diversity

Minority, Women Owned, Emerging Small and Veteran Owned businesses are encouraged to submit a proposal. Proposers are encouraged to involve participation of small, minority, women and veteran owned business enterprises. A Directory is available from the Certification Office for Business Inclusion and Diversity (COBID) web site at: <http://www.oregon4biz.com/How-We-Can-Help/COBID/>, or by telephone, 503-986-0078.

Negotiations and Agreement

The City reserves the right to negotiate a final Agreement that is in the best interest of the City. At completion of the evaluation process, the City will notify Proposers of its intent to award a contract. The City will attempt to reach final agreement, including a detailed scope, project schedule and fee schedule with the highest scoring Proposer. If it appears agreement cannot be reached, the City, in its sole discretion, may terminate negotiations and reject the Proposal. The City may then attempt to reach a final agreement with the second highest scoring Proposer. The negotiation process may continue in this manner through successive Proposers until an agreement is reached or the City terminates the contracting process.

Selection Process

The statements of qualifications submitted in response to this RFQ will be accepted from all qualified consulting firms or joint ventures and will be evaluated equally. Review of the submitted qualifications will be by an Evaluation (Selection) Committee established under the requirements of the AC 150/5100-14E (as amended).

Proposal Evaluation Criteria and Scoring

The evaluation will be based on the technical and administrative capabilities in relation to the needs of the project/task. The criteria listed below will be used to evaluate the proposers. The City reserves the right to select the Consultant on the basis of the proposals or may conduct interviews with the highest qualified proposers following evaluation and scoring of the proposals, whichever is determined to best serve the needs of the City. If interviews are conducted, there will be an additional 200 points available.

Proposers will be ranked based upon the following criteria as applied by the Evaluation Committee to the material in the required submittals:

- Project Understanding Max. Points: 250 Score _____

Evaluate the consultant's understanding of the objectives, risks, and challenges set forth in the Statement of Work, demonstrating their ability to achieve schedules and deadlines without loss of quality, major cost escalations, overruns, or disputed claims.

- Firm Capability and Experience Max. Points: 300 Score _____

Evaluate the firm's capability and experience to perform all aspects of the projects, including environmental evaluations, benefit cost analysis, civil design, mechanical and electrical engineering relevant to FAA AIP delivery.

- Key Personnel

Max. Points: 250 Score _____

Evaluate the proposed team's qualifications, experience, skills and commitment to perform the work. Consider their knowledge of FAA regulations, policies, and procedures demonstrated in successful relevant experience.

- Securing Grant and Funding Requirements

Max. Points: 200 Score _____

Evaluate the proposer's experience in applying for and securing grants and funding from various sources including, but not limited to Federal, State, and other agencies that publish a Notice of Funding Opportunity. Consider their experience in Disadvantaged Business Enterprise (DBE) requirements associated with Federal grants. Consider the proposer's ability to furnish qualified inspectors for construction inspection.

- Interview

Score _____

If an interview is held, the City will recalculate the entire proposal and add points for interview performance (200 points available, if held).

TOTAL SCORE _____

Proposal Contents

Proposals are to include, but not necessarily be limited to, the content listed below. Concise proposals without needless duplication are encouraged.

1. **Letter of transmittal.** Include an introductory letter expressing interest in the project. The letter should include full name of firm, RFQ contract person, email address, mailing address, and telephone number. The letter must be signed by person authorized to bind the firm.
2. **Statement of Qualifications**
 - General description of firm; Include company organizational structure, company history and background, size of company, recent experience in comparable airport/aviation projects in a similar environment, experience with federal state, or other sanctioned government projects, specifically FAA AIP delivery.
 - Provide project descriptions for up to five recent projects similar in nature to the proposed project, including completion dates, measures that indicate quality and successful project completion, and a client reference name and phone number. Indicate the involvement of proposed key staff on those similar projects. Indicate the teams familiarity with the local area.

- Knowledge, experience, and capability to successfully perform and administer all of the requirements for the described Statement of Work on time while achieving budgetary goals.
 - Affiliations with other firm(s): Identify other firms that you plan to subcontract or joint venture with, if any, for this contract.
 - Identify key person(s) who will work on the design and field engineering portion of the projects and who will be directly in charge of the project; describe the roles these key persons will fill, their background and their experience. Include a resume(s) as part of the Appendices at the end of the submittal, reflecting education, certifications, and experience of identified staff.
- Value engineering: Provide a brief discussion of the value engineering capability, training, and experience of the firm.
3. **Disadvantaged Business Enterprises.** This contract will be partially funded through an Airport Improvement Program (AIP) grant by the Federal Aviation Administration, and is subject to the Department of Transportation Disadvantaged Business Enterprise (DBE) requirements at 49 CFR Parts 23, 26 and 30 (foreign Trade Restrictions Clause), as amended by DOT's Interim Final Rule, effective October 3, 2025. See 90 Fed. Reg. 47,969. In order to be considered responsive to this RFQ, the firm must include the following information:
- Detailed description of ability to qualify as a DBE under 49 CFR Part 23. If unable to qualify, so state.
 - Description of the kind of work that can be subcontracted.
 - Identification of the subconsultant work items which could be performed by DBE firms.
 - Name and address of the DBE firms that are anticipated to perform the subconsultant work.
 - Detailed description of ability to purchase supplies and/or services from qualified DBE. If unable to purchase, so state.
5. **Appendices**
a. Resumes
6. **Statement of Assurances & Certifications.** Upload a signed copy of the Statement of Assurances & Certifications, Exhibit B as a separate document in the Portal. This document also includes addenda acknowledgement and additional company information.

Limitations:

- Sections 1-5 limited to a total of 10 pages of text, including the letter of transmittal.
- Section 6 no page limit. Include the Statement of Assurances & Certifications sheet plus any additional sheets needed for exceptions.

- The limitation does not apply to covers or dividers unless they are used to convey project information. Any 11 X 17 pages will be counted as two pages. A two sided page counts as two pages.
- Pages beyond these page limitations will not be evaluated.
- The Proposer shall number the pages in consecutive order.
- Proposal text shall be legible. Arial typeface is preferred, but not required. Minimum font size of 11 point.
- The RFQ name, Project Number, and Proposer shall be shown on the cover of Proposals.

EXHIBIT A
STATEMENT OF WORK

Background

Bend Municipal Airport (KBDN) is a Category II, High-Activity Business and General Aviation airport as classified by the Oregon Department of Aviation. The airport supports a high volume of general aviation, business aviation, flight training, emergency response, and rotorcraft operations. Airfield infrastructure includes a 5,260-foot runway with full-length dual parallel taxiways and a growing portfolio of leased hangars, aircraft parking, and developable land.

Recent and ongoing investments are positioning the airport for its next phase of operational growth. In 2017, the City completed a dedicated Helicopter Operations Area, improving safety through the separation of fixed- and rotor-wing traffic while expanding capacity for aviation-related development. In mid- 2026, air traffic control services will commence under the FAA Federal Contract Tower program, which will transition the airport from non-towered to towered operations. This milestone will significantly enhance airspace management, safety, and efficiency at one of Oregon’s busiest public use airports and will introduce new operational, regulatory, and infrastructure considerations.

As the airport continues to modernize and expand, the City anticipates a steady program of capital improvements, facility development, airfield projects, and environmental compliance activities. The City is seeking an experienced Engineer of Record to support these efforts and partner in delivering safe, compliant, and forward-looking improvements that align with the airport’s long-term operational and economic objectives.

Bend Municipal Airport at a Glance

- Approximately 420 acres total airport area
- 78 City-owned leased hangars totaling approximately 139,000 square feet
- Single 5,200’ x 75’ asphalt Runway 17/35 with parallel Taxiways
- Airport Reference Code B-II, Critical Aircraft is Cessna Citation II/Bravo
- Medium Intensity Runway/Taxiway Lighting, REILs, and PAPIs

Scope of the Work

Working with City staff, the selected consultant will be responsible for the design, engineering, environmental compliance, and construction contract administration of capital projects for a period of approximately five years. The project listed below in Table 1 – Proposed Bend Municipal Airport Projects 2026-2030 are currently planned may be both eligible and ineligible Airport Improvement Program (AIP) projects. The projects are subject to change and are not all-inclusive. Listed projects may, for various reasons, not be undertaken or may be modified from their original scope.

All work will be accomplished over the course of several projects between 2026 and 2031. Fees for services are limited to services performed under individual executed agreements governed by the Price Agreement. The negotiation of the fee for services will occur at the time those services are required. Price proposals and sponsor analysis will conform to AC 150/5100-14E (as amended).

Project Objectives

Engineering Services Consultant

This includes the basic engineering and project management services normally required for airport development projects, including civil, structural, mechanical, and electrical engineering.

Basic engineering services are conducted in five distinct and sequential phases:

1. **Preliminary Phase:** This phase involves those activities required for defining the scope of project and establishing preliminary requirements including but not limited to the following:
 - a. Collaborate with the City and FAA on development of the rolling five-year CIP, FAA Sponsor Project Intake Form (SPIF), and other preliminary requirements.
 - b. Conferring with the City on project requirements, programming, finances, schedules, early phases of the project, and other pertinent matters.
 - c. Meet with the FAA and other stakeholder agencies and parties on matters affecting the project.
 - d. Preparing necessary surveys, geotechnical engineering investigations, field investigations, and engineering studies required for preliminary design considerations.
 - e. Develop design schematics, sketches, environmental and aesthetic considerations, project recommendations, preliminary layouts, and cost estimates.
2. **Design Phase:** This phase involves all activities required to accomplish a full and complete project design including, but not limited to the following:
 - a. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
 - b. Collecting engineering data and undertaking field investigations including geotechnical engineering and surveys, and architectural, engineering and environmental studies.
 - c. Preparing engineering reports and recommendations.
 - d. Preparing detailed plans, specifications, and cost estimates per standard City project management requirements. Conducting detailed value engineering analyses, if applicable and requested.
 - e. Printing and providing necessary copies of engineering drawings and contract specifications.
 - f. Preparing FAA grant applications and pre-applications for Sponsor's signature.

3. **Bidding or Negotiation Phase:** This phase involves all activities to successfully contract for construction including, but not limited to the following:
 - a. Providing sets of plans, specifications and bid documents in a format approved by City Procurement staff.
 - b. In coordination with City staff analyze bid results, furnish recommendations on the award of contracts, and assist with meeting funding agency requirements.
 - c. Providing comprehensive conformed documents.
4. **Construction Phase:** The phase involves all construction contract management services after the award of a construction contract including, but not limited to the following:
 - a. Providing timely consultation and advice to City during all phases of construction.
 - b. Supporting the City at preconstruction conferences.
 - c. On-site construction inspection and management involving the services of a resident engineer, inspector or manager periodically during the construction or installation phase of a project, providing appropriate reports to the City to assure design intent is achieved.
 - d. Reviewing and approving drawings and submittals by Consultants for compliance with design intent.
 - e. Preparing and negotiating change orders and supplemental agreements for approval and processing by the City.
 - f. Observing or reviewing performance tests required by specifications.
 - g. Reviewing and certifying Consultant progress payment requests, and assisting the City in preparation of payment requests for reimbursable amounts from funding agencies.
 - h. Following commissioning, completing final inspection and submitting a report or the completed project to the City and providing final as-built documents with required timelines.
 - i. Assisting with warranty inspections and reports.
5. **Project Closeout Phase:** This phase includes all services rendered after completion of a construction contract including, but not limited to the following:
 - a. Making final inspections, submitting punch-lists, and a report of the completed project to the Sponsor.
 - b. Providing record drawings.
 - c. Preparing summary of material testing report.
 - d. Preparing grant amendment request and associated justification, if applicable.
 - e. Preparing final project reports including financial summary.
 - f. Obtaining release of liens from all contractors.

Contract Limitations

1. Proposers are advised that the work may be accomplished during the course of multiple grants.

2. Proposers are advised that some of the services may not be required and that the City reserves the right to initiate additional procurement action(s) for any of the services included in the initial procurement.

Table 1 – Proposed Bend Municipal Airport Projects 2026 – 2031

Projects are dependent on funding and/or FAA environmental and funding approval, and may not be built as scheduled or may be cancelled.

Bend - BDN		Regional	FAA Share	90.00%		
Year	Project Name	NPE	ST	DI	AIG	FAA Total
2026	Airport Pavement Recon/Rehab: Ph3	\$0	\$0	\$0	\$844,000	\$844,000
2027	Carryover	\$0	\$0	\$0	\$0	\$0
2028	West Apron Rehab: Ph1-Design	\$270,000	\$0	\$0	\$0	\$270,000
2029	West Apron Rehab: Ph2	\$330,000	\$2,800,000	\$0	\$0	\$3,130,000

EXHIBIT C – Sample Price Agreement
SEE EUNA FOR EXHIBIT