

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR ENGINEERING, PLANNING AND ENVIRONMENTAL SERVICES FOR
DEL NORTE COUNTY REGIONAL AIRPORT, Jack McNamara Field**

The Border Coast Regional Airport Authority (BCRAA) is soliciting two separate Statements of Qualifications (SOQs). One for Aviation Engineering, Planning and Consulting Services and the other for Environmental Consulting Services at the Del Norte County Regional Airport, Jack McNamara Field (CEC).

For a complete Request for Statements of Qualifications Information Package, contact:

Matthew Leitner, Airport Director
(707) 464-7288, mleitner@co.del-norte.ca.us

Five (5) copies of the SOQ must be submitted by 12/26/2016. SOQ's are requested to be no more than 20 pages in length. Proposals must be enclosed in a sealed envelope or package clearly marked "Design and Engineering Services" and mailed or delivered to:

**Border Coast Regional Airport Authority
150 Dale Rupert Road
Crescent City, CA 95531**

SOQ's received after 5 P.M. Pacific December 26, 2016 will not be considered. BCRAA reserves the right to reject any or all SOQ's received in response to this Request for Qualifications as determined to be in the best interest of the Airport. Furthermore, BCRAA reserves the right to waive any irregularities and to request additional information from any individual or firm submitting a response to this RFQ.

Questions regarding this RFQ should be submitted by to:

Matthew Leitner, Airport Director
(707) 464-7288, mleitner@co.del-norte.ca.us

The consultant and sub-consultants shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The consultant shall comply with all requirements of 49 CFR, Part 26 in the award and administration of all Federal and State assisted contracts. Failure by the consultant to comply with these requirements shall be considered a material breach of the Contract for Services and will result in termination of the contract or such other remedy, as the Authority and the grantor deems appropriate.

Publish Dates: December 8, 2016

**BORDER COAST REGIONAL AIRPORT AUTHORITY (BCRAA)
REQUEST FOR QUALIFICATIONS
TO PROVIDE AVIATION ENGINEERING, PLANNING AND CONSULTING
SERVICES
FOR
JACK MCNAMARA FIELD (CEC)**

In accordance with the provisions of the bylaws of the Border Coast Regional Airport Authority (BCRAA), sealed Statements Qualifications must be submitted to the Airport Director, at 150 Dale Rupert Road, Crescent City, California 95531 prior to **5 p.m. PST December 26, 2016**, for providing Aviation Engineering, Planning and Consulting Services for the Border Coast Regional Airport Authority, pursuant to the terms and conditions contained herein.

THE AUTHORITY RESERVES THE RIGHT TO REJECT AT ITS SOLE DISCRETION STATEMENTS OF QUALIFICATIONS RECEIVED AFTER THIS TIME AND DATE.

The said Request for Qualifications will be opened at **4 p.m., on December 27, 2016**, in the airport director's office, as posted, located at 150 Dale Rupert Road, Crescent City, California.

The original Request for Qualifications and Statement of Interest (unbound) and five (5) copies are to be submitted. Facsimile or electronic copies will not be accepted. The Request for Qualifications may be downloaded from www.FlyCrescentCity.com or requested by email (below).

The Border Coast Regional Airport Authority reserves the right to reject any or all responses. The Authority will award any resulting contract in a manner consistent with the applicable Federal Aviation Administration (FAA) requirements.

BCRAA

Matthew Leitner
Airport Director
(707)464-7288
mleitner@co.del-norte.ca.us

NOTE

If a potential bidder/proposer received this solicitation document through some means other than from BCRAA, it is the responsibility of the potential bidder/proposer to advise the airport director of its intention to submit a proposal so that any addenda or other correspondence related to this solicitation will be sent to the potential bidder/proposer. When contacting the airport director the bidder/proposer shall provide the solicitation number located on the cover page of this document. Transmittal of this information must be in writing, by U.S. Mail, fax,

or e-mail. Transmittal of this information via telephone is not acceptable. All proposers are held accountable for ensuring they have any and all addenda. All addenda issued by BCRAA are posted at: www.FlyCrescentCity.com

Please submit proposal package to:

Airport Director
BCRAA
150 Dale Rupert Road
Crescent City, CA 95531

Mailing package is to be clearly marked on the outside with the following notation:

“Proposal for Request-For-Qualifications; opening at

4 P.M. December 27, 2016

Proposals may not be considered unless:

1. Your original proposal submittal and the stated number of copies are received.
2. Proposal has cover letter signed by one who has authority to sign contracts on behalf of the organization.
3. Signature is legible - No initials.

Matthew Leitner
Airport Director

Rev 03/11

**BORDER COAST REGIONAL AIRPORT AUTHORITY (BCRAA)
REQUEST FOR QUALIFICATIONS
TO PROVIDE AVIATION PLANNING AND CONSULTING SERVICES
FOR
JACK MCNAMARA FIELD (CEC)**

BCRAA wishes to retain the professional services of a qualified firm to provide professional aviation planning and consulting services for Jack McNamara Field (CEC). The aviation planning and consulting services may include airport system and master planning, airport noise compatibility planning and related studies. These studies include, but are not limited to the following activities:

1. Airport Capital Improvement Program
2. Airport data collection and facility inventories
3. Aeronautical activity forecasts and demand/capacity analyses
4. Facility requirements determination
5. Airfield modeling for capacity and delay
6. Airport layout and terminal area plan development
7. Airport Noise Studies under 14 CFR parts 150 and 161
8. Compatible land-use planning in the vicinity of airports
9. Airport site selection studies
10. Airport development schedules and cost estimates
11. Airport financial planning and benefit costs analysis
12. Participation in public information and community involvement programs and/or public hearings relating to airport development and planning projects
13. Airspace analysis
14. Glint and glare studies
15. Design study to establish the framework and detailed work program
16. Preparation and ongoing maintenance of Passenger Facility Charges Program
17. Preparation of Federal Aviation Administration (FAA) and state grant applications
18. Safety Management System (SMS)
19. Wildlife Management Studies
20. FAA Disadvantaged Business Enterprise (DBE) Program Management
21. GIS data collection, entry and analysis and other electronic graphical/mapping efforts

The airport development projects listed above are expected to be funded in part by grants from the FAA and with local funding. The projects will be subject to state and federal requirements and the work may be accomplished during the course of several grant projects. The consultant may be required to represent BCRAA in discussions with the Federal Aviation Administration regarding the work program, grant requirements, and project documentation.

Consulting and Professional Services Contract. Any contract resulting from this Request for Qualifications (RFQ) shall be carried out under a *Border Coast Regional Airport Authority*

Consulting and Professional Services Contract. The contract attached hereto is provided as an example of the format of the Contract to be negotiated. The term of the contract will be four (4) years with one (1) one-year option for BCRAA to extend the contract.

Every aviation planning and consulting service will be negotiated independently under the form of an Authorization of Service agreement and the fees will be established through the negotiation process to determine a fair and reasonable price. The Authorization of Service agreements will become an addendum to the Consulting and Professional and Services Contract. Not all the services or projects listed above may be required, and BCRAA reserves the right to initiate additional procurement action for any of the services included in this RFQ.

In addition to other requirements, any contract entered into pursuant to this RFQ shall require the consultant to carry insurance policies that meet BCRAA requirements and name BCRAA as an additional insured on such policies. Respondents are encouraged to provide a summary of their existing insurance coverage with their proposals.

Request for Qualifications. The Request for Qualifications shall include a transmittal letter signed by a member of the firm having the authority to directly negotiate and sign contracts on behalf of the firm. The letter must also acknowledge receipt of any and all addenda, by number, that may have been issued by BCRAA. The RFQ shall include detailed information regarding the following, in the order indicated:

1. Firm's qualifications and current relevant experience with projects of a similar nature and magnitude during the last five (5) years.
2. Experience with projects funded by Federal Aviation Administration grants during the last five (5) years.
3. Professional qualifications and experience of key personnel who will be assigned to the Airports' projects.
4. References from at least three (3) clients for whom firm has entered into aviation planning and consulting services for similar airports. Please provide the following contact information:
 - a. Name of firm for whom services were provided
 - b. Name of individual contact
 - c. Address and telephone number
 - d. Type of services provided and dates services were provided

Evaluation of RFQ. This is a Request for Qualifications; a detailed cost proposal is not being

requested. Cost is not a factor in the evaluation of proposals submitted in response to this RFQ. The most highly qualified firm submitting a responsive proposal will be selected. Aviation planning and consulting services and fees will be negotiated with the selected firm independent of this RFQ. The submittals will be reviewed and ranked by BCRAA using the following selection criteria:

1. Qualifications of Firm & Project Team (35 percent)
2. Local Response Capability (30 percent)
3. References (20 percent)
4. Statement of Qualifications Adequacy & Other Supporting Data (15 percent)

BCRAA's evaluation committee will evaluate all pertinent information and will endeavor to make a recommendation of the most qualified firm to authority for approval. If a favorable ranking and recommendation cannot be made on the basis of the qualifications statements alone, the firms deemed most qualified will be contacted for additional information and, if warranted, interviews. BCRAA assumes no obligation in the solicitation of this Request for Qualifications and all costs shall be borne by the interested firms in developing their submittal.

Federal Provisions. In accordance with Advisory Circular 150/5100-14, procurement of Consultant Services is subject to Required Contract Provisions for AIP Grants and Obligated Sponsor as issued by the Federal Aviation Administration on January 29, 2016. The Federal Provisions have been incorporated and are identified as **Section 10. Federal Provisions** on the Draft Agreement attached.

Submittal for RFQ. In accordance with the provisions of the bylaws of the Border Coast Regional Airport Authority, the sealed Statement of Qualifications must be submitted to the Airport Director, 150 Dale Rupert Road, Crescent City, CA 95531, **December 26, 2016 prior to 5 p.m. PST.** The complete original Statement of Qualifications (unbound) and five (5) copies shall be submitted. Facsimile and electronic copies will not be accepted. Submissions should be clearly marked on the box or shipping envelope "Request For Qualifications, Border Coast Regional Airport Authority

Contact Information.

Questions should be directed to:

Matthew Leitner, Airport Director
150 Dale Rupert Road
Crescent City, CA 95531
Phone: 707-464-7288
Fax: 707-464-1023

mleitner@co.del-norte.ca.us

At BCRAA's sole discretion, clarification and information deemed material to the understanding of this work will be shared with all known interested parties by way of formal addendum. In addition, any and all addenda will be posted on the Fly Crescent City website at: www.FlyCrescentCity.com

Attachments

Consulting & Professional Services Contract

**BORDER COAST REGIONAL AIRPORT AUTHORITY (BCRAA)
REQUEST FOR QUALIFICATIONS
TO PROVIDE ENVIRONMENTAL CONSULTING SERVICES
FOR
JACK MCNAMARA FIELD (CEC)**

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BCRAA

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Matthew Leitner
Airport Director

Rev 03/11

**BORDER COAST REGIONAL AIRPORT AUTHORITY (BCRAA)
REQUEST FOR QUALIFICATIONS
TO PROVIDE AVIATION PLANNING AND CONSULTING SERVICES
FOR
JACK MCNAMARA FIELD (CEC)**

BCRAA wishes to retain the professional services of a qualified firm to provide professional environmental consulting services for Jack McNamara Field (CEC). The consulting services may include environmental assessments, studies and fulfillment of related NEPA/CEQA requirements. These studies include, but are not limited to the following activities:

Environmental Assessments, environmental impact statements, categorical exclusions and other studies in accordance with FAA Orders 5050.4 and 1050.1

Airport development projects are expected to be funded in part by grants from the FAA and with local funding. The projects will be subject to state and federal requirements and the work may be accomplished during the course of several grant projects. The consultant may be required to represent BCRAA in discussions with the Federal Aviation Administration regarding the work program, grant requirements, and project documentation.

Consulting and Professional Services Contract. Any contract resulting from this Request for Qualifications (RFQ) shall be carried out under a *Border Coast Regional Airport Authority Consulting and Professional Services Contract*. The contract attached hereto is provided as an example of the format of the Contract to be negotiated. The term of the contract will be four (4) years with one (1) one-year option for BCRAA to extend the contract.

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