



Notice of request for qualifications for on-call airport planning and engineering services for Mojave Air & Space Port

Mojave Air & Space Port (MASP) wishes to retain professional services of a qualified airport consulting firm (firm) over a five-year period to assist MASP in the performance of the following services and projects:

- Prepare necessary applications and documentation for Federal Aviation Administration-Airport Improvement Program (FAA- AIP) grant funding and annual updates to the Airport Capital Improvement Plan (ACIP);
- Prepare necessary applications and documentation for the California Division of Aeronautics;
- Analyze and respond to obstruction evaluations that impact MASP's Part 77 and/or the ALUCP with Kern County;
- Provide airport master planning and consultant support services as may be required from time to time by MASP. These consultant services may include representing MASP in discussions with the FAA regarding the work program, grant requirements and project documentation;
- Provide environmental services to include: NEPA, CEQA and CATEX;
- Prepare various civil engineered exhibits and plans on request;
- Provide pre-engineering services for both land-side and air-side civil projects as requested;
- Anticipated Planning Projects over the next 5 years:
 - One or more FAA AIP infrastructure projects;
 - Grant applications for future AIP projects including environmental assessments;
 - Annual ACIP submittals to FAA and to CalTrans Aeronautics Division, and annual ACIP meetings with FAA;
 - Federal and/or State environmental documents as needed to fulfill grant pre-submittal requirements, potentially including CATEX's, Environmental Assessments or Environmental Impact Statements;
 - Various other compliance and reporting measures that may be required by FAA or

Caltrans Aeronautics Division;

- Pre-engineered parking lots and t-hangar expansion

Proposals shall provide for the firm holding harmless and indemnifying MASP officials, employees and representatives thereof from all suits, actions or claims of any kind brought on because of injuries, copyright violations or damages sustained by any person or property in consequence of any neglect in safeguarding contract work, or any act or omission by the firm or its employees or representatives, or from any claims or amounts arising or recovered under any law, by-law, ordinance, regulation or decree as a result of the firm's or its employees' or representatives' acts or omissions. Likewise, proposals shall show evidence of professional liability insurance of adequate types and amounts as deemed sufficient by MASP for the purposes of this proposal.

MASP shall have exclusive rights and exclusive use of any art work, drawings, plans, negatives, copy or other work produced as a result of any contract resulting from this proposal.

MASP reserves the right to reject any or all proposals, to negotiate separately in any manner necessary and within the law to serve the interest of the right to initiate additional or alternate procurement actions at any time. This action may include termination of the services of the selected consultant.

A qualification-based selection process conforming to Federal Aviation Administration Advisory Circular 150/5100-14E will be utilized to select the most qualified firm. Fee information will not be considered in the selection process and must not be submitted with the statement of qualifications.

Selection criteria will include:

- Recent experience in airport projects;
- Capability to perform all aspects of project;
- Ability to meet schedules within budget;
- Knowledge of Federal Aviation Administration-Airport Improvement Program (FAA AIP) planning, design and construction standards;
- Quality of previous airport projects undertaken;
- Personnel experience and qualifications.

A master five-year contract will be executed with the selected firm. Fees will be negotiated for individual projects as funds become available. If project cost negotiations with selected firm are unsuccessful, MASP reserves the right to enter negotiations with other firm(s).

Prospective consultants are advised that applied overhead rates for FAA projects must conform to the cost principals established within Federal Regulation 48 CFR Part 31, *Contract Cost Principles and Procedures*. The successful firm will be required to submit a copy of their current overhead rate audit certification. MASP assumes no obligation in the solicitation of this general statement of interest and qualifications and costs of responding to this solicitation shall be borne by the interested consultants.

Time is of the essence, therefore, MASP will evaluate all pertinent information and will endeavor to

select the firm with which it will work from those firms submitting statements. If a selection cannot be made on the basis of qualifications statements alone, the most qualified firms may be contacted for additional information and, if warranted, detailed interviews.

This contract will be subject to all applicable Federal Provisions that include:

- Title VI of the Civil Rights Act of 1964
- Section 520 of the Airport and Airway Improvement Act of 1982
- DOT Regulation 2 CFR Part 180 & 1200 – Government-wide Debarment and Suspension
- DOT Regulation 49 CFR Part 18.36(i) - Access to Records
- DOT Regulation 49 CFR Part 20 - Lobbying and Influencing Federal Employees
- DOT Regulation 49 CFR Part 26 -Disadvantage Business Enterprises Participation
- DOT Regulation 49 CFR Part 30 - Federal Trade Restriction Clause

To express interest in bidding or ask questions regarding this RFQ, please email Karina Drees at karina@mojaveairport.com prior to Monday, November 16, 2018. All responses to questions will be distributed via email on or before Thursday, November 21 to anyone who has expressed interest in bidding.

One copy of the Statement of Interest and Qualifications shall be submitted via email to karina@mojaveairport.com no later than 5:00 PM PDT, November 28, 2018. Please provide the proposal in .pdf format with a file size not exceeding 10 MB.

Required Proposal Submittals:

The submittals requested shall be included with the proposal response. Failure to include required submittals may be cause for rejection of your proposal. The following are required for your proposal to be considered and must be labeled with the following:

Exhibit A – Transmittal Letter

A cover letter signed by an official authorized to solicit business and enter into contracts for the Proposer. The cover letter should include the name, address, email address, and phone number of contact person.

Exhibit B – Qualifications and Experience

- A description summarizing Proposer experience over the past five years in performing similar services for public entities, including Federal, state, county or municipal clients.
- A statement identifying the personnel likely to be assigned to projects for the airport including any sub-consultants. Proposer shall identify key staff and their qualifications, including resumes.
- A statement identifying the firm’s ability to produce the required product in a timely fashion and the ability to present any necessary reports or studies to elected officials and/or the general public.
- A brief description of the firm's experience and history in meeting tight project deadlines.
- A brief description of the firm's ability to control project budgets.
- A statement identifying the firm’s experience and knowledge with FAA AIP planning,

design and construction standards.

Exhibit C – Responsibility/Demonstrated Competence:

- Have you ever defaulted on a contract? If yes, where and why.
- Has your firm ever been suspended or debarred by any government agency? If yes, please explain.
- In the past five (5) years has any claim against your company concerning your company's work on a project been filed in court or arbitration?

Exhibit D-Client References:

Submit a list of five (5) current public sector clients within the last five years in which you have provided related services, including name, address, e-mail and telephone number of each contact person.

Exhibit E-Personal Statement:

A statement of your firm's interest in the position and how your firm's experience and qualifications will help you perform the projects described above.

Proposal Format and Content:

The Proposer(s) are required to prepare their written proposals in accordance with the instructions outlined below. Emphasis should be placed on accuracy, completeness, and clarity of content. Submittals shall be brief and concise, containing no more than 30 pages of material. Deviations from these instructions may be construed as non-responsive and may be cause for disqualification. The format and content of the Proposal are as follows:

- Identify the Exhibit Category of the proposal, Proposal number and Proposer name on every page submitted.
- All pages must be numbered sequentially.
- Submit one copy of your Statement of Interest and Qualifications electronically to Karina Drees at karina@mojaveairport.com no later than 5:00 PM PST, Wednesday, November 28, 2018. Please provide the proposal in .pdf format with a file size not exceeding 10 MB.

Thank you for your interest in Mojave Air & Space Port.