



CITY OF PETALUMA

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June 9, 2022

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ) FOR ON-CALL CONSULTING SERVICES FOR THE PETALUMA MUNICIPAL AIRPORT

INTRODUCTION

The City of Petaluma's Department of Public Works & Utilities is requesting a statement of qualifications (SOQ) from qualified consulting firms interested in providing on-call airport consulting services for the Petaluma Municipal Airport.

The City will enter into a Professional Service Agreement (PSA) with the top qualified firm(s) to provide design services for the project(s) as described in the scope of services. It is understood that the breadth of services required complete the project runs the spectrum of civil engineering disciplines. Consulting firms may propose to provide one or multiple portions of the scope of services for the projects(s). The City will evaluate each firm's SOQ and determine the most qualified firm(s) to complete the project. Priority will be given to consulting firms that can provide multiple services or have prepared a team of consulting firms to complete the project(s) scope of services.

SCOPE OF SERVICES

- Prepare necessary applications and documentation for Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant funding. Assist in project coordination with the FAA and with the California Division of Aeronautics.
- Anticipated Upcoming Airport Projects:
 - Taxiway/Taxilane Rehabilitation and Overlay Design and Construction
 - Fuel Farm Rehabilitation
 - Safety Area Improvements
 - Aircraft parking apron Rehabilitation Phase 2 & 3
 - Runway Seal Coat
 - Microgrid Resiliency Project
 - Future Hangar Construction
- Provide miscellaneous airport planning, design/engineering, construction administration, and consulting support services as may be required from time to time by the City. These consultant services may include representing the City in all discussions with the FAA regarding the work program, grant requirements, and project documentation.

Public Works & Utilities

City Engineer
11 English Street
Petaluma, CA 94952
Phone (707) 778-4303

Environmental Services

*Ellis Creek Water
Recycling Facility*
3890 Cypress Drive
Petaluma, CA 94954
Phone (707) 776-3777
Fax (707) 656-4067

Parks & Facility Maintenance

840 Hopper St. Ext.
Petaluma, CA 94952
Phone (707) 778-4303
Fax (707) 206-6065

Transit Division

555 N. McDowell Blvd.
Petaluma, CA 94954
Phone (707) 778-4421

Utilities & Field Operations

202 N. McDowell Blvd.
Petaluma, CA 94954
Phone (707) 778-4546
Fax (707) 206-6034

E-Mail: publicworks@cityofpetaluma.org

PROPOSAL FORMAT

A statement of your firm's interest and qualifications regarding these projects is herein solicited.

The Statement of Interest and Qualifications should include detailed information regarding the consultant's interest; qualifications; current relevant experience with the planning, design, and engineering of Airports and Airfield facilities and Airfield improvement projects funded by FAA AIP grants; and resumes of key personnel. Selection criteria contained in the FAA Advisory Circular 150/5100-14, as amended, will be considered.

1. **Experience of the Firm:** Provide a description of your firm's prior experience and qualifications in airport architectural, engineering, planning and environmental analysis. Also, please reference the experience of the firm in working with the State and FAA regulations and procedures.
2. **Project Team (Key Staff):** Identify the proposed Project Manager and key project team members and responsibilities. Provide a brief resume for each person outlining their credentials and experience.
3. **References:** Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm of similar nature as contained in the above Scope of Work.
4. **Project Understanding:** Provide your general understanding of the airport, project and issues regarding the identified project(s). Identify any potential challenges or special concerns that may be encountered.
5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm or the makeup of the project team including sub-consultants.

The entire Statement of Qualifications shall not exceed fifteen (15) pages; excluding the front and back covers, dividers, cover sheet, table of contents and letter of introduction (maximum two pages).

CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

The following criteria will be used in screening, ranking and selection of the successful firm:

1. **Qualifications of the Firm (25%):** Preference shall be given to those firms with experience in airport architectural, engineering, planning and environmental analysis related to the Scope of Services.
2. **Qualifications of the Project Team (Key Staff) (30%):** Preference shall be given to those with key staff experience in items listed in the above Scope of Services and any familiarity with the region.

3. **Experience in Working with State and FAA Regulations and Procedures (15%):** Preference shall be given to project teams whose personnel have a demonstrated working relationship with the State and FAA, and possess a thorough understanding of FAA rules and regulations regarding design and development of airports similar to the Petaluma Airport.
4. **Project Understanding (30%):** Preference shall be given to those firms which have a comprehensive understanding of the project requirements and environment.

SELECTION OF THE CONSULTANT

It is the intent of City to appoint a committee to review the Statements of Qualifications submitted and rank the qualified firms. City may choose to interview a shortlist of consultants before making the selection. The shortlisted consultants shall be notified at least 14 days prior to the interview date.

All unsuccessful firms will be notified in writing no later than 10 days after selection of the Consultant and may contact the City of Petaluma for debriefing. City reserves the right to reject any and all submissions to this RFQ, request clarification, or waive informalities/technicalities, if it is deemed in the best interest of the City. City assumes no obligation in the solicitation of this general statement of interest and qualifications and all cost of responding to this solicitation shall be borne by the interested consultants.

In accordance with FAA selection procedures, all selections should be qualification based. No overhead rate, fees or any cost information should be identified as part of this submission.

CONTRACT

The top ranked firm will be invited to negotiate a contract with the City. A detailed scope of work will be developed and agreed to by the selected consultant and the City. This detailed scope of work and associated fee will be incorporated as part of the contract.

Final project costs will be determined through negotiations with the selected firm. If project cost negotiations with the selected firm are unsuccessful, the City reserves the right to enter into negotiations with other firm(s).

SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON

Submittals shall be brief and concise, containing no more than fifteen (15) pages of material. Submittals in excess fifteen (15) pages shall be considered to be non-responsive.

This project is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 23 (Disadvantaged Business Enterprise Participation). The consultant shall ensure that certified DBE firms have the opportunity to participate in the performance of the contract, and shall take the necessary and reasonable steps for such assurance.

Consultant submittals must be received by the City of Petaluma by **4:00 PM, Thursday June 23, 2022.** At or before the time mentioned above, Consultants shall send an email to **Dan Cohen at the email: airport@cityofpetaluma.org**, which shall contain the submittal and all necessary attachments.

The City of Petaluma hereby affirmatively ensures Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit proposals in response to this notice, and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender or religion in any consideration leading to the award of this contract. Each bidder shall not discriminate in its practices on the basis of race, color, national origin, ancestry, disability, gender or religion. No qualified handicapped person shall, on the basis of handicap, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any matter leading to the award of this contract.

The City of Petaluma reserves the right to reject any or all qualifications, to waive any irregularities or informalities not affected by law, to evaluate the qualifications submitted, and to award the contract according to the qualifications which best serves the interests of the City of Petaluma.

Questions regarding this request and the proposed projects should be directed to Dan Cohen (707) 778-4404 and/or airport@cityofpetaluma.org.

Sincerely,

A handwritten signature in black ink, appearing to be 'DC', written in a cursive style.

Dan Cohen
Airport Manager
City of Petaluma

Enclosures:

- Attachment A: Standard Professional Services Agreement
- Attachment B: Insurance Information – Exhibit B
- Attachment C: Prevailing Wage Information – Exhibit C
- Attachment D: Living Wage Information – Exhibit D