



**Request for Qualifications
Mineta San Jose International Airport
Airport Planning On-Call Consulting Services
City of San Jose, CA
January 6, 2017
RFQ# SJC16732**

The City of San Jose Airport Department is seeking qualified consultants to provide airport planning on-call consulting services for Mineta San Jose International Airport (SJC). One (1) or more firms will be selected for a five-year term.

RFQ Issue Date:	January 6, 2017
SOQ Due Date:	January 30, 2017
Deadline for Questions:	January 18, 2017
Addendum Posting (if any):	January 24, 2017
SOQ Submittal Deadline:	January 30, 2017

Contact Information:	Mineta San Jose International Airport Attn: Ryan Sheelen, Associate Airport Planner 1701 Airport Boulevard, Suite B-1130 San Jose, CA 95110-1206
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This RFQ and has been developed in accordance with the City of San Jose's Consultant Selection General Policies/Requirements (**Attachment A**), intended to encourage participation of well qualified consultants to provide the professional services and expertise deemed necessary by the City.

This RFQ is posted at BidSync (www.bidsync.com), a third party online platform for the advertisement of government quotes, bids and proposals, and also at www.flysanjose.com (see "Business" page for link). It is the responsibility of interested consultants (Proposers) to comply with the SOQ submittal requirements presented in Section III of this RFQ in order to be considered for these services.

I. BACKGROUND

SJC is a medium-hub airport owned and operated by the City of San Jose and serving Silicon Valley and the greater San Francisco Bay area. The Airport is situated on 1,000 acres, with three parallel runways (one of which currently operates as an interim taxiway), and facilities serving commercial air carrier and general aviation. Implementation of an Airport Master Plan is ongoing as part of the Airport's Capital Improvement Program (CIP). Additional information about the SJC Master Plan and current CIP is available on its website at www.flysanjose.com.

The Airport currently administers several planning-related consultant services agreements, including an FAA-funded Runway Incursion Mitigation/Design Standards Analysis Study and as-needed airspace/airfield analysis services, environmental analysis services, and project design/engineering services. The requested Airport Planning On-Call Consulting Services will augment these current efforts and resources by providing as-needed technical or strategic analyses related to the implementation or potential revision of the Airport Master Plan, Capital Improvement Program, and other planning related activities.

One (1) or more consultants will be selected and asked to enter into a Master Consultant Services Agreement with the City of San Jose. The Master Consultant Agreement will be valid for a term of up to five (5) years. Total compensation shall not exceed \$1,000,000 over the entire term of the Agreement.

II. SCOPE OF WORK

All tasks conducted under the Master Consultant Agreement will be negotiated and assigned as formal Service Orders by designated Airport Department staff. Any services that are completed under this agreement may be funded in part by a grant from the Federal Aviation Administration (FAA). Tasks may be time-critical, require compliance with specific Advisory Circulars listed on www.FAA.gov, require use of specialized subcontractors, and may involve a range of analytical capabilities such as:

- Aircraft ramp/gate utilization
- Airport Strategic Planning
- Airport tenant/user data collection
- Aviation technology or trends assessment
- Community Involvement Planning
- Facility-specific activity forecasts and concept design
- Facility demand/capacity and management assessment
- Facility development or reuse plans
- Federal agency regulatory compliance
- Land Use Compatibility Planning
- Preparing Planning Documentation Specifically for the FAA
- Project cost estimates and financial feasibility
- Report documentation/presentation
- Simulation Planning Services
- Terminal curb/roadway/parking configuration
- Terminal Planning
- Other Studies to address planning matters

Any project cost estimates or financial feasibility studies shall be in compliance with the City's Department of Public Works Project Management Manual Cost Estimating Procedure, Number 103, dated July 10, 2006 (**Attachment C**). In addition, if the project cost estimates are to be used independent estimates for FAA Grant-funded eligible projects, they must be consistent with the most current edition of FAA AC 150/5100-

14 Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. The format of the cost estimates shall be as specified by the Airport's Project Team.

III. STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL REQUIREMENTS

Six (6) bound copies and one PDF of a “**Statement of Qualifications for SJC Airport Planning On-Call Consulting Services**” shall be prepared and submitted in compliance with the following directions:

- A. The SOQ shall not exceed a total of twenty-five (25) two-sided pages inclusive of all content. Pages shall be sized 8½ x 11" (oversize pages allowed if folded to 8½ x 11). Font size shall be no smaller than TimesRoman-11/Arial-10 or equivalent. Do not submit any supplemental materials.
- B. Include a 1-2 page signed cover letter summarizing the qualifications of the firm and the proposed project team and identifying both a proposed project manager and assistant project manager to administer the services along with their resident office/location.
- C. Include a summary description of representative projects that proposed key team personnel have conducted or participated in within the last ten years. Include project name, dates of service, client contact, and role of key personnel.
- D. Provide individual qualifications statements (or resumes) for the proposed project manager, assistant project manager, and other key team personnel, and indicate their availability and accessibility to fulfill the scope of services.
- E. State if the firm is eligible to be a certified Disadvantaged Business Enterprise (DBE). In order to be considered a City of San Jose “Local Business Enterprise (LBE)”, and/or additionally as a “Small Business Enterprise (SBE)”, include a completed (**Attachment B**).
- F. The SOQs shall be submitted to:
Mineta San Jose International Airport
Attn: Ryan Sheelen, Associate Airport Planner
1701 Airport Boulevard, Suite B-1130
San Jose, CA 95110-1206
(rsheelen@sjc.org for the PDF copy)
- G. SOQs must be received by 5 p.m. on January 30, 2017.

All questions regarding this RFQ must be submitted via the BidSync website (www.bidsync.com) by January 18, 2017, 5:00 p.m. PST. The City will respond through issuance of an RFQ Addendum to be posted by January 24, 2017 on the BidSync website (www.bidsync.com).

IV. OBJECTIONS

Any objections as to the structure, content, or distribution of this RFQ must be submitted in writing to the Contact whose name is on the first page of this document no later than three (3) calendar days prior to the final deadline for questions. Objections must be as specific as possible, and identify the RFQ section number and title, as well as a description and rationale for the objection.

V. CONSULTANT SELECTION

This is a qualifications-based consultant selection process. A confidential selection panel will review and score the submitted qualifications statements according to the following weighted evaluation criteria to establish a ranked consultant list.

<u>Evaluation Criteria</u>	<u>Scoring Value</u>
A. SOQ Responsiveness/Clarity:	up to 10 points
B. Overall Firm Airport Planning Experience:	up to 20 points
C. Key Staff Experience in Airport Master Planning:	up to 20 points
D. Key Staff Experience in Airport Facility Design and Financial Analysis:	up to 25 points
E. Key Staff Experience in Airport Development Strategic Planning:	up to 15 points
F. Availability of Key Staff:	up to 10 points
G. Lead Firm Local/Small Business Enterprise (if eligible):	5 or 10 point bonus

The combined scoring of the selection panel will determine the ranking list. Depending on the number of SOQs received and the scoring values, the highest ranked firms may be invited to interview with the selection panel. The interviews would also be scored. At the conclusion of the selection process, the City will offer a Master Consulting Services Agreement with one (1) or more of the top-ranked firms. The execution of a signed Master Consulting Services Agreement will be subject to approval by the San José City Council.

VI. SCHEDULE (dates after the SOQ submittal deadline to be refined)

- RFQ Issued: January 6, 2017
- Deadline for Questions: January 18, 2017
- Addendum Posting (if any): January 24, 2017
- **SOQ Submittal Deadline: January 30, 2017**
- Short List Interviews and Selection: February/March 2017
- City Council Action: April/May 2017
- Start Date of Agreement: June 2017

VII. PROTESTS

If a Consultant that has not been selected wishes to dispute the award recommendation, the Protest must be submitted in writing to the contact listed below no later than ten (10) calendar days after announcement of the selected Consultant, detailing the grounds, factual basis and providing all supporting information. Protests will not be considered for disputes of proposal requirements and specifications, which must be addressed in accordance with Section IV above. Failure to submit a timely written Protest to the contact listed below will bar consideration of the Protest.

The address for submitting protests is:

Norman Y. Mineta San José International Airport
Attention: John Aitken, Assistant Director of Aviation
1701 Airport Boulevard, Suite B-1130
San José, CA 95110-1206

VIII. DISADVANTAGED BUSINESS ENTERPRISE

Since work performed under this RFQ may be funded in part with a federal U.S. Department of Transportation/Federal Aviation Administration grant, the federal Disadvantaged Business Enterprise (DBE) Program requirements of 49 CFR Part 26, Regulations of the US Department of Transportation (USDOT), apply to this contract. It is the policy of the City of San Jose to practice nondiscrimination based on race, color, sex or national origin in the award or performance of this contract. DBE firms may be able to participate in this project either as a prime consultant or sub consultant. The City's current DBE participation goal for its U.S. DOT funded Airport Improvement Program is 6.3% annually.

The City is committed to attracting and enhancing diverse business participation of disadvantaged business enterprises, minority-owned businesses, women-owned businesses, and other small and local businesses in its Airport contracts. The City encourages and expects consultants proposing on this Airport project to do the same. The City also encourages minority and women-owned firms that may qualify as DBEs to become certified. Firms interested in applying for DBE certification can learn about certification requirements and apply at http://www.dot.ca.gov/hq/bep/business_forms.htm. Please note that DBE firms must be certified as such prior to execution of a contract to be considered a certified DBE firm.

A complete copy of the Airport's FAA-approved FFY 2017-19 DBE Program and DBE goal methodology is available at www.flysanjose.com (see "Business" page for link). Please note the Airport's FAA-approved DBE Program & DBE goal methodology available at www.flysanjose.com supersedes the language listed in this RFQ & Master Consultant Agreement.

IV. TITLE VI SOLICITATION NOTICE

(Source: Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration). The City, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders 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 bids 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.

X. ATTACHMENTS

Attachment A: Consultant Selection General Policies/Requirements
Attachment B: Request for Contracting Preference for Local and Small Businesses
Attachment C: City of San José Department of Public Works Project Management Manual Cost Estimating Procedure, Number 103, dated July 10, 2006
Attachment D: Master Consultant Agreement Exemplar

End of RFQ