

PUBLIC NOTICE
REQUEST FOR QUALIFICATIONS (RFQ)
for
AIRPORT PLANNING, ENGINEERING DESIGN
AND
AIRPORT CONSTRUCTION PROJECT MANAGEMENT SERVICES AT

Pinal County
San Manuel Airport

Statements Due: July 8, 2016

The County of Pinal, is seeking a qualified aviation consultant to provide airport engineering design and airport construction project management services for both AIP and non-federally funded projects. All work will be required to meet Federal Aviation Administration (FAA) Standards and Arizona Department of Transportation Multimodal Planning Division, Aeronautics Group Standards. Projects funded through ADOT grants will be subject to State requirements including Travel Expenses. This will be a five (5) year contract (One year initial period with 4 one year extensions) for on call services. All work will be required to meet FAA Standards and the ADOT Multimodal Planning Division, Aeronautics Group Standards. Also, all work shall be accomplished in accordance with all Federal, State and Local guidelines, regulations including FAA Advisory Circulars, The National Environmental Policy Act (NEPA) and Arizona Environmental Statutes.

Request for Qualifications packages will be available by visiting the Pinal County Public Works web page at <http://pinalcountyz.gov/PublicWorks/BidsSolicitations/Pages/home.aspx> or by contacting Gloria Bean at 520-866-6009 or email at Gloria.Bean@pinalcountyz.gov

Statements of Qualifications must be received at the following address no later than 4:30 PM Friday July 8th, 2016 Arizona Local Time to:

Gloria Bean
P.O. Box 1348
31 N. Pinal Street Bldg. "A" Second Floor Window
Florence, Arizona 85132

SUBMITTAL INSTRUCTIONS

Five (5) bound copies of the Statements of Qualifications shall be submitted. Submittals must be in the actual possession at the location indicated above on or prior to the exact time and date indicated above. Statements of Qualifications submitted after the time and date specified herein will not be accepted. Pinal County reserves the right to accept or reject any or all Statements of Qualifications or to waive any irregularities or informalities therein. Any incomplete, false or misleading information provided by or through the Consultant shall be grounds for non-consideration. Pinal County is an equal opportunity employer.

The Consultant acknowledges that this solicitation is subject to Federal and State laws and regulations, including Federal Aviation Administration (FAA) regulations, rules, policies and Grant Assurances, specifically but not exclusively, 49 CFR 18 as outlined in FAA *Advisory Circular (AC) 150/5100-14E*, and ARS Title 34 Chapter 6, all relating to procurement of architectural/engineering consultant services. The Consultant, with the submission of the Statement of Qualifications and Experience, accepts the responsibility for knowledge of, and compliance with, the guidelines and procedures stated within this noted documentation.

Pinal County reserves the right to make changes to this Request for Qualifications. Changes will be made by written addendum, which will be issued to those firms that have requested this Request for Statement of Qualifications and Experience, and firms shall acknowledge receipt of any addendums that may be necessary.

There is no page limit on the Statement of Qualifications. Questions regarding this RFQ must be submitted in writing to Gloria Bean via FAX at (520) 866-6899 or via e-mail at gloria.bean@pinalcountyyaz.gov no later than Friday June 10, 2016 by 12:00 P.M. Arizona Local Time.

CONSULTANT SERVICES

The airport consultant services required for typical airport development projects involves services generally of an architectural, civil, geotechnical, structural, mechanical and electrical engineering nature. The basic services that will be required are the following:

1. *Preliminary Phase*. This phase involves those activities required for defining the scope of a project and establishing preliminary requirements. Some examples of activities within this phase of a project include:
 - a. Conferring with the Pinal County on project requirements, finances, schedules, early phases of the project, and other pertinent matters and meeting with FAA and other concerned agencies and parties on matters affecting the project.
 - b. Planning, procuring and/or preparing necessary surveys, geotechnical engineering investigations, field investigations and architectural and engineering studies required for preliminary design considerations.
 - c. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations and preliminary layouts and cost estimates.
2. *Design Phase*. This phase includes all activities required to undertake and accomplish a full and complete project design. Examples include:
 - a. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
 - b. Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; and architectural, engineering and special environmental studies.
 - c. Preparing necessary engineering reports and recommendations.
 - d. Preparing detailed plans, specifications and cost estimates.
 - e. Printing and providing necessary copies of engineering drawings, contract documents and specifications.
3. *Construction Phase*. This phase includes all activities to construct the project. Examples include:
 - a. Assisting the Pinal County sponsored Airports in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on the award of contracts and preparing contract documents.

- b. Onsite construction inspection and/or management involving the services of a part time or full-time resident engineer(s), inspector(s) or manager(s) during the construction or installation phase of a project.
 - c. Providing consultation and advice to the Pinal County sponsored airports during all phases of construction.
 - d. Representing the Pinal County sponsored airports at preconstruction conferences.
 - e. Inspecting work in progress periodically and providing appropriate reports to the Pinal County sponsored airports.
 - f. Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concept.
 - g. Reviewing, analyzing and approving laboratory and mill test reports of materials and equipment.
 - h. Preparing and negotiating change orders and supplemental agreements.
 - i. Observing or reviewing performance tests required by specifications.
 - j. Preparation of record drawings.
 - k. Determining amounts owed to contractors and assisting Pinal County sponsored airports in the preparation of payment requests for amounts reimbursable from grant projects.
 - l. Making final inspection and submitting a report of the completed project to the Pinal County sponsored airports, FAA and ADOT.
4. *Special Services.* The development of some projects may involve special activities or studies. Some examples of special services that might be employed for airport projects include:
- a. Soils investigations, including core sampling, laboratory tests, related analyses and reports.
 - b. Detailed mill, shop, and/or laboratory inspections of materials and equipment.
 - c. Land surveys and topographic maps.
 - d. Field and/or construction surveys.
 - e. Photogrammetric surveys.
 - f. Special environmental studies and analyses.
 - g. Expert witness testimony in litigation involving specific projects.
 - h. Project feasibility studies.
 - i. Public information and community involvement surveys, studies and activities.
 - j. Assisting the Pinal County sponsored airports in the preparation of necessary applications for local, State and Federal grants.
 - k. Preparation of DBE Plan/Goals.
 - l. Preparation of or updating the airport layout plan.
 - m. Preparation of property maps.
 - n. Preparation of quality control plan.
 - o. Preparation of final report.

Expected and Potential PROJECTS

- Design / Install Taxiway Lighting (MITL)
- Design/Construct Taxiways/ Taxilanes
- Design / Construct Part 77 Obstruction Mitigation
- Design / Construct Access Roads and Parking Lots
- Land Acquisition
- Design / Construct Fencing
- Design / Construct Terminal and Airport Utilities
- Airport Planning and Environmental Studies
- Airport Property Layout Plan
- Prepare an Environmental Review/Analysis
- Prepare Drainage Study

STATEMENT OF QUALIFICATIONS SUBMITTAL REQUIREMENTS

All copies of the Statement of Qualifications will be retained by Pinal County and will not be returned. The Statement of Qualifications shall include at a minimum the following:

1. Front Cover
2. Cover Letter
3. Background and Information on Firm
 - a. Include company organization structure, company history and background, size of company, recent experience in airport projects, experience and familiarity with projects at general aviation airports. Also, include name, address and telephone number of person or persons in your organization authorized to negotiate contract terms and render binding decisions.
 - b. Identify other firms that you plan to subcontract or joint venture with, if any, for this contract and identify work items for which they will be responsible.
 - c. Detail your knowledge, experience and capability to successfully perform and/or administer the four main basic services described above (Preliminary Phase, Design Phase, Construction Phase and Special Services).
 - d. Provide a list of references from other airports (include contact person, contact title, contact address, phone numbers, e-mail and a brief description of the airport project(s) you have worked together on).
4. Qualifications and Information on Key Personnel
 - a. Explain who will be the main direct contact for the Airport Manager to interface with. Explain what other airports and what other projects this person is responsible for. Please provide 3-5 professional references for this individual. Include a resume for this individual.
 - b. Provide information on other key personnel that will be involved with this contract. Explain how they will be involved in projects, their backgrounds, their experience and whom they report. Include resumes for these people.
 - c. Provide information on who would provide presentations to the public and conduct public meetings if required.
 - d. Organizational Chart
5. Detail your firms and key personnel's experiences and relationships with the FAA Western Pacific Region and the Arizona Department of Transportation Aeronautics Division.
6. Detail and provide evidence that the firm(s) has established and implemented an Affirmative Action Program, and Engineer has experience in DBE requirements associated with Federal Grants.
7. Provide evidence of general liability and professional liability insurance for the firm(s).
8. Any additional information.

STATEMENT OF QUALIFICATIONS/ SELECTION PROCESS

The County will initiate a consultant selection committee that will review all submitted Statements of Qualifications and will evaluate using the following criteria:

1. Qualifications of Consultant, including experience and background of firm and key management personnel with experience on airport projects similar to those listed above (25%)
2. Understanding of Pinal County sponsored airports, local construction conditions and the proposed projects (25%)
3. Demonstrated capability to meet schedules and deadlines without undo delays, manage budgets and contractor claims (15%)
4. Recent experience at airports similar Pinal County sponsored airports (15%)
5. Capability to perform all aspects of project (10%)
6. Interest shown (5%)
7. Reputation (5%)

Pinal County will follow AC 150/5100-14E, and ARS 34 Chapter 6 for the procedures for the selection of consultants. The committee members may create a short list of at least three (3) interested consultants, unless otherwise determined by the County, based on the submitted documents. The committee may choose to conduct discussions with the short listed consultants regarding the submitted Statement of Qualifications and the anticipated Scope of Services or may choose to enter directly into negotiations with the highest qualified consultant as determined by the selection committee. If the County is unable to negotiate a fair and reasonable fee as determined by the County, the County will terminate the negotiations. The County may choose to begin negotiations with the next most qualified consultant from the short list or may choose to re-initiate the selection process.