

COUNTY OF INYO

REQUEST FOR PROPOSALS



Airport Engineering Services

Date Released: September 9, 2024

Deadline for Submission: 5:00pm, September 27, 2024

County of Inyo
Public Works Department – Airports Division
703 Airport Rd
Bishop CA, 93514

Introduction/Scope of Work

The County of Inyo Public Works Department (County) is hereby soliciting proposals from qualified firms (Respondents) to provide engineering design services for the Rotating Beacon Replacement Project and construction administration and inspection services for the above mentioned project and the Runway 12-30 Surface Treatment Project at Bishop Airport (BIH or Airport) located in Bishop, CA.

Project Background

Rotating Beacon Replacement Project: The County proposes to replace the existing 36 inch Westinghouse rotating beacon with a new LED fixture on the existing 65 foot tower. The tower is outside the airport perimeter fence. This project is included as a Fiscal Year 2025 Airport Improvement Grant (AIG) project in the County's Airport Capital Improvement Plan. Design contract to begin in the late fall of 2024.

Runway 12-30 Surface Treatment Project: This project includes grooving, seal coat, and markings on Runway 12-30. The project was bid in July 2024 and the construction contract is anticipated to be awarded on September 10, 2024. Construction will be carried out after United Express flights end for the summer season on October 6, and before the beginning of the winter season on December 12 [if necessary, the contractor may return after December 12 for permanent markings, although this is not preferred]. The construction contract includes 55 working days, which does not include the 30 day period between temporary and permanent marking.

Federal Requirements

The work conducted by the successful Respondent may be funded in whole or in part with Airport Improvement Program (AIP) and/or AIG funding, therefore the contract and all task orders will be subject to Department of Transportation (DOT) and FAA contract, procurement, and disadvantaged business enterprise (DBE) regulations, and related requirements.

The County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all consultants that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

By submitting a proposal under this solicitation, the Respondent certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

Confidentiality of Responses

By submitting a proposal in response to this RFP, respondents understand that Inyo County is a public agency that is subject to the California Public Records Act. Any proposal submitted in response to this RFP may constitute a public record that is disclosable to any member of the public upon request. Any respondent who feels that their response contains confidential or proprietary information that should not be disclosed to the public must stamp each page that contains allegedly confidential information with the word "CONFIDENTIAL" in the header of the page in at least 12 point type. Please note that stamping a page as confidential does not guarantee that it will be protected from disclosure.

Response to this RFP

The material submitted should be in sequence and address the evaluation criteria with the following information:

- **Qualifications:**
 - Provide a general description of your firm including services offered, number of employees, office location(s), years in business, etc. Include similar descriptions for any sub-consultants. Identification of staff capabilities along with the resumes of key personnel and staff who will be assigned to each portion of the work.
 - Provide a brief summary of similar experience on recent projects, within the past ten years, by prime consultant and team members (if applicable) that demonstrates experience and ability to undertake and complete an EA for a commercial service airport.
 - Provide a description of the respondent's current workload and ability to complete the County's projects in a timely manner.
 - Provide a list of three or more primary references that may be contacted regarding their experience with your firm on recently completed similar projects.
 - Include a statement that the respondent does not have any conflicts or commitments that may impact the proposer's ability to meet deadlines and complete the County's project and include your company's DUNS number.

- **Proposal:**
 - Project understanding
 - Proposed Scope of Work
 - Proposed detailed cost estimate to be **mailed separately**

Evaluation Process

A qualification-based selection process conforming to FAA Advisory Circular 150/5100-14E *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects* will be utilized to select a consultant. Fee information will not be considered in the selection process and must be submitted in a **separate sealed envelope**. The scope and fees will be negotiated with the top ranked Respondent. The agreement between the County and the selected consultant will be subject to all applicable Federal Rules and Regulations as identified in AC 150/5100-14E.

Consultants will be rated by a selection committee according to the following selection criteria and the weight given to each:

1. **Completeness of Response** (Pass/Fail)
2. **Qualifications** (prime and sub-consultants, if any): Experience of key personnel; capability to perform all aspects of the projects (25%);
3. **Project Understanding:** Demonstrated understanding of scope and objectives, as well as potential challenges (25%);
4. **Availability:** Ability to complete the work in timely manner (25%);
5. **Familiarity with FAA standards, policies, and procedures** (15%);
6. **Reference Check** (10%);

Contract

The successful consultant will enter into an agreement with the County using Inyo County Standard Contract No. 161. The contract will specify the scope of service, schedule of work and a mutually agreed upon schedule of fees with a not-to-exceed amount.

A copy of Inyo County Standard Contract No. 161 is attached hereto as Exhibit B. Insurance requirements for the contract are included as an attachment to the contract. All respondents are encouraged to review the contract and verify they can satisfy all requirements contained therein. Any concerns with the contract or any of its terms or requirements should be addressed in the submitted Proposal. Inability to enter into Contract No. 161 may result in the County rejecting the proposal. The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.

This RFP does not commit the County to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the County to do so.

Inquiries

For more information, please contact Ashley Helms at ahelms@inyocounty.us. All questions must be submitted via email to the above contact by 5:00 p.m. on September 20, 2024. Answers to all submitted questions will be posted on the Inyo County bid website no later than 5:00 p.m. on September 23, 2024.

Deadline

Proposals must be concise and contain no more than sixteen (16) pages of material. This excludes the front and back covers, the two-page cover letter, table of contents, and resumes. No hard copies of proposals are requested; consultants must email a PDF of their Proposal to ahelms@inyocounty.us. Please mail cost proposals, separated by project, to:

Ashley Helms
Inyo County Public Works - Airports
703 Airport Rd
Bishop, CA 95314

All Proposals must be received by 5:00 p.m. on September 27, 2024. Proposals received after this deadline will not be considered. The County reserves the right to reject any and/or all Proposals. Submittals will become property of the County.

For required electronic submittal of the PDF file, please make the email subject line: "Bishop Airport Engineering Services Proposal" and request delivery/read receipts to confirm it was received on time.



Ashley Helms, Deputy Public Works Director

Sept 6, 2024
Date