

MINTER FIELD AIRPORT DISTRICT



**Notice of Request for
Statement of Interest & Qualifications (RFQ)
For
As-Needed, On-Call Airport/Aviation Planning Services for
Minter Field Airport District**

The Minter Field Airport District (District) wishes to retain professional services of a qualified airport consulting firm over a five-year period to assist the District in the performance of the following projects in support of Shafter-Minter Field (MIT):

- Prepare necessary applications and documentation for Federal Aviation Administration-Airport Improvement Program (FAA- AIP) Grant funding. Assist in project coordination with the FAA and the California Division of Aeronautics;
- Provide airport master planning and consultant support services as may be required from time to time by the District. These consultant services may include representing the District in discussions with the FAA regarding the work program, grant requirements and project documentation;
- Anticipated Planning Projects over the next 5 years:
 - Airport Master Plan Update, with an anticipated cost of \$485,000;
 - Environmental Assessment for Land Acquisition and Runway 12-30 Shift/Extension, with an anticipated cost of \$1.3 Million;
 - Annual ACIP submittals to FAA and to Caltrans Aeronautics Division, and annual ACIP meetings with FAA;

- Grant applications for various airport engineering and construction projects;
- Federal and/or State environmental documents as needed to fulfill grant pre-submittal requirements, potentially including CATEX's, Environmental Assessments or Environmental Impact Statements;
- Updating the Airport's Disadvantaged Business Enterprise Program (due in 2018), and other DBE submittals as may be required;
- Various other compliance and reporting measures that may be required by FAA or Caltrans Aeronautics Division;

Note that the District has also issued a separate concurrent Request for Qualifications for Architectural/Engineering Services for Airport Development Projects. Firms are encouraged to respond to either or both at their discretion. Each will be evaluated separately.

A qualification based selection process conforming to Federal Aviation Administration Advisory Circular 150/5100-14d will be utilized to select the most qualified firm. Fee information will not be considered in the selection process and must not be submitted with the statement of qualifications.

Selection criteria will include:

- Recent experience in airport projects;
- Capability to perform all aspects of project;
- Ability to meet schedules within budget;
- Knowledge of Federal Aviation Administration-Airport Improvement Program (FAA AIP) planning, design and construction standards;
- Quality of previous airport projects undertaken;
- Personnel experience and qualifications.

A Master five-year contract will be executed with the selected firm. Fees will be negotiated for individual projects as federal funds become available. If project cost negotiations with selected firm are unsuccessful, the District reserves the right to enter negotiations with other firm(s).

Prospective consultants are advised that applied overhead rates must conform to the cost principals established within Federal Regulation 48 CFR Part 31, *Contract Cost Principles and Procedures*. The successful firm will be required to submit a copy of their current overhead rate audit certification.

The District assumes no obligation in the solicitation of this general statement of interest and qualifications and costs of responding to this solicitation shall be borne by the interested consultants.

Time is of the essence, therefore, the District will evaluate all pertinent information and will endeavor to select the firm with which it will work from those firms submitting statements. If a selection cannot be made on the basis of qualifications statements alone, the most qualified firms may be contacted for additional information and, if warranted, detailed interviews.

This contract will be subject to all applicable Federal Provisions that include:

- Title VI of the Civil Rights Act of 1964
- Section 520 of the Airport and Airway Improvement Act of 1982
- DOT Regulation 2 CFR Part 180 & 1200 – Government-wide Debarment and Suspension
- DOT Regulation 49 CFR Part 18.36(i) - Access to Records
- DOT Regulation 49 CFR Part 20 - Lobbying and Influencing Federal Employees
- DOT Regulation 49 CFR Part 26 -Disadvantage Business Enterprises Participation
- DOT Regulation 49 CFR Part 30 - Federal Trade Restriction Clause

Further information, including the Airport's current Capital Improvement Plan (ACIP) can be found at <http://minterfield.com/airport/> and available upon request.

To express interest in bidding, please email Wes Ervin at wes@weservinassociates.com prior to Wednesday, June 20, 2018. Questions regarding this RFQ and the proposed projects should be Emailed to Wes Ervin no later than June 20, 2018. All responses to questions will be distributed via email on or before Friday June 22 to anyone who has expressed interest in bidding.

One copy of the Statement of Interest and Qualifications shall be submitted via email to wes@weservinassociates.com no later than 4:00 p.m., PDT on Friday, June 29, 2018. Please provide the proposal in .pdf format with a file size not exceeding 15 MB.

Required Proposal Submittals:

The submittals requested shall be included with the proposal response. Failure to include required submittals may be cause for rejection of your proposal. The following are required for your proposal to be considered and must be labeled with the following:

Exhibit A – Transmittal Letter

A cover letter signed by an official authorized to solicit business and enter into contracts for the Proposer. The cover letter should include the name, address, email address, and phone number of contact person.

Exhibit B – Qualifications and Experience

1. A description summarizing Proposer experience over the past five years in performing similar services for public entities, including Federal, state, county or municipal clients.
2. A statement identifying the personnel likely to be assigned to projects for the AIRPORT including any sub-consultants Proposer shall identify key staff and their qualifications, including resumes.
3. A statement identifying the firm's ability to produce the required product in a timely fashion and the ability to present any necessary reports or studies to elected officials and/or the general public.
4. A brief description of the firm's experience and history in meeting tight project deadlines.
5. A brief description of the firm's ability to control project budgets.
6. A statement identifying the firm's experience and knowledge with FAA AIP planning, design and construction standards.

Exhibit C – Responsibility/Demonstrated Competence:

1. Have you ever defaulted on a contract? If yes, where and why.
2. Has you firm ever been suspended or debarred by any government agency? If yes, please explain.
3. In the past five (5) years has any claim against your company concerning your company's work on a project been filed in court or arbitration?

Exhibit D-Client References:

Submit a list of five (5) current public sector clients within the last five years in which you have provided related services, including name, address, e-mail and telephone number of each contact person.

Exhibit E-Personal Statement:

A statement of your firm's interest in the position and how your firms' experience and qualifications will help you perform the projects described above.

Proposal Format and Content:

The Proposer(s) are required to prepare their written proposals in accordance with the instructions outlined below. Emphasis should be placed on accuracy, completeness, and clarity of content. Submittals shall be brief and concise, containing no more than 30 pages of material. Deviations from these instructions may be construed as non-responsive and may be cause for disqualification. The format and content of the Proposal are as follows:

1. Identify the Exhibit Category of the proposal, Proposal number and Proposer name on every page submitted.
2. All pages must be numbered sequentially.
3. Submit one copy (1) Statement of Interest and Qualifications electronically to Wes Ervin at wes@weservinassociates.com no later than 4:00 p.m., PDT on Friday, June 29, 2018. Please provide the proposal in .pdf format with a file size not exceeding 15 MB.

Thank you for your interest in the Minter Field Airport District and in Shafter-Minter Field.

Sincerely,

Jonathan Hudson
Airport Manager