



February 11, 2020

Request for Qualifications for Professional Services

Yuma International Airport intends to engage a Professional Engineering Firm for services. This design project will be funded by the Federal Aviation Administration (FAA) and the Arizona Department of Transportation Multi-Modal Planning Division – Aeronautics Group (ADOT), and will start upon firm selection and final contract approval by the Yuma County Airport Authority (YCAA) Board of Directors, FAA and ADOT. The expected design start date is on or before April 15, 2020. The initial term of the contract is anticipated to be no more than one (1) year, which can be extended contingent and at the sole discretion of the YCAA.

The YCAA will solicit and receive proposals for professional engineering design and construction oversight/administration services as described in the project scope listed below. This RFQ Package is available by calling the Airport Administration Office at 928-726-5882 ext 2211 or on the airport's website at FlyYuma.com The proposed timeline below is for **planning purposes only**.

Anticipated Milestones: (All Times Arizona)

Project Name: GA Apron Rehabilitation

RFQ Available: February 11, 2020 until February 16, 2020

Pre-submittal Conference: February 27, 2020 at 10am

Last Date for Questions: March 11, 2020 at 2pm

Response Due: Monday, March 16, 2020 at 2pm

Contract Award: April 15, 2020 pending FAA, ADOT Review and Board Approval

SECTION I-BACKGROUND AND OVERVIEW

Yuma International Airport is a non-hub Part 139 commercial airport located alongside the operations of the Marine Corps Air Station Yuma as a shared use airfield. Yuma International airport is owned and operated by the Yuma County Airport Authority.

Through the ADOT and FAA Airport Capital Improvements Program (ACIP) planning process as well as the ADOT Pavement Maintenance Program several airport improvement projects have been identified and programmed for design and construction in Yuma International Airport ACIP. The YCAA intends to complete these projects as indicated on a project by project basis.

The YCAA wishes to select a qualified consultant via a Qualifications Based Selection (QBS) process, in accordance with FAA Advisory Circular 150/5100-14E *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, to provide complete design services and preparation of construction documents for the proposed project. The final scope of services and schedule for each project will be at the sole discretion of the YCAA.

Following review of the SOQ's, and selection of the most qualified consultant, by the Selection Committee, the YCAA intends to invite the selected firm (or team) to submit proposals and enter into negotiations for a professional service contract covering the specific project.

The selection process will be performed in compliance with ARS Title 34 Chapter 6.

Funding for design and construction of the projects will be through FAA and ADOT Grant(s), YCAA funds or any combination thereof. The YCAA reserves the right to terminate the projects should funding become unavailable for any reason.

Design services for the specified project in this RFQ shall be at the sole discretion of the YCAA. The YCAA reserves the right to defer, cancel, or add, to revise the final scope of requested services, and to determine the final schedule for the project.

SECTION II- SCOPE OF WORK

The YCAA seeks a qualified consulting firm or team with proven airport design experience and knowledge of FAA standards and regulations, in particular current FAA Advisory Circular (AC) publications and standards for airport improvements.

Listed below are tasks and information to assist with the completion of the proposal.

Task 1 – Project Management

Task 2 – Design Reports and Environmental Determination

Task 3 – Detailed Design and Construction Documents (including possible Public Meetings)

Task 4 – Bidding Assistance

Task 5 - Post-Design/Construction Oversight/Administration Services

- 1) Engineer the rehabilitation of existing GA Aprons shown in Figure 1 of this document, in accordance with FAA Advisory Circular 150/5300-13 "Airport Design". This project consists of the rehabilitation of approximately 48,700 square yards of the existing aircraft parking area by repairing and/or replacing the deteriorated asphalt and concrete sections. This includes managing storm water, supporting environmental requirements, performing required geotechnical or topographical surveys, associated security fencing, drainage, and emergency vehicle access roads. The work includes cleaning, crack sealing and seal coating existing pavement where appropriate, and replacing deteriorated asphalt and any concrete sections with new asphalt or concrete where necessary, in accordance with AC 150/5320-6F, "Airport Pavement Design and Evaluation". We expect the rehabilitation to include the existing 39,000 sq. yard Hero Hangar Facility apron, and the 9,700 sq yd Northwest Hangar Facility apron, but the exact area to be included is yet to be determined.
- 2) A schedule for the document deliveries shall be established within 7 days of the execution of the contract.
- 3) Preliminary Design. 60% Complete Plans will be prepared on 24 x 36 inch sheets and in accordance with Yuma County Airport Authority sheet format and title blocks.

The following drawings are anticipated.

- Title Sheet
- General Notes, Abbreviations, Legend
- Demolition Plan
- General Project Layout & Haul Route (Site Plan)
- Phasing Plan/Staging/Safety/Security
- Grading & Drainage
- Cross Sections
- Pavement Markings

Specifications will be prepared in accordance with AC 150/5370-10, Standards for Specifying Construction of Airports, and any non-standard specifications recommended will be closely coordinated with the FAA and MCAS Yuma for approval, prior to finalizing. The 60% complete specifications will be a compilation of the applicable FAA specifications in their boilerplate format, and similarly, non-FAA specifications, proposed. Drainage improvements will be designed in accordance with the most recent version of AC 150/5320-6F in the section for Surface Drainage Design, as applicable. Pavement markings will be designed in accordance with AC 150/5340, Standards for Airport Markings. The preliminary construction cost estimate will be based on the 30 percent complete plans and specifications and appropriate design contingency included.

- 4) Final Design. After review comments are obtained from the YCAA, work will resume on preparing the final set of plans, specifications and estimate. The final plans will be plotted after review comments are received and addressed. Final plans will be signed and sealed by an Arizona Registered Engineer. The Preliminary Engineering Report will be updated, as necessary, to reflect any changes that may have occurred during design. A construction Management plan will be prepared that identifies the construction management team, roles and responsibilities, material sampling and testing plan, and coordination efforts with the YCAA.
- 5) Bidding Phase. After review and acceptance by OWNER, the ENGINEER shall complete necessary steps identified in article 2.05 "Bidding or Negotiating Phase" above, according the schedule determined by OWNER in consultation with FAA & ADOT considering funding availability. Prepare and distribute the Bid Documents and attend and lead a Pre-Bid meeting including FAA, MCAS & ADOT recommended topics. Attend the bid opening and prepare the Bid Tab and award recommendation.
- 6) Construction Phase. In addition, the parties may supplement the Scope of Work as it pertains to the Construction Phase to include construction oversight and administration services; and post-construction services. Arrange for and oversee all required testing and other requirements outlined by FAA Advisory Circulars, by a written addendum signed by both parties.
- 7) Ensure compliance with all federal, state and local building and environmental codes.
- 8) Obtain DBE goals for this project from the Airport and include them in the bid specifications.
- 9) Prepare bid documents, bid advertisements and construction documents for the project; attend and manage the Predesign, Prebid, and Preconstruction Conferences according to FAA Advisory Circular 150/5300-9B "Predesign, Prebid, and Preconstruction Conferences for Airport Grant Projects".
- 10) Prepare updated Airport Layout Plan, as defined by FAA Advisory Circulars, at the completion of construction to include all airport changes to date.
- 11) **The project shall be ready for bid by August 1, 2020.**

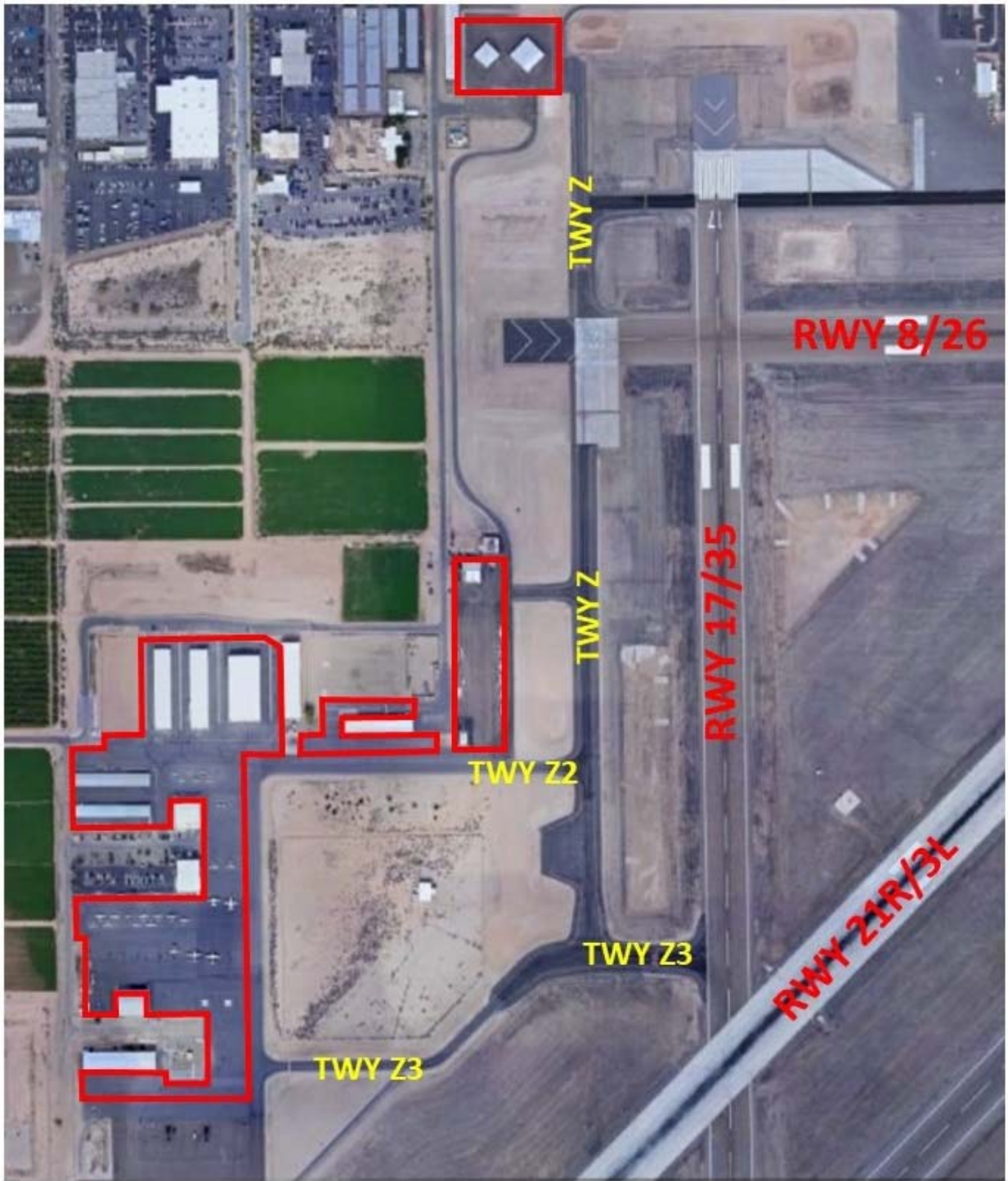


Figure 1 – GA Apron

Submission of Qualifications Procedures: Your proposal should address a technical approach for the current project only. Your proposal **SHOULD NOT** include a fee schedule. The selection of the engineering firm will follow the guidelines in FAA Advisory Circular 150/5100-14E "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects."

All material submitted in response to this solicitation becomes the property of YCAA and will not be returned. After the contract is awarded, the RFQ's shall be open for public inspection except to the extent that the withholding of information is permitted or required by law.

A selection committee will review all proposals and rate and rank each submission in accordance with the evaluation criteria described below and in FAA AC 150/5100-14E. All participating firms will be notified of the result and the top rated firm will be contacted to begin fee negotiations. The selection committee reserves the right to conduct interviews with the top rated firms if the committee deems it necessary. In such case, selection will be made following interviews.

No verbal agreement or selection is binding or considered final until approved by the Yuma County Airport Authority (YCAA). The YCAA reserves the right to reject any or all proposals, and to conduct new professional services selection procedures. If there are any questions concerning any aspect of this solicitation or the scope of work, please submit them in writing via fax to Gen Grosse at 928-344-4677 or by e-mail at Gen@yumairport.com. All questions and answers will be published on the airport web site. It is the responsibility of the responders to review all questions and answers prior to the submission of their proposals. The last date for questions is indicated above in the milestones.

Regardless of the level of service ultimately needed a consultant with proven experience in these areas and in working with the FAA Western-Pacific Region and ADOT Aeronautics Group is very desirable.

SECTION III – PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held at **10:00 a.m. on February 27, 2020 at the Yuma International Airport, Conference Room on the second floor.** The Airport is located at 2191 E. 32nd Street, Yuma, Arizona. At this meeting, the YCAA staff will discuss the scope of work, general issues and goals of this qualifications-based selection (QBS) process, and respond to questions from the attendees. Attendance at the pre-submittal conference is not mandatory and interested firms may submit a Statement of Qualifications whether or not they attend the conference.

All interested firms are encouraged to attend the Pre-Submittal Conference since the YCAA staff will not be available for meetings or to respond to individual inquiries regarding the project scope outside of this conference. In addition, there will not be meeting minutes or any other information published from the Pre-Submittal Conference. The YCAA may elect to publish a list of the attendees.

SECTION IV – DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM SMALL BUSINESS ENTERPRISE (SBE) PROGRAM

The YCAA/Yuma International Airport has an established Disadvantaged Business Enterprise (DBE) program and a Small Business Enterprise (SBE) program in accordance with regulations of the U.S. Department of Transportation, 49 CFR Part 26. It is the policy of the YCAA to ensure that DBEs and SBEs, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. If you need additional information, the point of contact for the DBE program is Gen Grosse at gen@yumairport.com.

The consultant (and all sub-consultants) shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the sponsor deems appropriate.

The YCAA encourages all interested firms to take active race/gender neutral steps to include DBEs/SBEs in this and other airport contracts. Race/gender neutral steps include: unbundling large contracts, subcontract work the prime contractor may otherwise self-perform, provide bonding or financing assistance, provide technical assistance, etc.

Only DBE/SBE firms listed in the Arizona Department of Transportation Unified Certification Program at the time of Qualification Statement or Proposal submittal will be considered as DBE/SBE's. The ADOT DBE Directory is available at <http://www.azdot.gov/azdbe>

SECTION V – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

Each Statement of Qualifications (SOQ) will be evaluated according to the following criteria:

A. General information (10 points)

Provide a general description of the company and/or team that is proposing to provide the services, including identifying participating sub-consultants. Provide an organization chart showing key personnel. For each key person, provide the following information:

1. Percentage of time that each person will be available to provide services potentially requested under this RFQ
2. Length of time with the firm
3. Applicable professional registrations
4. Area(s) of expertise as it relates to the projects noted

B. Experience and qualifications of the firm/team and key personnel. (50 points)

1. Provide a list of similar airport projects on which the project team has experience. For each reference project, please provide the following information:
 - a. Description of the project, including project name and location
 - b. Project owner and/or client information
 - c. Role of the firm, including a description of the services provided
 - d. Role of each key team member who worked on the reference project and the percentage of time spent by each key team member on said project
 - e. Approximate dates services were provided
 - f. Reference information (two contacts including current telephone numbers per project)
2. List all Yuma International Airport projects where the firm/team provided design services in the last ten years, completed or ongoing, that are not already included in the preceding sections.

The consulting firm's proposal will need to indicate that the project team has recent direct experience on designing similar improvements to those proposed at this location. The consulting firm will need to indicate how the proposed team has the sufficient time as a team to work on

this project. It is necessary to demonstrate the proposed team has the ability to meet project schedules in the past, and provide a reasonable proposed schedule.

C. Understanding of the project & approach to performing the services (35 points)

Discuss any major issues your team has identified for the project or the information provided in the scope of work in this RFQ and how your firm/team intends to address those issues. Identify any technical innovations that may be incorporated and/or innovative approaches that will be used in executing the work. Also, discuss the particular expertise your firm/ team offers and how you propose to use that expertise to benefit the YCAA to add value to the project.

The consulting firm's proposal will need to provide evidence of understanding of the project; and any unique engineering aspects associated with the proposed project and how to address them.

D. Principal office location (5 points)

Identify the physical location of the lead firm's principal office. Points will be awarded to firm/teams whose lead firm's principal office is physically located within the City of Yuma's incorporated limits (not just a P.O. Box).

The consulting firm's proposal needs to provide the geographic location of the design team, it is necessary to indicate an awareness of local conditions, relevant local projects and experience with knowledge of local agencies and related histories.

SECTION VI – SUBMITTAL REQUIREMENTS

The Statement of Qualifications shall include a one-page cover letter, plus a maximum of **ten (10) pages** to address the SOQ evaluation criteria (excluding resumes but including an organization chart with key personnel and their affiliation). Resumes for each team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Please provide **six (6) physical copies of the Statement of Qualifications, as well as an electronic version in searchable PDF Formatt by 2:00 PM on March 16, 2020.** The YCAA reserves the right to accept or reject any and all Statements of Qualifications.

Delivered or hand-carried submittals must be delivered to the Airport Administration reception area on the second floor of Yuma International Airport Terminal. On the submittal package, please display: Firm name and project title.

All submittals should be sent or delivered to:

**YUMA COUNTY AIRPORT AUTHORITY
Attn: Gen Grosse
2191 E. 32nd Street, Suite 218
Yuma, Arizona 85365**

Please be advised that failure to comply with the following criteria may be grounds for disqualification:

- Receipt of submittal by the specified cut-off date and time
- Receipt of the number of copies of the submittal specified
- Adherence to maximum page requirement
- Delivery of submittal in correct location

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

SECTION VII – SELECTION PROCESS AND SCHEDULE

The successful firm (or team) will be selected through a qualifications-based selection process which will consist of two evaluated elements: (1) Statements of Qualifications (SOQs) submitted in response to this RFQ, and (2) Reference verification of the finalists.

A Selection Committee will evaluate each SOQ according to the criteria set forth in Section V above and select at least three finalists for consideration. The YCAA will then perform a reference verification process by contacting and interviewing the references provided by each of the finalists in their SOQ submittal. The firms receiving the highest evaluation from the selection committee will be selected to begin negotiation for the contract, unless negative information is received during the reference verification process that the Selection Committee believes to be substantial.

The following tentative schedule has been prepared for this selection process:

RFQ Available: February 12, 2020 until March 16, 2020

Pre-submittal Conference: February 27, 2020 at 10am

Last Date for Questions: March 11, 2020

Response Due: March 16, 2020 at 2:00 PM

Contract Award: April 15, 2020 pending FAA, ADOT Review and Board Approval

Scores for each firm from each of the elements will be evaluated, and the Selection Panel will forward a recommended, rank-ordered listing of the best-qualified firms to the Airport Director and the YCAA for approval.

Upon approval, the top-ranked firm or team shall be considered as “selected” and the QBS process will be considered completed for all firms that are not selected.

The YCAA will then enter into negotiations with the top ranked firm or team for a professional services contract for the project specific engineering services as summarized in other sections of this RFQ. Negotiations for specific projects will occur following completion of an approved on-call engineering services contract, and only when requested by the YCAA. If the YCAA is unsuccessful in negotiating a contract with the firm or team selected from this solicitation, then the YCAA will terminate the entire selection process and may issue a new RFQ or elect to begin to negotiate with the second most qualified, at its sole discretion.

By submitting an SOQ in response to this RFQ, all interested consultants certify that they have reviewed the YCAA’s standard contract for professional services, including insurance requirements, the State of Arizona Requirements and the Mandatory Federal Contract Provisions, and, if selected, will execute the YCAA’s required contract without modification or exceptions.

The YCAA Professional Services Contract, including the State of Arizona Requirements (Article XVIII), and the Mandatory Federal (FAA) Contract Provisions which can be found on-line.

SECTION VIII – GENERAL INFORMATION

RFQ Listing. This Request for Statement of Qualifications will be listed on the YCAA web site. www.FlyYuma.com

Instructions. The YCAA shall not be held responsible for any oral instructions. Any changes to this Request for Statement of Qualifications will be in the form of an addendum, which will be the responsibility of the consulting firm to review any updated documents on the YCAA web site. It is the responsibility of the consulting firm to notify Gen Grosse to be placed on the Request for Statement of Qualifications Holders List for this specific project.

Firms who pick up a copy of the Request for Statement of Qualifications packet from the Airport Administration office will be included on the Request for Statement of Qualifications Holders List. Firms receiving a copy of this packet through any other means must register as a Request for Statement of Qualifications holder with the Airport Administration office.

YCAA Rights. The YCAA reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received. No binding contract will exist between the submitter and the YCAA until the YCAA executes a written contract.

Contact with the YCAA Employees or the YCAA Board of Directors. All firms interested in this solicitation (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative.

TITLE VI SOLICITATION NOTICE:

The Yuma County Airport Authority, Inc., 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, [select disadvantaged business enterprises or airport concession disadvantaged business enterprises] 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.

CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

DISADVANTAGED BUSINESS ENTERPRISE

The Owner's award of this contract is conditioned upon Bidder or Offeror satisfying the good faith effort requirements of 49 CFR §26.53.

The successful Bidder or Offeror must provide written confirmation of participation from each of the DBE firms the Bidder or Offeror lists in its commitment within five days after bid opening.

- 1) The names and addresses of Disadvantaged Business Enterprise (DBE) firms that will participate in the contract;
- 2) A description of the work that each DBE firm will perform;
- 3) The dollar amount of the participation of each DBE firm listed under (1)
- 4) Written statement from Bidder or Offeror that attests their commitment to use the DBE firm(s) listed under (1) to meet the Owner's project goal; and
- 5) If Bidder or Offeror cannot meet the advertised project DBE goal, evidence of good faith efforts undertaken by the Bidder or Offeror as described in appendix A to 49 CFR part 26.

The requirements of 49 CFR part 26 apply to this contract. It is the policy of the Yuma County Airport Authority, Inc. to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. The Owner encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

TRADE RESTRICTION CERTIFICATION

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror –

- 1) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
- 2) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and
- 3) has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC Section 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

- 1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR or
- 2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list or
- 3) who incorporates in the public works project any product of a foreign country on such USTR list.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

CERTIFICATION REGARDING LOBBYING

The Bidder or Offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

Questions. Questions pertaining to the selection process or contract issues should be directed to Gen Grosse at (928) 726-5882, Fax (928) 344-4766, email: Gen@yumaairport.com.

Thank you for taking the time to respond to this RFQ.

Sincerely,

Gladys D. Brown, CM, CAE
Airport Director