



**PUBLIC WORKS  
ENGINEERING DIVISION**

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**Mammoth Yosemite Airport  
Request for Statements of Qualifications for  
Architectural and Engineering Services for  
Proposed New Passenger Terminal and Aircraft Parking Apron**

Dear Interested Party:

The Town of Mammoth Lakes (Town) is seeking Statements of Qualifications from Aviation Consultants (Consultant) for Professional Airport Architectural, Engineering and Construction Management Services to provide up to 25% Conceptual Design Services in support of the environmental documentation process for a proposed new 40,000 square foot Passenger Terminal and associated Aircraft Parking Apron (Project) in Mammoth Lakes, California. Initial services will support the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) review and documentation. Later phases are expected to include final design, consultation during construction and construction management. Responses to this Request for Statements of Qualifications (RFQ) are due at 4:00 PM, Thursday, July 20, 2017.

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# Request for Statements of Qualifications for Architectural and Engineering Services for Proposed New Passenger Terminal and Aircraft Parking Apron

## A. Objectives and Scope of Services

Dear Interested Party:

The Town of Mammoth Lakes (Town) is seeking Statements of Qualifications from Aviation Consultants (Consultant) for Professional Airport Architectural, Engineering and Construction Management Services to provide up to 25 Percent Conceptual Design Services in support of the appropriate environmental documentation process for a proposed new 40,000 square foot Passenger Terminal and associated Aircraft Parking Apron (Project) in Mammoth Lakes, California. Initial services will support the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) review and documentation. Later phases would include final design, consultation during construction and construction management. Consultant services necessary to prepare the NEPA and CEQA documentation that will utilize the conceptual design information would be the subject of a separate selection process and consultant agreement.

Services will include professional, technical and advisory services. The Project has been identified in the Airport Capital Improvement Program (ACIP) as submitted to the Federal Aviation Administration (FAA) and as adopted by the Town of Mammoth Lakes Town Council on February 17, 2016. The airport's current ACIP is available on line at <http://www.townofmammothlakes.ca.gov/index.aspx?NID=442>. Also on this website are the MMH Conditionally Approved Airport Layout Plan (ALP), ALP Narrative and a Terminal Area Development Plan (TADP). Consultants should be familiar with Federal Aviation Administration (FAA) and State aviation funding programs and requirements.

The proposed new facilities would be located at Mammoth Yosemite Airport (MMH). MMH is located approximately seven miles east of the main portion of Town on Airport Road adjacent to US 395. This proposed Facility would include two major components: a new approximately 40,000 square foot, three-gate passenger terminal and an associated approximately 119,500 square feet aircraft parking apron capable of parking three commercial aircraft. The design aircraft is the Bombardier Q400. Conceptual design for these facilities will seek to provide a full service terminal and apron that will serve the current needs of commercial aviation in the area. Local areas served by MMH include northern Inyo County, Mono County and the Town of Mammoth Lakes. Within an hour's drive of MMH are a number of regionally and nationally known tourist and recreation destinations, including Yosemite National Park, Devils Postpile National Monument, Inyo National Forest, Mammoth Mountain Ski Area, Convict Lake and many others.

The Town has completed a Terminal Area Development Plan (TADP) that describes the current proposed passenger terminal and associated landside improvements concept in detail. The terminal would include approximately 40,000 square feet to be designed to support three of the design aircraft on the ground simultaneously. The terminal would include support facilities including but not limited to an entrance lobby, concessions, ground transportation, airline kiosks, ticket counters, baggage handling, TSA, hold room and other activities in support of a full service facility. Fixed Base Operator (FBO) facilities will continue to be located in other existing facilities elsewhere on site.

The TADP also includes a description of the concept for the aircraft parking apron and associated airside improvements. The apron will be designed to support three of our design aircraft, The Bombardier Q400 on the ground simultaneously.

There may be other miscellaneous improvements associated with this project. These have not been fully defined as of this date, but may include such items as:

- Wastewater package plant.
- Review of potential renewable energy opportunities, including solar and geothermal.
- Savings by Design.
- Demolition of certain infrastructure and adaptive reuse of other existing facilities, such as:
  - Reuse of an existing sprung structure that currently houses a pre-screening hold room and concessions area.
  - Adaptive reuse for airport administrative offices or other uses of the existing terminal building.

Town has airport operations staff and engineering staff with experience in airport operations, planning, design and construction; however, Town will fully rely on Consultant for their best recommendations based on their professional experience and qualifications.

The information included in and referenced by this RFQ, including the general description, the links to the Town website and the additional detail include significant detail about the Project and the technical expectations. In reviewing the responses received, Town will be very interested in the approach Consultant envisions in providing the requested services. Town will be interested in how Consultant proposes to complete the required research, engage with Town staff, stakeholders and the environmental services team. In addition, how Consultant expects to then take this information and work toward a preliminary design package will be critical.

FAA Advisory Circular (AC) 150/5100-14E, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects should also be referenced. This AC provides guidance for airport sponsors in the selection and engagement of architectural, engineering, and planning consultants. It also discusses services that normally would be included in an airport grant project, types of contracts for these services, contract format and provisions, and guidelines for determining the reasonableness of consultant fees.

#### Phase 1 Up to 25% Conceptual Design Services:

As noted, Town has submitted a TADP on April 21, 2017. This TADP has been updated to include the most recent approved aviation activity forecast information for MMH. After initial selection, Consultant will be expected to provide a detailed scope of services for Phase 1 that will be used as a basis for final scope and fee negotiations. The initial authorization to proceed will include up to 25 percent conceptual design services for the purpose of informing the EA. Although the initial scope development and fee negotiations would only be for the 25 percent conceptual design, Consultant may be asked to provide a rough estimate of likely consultant costs to complete the remainder of the design and consultation during construction for budget forecast use only. No discussion of possible future scope or design costs would take place unless the project is authorized after completion of the NEPA and CEQA processes. Consultant should reference applicable FAA Advisory Circulars that factor into Airport Terminal Facilities and Airport Design including but not limited to

Planning and Design Guidelines for Airport Terminal Facilities at Non-Hub Locations (AC-150/5360-9) and Airport Design, AC 150/5300-13.

Phase 1 will include up to 25 percent conceptual design services necessary to support preparation of the required National Environmental Policy Act (NEPA) documentation for Federal Aviation Administration (FAA) consideration. FAA staff has made an initial determination as to the appropriate NEPA process, indicating an Environmental Assessment (EA) appears appropriate for this proposed project. The completed Phase 1 25 percent conceptual design work must also be appropriate to meet California Environmental Quality Act (CEQA) requirements. As noted above, the Consultant's approach to this process will be critical.

The most critical aspects of Phase 1, 25 Percent Conceptual Design:

- 25 Percent Conceptual Design to support NEPA: Design services necessary to support preparation of the required National Environmental Policy Act (NEPA) documentation for Federal Aviation Administration (FAA) consideration.
- Design and Cost Detail: Preparation of 25 percent conceptual design and reliable preliminary cost information based on that conceptual design in appropriate detail to ensure the Town Council, upon completion of the NEPA and CEQA is provided with an estimate of the complete design costs so as to have enough information upon which to base a decision to move forward.
- Additional conceptual design information, if any, to support the CEQA process: Those services may need to be identified in a separate section of any proposed scope of services.

Additionally, the Design attributes must be the right fit for the region: The Town has not established a detailed list of items that must be included in any design process or final design. Having said that, it is well recognized the Eastern Sierras region served by Mammoth Yosemite Airport is unique. The region has its own set of challenges and opportunities. This area, especially the Town of Mammoth Lakes, relies heavily on a recreation and tourism based economy. The design, within reasonable limits, must consider, among other things:

- Character: The design character must take advantage of the natural beauty of the surrounding area. It is not at all uncommon for first-time (and repeat) visitors to stop a few yards after climbing down the steps from an airplane cabin and take photographs before they reach the terminal building. The massing, architecture and interior and exterior spaces must welcome visitors to the Eastern Sierras.
- Recreation and Tourism: The design must enhance the recreational visitor's experience, both through a positive sense of arrival (and departure) and overall ease of travel. Visitors to this area often have carried a significant amount of recreational equipment with them. The ease in which they transition through the facility, incoming and outgoing, will enhance their experience. The design must welcome tourism visitors in a way that ensures they will know they are in a magical place with a vast array of opportunities.
- Technology: Mammoth Lakes is a gigabyte community. The technology available to those who are visiting for a vacation, work or a combination of reasons must be fully integrated with whatever their itinerary might include. From the moment they land and their airline crew lets them know they can start using their smart phones until they're asked to power them down on the way out of town, their experience must be seamless. They must be able to connect and have full access.

As an outline, Phase 1 25 Percent Conceptual Design Services will likely include:

- Become familiar with:
  - The Town of Mammoth Lakes and the Eastern Sierra Region served by MMH.

- All aspects of air service in the area, including past, current and forecasted, including the FAA approved aviation activity forecasts. Mammoth Yosemite Airports “Aviation Activity Forecast” as approved on April 13, 2017.
- Existing facilities at MMH.
- Existing financial information related to MMH.
- Perform a review of existing documentation, including but not limited to the current ALP, ALP Narrative, TADP, aviation activity forecasts, FAA inspection and other available documentation.
- Meet with stakeholders regarding proposed improvements including but not limited to Town staff, FAA, TSA, Mammoth Lakes Tourism (MLT), Alaska Airlines, United Airlines and others.
- Specific to the TADP, provide a brief review and recommendations regarding all aspects. Town has not identified any specific necessary changes to the proposed program, location, size or other aspects at this time, but a review to confirm and refine the project moving forward is appropriate. Any refinement of size or other aspects of the current TADP would need to be discussed with FAA prior to incorporating any change in dimension or configuration into the environmental review process.
- Provide recommendations related to potential funding mechanisms for airport improvements. Town anticipates requesting FAA entitlement and discretionary fund support for completion of the project. Town has already begun setting aside funding for Town’s share of the future costs. Town will rely on Consultant to assist in identification of any available source or mechanism that can assist in design and construction of the planned facilities.
- Provide recommendations related to project components eligibility to be funded by FAA and other potential financial resources.
- Prepare a single 25 percent conceptual design based on the TADP and any revisions approved by FAA. Town will rely on Consultant to identify all aspects of terminal and aircraft apron design to result in a complete facility appropriate for its intended use.
- Prepare cost estimates for conceptual designs.
- Prepare conceptual design and construction milestone schedules only as necessary to support the NEPA and CEQA processes.
- Assist Town staff in presenting 25 percent conceptual design to the public.
- Review comments, refine conceptual design and prepare updated documentation.
- Prepare updated cost estimates.
- Prepare 25 percent conceptual design documents to appropriate level of detail to support NEPA and CEQA processes.
- Prepare detailed 25 percent design cost estimates. These cost estimates will be a critical part of the analysis and decision-making process. It is recognized the typical cost of construction in the region is somewhat higher than in other more urban areas due to its remoteness and lack of a significant number of qualified contractors with airport construction experience.
- Prepare detailed preliminary milestone schedule only as necessary to support the NEPA and CEQA processes. This schedule must be labor and cost-loaded to enable Consultant and Town staff to project staffing and other resource needs as necessary to support the NEPA and CEQA processes.
- Provide pre-final design Construction Management services. Consultant’s construction management team member should be somewhat involved during conceptual design to provide input related to cost, schedule and constructability only as necessary to support the NEPA and CEQA processes.
- Respond to questions from environmental consultant.
- To the extent possible, work with environmental consultant to identify refinement opportunities to avoid potential environmental impacts that may be identified during the preliminary design or environmental process.

## Phase 2 Services:

This description of a possible Phase 2 is only provided to assist in the consultant selection process. These services would not be requested unless the FAA and the Town accept the environmental documentation and should the Town provide direction to proceed. FAA would need to accept the NEPA documentation and issue an environmental determination. Phase 2 would include final design services for the terminal, aircraft apron and appurtenances. Town would rely on Consultant to identify each and every aspect of design that should be included in the final design documents to result in a complete facility. Phase 2 would likely include:

- Provide assistance in coordination with FAA and other stakeholders/end users.
- Prepare construction documents at 60%, 90% and final stages.
- Prepare detailed construction cost estimates at 60%, 90% and final stages.
- Prepare preliminary milestone schedules, labor and cost loaded.
- Provide assistance during the bid and award process.
- Provide pre-construction Construction Management services. Consultant's construction management team member should be involved during final design to provide input related to cost, schedule and constructability.

## Phase 3 Services:

Phase 3 services will include services as required to result in a seamless transition from design through construction and startup.

- Architecture and engineering consultation during construction will include services related to Requests for Information (RFIs), design issues and other typical professional responsibility items.
- Construction Management.
- Commissioning.

## **B. Background Information**

There is a significant amount of information available on the Town's website, so we will not attempt to repeat it here. Town staff will of course be available to answer pertinent reasonable questions.

For a detailed history of Mammoth Yosemite Airport and a description of the proposed project, please review the draft Terminal Area Development Plan:

<http://www.townofmammothlakes.ca.gov/DocumentCenter/View/5068>

The current Airport Layout Plan (ALP) was Conditionally Approved by the FAA on August 14, 2014:

<http://www.ci.mammoth-lakes.ca.us/DocumentCenter/View/4805>

The ALP individual sheets are also posted on the Town's website:

<http://www.townofmammothlakes.ca.gov/index.aspx?nid=442>

Mammoth Yosemite Airport has also been recently inspected by the FAA (Part 139, annual) and the State of California, Department of Transportation, Division of Aeronautics. After resolution of one minor fueling certification, it received a clean bill of health.

Regular commercial air service has been provided at the airport in several ways over the years. The most recent has been regular service provided by Alaska Airlines and United Airlines, beginning in 2010. Alaska

provides year-round service from Los Angeles and seasonal service from San Diego. United provides service seasonally from San Francisco. The existing terminal is unable to reasonably handle the current flights.

### **C. Project Description and Information**

This Facility will include two major components: a new 40,000 square foot, three-gate passenger terminal and an associated aircraft parking apron capable of parking three commercial aircraft. The design aircraft is the Bombardier Q400. Preliminary design for these facilities will seek to provide a full service terminal and apron that will serve the current needs of commercial aviation in the area. Additional details on the Project are included above and so are not restated here. In general:

Town has completed a Terminal Area Development Plan (TADP) that describes the current Passenger Terminal and Associated Landside Improvements concept in detail. The terminal will include approximately 40,000 square feet to be designed to support three of the design aircraft on the ground simultaneously. The terminal will include support facilities including but not limited to an entrance lobby, concessions, ground transportation, airline kiosks, ticket counters, baggage handling, TSA, hold room and other activities in support of a full service facility. Fixed Base Operator (FBO) facilities will continue to be located in other facilities.

The TADP also includes a description of the concept for the Aircraft Parking Apron and Associated Airside Improvements. The apron will be designed to support three of our design aircraft on the ground simultaneously.

Miscellaneous Improvements: There will be miscellaneous improvements associated with this project. These have not been fully defined as of this date, but may include demolition of certain infrastructure and adaptive reuse of other existing facilities. One example may include the possibility of reuse of an existing sprung structure that currently houses a pre-screening hold room and concessions area. Another may be the adaptive reuse for airport administrative offices or other uses of the existing terminal building.

### **D. Design Requirements and Project Deliverables**

Architect to include a list of deliverables in the required detailed scope of services. The following is meant to be a guide only:

Phase 1: Phase 1 includes up to 25 percent conceptual design services necessary to support preparation of the required National Environmental Policy Act (NEPA) documentation for Federal Aviation Administration (FAA) consideration. Only these initial Phase 1 efforts will be authorized until further notice to proceed is provided by the Town based upon the outcome of the NEPA and CEQA processes.

- Brief report to include recommendations regarding review of TADP.
- Recommendations regarding potential funding sources, including eligibility information.
- Detailed Architectural Basis of Design for up to 25 percent conceptual design.
- 25 percent conceptual design for the planned three gate terminal and aircraft apron as described above.
- Project schedule in GANTT or a similar type of format.
- Preliminary cost estimate.

Phase 2: These services would not be requested unless the FAA and the Town accept the environmental documentation and should the Town provide direction to proceed. FAA would need to accept the NEPA documentation and issue an environmental determination.

- Detailed plans and specifications of all work to be done. All plans and specifications to comply with FAA requirements, California Building Code (CBC) and International Building Code (IBC) current editions.
- Plans and specifications will include, but are not limited to, details related to site clearing and demolition; utilities; site preparation; grading; paving; curbs; gutters; access and parking; landscaping; signage; fencing; lighting; and complete building design including but not limited to architectural, structural, electrical, security, ventilation, plumbing, lighting, information technology, telecommunications, and all other appurtenances.
- 30%, 60%, 90%, and final construction package shall be submitted to the Town for review. Cost estimates and specifications shall be provided with each submittal.
- All plans shall be in English units.
- If possible, itemize the amount of materials by units and provide unit costs.
- Work shall proceed timely for a finished schedule, design, bid package, and cost estimate within 120 days of notice to proceed for this phase of the work.
- The architect shall provide consultation during construction including, but not limited to, RFI responses and submittal review.

Drawings shall be submitted electronically in file format compatible with AutoCAD 2014, as an Adobe Acrobat .pdf files, and with at least 2 hardcopy full size, ARCH D, sets of complete plans. Text files shall be submitted electronically using "Microsoft Word". Spreadsheets shall be submitted electronically using "Microsoft Excel". Final plans shall be submitted on Mylar 22" x 34".

## **E. Town Provided Work and Information**

The Town of Mammoth Lakes will provide the following:

- Town of Mammoth Lakes Standard Plans.
- Parcel boundary information.
- Topographic survey and title reports.
- Geotechnical Report.
- NEPA and CEQA coordination with environmental consultant.
- Building codes specific to Mammoth Lakes.

## **F. Schedule of Work**

The Town of Mammoth Lakes has prepared a draft schedule with the goal of opening the facility for public use in 2021. This schedule is, of course, dependent on the outcome of the required environmental

documentation and process. The following is provided as a guide only for Consultant’s use in preparing their response:

<u>Description</u>	<u>Completion Date</u>
Advertisement of Request for Qualifications	June 9, 2017
Pre-proposal meeting	July 6, 2017
Responses Due	July 20, 2017
Initial Response Evaluation per Criteria and Numerical Ranking	July 28, 2017
Prepare Preselection Shortlist	July 28, 2017
Issue Request for Proposals	August 4, 2017
Responses Due	August 25, 2017
Review Experience and Qualifications	September 1, 2017
Interviews	September 8, 2017
Rank Qualified Consultants	September 11, 2017
Initial Selection of Top Ranked Consultant	September 11, 2017
Initiate Discussions with Highest Ranking	September 15, 2017
Preparation of Detailed Scope of Services and Cost Proposal	October 6, 2017
Final Scope and Fee Negotiations	November 1, 2017
Town Council Authorization	November 15, 2017
Notice to Proceed	November 16, 2017
Phase 1	
Confirm Terminal Area Development Plan Concept	January 2018
Prepare First Draft Conceptual Design	February 2018
Outreach Draft Conceptual Design	February 2018
Refine Conceptual Design	March 2018
Outreach ~ Conceptual Design	March 2018
Prepare 25 Percent Conceptual Design	May 2018
Outreach ~ 25 Percent Conceptual Design	May 2018
Presentation to Design Review Committee and Planning and Economic Development Commission	June 2018
Town Council	June 20, 2018
Environmental Documentation (12 months, by others)	August 2019
Phase 2	
Construction Documents	March 2020
Advertise for Construction Phase	April 2020
Bid Opening	May 2020
Town Council Award	June 2020
Notice to Proceed	June 2020
Construction	August 2021
Operations	Monday, September 6, 2021

**G. Selection Criteria and Process:**

The contract will be awarded on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required at a fair and reasonable price to the Town. There will be an interview of the top firms. Responses will be reviewed by select Town staff members and authorized Town Representatives. The Town will score each of the following criteria on a scale of 1-5 which will be multiplied by the weighted values. Town Staff will rate responses as seen in the following table:

Criteria	Weight Factor	Rating (1-5)	Weighted Rating
1. Qualifications of the Firm	0.20		
2. Overall Project Understanding	0.15		
3. Qualifications of the Project Team (Key Staff)	0.25		
4. Appropriateness of Approach and Work Plan	0.20		
5. Experience in Working with FAA Regulations and Procedures	0.10		
6. Responsiveness to Request for Qualifications	0.05		
7. Ability to Complete Deliverables within Project Time Requirements	0.05		
8. Financial Responsibility (Mandatory)	n/a	n/a	n/a
<b>TOTAL SCORE:</b>			

1. **Qualifications of the Firm (20%):** Preference shall be given to those firms with appropriate experience in airport architectural, engineering and planning related to the scope of services.
2. **Overall Project Understanding (15%):** Firm must demonstrate their understanding of what the overall project entails. Preference shall be given to those firms which have a comprehensive understanding of the project requirements and environment. This includes but is not limited to an understanding of the need for the architectural and technical design to be appropriate for the region, including issues related to the environment, setting, recreation-based economy and information technology.
3. **Qualifications of the Project Team (Key Staff) (25%):** 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. This includes but is not limited to a demonstration that key staff members possess the experience and skills necessary to obtain input from the community and utilize that information to create a design that is appropriate for the region.
4. **Appropriateness of Approach and Work Plan (20%):** Preference shall be given to those firms that have demonstrated a comprehensive approach and work plan that will lead to the desired results. Consultant shall clearly articulate the process they intend to use to deliver the requisite deliverables.
5. **Experience in Working with FAA Regulations and Procedures (10%):** Preference shall be given to project teams whose personnel have a demonstrated working relationship with the FAA, and possess a thorough understanding of FAA rules and regulations regarding design and development of airports similar to Mammoth Yosemite Airport. This also includes a demonstration of knowledge related to potential funding sources and eligibility requirements.
6. **Responsiveness to Request for Qualifications (5%):** Firm must provide a complete, clear and concise response in the required format.

7. **Ability to Complete Deliverables within Project Time Requirements (5%):** Preference shall be given to those firms that clearly demonstrate their ability to complete the work within the project time requirements.
8. **Financial Responsibility:** Firm must demonstrate the firm has the resources and overall financial responsibility to provide the required services.

The initial evaluation and shortlist preparation will be based on the criteria listed in the table above. If clarification is required, a written questionnaire may be provided. Interviews will be scheduled as shown above.

It is the intent of the Town to appoint a committee to review the Statements of Qualifications submitted and rank the qualified firms. After review and ranking of the responses the Town will 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 Town for debriefing.

After selection of the top-ranked firm, the Town will negotiate final contract terms for the 25 percent conceptual design effort (Phase I). The goal of negotiations is to agree on a final contract that delivers the services or products required at a fair and reasonable cost to the Town. If this contract will exceed \$250,000, a pre-award audit of the selected consultant is required before a final contract can be executed. If negotiations with the top-ranked firm are unsuccessful, the Town may proceed with negotiations with the next most qualified consultant.

Issuance of this RFQ and receipt of proposals does not commit the Town to award a Contract. The Town reserves the right to postpone response opening for its own convenience, to accept or reject any or all responses received in response to this RFQ, to negotiate with another Consultant(s) should negotiations with the top ranked firm Consultant(s) be terminated, or to cancel all or part of this RFQ.

## H. Proposal Response Format

The following proposal format is required and has been designed to facilitate comparison among proposals submitted. The proposal should not exceed 10 pages, not including attachments.

1. Cover Letter – Introduction

Provide a summary of your proposal and demonstrate your understanding of the project, including general approach responding to the Town's requirements. This should also include an introduction to your firm as well as the name of a contact person. 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.

2. Qualifications and Experience

Prepare a summary of your firm's qualification and experience in similar projects. Include the names of clients, duration and description of assignments. Also, include names and telephone numbers of contact persons of as many as three (3) clients for whom you provided similar services. 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. 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.

### 3. Technical Approach and Scope of Work

Provide a detailed work plan of assumptions for the project, including staff classification and estimated hours each will participate. This should include any necessary progress meetings with Town staff, specific output to be generated at various steps, and major milestones. **Please provide a scope of work to be included as Attachment "A" in the Town's standard contract.**

### 4. Staffing and Subconsultants

Please list any individuals that will participate on this assignment, including their staff classification and estimated the hours each will participate. Please include a brief resume of experience in similar projects for each individual and proof of various professional registration, licenses, and certificates. Identify the proposed Project Manager and key project team members and responsibilities. Provide a brief resume for each person outlining their credentials and experience.

All subconsultants must be identified at the time of the proposal. If the Consultant wishes to use a firm not specified in the proposal, prior written approval must be received from the Town. If a subcontract for work or services to be performed by such firms exceeds \$25,000, the subcontract shall contain all required provisions of the prime contract.

### 5. Timing Requirements

The Town will require the work to be complete as shown in the above preliminary schedule. The proposer should submit a timeline in GANTT format for completion of the Scope of Services previously mentioned.

Town will include the entire scope in the scope and fee negotiations. Town will initially provide a notice to proceed for Phase 1 only, with Phases 2 and 3 to be pursued as described above.

Also provide a listing of staff hourly rates and other costs in the event that extra work is required outside the scope of the project. The hourly rates and costs will be attached as an exhibit to the Town's contract. Include all pricing information in a separate envelope from the remainder of the proposal. The estimated man-hours and fee will be attached as Exhibit "B" to the Town's contract.

### 6. Other Information

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 thirty (30) pages; excluding the front and back covers, dividers, cover sheet, table of contents, and letter of introduction (maximum two pages).

## I. Submittal of Proposals

Submit two (2) signed hard copies and one electronic copy on a thumb drive of your entire proposal in a sealed envelope labeled “**RFQ – Architectural and Engineering Services for Proposed New Passenger Terminal and Aircraft Parking Apron**” to

Town of Mammoth Lakes  
Office of the Town Clerk  
437 Old Mammoth Road, Suite R  
P.O. Box 1609  
Mammoth Lakes, CA 93546  
Attention: Grady Dutton, PE Public Works Director

Your proposal must be submitted prior to **4:00 PM, Thursday, July 20, 2017**.

If all required information is not provided, a proposal may be considered nonresponsive and rejected without evaluation. Late submittals, submittals to the wrong location, or submittals with inadequate copies are considered nonresponsive and shall be rejected.

The Town shall not, in any event, be liable for any pre-contractual expenses incurred by Consultant in the preparation of its proposal. Consultant shall not include any such expenses as part of its proposal. Pre-contractual expenses are defined as expenses incurred by the Consultant in:

- Preparing its proposal in response to this RFQ;
- Submitting the proposal to Town;
- Negotiating with Town on any matter related to the proposal; or
- Any other expenses incurred by the Consultant prior to date of award, if any, of the Contract.

The Consultant’s proposal and any contract entered into thereafter become the exclusive property of the Town and shall be subject to the California Public Records Act (Government Code Section 6250 et seq.). The Town’s use and disclosure of its records are governed by this Act. Those elements in each proposal which Consultant considers to be trade secrets, as that term is defined in Civil Code Section 3426.1(d), or otherwise exempt by law from disclosure, should be prominently marked as “TRADE SECRET”, “CONFIDENTIAL”, or “PROPRIETARY” by Consultant. The Town will use its best efforts to inform Consultant of any request for disclosure of any such document. The Town, shall not in any way, be liable or responsible for the disclosure of any such records including, without limitation; those so marked if disclosure is deemed to be required by law or by an order of the Court.

## **J. Information and Inquires**

Should a Consultant require clarifications to this RFQ the Consultant shall notify Town Staff listed below in writing. Should it be found that the point in question is not clearly and fully set forth in the RFQ, the Town may issue a written addendum clarifying the matter.

Substantive changes to the requirements will be made by written addendum to this RFQ. Any written addenda issue pertaining to this RFQ shall be incorporated into the terms and conditions of any resulting Agreement. The Town shall not be bound to any modifications to or deviations from the requirements set forth in this RFQ as the result of oral instruction.

For further information, please contact:

Haislip Hayes, PE

Engineering Manager

(760) 965-3652

[hhayes@townofmammothlakes.ca.gov](mailto:hhayes@townofmammothlakes.ca.gov)

As noted, please send any questions or other requests for clarifications to the Town staff listed immediately above to ensure consistent responses to all parties. Mr. Hayes will work with other Town staff, including Grady Dutton, Public Works Director and Brian Picken, Airport Manager, as appropriate, to prepare responses.

## **K. Top Ranked List and Protests**

Each Consultant who submits a proposal shall be notified in writing regarding the Consultants who were selected as part of the top ranked list. Such notification shall be made within 10 days of the list approval date.

Consultants may file a “protest” of a Proposal with the Town. In order for a Consultant’s protest to be considered valid, the protest must:

- Be received in writing within 5 calendar days after the top ranked list is published;
- Clearly identify the specific irregularity or accusation;
- Clearly identify the specific Town staff determination or recommendation being protested;
- Specify, in detail, the grounds of the protest and the facts supporting the protest; and
- Include all relevant, supporting documentation with the protest at time of filing.

If the protest does not comply with each of these requirements, it will be rejected as invalid. If the protest complies with each of these requirements, the Project Manager or other designated Town staff member shall review the basis of the protest and all relevant information. The Project Manager will provide a written decision to the protestor. The protestor may appeal the decision of the Project Manager to Grady Dutton, Public Works Director, by filing a protest meeting and all five of the criteria listed above. This appeal must be received within 5 calendar days of the Date of the Project Manager’s written decision.

## **L. Sample Contract and Exceptions**

The top ranked firm will be invited to negotiate a contract with the Town. A detailed scope of work will be developed and agreed to by the selected consultant and the Town. This detailed scope of work and associated fee will be incorporated as part of the contract. The consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged.

The Town of Mammoth Lakes standard agreement for consulting services will be provided upon request. The final agreement for consulting services will be prepared by taking the Town’ standard agreement and modifying it to include any and all required FAA language. The final agreement will comply with FAA AIP procurement requirements and will contain Federal Contract Provisions available at: <https://www.faa.gov/airports/aip/procurem,ent/> The firm should review the agreement and insurance requirements, consider the Consultant’s knowledge of and familiarity with standard FAA language and

indicate if there are any exceptions to the contract requirements or language that requires further discussion or clarification. Noted exceptions may be considered in determining a proposer's responsiveness. The selected Consultant shall be bound to accept all RFQ requirements and terms and conditions of the Form of Agreement not excepted in the proposal.

### **M. Other Requirements**

By submitting a proposal, Consultant represents that it has thoroughly examined and become familiar with the work required under this RFQ and is capable of performing quality work to achieve the Town's objectives.

All proposals shall remain good for a minimum of 90 calendar days after the submission deadline or until a final contract is executed with the successful proposer, whichever is earlier.

By submitting a proposal, Consultant warrants that any and all licenses and/or certifications required by law, statute, code or ordinance in performing under the scope and specifications of this RFQ are currently held by Consultant, and are valid and in full force and effect. All consultants for the Town of Mammoth Lakes must have or obtain a current business tax certificate from the Town of Mammoth Lakes.

Sincerely,

Grady Dutton, PE  
Public Works Director  
Town of Mammoth Lakes  
(760) 965-3656

[gdupton@townofmammothlakes.ca.gov](mailto:gdupton@townofmammothlakes.ca.gov)