



REQUEST FOR STATEMENT OF QUALIFICATIONS
Riverside County EDA Aviation Division

**Airport Engineering, Architectural, Planning and
Environmental Services**

Date Offered: Tuesday, June 18, 2019
Closing Date & Time: Tuesday, July 16, 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, Engineering, environmental and planning 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-year Airport Capital Improvement Plan (ACIP) projects list is anticipated to be funded by the Federal Aviation Administration (FAA).

1. Jacqueline Cochran Regional Airport: (See Airport information at www.rcjra.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, Planning and Environmental Consultant Services for Airport Grant Projects for FAA Airport Improvement Program (AIP) grant funded projects and other federally and state funded airport projects. Applicants should demonstrate their expertise separately for Engineering, Architectural, Planning and Environmental field according to the different projects executed in these areas.

2. Have extensive knowledge of the FAA environmental NEPA process as it relates to FAA AIP grant funded projects as described in FAA orders 1050.1F, Environmental impacts: Policies & Procedures and 5050.4B, National Environmental Policy Act (NEPA), Implementing Instructions for Airport Actions.
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 Federal 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 *five* 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

II. PROPOSAL REVIEW TIMELINE

All proposals must be received at the address listed above no later than **2:00 PM (PST) on Tuesday, July 16, 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.

(Submittal deadline is firm, other dates are tentative)

- A. Deadline for Request For Information** will be Tuesday, July 2, 2019 at 5 P.M.
- B. The County will post responses** on Friday, July 5, 2019.
- C. Deadline for Submittal** will be Tuesday, July 16, 2019 @ 2:00 PM
- D.** Riverside County interviews consultants by early August, 2019
- E.** Riverside County notifies proposers of successful selection by mid August, 2019
- F.** Riverside County issues notice of Award for 5 yr Consultancy by mid Sep, 2019
- G.** Start of 5-year Contract by mid October, 2019

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

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. The County reserves the right to cancel the RFQ at any time if it is requested to advertise for two separate contracts solely for Architectural & Engineering and another for Planning & Environmental services.

B. Solicitation Notice:

The Riverside County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises (DBE) will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

C. Disadvantaged Business Enterprises (DBE):

FAA funded projects receiving planning, capital and/or operating assistance greater than \$250,000 require DBE compliance.

D. 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.

E. 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.

F. 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

The County has submitted a five year Airport Capital Improvement Plan (ACIP) to the FAA that includes several planning, engineering and environmental projects and other project not listed in the ACIP may be required, involving engineering, architectural, planning & environmental services. The following is a synopsis of the 5 year ACIP for each airport showing the description and the development type for each project.

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.

Year	Development Type	Description
2022	Construction & Design	New Runway 35 PAPI & Lighting, Design and Construction - Project consists of designing and constructing a new Runway PAPI at new location, electrical infrastructure report, and updates to cables and Runway lighting.
2023	Design & Construction	Taxiway A Pavement Rehabilitation, Design and Construction - Design and construction of pavement rehabilitation, consisting of asphalt pavement fog seal and crack filling for Taxiway A (55,500 SY)

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.

Year	Development Type	Description
2020	Design	Rehabilitation of Taxiway B, Hangar Taxilane and East/West Apron Pavements, Design - Project consists of the preparation of designs for the pavement rehabilitation of Taxiway B (790'x50') and hangar taxilanes (7) (550'x60' totaling 30,000 SY) asphalt pavements, and the asphalt pavement area of the East/West Apron (approximately 72,000 SY). Last treatment was a slurry seal in 2010.
2022	Construction	East/West Apron Pavement Rehabilitation, Construction (phase 1) - Project consists of crack filling, joint sealing, the application of a fog seal rehabilitation and new paint markings for approximately 72,000 SY of the East/West Apron asphalt pavement area.
2023	Construction	Taxiway B, Hangar Taxilane Pavement Rehabilitation, Construction (phase 2) - Project consists of crack filling, joint sealing, the application of fog seal and remarking pavement for a total of 30,000 SY of asphalt pavements (Taxiway B 790'x50'+(7) Hangar taxilanes 550'x56')

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.

Year	Development Type	Description
2019	Design & Construction	Runway 18-36, Taxiway A and connector Taxiways Rehabilitation, Design & Construction (Phase 1) - Project consists of design & construction of the asphalt pavement for the primary runway, and fog seal and crack filling of the connectors. RW: 6000'x75'; TW: 6000'x40' (approx. total 95,000 SY). Taxiway C and D will be demolished and reconstructed at a standard location. Last pavement rehabilitation was a slurry seal in 2006
2020	Construction	Taxiway and connector taxiways Rehabilitation, Construction (Phase 2) - Project consists of construction of the fog seal and crack filling of the primary runway's connector, Taxiway A (37,000 SY). APMS completed in 2013; last pavement rehabilitation completed was a slurry seal in 2006.
2022	Design	Apron Pavement Rehabilitation, Design - Project consists of designing the pavement rehabilitation expected to include crack filling and seal coating for all apron pavement (approx. total 130,000 SY).
2023	Construction	Apron Pavement Rehabilitation Middle Apron, Construction (Phase 1) - Construction for the pavement rehabilitation by crack filling and seal coating Middle Apron (54,300 SY).
2024	Construction	Apron Pavement Rehabilitation North Apron, Construction (Phase 2) - Construction for the pavement rehabilitation of the North Apron (47,900 SY).

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.

Year	Development Type	Description
2022	Design	Airport Perimeter Area Fencing, Vehicle Control Access Gate and Apron Lighting, Design - Project consists of the design of perimeter fencing around the BRL of the two runways for total length of 27,800 LF. The project includes the design of a vehicle control access gate and apron lighting.
2023	Construction	Airport Perimeter Area Fencing, Vehicle Control Access Gate and Apron Lighting, Construction - Project consists of construction of phase 1 perimeter fencing around the BRL of the two runways and terminal ramp (12,000 LF).
2024	Design	Runway Rehabilitation, Design - Project consists of design rehabilitation of the primary runway (R/W: 7000'x120' approximate total 93,350 SY).

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, a non NPIAS airport

Year	Development Type	Description
2020	Construction	Widen Runway to 60 feet - Existing runway is 50 feet wide. The project adds 12 feet of new pavement on each side of existing 4000-foot runway to provide total runway width of 60 feet.
2022	Construction	Taxiway Pavement Rehabilitation - Rehabilitate taxiway pavement. No pavement has been performed in the last 10 years. Taxiway is 1350 feet long by 35 feet wide.
2024	Construction	Apron Reconstruction - Existing apron has large cracks (2-inch wide x 4-inch deep). Apron is 600 feet long by 130 feet wide

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 in each category: Engineering, Architectural, Planning and/or Environmental. 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 County and the selected consultant will be subject to all applicable Federal Rules and Regulations as identified in AC 150/5100-14E.

B. Requested Scope of Service:

Additionally, requested services may include airport planning, engineering, architectural and environmental services as listed below. Demonstrate your experience based on the following categories & projects that may arise during the term of the project.

Planning Services:

- 1- Airport Land use planning.
- 2- Airport Master planning.
- 3- Airport Layout Plan (ALP) update.
- 4- FAA Land use compliance.
- 5- Other airport planning tasks and functions as required.

Environmental Services:

- 1- Preparation of environmental assessment reports, site investigation and risk assessments.
- 2- Provide CEQA/NEPA environmental documentation for planning and design/engineering projects as necessary.
- 3- Storm Water Pollution Prevention Plan (SWPPP) including training.
- 4- Wildlife Hazard Management Program including training.
- 5- Other environmental services as required.

Architectural/Engineering Services:

- 1- Design Phase – complete project design including airfield pavement & related infrastructure analysis, preparation of engineering report, detailed plans & specifications, cost estimates and project schedules.
- 2- Bidding & Negotiation Phase – advertising and securing bids, attending pre-bid conferences, analyzing bid results, negotiating services, preparation for contract award documents.
- 3- Construction Phase – consultation and guidance during construction including project close out phase, making final inspections and acceptance of the project.
- 4- DBE (Disadvantaged Business Enterprise) document preparation reporting, goals & accomplishments as well as a DBE program.
- 5- Construction Administration.
- 6- Other engineering and/or architectural services as required.

C. Additional Requirements at no additional projected cost

1. These consultant services may include assisting the County in all discussions/meetings with the FAA regarding the work program, grant administration, and project documentation.

1. The Engineering consultant should prepare necessary applications and documentation for FAA AIP grant funding, 5-Year ACIP forms & 10-Year CIP forms.

2. Assist in project coordination with the FAA and the California Division of Aeronautics.

3. Submit Quarterly Performance Reports to the County that meets FAA requirements for all open AIP grants on a timely manner.
4. Before assessment of project cost, engineering visual inspection is required to determine exact project cost especially in the absence of pavement management plan.
5. Disadvantaged Business Enterprise (DBE) bid analysis & reporting.
6. Work orders and scope of services are required for all projects. Aggregated project costs per year over \$100,000 will require the County of Riverside Board of Supervisors approval.

D. 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 ARCHITECTURAL, PLANNING AND ENVIRONMENTAL SERVICES - Consultant Selection."
4. Do not submit more than 35 pages. All proposals must be submitted on 8-1/2 inch by 11-inch 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.

E. 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 duty 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 "Airport Architectural, Engineering, Planning and Environmental 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.
 - d. Include in the cover page the below sections with brackets and mark the section that is relevant to the field of expertise you are submitting for consideration in this RFQ: (check sections that apply).
Engineering { } Architectural { } Planning { } Environmental { }
 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.
 - g. A statement that the prospective Consultant, if selected, will comply with all applicable rules, laws, and regulations.
 4. Statement of Experience – Include the following in this section of the proposal:
 - a. Business name of the Consultant and legal entity such as corporation, partnership, etc.
 - b. Number of years the Consultant has been in business under the present business name, as well as related prior business names.
 - c. List of projects previously undertaken.

- d. List any applicable licenses or permits presently held and indicate ability to obtain any additional licenses or permits that may be required.
 - e. A statement that the proposer has an organization that is adequately staffed and trained to perform the required services or demonstrate the capability for recruiting such staff.
 - f. Experience of principal individuals of the prospective Consultant's present organization stating current positions, years of service experience, including capacity, magnitude, and type of work performed.
 - g. Controlling interest in any other firms providing equivalent or similar services. If none, so state.
 - h. Financial interest in other lines of business. If none, so state.
 - i. Pending litigation involving prospective Consultant or any officers, employees, and/or Consultants thereof, in connection with contracts. If none, so state.
 - j. Convictions or adverse court rulings involving fraud and/or related acts of all officers, Consultants, and employees. If none, so state.
 - k. A statement that the proposer does not have any commitments or potential commitments which may impact on the proposer's ability to perform the contract services.
 - l. Qualifications and experience of subcontractors.
5. Insurance – Submit evidence of ability to maintain insurance in the amounts and coverage required by the County – Indemnification and Insurance Requirements.

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.

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.