

ATTACHMENT 1

Request for Proposals Regarding Aviation Consulting and Engineering

Request for Proposals

Airport Planning, Architecture/Engineering, Environmental and Consulting Services

Humboldt County Airports system



RFP Information:

Mr. Bill McKown, Interim Airports Manager
County of Humboldt Division of Aviation
1106 Second Street,
Eureka, CA 95501

bmckown1@co.humboldt.ca.us

County of Humboldt Division of Aviation

Request for Proposals

Airport Planning, Architecture/Engineering, Environmental and Consulting Services

Humboldt County is requesting proposals from interested and qualified Aviation Consultants for engineering, planning, administration and subcontracted special services for California Redwood Coast - Humboldt County Airport and it's Airports.

The services may include but are not limited to, the planning, design, bidding, program management, constructing, sub-contracting, and construction phases of apron expansions, hangars, control tower, fuel farm, terminal area facilities and other projects as determined by Humboldt County (Sponsor). Services may also include, capital improvement planning, Airport Layout Plan (ALP) updates, airfield lighting and signage plans, Geographic Information System (GIS) files & exhibit drawings, grant applications, and administration, program management, land acquisition program assistance, land use / zoning / Part 77 obstruction analysis, airport master planning, feasibility studies, aircraft noise studies, Terminal Improvement Plan (TIP) and Capital Improvement Plan (CIP) planning, and other planning and environmental projects as determined by Humboldt County.

These services also may include subcontracted special services such as surveying, geotechnical, environmental, construction observation, and quality assurance testing.

General Background

Humboldt County owns and operates six public-use airports: California Redwood Coast-Humboldt County Airport (ACV), a FAR 139 certificated air carrier and general aviation; and the general aviation facilities including Dinsmore (D63), Garberville (O16), Kneeland (O19), Murray Field (EKA) and Rohnerville (FOT) Airports.

PURPOSE

The purpose of this Request for Proposal is to obtain information about Aviation Consultants interested in providing planning and professional services, design and technical services at the discretion of Humboldt County for anticipated capital airport projects, engineering and planning services listed in the above paragraph. Services will be for a period not to exceed five (5) years. The information obtained will be utilized by Humboldt County to evaluate each interested firm by utilizing the criteria outlined in this Request for Proposal (RFP).

Humboldt County reserves the right to pick one or more firms to negotiate an aviation consulting contract(s) with the County for a period beginning August, 2018. Work under the agreement will occur on identified on the Airports Capital Improvement. Projects planning sheet. The RFP request is not for a monthly ongoing fee basis. The RFP is a comprehensive living document that may have emerging changes in priorities as the Federal Aviation Administration (FAA) National Plan of Integrated Airspace continues to evolve. A responding firm should demonstrate past performance with the FAA in developing planning for projects with the Airport Sponsor schedules, funding availability, and partnership in presenting briefs for the various community and government entities.

RFP Submission Requirements

Humboldt County Aviation Division is seeking those with expertise in planning, architecture/engineering, environmental and consulting services related to aviation projects. The County of Humboldt would like to retain the professional services of a qualified airport consulting firm, to assist the County on specific projects over the next five (5) years.

Scope of Services

The solicited scope of services includes, but is not limited to, the following tasks:

- Assist in preparation and development of the Airport Capital Improvement Plan (ACIP).
- Prepare necessary applications and documentation for the FAA Airport Improvement Program (AIP) grant funding.
- Project planning; architecture, landscape architecture, and associated engineering; airfield civil and electrical engineering for ACIP projects including Terminal, Runways, and Taxiways and associated tasks.
- Project planning, architecture, landscape architecture, and associated engineering for projects in addition to the ACIP, such as hangars, parking lots, and other airport projects as may be deemed appropriate.
- Providing services and development of preliminary research, total/complete design, securing bids, negotiating for services, providing services after award of a project contract, and preparing and completing project close outs.
- Airport design, planning, environmental analysis, land acquisition, preliminary design, final design, estimating, bidding, construction administration, and resident project representative services for potential airport projects.

- Sub-Contracting special services such as surveying, geotechnical, environmental and quality assurance testing.
- Airport Master Planning, Comprehensive Land Use Studies and updating Airport Layout Plans (ALP) to the current FAA Electronic-ALP standard.
- Environmental studies, analysis, assessments, and reports to include requirements of California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and associated regulations; and representing the County in discussions with regulatory agencies.
- Various airport planning, engineering and consulting support services as may be required from time to time by the County of Humboldt. These consultant services may include representing the County in discussions with FAA regarding the work program, grant requirements, and project documentation.

Current AIP Projects:

A comprehensive list of proposed projects for the next five years can be found on the Humboldt County Website under Public Works Department-Aviation Division <https://humboldt.gov/1396/Aviation> or with a request to the contact person listed in this RFP.

Qualifications

The RFP proposal should include detailed information regarding the consultant's interest and qualifications. To be considered to perform the services requested by this RFP, a firm or group must submit a proposal demonstrating the following:

1. Current relevant experience with the airport improvement projects, planning, design, and engineering of airside and landside aviation facilities. These projects may or may not receive funding with FAA-AIP grants.
2. A track record in working with governmental agencies on projects of this type. Previous FAA grant experience is a qualifications requirement. Please provide a list of relevant projects, including client contact names, titles, and phone numbers.
3. The proposed staffing plan for the project, including qualifications and job classifications. Resumes of key personnel must also be submitted.
4. The relationship between entities if the proposal includes work performed by someone outside the principal firm. A firm may submit qualifications for one, or any combination of services. The County may select multiple consultants to perform services.

Agreement Format and Insurance Requirements

The selected firm or group must be prepared to comply with Humboldt County's standard contract terms and insurance requirements. Insurance requirements may vary according to the project and scope of services. Also, all contracts require compliance with the County's nuclear-free ordinance.

Proposal Submission

1. Proposals: Four (4) copies must be received no later than 2:00 p.m. on **Friday, August 31, 2018** and should be submitted to:

Mr. Bill McKown, Interim Airports Manager
County of Humboldt Aviation Division
1106 Second Street
Eureka, CA 95501

Proposals received after that time will be returned unopened. Proposals must be *received by*, not *postmarked by*, the final filing date and time. Telephone or facsimile submittals will not be accepted.

2. Proposal submittals shall be brief and concise, containing no more than thirty-five (35) pages of material (excluding front and rear cover). Submittals more than 35 pages shall be considered to be non-responsive.
3. Proposals shall include the following:
 - a. Cover Letter: A one page cover letter which includes the mailing and e-mail addresses and telephone and fax number of the person(s) to be used for contact and who is authorized to represent the firm or group.
 - b. Table of Contents: An index of material included in the proposal.
 - c. Statement of Interest: A statement of interest describing interest in item(s) selected from tasks outlined in the "Scope of Services" subsection above.
 - d. Statement of Qualifications: A statement of the firm's or group's qualifications covering the items listed in the "Qualifications" subsection above.
 - e. Management and Staff: Describe the organizational structure that is proposed to implement the project, including support staff, and any subcontractors. Include resumes of key project personnel.
 - f. Workload Management: Outlined workload management techniques that will allow ongoing assessments of current workloads.

4. All questions request regarding this solicitation and the projects enumerated herein should be directed in writing to:

Mr. Bill McKown, Interim Airports Manager
County of Humboldt Aviation Division
1106 Second Street
Eureka, CA 95501 or;
Bmckown1@co.humboldt.ca.us.
Office 707-839-5402
Cell 707-382-2551

5. Any costs incurred by the respondents in the preparation of any information or material submitted in response to the RFP shall be borne solely by the respondents.
6. Proposals will be subject to disclosure under PRA (Public Records Act). Projects are subject to the provisions of Executive Order 11246, Affirmative Action to Ensure Equal Employment Opportunity and the Department of Transportation Regulations 49 CFR Part 26, Disadvantaged Business Enterprise (DBE) participation. DBE firms are encouraged to submit.

Selection Process

Proposals received before the deadline will be screened and evaluated through the following process:

1. A Selection Committee composed of key County officials will screen the proposals to determine whether they are responsive to the RFP.
2. Selection criteria contained in FAA Advisory Circular 150/5100-14, as amended, will be considered in the following order of importance:
 - a. Understanding of the project(s).
 - b. Recent experience with similar projects.
 - c. Experience with the FAA.
 - d. Interest in the solicitation.
 - e. References.
 - f. Ability to meet schedules and keep work within the allocated budget.
 - g. Qualifications of the project manager and consultants assigned to the project.
 - h. Familiarity with the project(s) and location.
 - i. Administration and financial management of the projects.
 - j. Consultant team.
 - k. Current workload.

3. The selection committee will evaluate all pertinent information and will establish a list of those firms submitting statements. Firms may be contacted for additional information. If warranted, detailed interviews will be conducted.
4. Selected firms may be asked to submit a copy of their most current master agreement, which may be dependent on the scope of work.
5. The County reserves the right to reject any and all proposals and to waive or decline to waive irregularities in any submittal.

Public Works' recommended list of consultants is anticipated to be scheduled for Board of Supervisors' approval by **July 24, 2013**. The consultant should be prepared to begin contract negotiations for specific projects.

Tentative Schedule

- Distribution of Request for Proposals begins Friday, July 27, 2018
- Final Date for Submitting Written Requests for
Clarification/Information Friday August 17, 2018
- Proposals Due Friday, August 31, 2018
- Finalist Interviews Wednesday Sept 12, 2018
- Notification of Selection Monday Sept 17, 2018
- Board Approval (Tentative) Tuesday Sept 25, 2018

References:

Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects, Advisory Circular: 150/5100-14E Change 1, *Federal Aviation Administration*, 9/25/15