



MARIPOSA COUNTY

Public Works • (209) 966-5356



RESOLUTION - ACTION REQUESTED 2016-128

MEETING: March 15, 2016

TO: The Board of Supervisors

FROM: Tony Stobbe, Public Works Director

RE: Advertise for Airport Consulting Services

RECOMMENDATION AND JUSTIFICATION:

Authorize the Public Works Department to Advertise a Request for Qualifications (RFQ) from Airport Consulting Firms to Provide On-Call Consulting Services. Once the proposals are evaluated, a master agreement with the selected firm(s) will be brought back to the Board for approval.

Airports operate in a complex regulatory environment and the Mariposa-Yosemite Airport will benefit from specialized knowledge in the preparation of Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant funding applications, reviewing and revising the Airport Capital Improvement Plan, updating the Airport Layout Plan, and in the development of pavement projects planned for the next several years. It is the intent of Public Works to work in partnership with the Airport Consultant(s) and the Airport Manager in the crafting and execution of a comprehensive Airport maintenance, operations, and development strategy to guide efforts for the next several years.

Because of the long term perspective needed in effective Airport management, a five year agreement is anticipated. Depending on the proposals received it is possible agreements with more than one firm will be developed.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board recently approved an RFQ for Engineering/Construction Management Services, but this request is for firms providing services specific to airport operations, projects, and interactions with the FAA and Caltrans.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Not approving this request will result in continued limitations in the ability of Public Works to effectively manage airport operations, grant applications, and project management.

FINANCIAL IMPACT:

Funding for consulting services is approved in the Professional Services line item in the Airport Operations fund. It is anticipated that the majority of services for this contract will be funded through FAA grants for specific tasks.

ATTACHMENTS:

RFQ Airport Consulting 3 2016(PDF)

CAO RECOMMENDATION

Requested Action Recommended


Mary Hodson, CAO 3/10/2016

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Marshall Long, District III Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier



Mariposa County
Department of Public Works

REQUEST FOR QUALIFICATIONS

ON-CALL AIRPORT CONSULTING SERVICES

DATE ISSUED: March 15, 2016

PROPOSALS DUE: April 11, 2016

SUBMIT TO: Director of Public Works
Mariposa County
4639 Ben Hur Road
Mariposa, CA 95338

REFER QUESTIONS TO: Mike Healy, Deputy Director of Public Works

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SECTION I – GENERAL INFORMATION

I-1. Request for Qualifications

The County of Mariposa wishes to retain the professional services of qualified airport consulting firm(s) over a five (5) year period to assist the County in the performance of the following:

- Preparation of applications and documentation for Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant funding, including updates to the annual Airport Capital Improvement Plan (ACIP).
- Provision of engineering design services, including but not limited to the preparation of working drawings, specifications, cost estimates, and contract documents.
- Provision of planning, environmental analysis, construction administration, and other consulting services as may be required by the County. These consultant services may include representing the County in discussions with the FAA regarding the Scope of Services, grant requirements and project documentation and coordination.

The projects may include: Airport Layout Plan (ALP) Update including Airport GIS (AGIS); preparation/update of an Airport Pavement Maintenance Management Plan, Design and Construction of Pavement Rehabilitation, Taxiway and Electrical projects, and any associated environmental planning and permitting required. The County reserves the right to negotiate additional professional services with the selected firms(s) as it may deem necessary depending upon the availability of funding.

Please note this request is for a Statement of Interest and Qualifications. A detailed cost proposal is not requested at this time. Project costs will be determined through negotiations with the selected firm(s). If project cost negotiations with the selected firm(s) are unsuccessful, the County reserves the right to enter into negotiations with other firm(s).

A pre-proposal meeting will be offered at 10:00 A.M. on Tuesday, March 29, 2016 at the Mariposa-Yosemite Airport Terminal, where County staff will be available to answer questions from firms intending to submit proposals. Proposals will be due by 3:00 P.M. on Monday, April 11, 2016. It is anticipated the selection of a firm(s) will be completed by April 22, 2016. Following the notification of the selected firm, a contract will be negotiated and prepared for review and approval by the County Board of Supervisors.

During the evaluation process Mariposa County reserves the right, where it may serve the County's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of Mariposa County firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The County reserves the right to retain all proposals submitted and to use any idea(s) included in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the County of Mariposa and the firm selected.

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I-2. Tentative Project Milestones

RFQ Issued	15 March, 2016
Pre Proposal Meeting	29 March, 2016
Proposals Due	11 April, 2016
Contract Award	17 May, 2016

I-3. County Project Manager

Questions in writing only regarding this request including scope of services must be directed to:

Mike Healy, Deputy Director of Public Works
E-mail: mhealy@mariposacounty.org

I-4. Proposal Due Date

Three (3) print copies of the proposal must be delivered to the Mariposa County Department of Public Works, 4639 Ben Hur Road, Mariposa, CA 95338 no later than April 11, 2016 at 3:00 P.M. local time. Facsimile or electronically transmitted proposals will not be accepted. Late proposals will be kept by the County, but not considered for award. Proposals must be sealed and clearly addressed and marked with the RFQ title.

Any proposal may be withdrawn at any time before the "Proposals Due" date and time, by providing a written request for the withdrawal of the proposal to the Project Manager. A duly authorized representative of the firm shall execute the request. Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal.

I-5. Plan Holders List

It is recommended that interested firms contact the Project Manager as soon as they begin their review of the RFQ and ask to be placed on the Plan Holders List. Doing so will help ensure that potential proposers have the latest available information that could be useful in the development of a proposal, particularly if any addenda for the project are released.

I-6. Addenda

The County may modify the RFQ at any time prior to the RFQ due date. It is recommended that proposers periodically check with the Department of Public Works at (209) 966-5356 or via email to the Project Manager for any posted addenda. Proposers who have submitted proposals prior to the due date will also be notified through their contact information provided with their proposal. Addenda will be numbered consecutively. Verbal modifications to the RFQ specifications shall not be binding upon the County.

I-7. Irregularities

The County reserves the right to waive any non-material irregularities or information in the RFQ or in any proposal.

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I-8. Incurred Costs

The County of Mariposa shall not be liable for any pre-contractual expenses incurred by the any contractor, nor shall any firm include such expenses as part to the proposed cost. Pre-contractual expenses include any expense incurred by a proposal and negotiation of any terms with the County.

I-9 Equal Opportunity Policy for Contractors

The Mariposa County requires all proposers to comply with the Federal, State and Local Law and Ordinance with regard to equal opportunity practices that all programs, services, employment opportunities, and volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation.

SECTION II – PROPOSAL FORM AND CONTENT

II-1 Proposal Submittal

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFQ, and should be easily reproducible. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal.

All pages of the proposal must be numbered consecutively. The proposal shall not exceed **25** pages in length. The proposal must be organized in accordance with the list of proposal contents.

Proposers are encouraged to improve upon the tasks, work items, or other elements described in this RFQ. However, prior to developing a proposal based on significant changes to the scope, proposers may wish to check with the County's Project Manager to ensure that the County views the changes as desirable improvements.

II-2 Proposal Form and Content

Consultant submittals shall contain no more 25 pages; two-sided, pages 8½x11 with oversized pages folded. Font shall be no smaller than TimesRoman-11/Arial-10 or the equivalent.

Submittals are encouraged to include the following:

- A. All proposals must include a cover letter addressed to Director of Public Works, 4639 Ben Hur Road, Mariposa, CA 95338 and signed by a duly constituted official legally authorized to bind the applicant to the proposal. The cover letter must include name, address, and telephone number of the proposer submitting the Proposal and the name, title, address, telephone number, FAX number and email address of the person, or persons to contact whom are authorized to represent the proposer and to whom correspondence should be directed.

- B. Table of Contents

Include a clear identification of the material by section and by page number.

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C. Executive Summary

The proposer may use this section to introduce the proposal or to summarize the key provisions of the Proposal.

D. Statement of Understanding

The proposer shall include a detailed statement of understanding of the project.

E. Project Team and Qualifications

This portion should include the name of the person who will be responsible for the management and administration of engineering services with the County with a resume of that person's experience and qualifications, the names and resumes of the assigned staff and sub- contractors, relevant technical experience and the availability of the staff for the services. After selection of a firm by the County, no substitution of key staff or sub-contractors may occur without the written approval of the County.

1. A list of related projects should be included with the name of the contact person and the telephone number for which the firm as recently or currently provides services under the scope of work.
2. Scope of Work: The firm shall describe the proposed work by task, including any tasks to be performed by sub-contractors.

F. Compensation

The proposal must include a detailed breakdown of basic services. Describe the category or classification of services to be provided and the associated hourly rate. Define what type(s) of work considered to be extra or specialized work that would be billed in addition to basic services. State the hourly rates for the designated associates for general work and specialized services. Define the type and unit rates for reimbursement for expenses such as mileage, reproduction of documents, faxed documents and word processing charges. The Firm shall indicate the minimum increment of time billed for each service including phone calls, correspondence and personal conferences.

G. Similar Project Examples and References

The proposal should include a listing of projects that are similar, or that can support the proposer's abilities, to fulfill the services requested in this RFQ. At a minimum, the listing should include project title, project location, Project Manager contact information and range of project budget, and any other information that could be useful during the evaluation process.

H. Additional Information

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Any other information that the proposer feels applicable to the evaluation of the proposal or of their qualification for accomplishing the project should be included in this section. You may use this section to address those aspects of your services that distinguish your firm from other firms.

SECTION III – BACKGROUND & SCOPE OF WORK

III-1. General Conditions

The County reserves the right to withdraw this RFP at any time without prior notice and to reject any and all proposals submitted without indicating any reasons. Any award of contract for services shall be made to the firm(s) best qualified and responsive in the opinion of the County.

Proposals may, at the County's option, be rejected if they contain any alterations, additions, conditional or alternatives, are incomplete, or contain erasures or irregularities of any kind. The County reserves the right to reject any and all proposals. The County expressly reserves the right to postpone submittal opening for its convenience and to reject any and all submittals responding to this RFP.

This project is subject to the provisions of Executive Order 11246 (Affirmative Actions to Ensure Equal Employment Opportunity) and to the Provisions of the Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation). DBE firms are encouraged to submit Statements of Interest and Qualifications.

The selected firm must agree to indemnify, hold harmless and defend the county, its officers, agents and assigns from any liability or loss resulting from suits, claims, or actions brought against the County which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.

The County envisions this to be a five-year (5) Professional Services Agreement. Although the County reserves the right of cancellation 30 days after notification..

The selected firm will be required to comply with all existing State and Federal labor laws including the applicable to equal opportunity employment provisions.

The County reserves the right to negotiate special requirements and proposed service levels using the selected proposal as a basis. Compensation for services will be negotiated with the selected firm.

All responses to this RFP shall become the property of the County of Mariposa and will be retained or disposed of accordingly.

No amendments, additions or alternates shall be accepted after the submission date and time.

All documents, records, designs and specifications developed by the selected firm in the course of providing services for the Mariposa County shall be the property of the County.

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Anything considered to be proprietary should be so designated by the firm.

Acceptance by the County of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract for services.

The County reserves the right to issue a written notice to all participating firms of any change in the proposal submission schedule should the County determine, in its sole discretion, that such changes are necessary.

III-3. Scope of Services

Assists the County Staff.

Capable of managing any aspect of airport planning, engineering, and construction inspection / management.

Available to support presentations to the public and County Board of Supervisors.

Maintain and deliver all engineering/construction records, studies and maps for all projects where employed by County (in PDF and source file formats – dwg, doc etc).

Prepare reports, investigations, studies and evaluations as, from time to time, may be required and directed by the County.

Assist in the preparation or oversee preparation of capital improvement projects, improvement plans, specifications, bid documents and public improvement project management.

Provide construction inspection / observation and management during the course of County projects. May be assigned to act as Resident Engineer. Assist with inspection, review of payments, cost estimating, SWPPP preparation and documentation, filing of notices and other related tasks.

Coordinates activities with other departments and outside agencies to obtain various approvals and agreements such as environmental clearances, permits, land acquisitions and rights-of-way for assigned engineering projects.

III-4. Selection Procedure

The County intends to retain the services of the firm(s) evaluated to be the best qualified to perform the work for the County, cost and other factors considered. The County shall screen all applications and the top candidates may be selected for interviews. Proposals will be screened by a minimum of three (3) senior County staff members. Staff will determine the individuals or firms selected for interview. The interviews will be potentially scheduled the week of April 11, 2016.

Selection criteria contained in FAA Advisory Circular 150/5100-14E (9-30-2014), *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, will be considered as follows:

- Familiarity with the Airport and location, and interest in projects
- Recent experience with similar projects with references
- Recent experience with the Federal Aviation Administration and Caltrans regulations, policies, and procedures

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- Qualifications, location, and availability of management, key staff, and subconsultants assigned to the project
- Capabilities and resources of the firm
- Current workload and ability to meet anticipated schedules

In review the proposals the County will also carefully weigh the following:

- Previous County experience with the proposing firm, if any.
- Communication skills.
- Cost of Services
- Other qualifications/criteria as deemed appropriate.

The county will require the individual or engineering firm selected to maintain general liability, automobile, workers' compensations, and errors and omissions insurance. The selected firm(s) will also be required to maintain relevant business licensure. The contract will contain provisions requiring the selected firm to indemnify the County and provide that the Consultant is an independent contractor serving at the will of the County. Other required provisions will include the County Board of Supervisors right to terminate the agreement, at its sole discretion, upon the provision of notice.