



REQUEST FOR STATEMENT OF QUALIFICATIONS

Riverside County EDA Aviation Division

Airport Engineering and Planning Services

Architectural/ Engineering (A/E) services for design and construction administration/inspection of airport construction projects and planning services

Date Offered: Monday, April 22, 2019

Closing Date & Time: Monday, June 03, 2019
2:00 PM Local Time

Contact Person: Liliana Valle, County Airport Manager

Email: lvalle@rivco.org

Phone: 951-955-9418

RIVERSIDE COUNTY EDA AVIATION

3403 Tenth Street, Suite 400

Riverside, CA 92501

I. INTRODUCTION

A. Purpose

The County of Riverside EDA Aviation Division hereafter referred to as "County," is requesting interested consultants to submit their standard operating qualifications for Architectural and Engineering (A/E) services for environmental services, planning, design, construction administration, and construction engineering services of airport projects for the County's five-year (5-yr) consultant selection. The County owns and operates the Hemet-Ryan airport (Hemet, CA), French Valley Airport (Murrieta, CA), Blythe Airport (Blythe, CA) and the Jacqueline Cochran Regional Airport (Thermal, CA), and Chiriaco Summit (Chiriaco Summit, CA) as a non-NPIAS airport. The 5-yr Airport Capital Improvement Program (ACIP) projects list is anticipated to be funded by the Federal Aviation Administration (FAA).

1. Jacqueline Cochran Regional Airport: (*See Airport information at www.rcjcra.com*)
2. French Valley Airport: (*See Airport information at www.rcfva.com*)
3. Hemet Ryan Airport: (*See Airport information at www.rchmtra.com*)
4. Blythe Airport: (See Airport information at <https://www.rivcoeda.org/Airports/Blythe-Airport>)
5. Chiriaco Summit Airport: (See Airport information at- <https://www.rivcoeda.org/Airports/Chiriaco/About-Chiriaco-Summit/Location>)

It is the County's desire to select a Consultant and approval of a contract by September 2019. Service Agreement will be in effect through September 2024. Selection of the Consultant will be in accordance with Advisory Circular 150/5100-14E "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects."

B. Minimum Proposer Requirements

All proposers must:

1. Be an experienced consultant or team that can demonstrate having a broad background and extensive experience, no less than 10 years, in the field of Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects for FAA Airport Improvement Program (AIP) grant funded projects and other federally and state funded airport projects.
2. Have extensive knowledge of the FAA environmental NEPA process as it relates to FAA AIP grant funded projects.

3. Be able to comply with all pertinent FAA Advisory Circulars, Orders, and Regulations that relate to FAA AIP grant funded Projects.
4. Have no record of unsatisfactory performance with the FAA or other public entities. Consultants who are or have been seriously deficient in current or recent contract performance, in the absence of circumstances properly beyond the control of the Consultant, shall be presumed to be unable to meet this requirement.
5. Have the ability to maintain adequate files and records of completed projects and meet statistical reporting requirements.
6. Have the administrative and fiscal capability to provide and manage the proposed services and to ensure an adequate audit trail.
7. A listing of clients for the past two years. Indicate for each: the scope of services performed, the type of projects, a contact name, address, and phone number.

C. Correspondence

All correspondence, including proposals, shall be submitted to:

Riverside County EDA
 Liliana Valle
 County Airport Manager
 Aviation Division
 3403 Tenth Street, Suite 400
 Riverside, CA 92501

D. Proposal Submittal Deadline

All proposals must be received at the address listed above no later than **2:00 PM (PST) on Monday, June 3, 2019**. Facsimile or electronically transmitted proposals will not be accepted, since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals will not be opened and considered.

II. PROPOSAL REVIEW TIMELINE

(Submittal deadline firm, other dates are tentative)

- A. **Deadline for Submittal**Monday, June 3, 2019 @ 2:00 PM
- B. Riverside County interviews consultants.....June, 2019
- C. Riverside County notifies proposers of successful selectionEarly July, 2019
- D. Riverside County issues notice of Award for 5-year Consultant.....August, 2019
- E. Start of 5-year Contract.....September, 2019

III. PROPOSAL CONDITIONS

A. Contingencies

This RFQ does not commit the County to award a contract. The County reserves the right to accept or reject any or all proposals if the County determines it is in the best interest of the County to do so. The County will notify all proposers, in writing, if the County rejects any and all proposals.

B. Proposal Submittal

To be considered, all proposals must be submitted in the manner set forth in this RFQ. The proposer is responsible for ensuring that its proposal arrives on or before the specific deadline. No exceptions will be made.

C. Incurred Costs

This RFQ does not commit the County to pay any costs incurred in the preparation of a proposal in response to this request. All costs incurred in developing a proposal shall be the sole responsibility of the proposer.

D. Final Authority

The final authority to award consultant contracts rests solely with the County of Riverside, Board of Supervisors.

IV. ANTICIPATED PROJECT AND BACKGROUND INFORMATION

A. Anticipated Airport Projects

1. Jacqueline Cochran Regional Airport is a first choice destination for business and private aviation within Riverside County and the Southern California region. Located in the Coachella Valley—known as the Desert Resorts Region, the City of Palm Springs, the communities of Coachella, Indio and La Quinta surround the airport. The airport has 8,500-foot main runway capable of accepting any class of corporate jet, such as the 737 BBJ2, and a 5,000-foot secondary runway with associated taxiways. Uncongested airspace and fantastic year-round weather conditions makes Jacqueline Cochran Regional Airport a primary destination in Coachella Valley.

Projects in 5 year ACIP:

- New Runway 35 PAPI & Lighting– Design and Construction \$713,000
- Taxiway Pavement Rehabilitation – Design and Construction \$1,050,000

2. **Hemet-Ryan Airport** is located in the San Jacinto Valley of Riverside County and provides convenient access to the mid-county region, including the cities of Hemet and San Jacinto. Hemet Ryan Airport has a CALFire base and its 4,350-foot main runway is capable of accepting smaller corporate jets such as Cessna Citations. Highways 74 and 79 provide easy access to neighboring communities and Interstates 10, 215, and 15. San Diego, Orange County, Los Angeles County, and the balance of the Inland Empire are within an hour drive.

Projects in 5-year ACIP (Airport Capital Improvement Plan):

- Taxiway, Hangar Taxilane and East/West Apron Pavements Rehabilitation – Design \$110,000
- East/West Apron Pavement Rehabilitation – Construction (phase 1) \$785,000
- Taxiway, Hangar Taxilane Pavement Rehabilitation – Construction (phase 2) \$408,000

3. **French Valley Airport** is located in Southwest Riverside County, adjacent to the communities of Temecula, Murrieta, and Winchester. A 6,000-foot main runway capable of accepting any class of corporate jet, be it a Cessna Citation or a larger jet such as the Gulfstream V. The 12,500 square-foot aviation center, located on Highway 79, is only minutes away from Interstate 15 and the 215 Corridor, which are distinguished by a proliferation of high-tech and manufacturing businesses.

Projects in 5-year ACIP:

- Runway Rehabilitation – Construction (Phase 1) \$3,825,000
- Taxiway and connector taxiways Rehabilitation – Construction (Phase 2) \$680,000
- Apron Pavement Rehabilitation – Design \$120,000
- Apron Pavement Rehabilitation Middle Apron – Construction (Phase 1) \$697,000
- Apron Pavement Rehabilitation North Apron – Construction (Phase 2) \$459,000

4. **Blythe Airport** is located in the east end of Riverside County, adjacent to the community of Blythe and the California/Arizona border. A 6,500 foot main runway and 5,800 foot secondary runway capable of accepting any class of corporate jet, be it a Cessna Citation or a larger jet such as the Gulfstream V. Blythe Airport is also known to host significant military parachute training.

Projects in 5-year ACIP:

- Airport Perimeter Area Fencing, Vehicle Control Access Gate and Apron Lighting – Design \$173,000
- Airport Perimeter Area Fencing, Vehicle Control Access Gate and Apron Lighting – Construction \$675,000
- Runway Rehabilitation – Design \$681,000

5. **Chiriaco Summit Airport (A Non NPIAS Airport)** is located at the summit between the Coachella Valley and Desert Center in Riverside County, immediately

adjacent to Interstate 10. A 4,600 foot main runway capable of accepting smaller corporate jets such as Cessna Citations. No services or Fuel are available at this airport.

Projects in 5-year ACIP:

- Widen Runway to 60 foot \$500,000
- Taxiway Pavement Rehabilitation \$350,000
- Apron Reconstruction \$650,000

V. PROPOSAL REQUIREMENTS

A. General

1. All interested and qualified Consultants are invited to submit a Standard Operating Qualification for consideration.
2. Standard Operating Qualification must be submitted in the format described below. Standard Operating Qualification submitted shall be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of the RFQ. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance to the RFQ instructions, responsiveness to the RFQ requirements, and on completeness and clarity of content.
3. Proposals must be complete in all respects as required in this section. A proposal may not be considered if it is conditional or incomplete.
4. Proposals must be received at the designated location no later than the date and time as specified in Section I (D) – Proposal Submittal Deadline.
5. All proposals and materials submitted become the property of the County.
6. The agreement(s) between the sponsor and the selected consultant will be subject to all applicable Federal Rules and Regulations as identified in AC 150/5100-14E.

B. Additional Requirements

1. Provide CEQA environmental documentation for planning and design/engineering projects as necessary.
2. Provide miscellaneous airport planning, design/engineering, surveying, construction administration management, environmental, and consulting support services as may be required from time to time by the County.
3. Work Orders and Scope of Services should be submitted for all projects. Aggregated project costs per year not exceeding \$100,000 will not require the County of Riverside Board of Supervisors approval. Project costs exceeding this amount will need to be submitted to the Board of Supervisors

for approval; and hence would require more time planning to fit within the Board Date Schedule.

4. Airfield pavement and related infrastructure analysis.
5. DBE (Disadvantaged Business Enterprise) document preparation reporting, goals & accomplishments as well as a DBE program.

C. Additional Requirements at no additional projected cost

1. These consultant services may include representing the County in all discussions/meetings with the FAA regarding the work program, grant requirements, and project documentation.
2. Prepare necessary applications and documentation for FAA AIP grant funding, 5-Year ACIP forms & 10-Year CIP forms.
3. Assist in project coordination with the FAA and the California Division of Aeronautics.
4. Submit Quarterly Performance Reports to the FAA for all open AIP grants on a timely manner.
5. Before assessment of project cost, engineering visual inspection is required to determine exact project cost especially in the absence of pavement management plan.

Note: This RFQ does not establish an exclusive agreement for Airport Engineering and Planning Services.

B. Proposal Submittal

1. Four (4) copies of the written proposal are required.
2. No fee should be included or inferred with the proposal.
3. The packages containing the written proposal copies must be marked with the proposer's name and RIVERSIDE COUNTY EDA, AIRPORT ENGINEERING AND PLANNING SERVICES "Architectural/Engineering (A/E) Consultant Selection."
4. Do not submit more than 35 pages. All proposals must be submitted on 8-1/2 inch by 11-inch recycled paper with double sided printing, unless specifically shown to be impracticable, with no less than 1/2-inch top, bottom, left and right margins. Proposals must be typed or prepared with word processing equipment. Typeface must be no more than 12 characters per inch (12 pt. font recommended). Each page, including attachments and exhibits, must be clearly and consecutively numbered at the bottom of the page.

C. Proposal Format

Response to this RFQ must be in the form of a proposal package that must be submitted in the following format:

1. Cover Page – Submit a letter on letterhead stationery signed by a duly authorized officer, employee, or agent of the organization/firm submitting the proposal. The cover letter shall include the following information:
 - a. A statement that the proposal is submitted in response to the RIVERSIDE COUNTY EDA, AIRPORT IMPROVEMENT PROGRAM “A/E Consultant Selection.”
 - b. A statement indicating which individuals, by name, title, address, and phone number, are authorized to negotiate with the County on behalf of the organization/firm.
 - c. A statement certifying that the undersigned, under penalty of perjury, is an agent authorized to submit proposals on behalf of the organization/firm.
2. Table of Contents – A complete table of contents for the entire proposal with respective page numbers opposite each topic shall be included.
3. Statement of Certification – Include the following in this section of the proposal:
 - a. A concise statement of the services proposed.
 - b. A statement that the proposer is able to provide the services as described in the proposal outlined in the RFQ and meet required FAA deadlines.
 - c. A statement that all aspects of the proposal have been determined independently, without consultation with any other prospective proposers or competitor for the purpose of restricting competition.
 - d. A statement that all declarations in the proposal and attachments are true and that this shall constitute a warranty, the falsity of which shall entitle the County to pursue any remedy by law.
 - e. A statement that the proposer agrees that all aspects of the RFQ and the proposal submitted shall be binding if the proposal is selected and a contract awarded.
 - f. A statement that the proposer agrees to provide the County with any other information that the County determines is necessary for an accurate determination of the proposer’s ability to perform services as proposed.

VI. PROPOSAL EVALUATION AND SELECTION

A. Evaluation Process

The successful Consultant will be selected on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

B. Evaluation Criteria

The evaluation process shall be in accordance with Chapter 2 of FAA Advisory Circular (AC) 150/5100-14E, "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects." Additionally, contracts will be subject to the provisions of Executive Order 11246 (affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of Department of Transportation Regulation 49 CFR Part 26 (Disadvantaged Business Enterprise Participation)

1. Initial Review – All proposals will be evaluated initially to determine if they meet the following minimum requirements:
 - a. The proposal must be complete, in the required format, and be in compliance with all the requirements of this RFQ.
 - b. Proposers must meet the requirement as stated in the Minimum proposer Requirements as outlined in Section I (B).

Failure to meet all of these requirements may result in a rejected proposal. No proposal shall be rejected; however, if it contains a minor irregularity, defect or variations, it will be considered by the County to be immaterial or inconsequential. In such cases, the proposer will be notified of the deficiency in the proposal and given an opportunity to correct the irregularity, defect or variation or the County may elect to waive the deficiency and accept the proposal.

2. Evaluation – The selection of the firm to do the work will be undertaken by 03 knowledgeable individuals which may include staff and industry colleagues. After the deadline for receipt of qualifications, the committee will review the qualifications and will select one firm to enter into a contract based upon a mutually-understood, general scope of work. If deemed necessary by the committee, at least two firms may be invited for interviews. The final selection of the firm will be based upon the qualifications criteria listed below.
 - a. Responsiveness to RFQ – Experience and qualification of your firm in providing services in Airport Improvement Program funded projects and the applicable FAA Advisory Circulars as stated. Provide a list of Airport AIP funded projects that were completed by your firm during the last five (5) years.

- b. Professional reputation of the firm – List the key personnel/team members to be utilized during this project, their background, and their experience in projects comparable to the proposed services. Include an organizational chart depicting personnel and their responsibilities, including subconsultants as well as base location of firm. For subconsultants, indicate the type of work each is to perform and the percentage of the total work of the proposal.
- c. List the name, address, and phone number of at least three (3) airport sponsors or clients, present or former, that can be used as references on recently completed planning and/or engineering projects.
- d. Proven experience in meeting project schedule requirements and work within the stated budget – Provide a statement that the proposer does not have any commitments or potential commitments which may impact the proposer’s ability to perform the contract services.
- e. Familiarity with the project(s) location.

Selection will be based on a determination of which proposal will best meet the needs of the County and the requirements of this RFQ. After selection of the most qualified Consultant, the County will define the required overall scope of services and attempt to negotiate an appropriate fee schedule. Each project will be awarded under separate task orders and a final cost negotiated. If negotiations on the fee proposal from the most qualified firm are not successful, the County will seek to execute a contract with the second most qualified firm, and so on.

C. Contract Award

Contract(s) will be awarded based on a competitive evaluation of proposals received.

The contents of the proposal of the successful proposer will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award.

D. Final Approval

Any contract resulting from the RFQ will be awarded by final approval of the County of Riverside Board of Supervisors, and a Notice to Proceed will be issued by Riverside County EDA Aviation.