



**Request for Qualifications (RFQ)**  
**Airport Consulting Services**

**City of King**

**Mesa Del Rey Airport**

**City of King**

212 S. Vanderhurst Avenue, King City, CA 93930

November 2, 2016

Request for Qualifications Case No. RFQ2016-010

The City of King is soliciting qualifications and experience information to be used for the selection of an Airport Consultant for the Mesa Del Rey Airport. All proposals must be received at City of King City Hall 212 S. Vanderhurst Avenue, King City, CA 93930 by November 28, 2016 no later than 4:00p.m. Faxed/Emailed submittals will not be accepted. All work shall be accomplished in accordance with FAA Advisory Circular 150/5100-14E. For additional information, please contact Maricruz Aguilar, Assistant Planner (831) 386-5916.

#### **SCOPE OF WORK**

It is anticipated that consulting services under this RFQ will be required for six (6) to twelve (12) months, depending on availability of funding. Prospective consultants are advised that no obligations or commitments are incurred by the City in soliciting these statements. The following tasks are a general description of the Services that may be required for this project. The final scope of work will be developed by the City and selected firm. Services and Projects may include, but not limited to the following:

The services may include, but will not necessarily be limited to:

#### **Services:**

Provide assistance with FAA processes and coordination

Provide necessary planning and environmental analysis; and contract documents;

#### **Project:**

Update Airport Layout Plan with Aviation Forecast Narrative Report and an Aeronautical Survey

The selected Consultant should be prepared to develop a Fee Proposal and Schedule of Services immediately upon selection, and begin services promptly upon Notice to Proceed following successful negotiations and resultant contract approvals.

## **PROPOSAL SUBMISSION**

Proposers should submit four (4) copies of their Statement of Qualifications. Submittals shall be brief and concise and limited to no more than 25 pages including cover, resumes, and experience.

All proposals must be received by City Hall 212 S. Vanderhurst Avenue, King City, CA 93930 no later than 4:00 p.m. Faxed/Emailed submittals will not be accepted.

Proposals should include:

1. Description of firm(s) including company organizational structure, company size and history, recent experience with comparable airport projects and experience with FAA projects and regulations.
2. Identify key personnel including sub-consultants who will be assigned to and responsible for the projects.
3. Approach to projects for Mesa Del Rey Airport
4. Evidence of general liability and professional liability insurance

The City of King reserves the right to reject all or portions of any or all proposals, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the City and the Airport. The City may, at its sole discretion, modify or amend any and all provisions herein. The City reserves the right to extend the proposal submittal date if needed.

Please note that this request is for a Statement of Interest and Qualifications and a detailed cost proposal should not be included with your submittal. Final project costs will be determined through negotiations with the selected firm. The City reserves the right to enter into negotiations with more than one firm.

## **EVALUATION AND SELECTION CRITERIA**

The City will review and evaluate each proposal to determine whether each proposer's qualifications are in accordance with the needs of the Airport and the proposed projects outlined. The City will deem proposals not including qualifications submitted in accordance with these documents to be non-responsive, and may reject all non-responsive proposals.

Selection of the short listed proposers and/or the top ranked proposer will be based upon the following criteria in conjunction with FAA Advisory Circular 150/5100-14D and relative importance of the required information:

- A. Qualifications of the firm and Key Personnel assigned and responsible for this project. (40%).
- B. Experience and understanding of the Federal Aviation Administration and Airport Improvement Program (AIP) funded projects (40%).
- C. Current workload and demonstrated ability to meet schedules or deadlines (10%).
- D. Project Understanding (10%).

Upon the request of and at the discretion of the City, proposers may be required to supply additional information, or to make assigned personnel available for interviews, or to make additional or supplemental submissions under secondary selection criteria, if deemed necessary by the selection committee.

## SCHEDULE FOR CONSULTANT SELECTION PROCESS

- |   |                   |
|---|-------------------|
| • Advertisement for RFQ                 | November 7, 2016  |
| • Last Day to ask questions             | November 23, 2016 |
| • Statements of Qualifications Due      | November 28, 2016 |
| • Notify Consultants                    | November 29, 2016 |
| • Consultant Team Interviews            | November 30, 2016 |
| • Selection of Consultants              | November 30, 2016 |
| • Completion of Negotiation of Contract | December 6, 2016  |
| • City Council Approval of Contract     | December 13, 2016 |

### Special Note:

FAA grant guidelines require cost and fee information to be presented during contract negotiations after the selection of the most qualified consultant with which to negotiate.

### THE CITY OF KING RIGHTS

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The City reserves the right to extend the Statement of Qualifications submittal date if needed. All changes and/or clarifications will be distributed to all teams indicating interest in the form of addendum published in the City website at: [www.kingcity.com](http://www.kingcity.com)

### INQUIRIES

Any questions related to this requests must be directed to City of King. Attention: Steven Adams, City Manager/Airport Manager at [sadams@kingcity.com](mailto:sadams@kingcity.com) or Maricruz Aguilar, Assistant Planner at [maguilar@kingcity.com](mailto:maguilar@kingcity.com) . Inquiries must be made in writing and submitted no later than November 23, 2016.