



**MONTEREY PENINSULA AIRPORT DISTRICT  
REQUEST FOR QUALIFICATIONS  
FOR ON- CALL  
ENGINEERING AND/OR ENVIRONMENTAL CONSULTING SERVICES  
FOR THE MONTEREY REGIONAL AIRPORT  
Partially Funded through the Airport Improvement Program (AIP)**

**RFQ Submission Deadline:** **March 16, 2023, at 3:00 PM PDT**

**RFQ Submission Address:** **Planning Department  
Monterey Regional Airport  
200 Fred Kane Dr., Suite 200  
Monterey, CA 93940**

**RETURN THIS SHEET WITH YOUR RESPONSE**

Posted: February 13, 2023

<input type="checkbox"/>	I HAVE READ, UNDERSTAND AND AGREE TO ALL STATEMENTS IN THIS REQUEST FOR QUALIFICATIONS, AND TO THE TERMS, CONDITIONS AND ATTACHMENTS REFERENCED HEREIN.		
Date: _____ Company Legal Name: _____			
_____			
Authorized Signature	Name	Title	

## I. REQUEST FOR QUALIFICATIONS

The Monterey Peninsula Airport District (District) is soliciting Statements of Qualifications (SOQs) from qualified firms interested in providing on-call professional Engineering Consulting Services and/or Environmental Consulting Services at the Monterey Regional Airport (Airport). The Airport seeks to retain the services of one or more qualified firms and/or individuals for a five-year period. The selected consultants(s) would provide services on an as-needed basis. It is likely the Airport will select multiple consultants to provide these services.

This document is intended to provide interested consultants with sufficient information to prepare and submit a proposal for consideration by the Airport.

- A. All information regarding this RFQ may be viewed or downloaded from the District's website, <https://montereyairport.specialdistrict.org/requests-for-qualifications-proposals>
- B. Completed proposals must be submitted to the Airport by no later than 3:00 PM PDT on Thursday, March 16, 2023.
- C. Proposals must provide the requested information as described in this RFQ. The wet signatures of all persons signing shall be written in longhand. Proposals not submitted in the manner prescribed herein will not be considered.
- D. Mistake corrections must be initialed in ink by the person signing the proposal.
- E. Alternate proposals will not be considered.
- F. The District reserves the right to reject any or all proposals or to waive any informalities or minor irregularities in connection with proposals received.
- G. The Airport assumes no obligation in the solicitation of this general statement of interest and qualifications and all costs shall be borne by the interested consultant.

## II. INTRODUCTION

### GENERAL

The District owns and operates the Monterey Regional Airport (MRY). The airport is categorized in the NPIAS as a non-hub primary commercial airport. Details about the airport can be found at [www.montereyairport.com](http://www.montereyairport.com)

The selection of the airport consultant follows the FAA's Advisory Circular 150/5100-14 latest edition, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*.

Services are divided into two different disciplines: 1) Engineering Services, and 2) Environmental Consulting Services. Respondents are invited to respond to either, or a combination of both disciplines. It is likely the Airport will select multiple consultants to provide the services.

Services are limited to those projects which can be reasonably initiated within five (5) years of the conclusion of this RFQ process. The Airport reserves the right to initiate additional procurement action for any of the services included in this solicitation. Some of the services listed may not be required.

The fee for services will be established at the time those services are needed. A fee estimate shall be performed for each project that is executed. If a fee cannot be agreed upon between the Airport and the consultant, then negotiations are terminated with that consultant. If negotiations with the Firm first selected are not successful, negotiations may be initiated with the Firm given second preference. This procedure may be continued with the other Firms in sequence of ranking selected by the Airport until a mutually satisfactory agreement has been negotiated.

Some project funding for professional services under this RFQ is expected to be provided through individual Federal Aviation Administration AIP grants and other sources.

### III. PROGRAM DESCRIPTION/SCOPE OF WORK

#### a) ENGINEERING SERVICES

The Airport desires to use the professional services of a qualified airport consulting firm, or combination of firms, for a five-year period, to assist the Airport in the performance of the following tasks:

- Assist in the preparation and development of Airport Capital Improvement Programs (ACIPs).
- Coordination with the Federal Aviation Administration (FAA) in grant proposals, performance, and closeout.
- Project design/engineering/construction management; airfield hydrology; airfield civil and electrical engineering for ACIP projects, including aircraft

parking aprons, taxiways, runways, airfield marking, airfield signage and lighting, hangar rehabilitation, airfield drainage; project inspection; and other tasks as assigned.

- Miscellaneous consulting support services for engineering and special services as may be required from time to time by the Airport. These services may include representing the Airport in discussions with governing bodies and regulatory agencies regarding grant requirements, airport grant eligibility, and project documentation.

As part of the services, the consultant(s) will be required, beginning on the effective date of official selection, on an as-needed basis, for up to five years, to perform such related activities as engineering studies, grant applications, engineering design work, preparation of contract plans and specifications, construction management, and contract administration. Fees will be determined through negotiations at the time a service is needed.

Some Projects are anticipated to be funded in part by a combination of FAA and Passenger Facility Charges (PFCs), and some as locally funded projects. Projects funded by AIP are expected to be accomplished over the course of several grant projects.

Currently, the Airport's ACIP includes several projects in the five-year look ahead. Projects that may require engineering services include, but are not limited to the following:

- 10R-28L Pavement Surface Treatment and Northside Basin Upgrade
- Safety Enhancement Program for Taxiway A relocation – Phase E-1 Taxiway A shift (design and construction)
- Miscellaneous Electrical Projects (i.e. Microgrid, Battery Electric Storage System (BESS), Electric Vehicle Charging Infrastructure) (design and construction),
- Miscellaneous Stormwater Improvements (i.e. bioretention storm drainage system upgrades)
- Miscellaneous Pavement Rehabilitation (i.e. Apron, Runway, Roads and Taxiways)
- Acquire New Aircraft Rescue and Fire Fighting Vehicle

It is likely that the Airport will select multiple consultants to provide these services.

## b) ENVIRONMENTAL CONSULTING SERVICES

The Airport is seeking qualified consulting firm or combination of firms, for a five-year period, to assist the Airport to provide environmental technical and

regulatory assistance. At the time of contract negotiation the consultant shall submit a time and materials estimate and schedule for each requested project.

The services shall be focused on environmental technical and/or regulatory assistance for various disciplines, including, but not limited to:

- Environmental Review (NEPA -CEQA)
- Archaeology
- Historic Preservation
- Biology and Natural Resources
- Mitigation Monitoring and Reporting

Assist in planning and Environmental Consulting Services necessary to complete required environmental analysis and documentation to carry out a proposed projects at Monterey Regional Airport (Airport).

Biological services may include botanical surveys, special status wildlife species surveys and habitat assessments, and impact analyses, documents to support consultation with appropriate agencies.

Consultants will provide expertise in one or more of the following areas:

- Botanical Surveys, special status plant impact assessments.
- Habitat level and protocol level surveys for special status species in accordance with applicable U.S. Fish and Wildlife Service and/or California Department of Fish and Game survey protocols.
- Informal or Formal consultation with California Department of Fish and Game and/or U.S. Fish & Wildlife Service.
- Characterization and mapping of plant communities and wildlife habitat types.
- Native tree identification and counts.
- Noxious weed risk assessments and management plans.
- Recommended mitigation and/or other measures to avoid/minimize biological resources impacts.

Anticipated Archaeological services may include Consultation with Native American Tribes, Records Searches, Identification and Evaluation of Potential Historic Properties, Area of Potential Effects (APE) mapping, Historic Property Survey Reports, Archaeological Survey Reports, Historic Resource Evaluation Reports, and monitoring of construction activities in culturally sensitive areas.

Consultants will provide expertise in one or more of the following areas:

- Archaeological Surveys.
- Prehistoric Archaeology.
- Historical Archaeology.
- Architectural Historian.
- CEQA Guidelines regarding Determination of Significance of Cultural Resources and Impacts to Cultural Resources.
- NEPA Compliance related to Assessment and Mitigation of Impacts to Cultural Resources.
- Cultural Resource Monitoring During Construction.
- Evaluating Unanticipated Cultural Resources Encountered During Construction.
- Phase II Investigations for Cultural Resources.
- Consultation with Native American Tribal Entities.
- Consultation with the State Office of Historic Preservation.
- Mitigation of Cultural Resource Impacts.

It is likely that the Airport will select multiple consultants to provide these services.

#### IV. PROPOSAL STATEMENT OF QUALIFICATIONS SUBMISSION

##### A. PROPOSAL CONTENT/FORMAT

Proposals shall contain sufficient information for the Airport to determine which firms will be selected for a follow-up interview. The proposal shall include the following information:

1. Furnish the firm's legal name, point of contact, complete mailing address, telephone number, and point of contact's e-mail address.
2. Provide clear indication of which specific Area(s) of Expertise (from the list on Pages 4 - 6 of this RFQ) the Consultant's proposal is being submitted for.
3. Furnish a brief history of the firm which includes: How long has the firm been in business, approximate number of employees and their qualifications. Provide names and resumes of the key personnel who will be assigned to provide services.

4. Describe the firm's qualifications, experience and knowledge of FAA regulations, policies and procedures and Advisory Circulars in relation to providing the services covered by the proposal.
5. Provide a list of clients for which the firm has provided services of the type covered by this proposal, and the client's name, address, and telephone number of a representative of each client whom the Airport may contact.
6. The names and addresses of any clients of the firm who have made claims against the firm within the last five years alleging that the firm breached a contract for services or were negligent in performance of services. Describe the nature and current status of the claims. Claims should be fully disclosed regardless of whether they involved litigation, arbitration or other formal dispute resolution process.
7. If the firm intends to subcontract any services to other consultants, the proposal shall identify those consultants and describe the consultant's experience in providing the services.
8. Describe current workload and ability to meet schedules and timelines.
9. Describe your familiarity with, and proximity to the Monterey Regional Airport.
10. Consultant submittals shall contain no more than 30 pages of material exclusive of the front and back covers, dividers, cover letter, table of contents, and resumes.
11. A signed letter by an authorized person shall be submitted with each copy of the proposal. This letter establishes the authority to submit a proposal, makes the proposal binding for sixty (60) days from the date of its receipt by the Airport and establishes the proposer's understanding of an agreement with all of the terms and conditions contained in this RFQ.

**B. PROPOSAL SUBMISSION**

1. Submit two (2) hard copies and one (1) electronic copy of the RFQ submission no later than the date and time specified on Page 1 of this RFQ. Submitters who mail proposals should allow extra mail delivery time to ensure timely receipt of their proposals. Late or

postmarked proposals will not be accepted.

2. All proposals shall be submitted to the name and address as provided on page 2 of this RFQ and must be in a sealed envelope which is clearly marked as follows: **“RFQ FOR CONSULTING SERVICES AT THE MONTEREY REGIONAL AIRPORT”**
3. The Airport will not accept fax, email, or telephone proposals.
4. All proposals, whether selected or not, shall become the property of the District.
5. The cost of preparing the proposal shall be borne by the proposer.

**V. PROPOSAL EVALUATION AND AWARD**

An evaluation committee will review each of the SOQ submissions using the following criteria:

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
Capability to perform all or most aspects of the projects and recent experience in airport projects comparable to the proposed tasks.	20
Key personnel’s professional qualifications and experience and availability for the proposed projects; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures.	15
Capability to meet schedules or deadlines.	15
Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns.	10
Qualifications and experience of sub-consultants regularly engaged by the consultant under consideration.	10
Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office.	5
Ability to furnish qualified inspectors for construction inspection, if applicable.	5
Understanding of the potential challenges and the sponsor’s special concerns.	15
Degree of interest shown in undertaking the project and their familiarity with and proximity to the geographic location of the project.	5
<b>Total Points</b>	<b>100</b>

The District reserves the right to select the firm(s) from the Statement of Qualifications as submitted. Selected firms may be invited for a follow-up interview to further elaborate on



their qualifications and experience. Final selection will be subject to negotiation and execution of an acceptable professional services agreement with the Airport.

### AWARD

1. The District will select the firm(s) which, in the sole judgment of the Airport, best accomplishes the desired results pertaining to the respective discipline.
2. All submitters will be notified of the Airport's selection for the on-call list within 5 working days of selection. If there is a disagreement with the Airport's selection, a protest may be submitted within five working days of the date of notification to the local office of the Airport's Legal Counsel, Cota Cole, LLP. A written response will be issued for all protests made by submitters.
3. The fee for services will be established at the time those services are needed. A fee estimate shall be performed for each project that is executed. If a fee cannot be agreed upon between the Airport and the consultant, then negotiations are terminated with that consultant. If negotiations with the Firm first selected are not successful, negotiations may be initiated with the Firm given second preference.
4. After negotiations are completed, a professional services contract will be presented to the Board of Directors for the District for approval.

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION 49 CFR PART 29 (VERSION 1, 1/5/90)**

THE CONSULTING FIRM CERTIFIES, BY SUBMISSION OF THIS STATEMENT OF QUALIFICATIONS OR ACCEPTANCE OF A CONTRACT, THAT NEITHER IT NOR ITS PRINCIPALS IS PRESENTLY DEBARRED, SUSPENDED, PROPOSED FOR DEBARMENT, OR DECLARED INELIGIBLE, OR VOLUNTARILY EXCLUDED FROM PARTICIPATION IN THIS TRANSACTION BY ANY FEDERAL DEPARTMENT OR AGENCY. IT FURTHER AGREES BY SUBMITTING THIS STATEMENT OF QUALIFICATIONS THAT IT WILL INCLUDE THIS CLAUSE WITHOUT MODIFICATION IN ALL LOWER TIER TRANSACTIONS, SOLICITATIONS, PROPOSALS, CONTRACTS, AND SUBCONTRACTS. WHERE THE CONSULTANT OR ANY LOWER TIER PARTICIPANT IS UNABLE TO CERTIFY TO THIS STATEMENT, IT SHALL ATTACH AN EXPLANATION TO THIS SOLICITATION/PROPOSAL.

### Disadvantaged Business Enterprises

The Monterey Regional Airport encourages qualified Disadvantaged Business Enterprises to respond to this solicitation and to participate in this proposal response.

### Federal Requirements:

- a. ACCESS TO RECORDS AND REPORTS. (Reference: 49 CFR part 18.36(i), 49 CFR part 18.42)
- b. BUY AMERICAN PREFERENCE. (Reference: 49 USC § 50101)

- c. AIRPORT AND AIRWAY IMPROVEMENT ACT OF 1982, SECTION 520 (Reference: 49 U.S.C. 47123)
- d. CIVIL RIGHTS – GENERAL. (Reference: 49 USC § 47123)
- e. CIVIL RIGHTS – TITLE VI ASSURANCES.
- f. DISADVANTAGED BUSINESS ENTERPRISE. (Reference: 49 CFR part 26)
- g. ENERGY CONSERVATION REQUIREMENTS. Source: 49 CFR part 18.36(i)(13)
- h. FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE) (Reference: 29 USC § 201, et seq.)
- i. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 (Reference 20 CFR part 1910)
- j. RIGHT TO INVENTIONS (Reference 49 CFR part 18.36(i)(8))
- k. TRADE RESTRICTION (Reference: 49 CFR part 30)
- l. VETERAN’S PREFERENCE (Reference: 49 USC § 47112(c))
- M. SEISMIC SAFETY
- n. COPELAND “ANTI-KICKBACK” ACT (Reference: 49 CFR § 18.36(i)(4), 29 CFR parts 3 & 5)
- o. CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT
- p. DAVIS BACON REQUIREMENTS. (Reference: 49 CFR § 18.36(i)(5))
- q. TEXTING WHILE DRIVING. (Reference: Executive Order 13513)
- r. AFFIRMATIVE ACTION REQUIREMENT. (Reference: 41 CFR part 60-4, Executive Order 11246)
- s. EQUAL OPPORTUNITY CLAUSE AND SPECIFICATIONS. (Reference 41 CFR § 60-1.4, Executive Order 11246)
- t. NONSEGREGATED FACILITIES REQUIREMENT. (Reference: 41 CFR § 60-1.8)
- u. RECOVERED MATERIAL. (Reference: 40 CFR part 247)
- v. TERMINATION OF CONTRACT. (Reference: 49 CFR § 18.36(i)(2))
- w. DEBARMENT AND SUSPENSION (NON-PROCUREMENT). (Reference: 2 CFR part 180 (Subpart C), 2 CFR part 1200, DOT Order 4200.5 DOT Suspension & Debarment Procedures & Ineligibility)
- x. CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS. (Reference: 49 CFR § 18.36(i)(6))
- y. LOBBYING AND INFLUENCING FEDERAL EMPLOYEES. . (Reference: 49 CFR part 20, Appendix A)
- z. BREACH OF CONTRACT TERMS. (Reference 49 CFR part 18.36(i)(1))
- aa. CLEAN AIR AND WATER POLLUTION CONTROL. (Reference: 49 CFR § 18.36(i)(12))
- bb. DRUG FREE WORKPLACE