



August 10, 2015

## Request for Qualifications for Professional Services

Yuma International Airport intends to engage a Professional Environmental Firm for services. This project has been funded by the Arizona Department of Transportation Multi-Modal Planning Division – Aeronautics Group (ADOT), and will start upon firm selection and final contract approval by the Yuma County Airport Authority (YCAA) Board of Directors and the ADOT. The expected start date is on or about September 21, 2015. The initial term of the contract is anticipated to be no more than eighteen (18) months, which can be extended contingent and at the sole discretion of the YCAA.

The YCAA invites your firm to submit a Statement of Qualifications (SOQ) for consulting services as described in the project scope listed below. The project is funded by the ADOT and the YCAA. This RFQ Package is available by calling the Airport Administration Office at 928-726-5882 ext 223. The proposed timeline below is for **planning purposes only**.

### Anticipated Milestones

**Project Name:** Environmental Assessment Rolle Airfield ADOT No. E5S27

**RFQ Available:** August 10, 2015 until September 4, 2015

**Pre-submittal Conference:** NONE

**Last Date for Questions:** Wednesday September 2, 2015

**Response Due:** Monday September 4, 2015 at 2:00 PM Arizona Time

**Notice of Award:** September 9, 2015 pending ADOT Review and Approval

### SECTION I – INTRODUCTION, BACKGROUND AND PROJECT DESCRIPTION

Yuma International Airport is a non-hub Part 139 commercial airport located alongside the operations of the Marine Corps Air Station Yuma as a shared use airfield. Yuma International airport is owned and operated by the Yuma County Airport Authority, Inc. (YCAA). The YCAA also manages Rolle Airfield a small general aviation airport located on 640 acres in San Luis, Arizona. The location of work will be Rolle Airfield 2101 North Avenue E, San Luis, AZ 85349.

Rolle Airfield is owned by the Bureau of Reclamation and controlled by Yuma County through a contract and license agreement. The YCAA has managed this property on behalf of the County since 1972. This agreement in its current form terminates in October of 2034. Information about Rolle Airfield is available by downloading the Rolle Airfield masterplan from our website at [www.yumaairport.com](http://www.yumaairport.com). **YCAA reserves the right to cancel the RFQ for any reason.** YCAA reserves the right to reject, in whole or in part, any or all proposals or submissions, to cancel this RFQ, or to withhold the award of any contract relating to the Project for any reason. Likewise, if YCAA and the proposing firm cannot agree on a contract with terms which are fair and reasonable to YCAA, then YCAA need not proceed with any specific proposing firm for the Project, may terminate negotiations, and/or may negotiate an agreement with another firm for the Project. Any proposed agreement(s) ultimately negotiated by YCAA will be subject to the approval of YCAA's Airport Director, Any contract(s) awarded may also require approval from

the federal or state agency which is or will be funding the proposed services. Funding for the project will be through ADOT Grant(s), YCAA funds or any combination thereof. The YCAA reserves the right to terminate the project should funding become unavailable for any reason.

Environmental services for the specified project in this RFQ shall be at the sole discretion of the YCAA. The YCAA reserves the right to defer, cancel, or add, to revise the final scope of requested services, and to determine the final schedule for the project.

No contract shall be deemed to have been finally awarded, enforceable, or in effect and no firm shall have any expectation of any award of any work or services until a written contract has been actually executed by both YCAA and the firm.

## **SECTION II- SCOPE OF WORK**

The YCAA seeks a qualified consulting firm or team with proven airport environmental experience and knowledge of FAA standards and regulations. The selected firm will be required to prepare an environmental assessment (EA) in accordance with National Environmental Policy Act (NEPA) requirements and include an inventory of environmental resources within the project area, an analysis of potential environmental impacts, identification of potential migration measures, and/or findings of no impact.

The selected firm will provide all environmental documents in accordance with FAA Order 5050.4B (National Environmental Policy Act Instructions for Airport Projects) & FAA Order 1050.1E (Policies and Procedures for Considering Environmental Impacts) or revisions, applicable federal and state regulations, orders, policies, and requirements. The final scope of services and schedule for each milestone will be at the sole discretion of the YCAA.

Respondents are advised that some of the following services may not be required and/or that YCAA may, in its discretion, initiate additional procurement action for any of the services included in this procurement. Consultant must adhere to current Federal Aviation Administration (FAA), Transportation Security Administration (TSA), ADOT, and YCAA standards and current Master Plan and current Airport Layout Plans for Rolle Field. Consultant services which may be needed for the Project include, without limitation, the preparation of an EA including, as appropriate, the following information:

1. A clear and concise description of the proposed action, including drawings, maps, and charts, if directly pertinent to analyzing environmental consequences of the proposed action,
2. A statement identifying the purpose and need for the proposed action,
3. Alternatives to the proposed action, in accordance with NEPA requirements, including the no action alternative,
4. A description of the existing environment affected by the proposed action and alternatives to the proposed action, in sufficient detail to permit a meaningful evaluation of the potential environmental consequences of the proposed action,
5. An assessment of the potential impacts of the proposed action and alternatives to the proposed action, including direct, indirect, beneficial, adverse, significant, and not significant impacts,
6. A discussion of potential cumulative and long-term environmental effects from the proposed action,

7. A discussion of the degree of controversy on environmental grounds by impact category if controversy is an issue,
8. Migration measures when they are intended to reduce impacts to less than significant levels, and
9. A listing of the agencies and persons consulted.

The EA shall include sufficient evidence and analysis for determining whether to prepare an Environmental Impact Statement (EIS) or a Finding of No Significant Impact (FONSI).

### **SECTION III- INSURANCE REQUIREMENTS**

The insurance requirements for the Project shall include providing evidence of insurance coverage from a company with a Best's Key Rating of A-VII or higher, and one which is licensed to do business in the State of Arizona for the following minimum types of insurance limits:

1. Commercial General Liability Insurance. The successful person or firm shall provide and maintain insurance at least as broad as the Insurance Service Office Commercial General Liability Insurance form CG 00 01 with a per project aggregate endorsement in an amount not less than \$1,000,000.00, which could be provided in a combination of primary and umbrella policies. Coverage shall be on an "occurrence" basis, not a "claims made" basis. The policy shall not contain any restrictions of coverage with regard to operations on or near airport premises. The policy required herein shall be endorsed to name YCAA as an additional insured, and shall provide that such insurance is primary. The liability coverage referred to in the Section shall contain no exclusions or limitations with regard to explosion, collapse, or underground hazard (XCU) coverage. Any supplementary payments, including defense costs, shall be in excess of policy limits.
2. Professional Liability Insurance. The successful person or firm shall provide or maintain "Professional Liability", or errors and omissions, insurance in an amount not less than \$1,000,000.00. Consultant's professional liability insurance policy shall be written on a claims made basis. The professional liability insurance policy shall cover professional misconduct or lack of ordinary skill for those services provided pursuant to the scope of work or the written agreement executed by the parties.
3. Automobile Liability Insurance. The successful person or firm shall provide and maintain "Automobile Liability" insurance covering owned, non-owned, leased and hired vehicles with combined single limits in the amount not less than \$1,000,000.00, which could be provided in a combination of primary and umbrella policies. All vehicles used by the successful person or firm on YCAA property shall carry appropriate proof of insurance. The automobile liability policy shall not contain any restrictions of coverage with regard to operations on or near airport property.
4. Workers' Compensation/Employer's Liability Insurance. The successful person or firm shall provide and maintain "Workers' Compensation" insurance in the statutory amounts as required by the State of Arizona, and "Employers Liability" insurance in any amount not less than one million dollars (\$1,000,000.00).

Prior to the execution of any Consulting Service Agreement which may be entered into, your firm shall be required to submit to YCAA evidence of the required insurance.

#### **SECTION IV – SOQ: ADDITIONAL REQUIREMENTS AND PROCEDURES**

The successful consultant will be selected based on a telephone interview and their ability to respond to the submission requirements noted herein. The evaluation process will be conducted by a YCAA Selection Panel using a simple qualitative assessment of the telephone interview and the SOQ's quality and content relative to the project objectives and these submission requirements:

1. Qualifications.
  - a. Identified at least three (3) comparable projects done within the last five (5) years. For comparable project identified, provided:
    - i. Description Project,
    - ii. Role of the firm and description of the services provided,
    - iii. Project sponsor, and
    - iv. Reference information: two (2) names with the telephone numbers per project.
2. Identification and experience of key personnel to be assigned to this project.
  - a. Identify key staff to be assigned to this project and roll of each person
  - b. Provide a brief biography for each person.
3. Confirm staff availability to commence with this effort in September 2015.

The SOQ shall include a cover letter, resumes of key personnel and a maximum of six (6) pages in response to the submission requirements identified.

If there are any questions concerning any aspect of this solicitation or the scope of work, please submit them in writing via fax to Andrea Lopez at 928-344-4677 or by e-mail at [andrea@yumaairport.com](mailto:andrea@yumaairport.com) **ON OR BEFORE THE LAST DATE FOR QUESTIONS IDENTIFIED ON PAGE ONE**. Inquiries received after this date will not be addressed. All questions received and responses will be posted to our website on the day after the last date for questions identified on page one. It is the responsibility of the responders to review all questions and answers prior to the submission of their proposals.

#### **SECTION V – SOQ SUBMITTAL**

Hand-deliver or mail four (4) copies of your SOQ to Andrea Lopez, Executive Assistant, Yuma County Airport Authority, 2191 East 32<sup>nd</sup> Street Suite 218, Yuma, AZ 85365 **ON OR BEFORE THE RESPONSE DUE DATE IDENTIFIED ON PAGE ONE**. SOQ's may also be submitted via email at [andrea@yumaairport.com](mailto:andrea@yumaairport.com).

All material submitted in response to this solicitation becomes the property of YCAA and will not be returned. After the contract is awarded, the SOQ's shall be open for public inspection except to the extent that the withholding of information is permitted or required by law.

#### **SECTION VI – STANDARD REQUIREMENTS**

By submitting an SOQ, Respondent agrees and represents to YCAA the following:

1. Respondent has read and understands the RFQ and all information provided in response thereto, including the SOQ submitted, is made in accordance with the requirements of this RFQ.

2. Respondent understands and agrees that the services to be performed will be subject to the provisions of Title 34 of the Arizona Revised Statutes (A.R.S. 34-101, *et seq.*, as amended), and by submitting a SOQ, Respondent will certify that Respondent and Respondent's sub consultants will at all times comply with the requirements set forth therein and any other applicable laws relating to the services to be provided.
3. Respondent certifies, by submission of a SOQ, that neither Respondent nor Respondent's principals are presently debarred, proposed for debarment, proposed for suspension, declared ineligible, or voluntarily excluded from participation in the proposed services by any government entity, department or agency. Respondent further understands and agrees that by submitting an SOQ, Respondent will include the clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts related to the services. If Respondent or any other tier participant is unable to certify to this statement, Respondent shall attach an explanation in writing with the submission of the SOQ.
4. Respondent certifies that Respondent and Respondent's sub consultants are duly licensed in Arizona to perform the services contemplated under the RFP (or exempt from licensing requirements) pursuant to all applicable laws, rules and regulations; and that if an exemption is claimed, Respondent has set forth the basis for the claimed exemption in writing to YCAA with the submission of Respondent's SOQ.
5. Respondent certifies that the SOQ and all other information submitted to YCAA are true and correct the best of the Respondent's knowledge, information, and belief. No representation or information provided by Respondent contains or will contain any untrue statement of material fact or omits or will omit to state any material fact necessary to make such a representation or information not misleading in light of the circumstances under which it was made.

Respondent shall be solely responsible for any and all costs incurred in the RFQ process or as a result of submitting an SOQ. Persons or firms may be required to attend interviews in Yuma at a time and place to be announced. Any expenses associated with such travel will be solely the responsibility of the persons or firms.

By submitting an SOQ, Respondent understands and agrees that the agents or representatives of YCAA have the right to make any inquiry or investigation they deem appropriate to substantiate or supplement information contained in the SOQ. During any such inquiry or investigation, Respondent shall provide any requested release or approval to obtain any and all information sought.

The Respondent's firm and its owners, principals, or employees may not be involved with other YCAA related business during the term of the proposed contract so as to create a conflict of interest. All determinations regarding potential conflicts of interest shall be resolved by YCAA, whose decision shall be final.

All materials submitted as part of the SOQ shall become the property of YCAA. Until the award and execution of a final written contract by YCAA, only the name of each person or firm who submitted an SOQ will be made available to the public. All other information received by YCAA as part of a SOQ shall be confidential. The SOQs shall be open to public inspection after the contract is awarded and YCAA has executed the contract. To the extent that you designate and YCAA concurs, trade secrets and other proprietary data contained in a SOQ may remain confidential. Any information which Respondent requests to be confidential shall be clearly

designated as such and separated from the non-confidential information provided as part of the SOQ submission.

YCAA is compiling an “Interest List” consisting of all Consultants and sub consultants who have submitted SOQs on airport projects. Each firm must complete and submit, with its SOQ, information with respect to such for each firm in the form included in the RFP. Firms can obtain a copy of YCAA’s Interest List. The listing of a firm on the YCAA Interest List is not an endorsement of that firm and does not indicate that the firm has been pre-qualified for airport work.

**END**