



CITY OF OROVILLE

Request for Statement of Qualifications for Planning and Environmental Services for Airport Development Projects for Oroville Municipal Airport

Proposal must be received no later than 4:00 p.m. on Monday, December 16, 2019.

The City of Oroville wishes to retain the professional services of a qualified airport planning and environmental consulting firm over a five-year period to provide the City with airport planning and environmental services for currently anticipated projects and future projects at the Oroville Municipal Airport.

General Background

The City of Oroville owns and operates the Oroville Municipal Airport located in Oroville, Butte County, California.

RFQ Submission Requirements

The City of Oroville is seeking those with expertise in planning/environmental consulting services related to aviation projects. The City of Oroville would like to retain the professional services of a qualified airport consulting firm to assist the City 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 Airport Improvement Program grant funding.
- Provide airport and aviation-related planning services required by the City to include, but not limited to: airport master planning, airport layout plan development, facilities, land acquisition, land use planning, and environmental planning and documentation. The work may be accomplished during multiple grants.
- Environmental studies, assessments, and reports to include requirements of CEQA, NEPA, and associated regulations and representing the City in discussions with regulatory agencies.
- Miscellaneous airport planning and environmental consulting support services as may be required from time to time by the City. These consultant services may include representing the City in all discussions with the FAA regarding the work program, grant requirements, and project documentation.

The completed 2020-2026 ACIP with a comprehensive list of proposed projects for the next 5-8 years is attached. Any questions related to this RFQ process should be directed to Rick Farley, Oroville Airport Manager by email to rfarley@cityoforoville.org.

Qualifications

The Statement of Qualifications should include detailed information regarding the consultant's interest; qualifications; current relevant experience with planning and engineering of airports and airfield facilities and airfield improvement projects funded by FAA Airport Improvement Grants; and resumes of key personnel. To be considered to perform the services requested by this RFQ, a firm or group must submit a proposal demonstrating the following:

1. Understanding of the tasks to be performed.
2. Current relevant experience with 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.
3. A track record in working with governmental agencies on projects of this type. Previous F.A.A. grant experience is a qualifications requirement. Provide a list of relevant projects, including client contact names, titles, and phone numbers.
4. The proposed staffing plan for the project, including qualifications and job classifications. Resumes of key personnel must also be submitted.
5. Any additional information that would support selection of your organization for these projects.

Proposed Compensation:

Please note that this request is for a Statement of Interest and Qualifications; a detailed cost proposal is not being requested. Final project costs will be determined through negotiations with the selected firm.

Proposal Submission:

1. Three bound copies and one pdf copy on CD or external drive of the proposal must be received no later than 4:00 p.m. on Monday, December 16, 2019 and should be submitted to:

Jackie Glover
Assistant City Clerk
City of Oroville
1735 Montgomery Street
Oroville, CA, 95965

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) and shall include the following:
 - Cover Letter: One page cover letter that includes the mailing and e-mailing addresses and telephone and fax numbers of the person(s) to be used for contact and who is authorized to represent the firm or group.
 - Statement of Qualifications: A statement of the firm's or group's qualifications covering the items listed in the "Qualifications" section above.

- Staff Qualifications: Describe the organizational structure that is proposed to implement the project including support staff and any subconsultants. Include resumes of key project personnel.
- Approach to the Projects: A detailed description of the methods by which the Consultant intends to perform the work set forth in the Scope of Services and proposed terms for an agreement by which the work shall be performed.

Submittals in excess of 35 pages shall be considered to be non-responsive proposals.

3. All questions regarding this solicitation and the projects enumerated herein should be directed to:

Rick Farley
 Oroville Airport Manager
 City of Oroville
 1735 Montgomery Street
 Oroville, CA, 95965
 Telephone: (530) 538-4307
 Email: rfarley@cityoforoville.org

The deadline for submitting questions is November 22, 2019.

4. 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.
5. 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 City officials will screen the proposals to determine whether they are responsive to the RFQ.
2. Selection criteria contained in the FAA Advisory Circular 150/5100-14 including change 1, as amended, will be applied as follows:
 - Understanding of the project(s)/task(s) to be performed
 - Recent relevant experience
 - Knowledge of FAA regulations, policies, and procedures
 - Professional references
 - Ability to meet schedules and to work within a budget
 - Qualifications of project manager and key personnel assigned to the project
 - Qualifications and experience of outside consultants regularly engaged by the consultant
 - Current workload and staff availability

Qualification submittals will be evaluated using the criteria below.

Qualifications and relevant experience of firm (including depth of staff)	20 Points
Qualifications and relevant experience of key staff	20 Points
Understanding of FAA requirements and processes	20 Points
Approach to Projects	15 Points
Understanding of City airport facilities	15 Points
<u>Demonstrated ability to respond quickly</u>	<u>10 Points</u>
Total Points Possible	100 Points

3. Familiarity with the project(s)/task(s) and the Oroville area. The Selection Committee 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 the qualification's statements alone, the most qualified firms may be contacted for additional information and, if warranted, personal interviews.

The Selection Committee's recommended consultant selection is anticipated to be scheduled for the Oroville City Councils' approval by January 21, 2020. Consultant should be prepared to begin contract negotiations for specific projects.