

Request for Qualifications

Airport Planning, Architecture/Engineering, Environmental and Consulting Services

County of Humboldt
Department of Aviation



RFQ Information:

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County of Humboldt Department of Aviation

Request for Qualifications

Airport Planning, Architecture/Engineering, Environmental and Consulting Services

The Humboldt County Aviation Department is in the process of evaluating the best and most effective method to provide for the services needed to accomplish their complex five-year Federal Aviation Administration-Airport Improvement Plan program for the County Aviation System. The current number and complexity of airport projects exceeds staff's capability to provide the needed services.

General Background

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

RFQ Submission Requirements

Humboldt County Aviation Department 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, or combination of firms, 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 Federal Aviation Administration (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.
- Airport Master Planning, Airport System Wide Study, Comprehensive Land Use Studies and updating Airport Layout Plans (ALP) to the current FAA Electronic-ALP standard.
- Environmental studies, assessments, and reports to include requirements of CEQA, NEPA, and associated regulations; and representing the County in discussions with regulatory agencies.
- Miscellaneous 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 are attached hereto as ATTACHMENT A, which include the current 5- year Airport Capital Improvement Plan (ACIP) for all six airports.

Please note that these projects may change depending on changing priorities and needs, with approval of the Federal Aviation Administration (FAA).

The County would like to establish a list of firms that are pre-qualified to work on these projects. A statement of your firm's interest and qualifications regarding these projects is herein requested and solicited.

Qualifications

The RFQ proposal should include detailed information regarding the consultant's interest and qualifications. To be considered to perform the services requested by this RFQ, 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 be funded 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. 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. In addition, all contracts require compliance with the County's nuclear free ordinance.

Proposed Compensation

This request and solicitation is for a *Statement of Interest and Qualifications*. A cost proposal is not requested at this time. Final compensation will be determined through negotiations with the selected firm(s) on specific projects.

Proposal Submission

1. Proposals: Four (4) copies must be received no later than 5:00 p.m. on Friday, April 16, 2021 and should be submitted to:

Cody Roggatz,
Director of Aviation
County of Humboldt
3561 Boeing Avenue
McKinleyville, CA 95519

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 in excess of 35 pages shall be considered to be non-responsive.
3. Proposals shall include the following:
 - a. Cover Letter: 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 regarding this solicitation and the projects enumerated herein should be directed to:

Tyler Holmes
Project Manager
Department of Aviation
McKinleyville, CA 95519 or;
tholmes@co.humboldt.ca.us.

5. Any costs incurred by the respondents in the preparation of any information or material submitted in response to the RFQ 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 participation. DBE firms are encouraged to submit.

Selection Process

Proposals received prior to 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 RFQ.
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. Consultant team.
 - j. Current workload.
3. The selection committee will evaluate all pertinent information and will establish a list from 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/or all proposals, and to waive or decline to waive irregularities in any submittal.

Tentative Schedule

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| ▪ Distribution of Request for Proposals begins | <u>Monday, March 29, 2021</u> |
| ▪ Final Date for Submitting Written Requests for Clarification/Information | <u>Friday, April 9, 2021</u> |
| ▪ Last Date for Posting Addenda to Website | <u>Monday, April 12, 2021</u> |
| ▪ Proposals Due | <u>Friday, April 16, 2021</u> |
| ▪ Finalist Interviews (If deemed necessary) | <u>Monday, April 19, 2021</u> |
| ▪ Board Approval (Tentative) | <u>Tuesday, April 27, 2021</u> |