

**Sedona–Oak Creek Airport Authority**

**Request for Qualifications, No. 2023-Engineering Services**

**Issued by:**

Sedona-Oak Creek Airport Authority

235 Air Terminal Drive

Sedona, AZ 86336

**Issued**

February 3<sup>rd</sup>, 2023

**Proposal Due Date**

February 28<sup>th</sup>, 2023

by 3:00 PM Local Time

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## REQUEST FOR QUALIFICATIONS

### **I. Overview**

The Sedona-Oak Creek Airport Authority is requesting Statements of Qualification (SOQ) to provide **Engineering Services**, under a qualified engineering firm registered in the state of Arizona and are exclusive to this project only. The services are to be carried out in accordance with Federal Aviation Administration (FAA), and all applicable Federal, State, and Local Codes, Regulations, Ordinances, and Policies. Respondents should be aware that the use of the Airport is subject to the Airport's policies and procedures, Federal, State, County, and City laws, regulations and ordinances, and other governmental and regulatory bodies. It is each respondent's obligation to review and be aware of all applicable laws, ordinances, regulations, policies, and restrictions.

An evaluation committee will be selected to review and rank all proposals based on the evaluation criteria set forth in Section X. The evaluation committee shall determine whether a respondent's proposal is responsive, responsible, and meets the RFQ's minimum qualifications.

The evaluation committee will make an award recommendation to the SOCAA Board of Directors ("Board"). That recommendation will be based on the proposal the evaluation committee determines is in SOCAA's best interest, based on the RFQ's evaluation criteria. Upon the Board's approval of a successful respondent, SOCAA and the successful respondent will negotiate sublease terms, and SOCAA will timely submit the resulting sublease to Yavapai County for approval.

SOCAA reserves the right, at any point in the process, and at its sole discretion, to: determine a proposal is non-responsive or non-responsible, determine that a proposal is not susceptible for award, terminate negotiations with any and all respondents, reject any and all proposals at any time, waive any informality in proposals received, except with respect to the date, time, and place where documents are submitted, cancel this RFQ in whole or in part, reissue this RFQ, and/or to accept or reject items of proposals received. Proposals that are later found to be non-responsive or non-responsible, or which contained any material misrepresentation, may be grounds for termination of any subsequent lease or license.

The Request for Qualifications may be obtained by visiting SOCAA's website, [sedonaairport.org](http://sedonaairport.org), or by contacting Mr. Edward Rose, Airport Manager, at 235 Air

Terminal Drive, Sedona, Arizona 86336 Telephone 928-440-2514, email: [ed@sedonaairport.org](mailto:ed@sedonaairport.org) during regular business hours from 8am-4pm Monday-Friday.

## II. Timeline

**NOTE: Although not mandatory, any potential respondent is encouraged to register with SOCAA no later than February 20<sup>th</sup>, 2023 by sending an email to Mr. Edward Rose, Airport Manager ([ed@sedonaairport.org](mailto:ed@sedonaairport.org)), including the potential respondent's name, address, phone number, and email address, as well as a designated contact person.**

Registration will ensure that a potential respondent timely receives any notifications, addenda, or other communications regarding the RFQ.

In its sole discretion, SOCAA may extend any date in the timeline below, including the time and place for opening proposals, by providing not less than two (2) calendar days' notice, by posting an Addendum on SOCAA's website, and by providing electronic notice thereof to each registered respondent's designated contact person.

Respondents having questions concerning the RFQ should submit them in writing via email no later than **February 20<sup>th</sup>, 2023**, to Mr. Rose ([ed@sedonaairport.org](mailto:ed@sedonaairport.org)). Respondent questions and answers will be posted to SOCAA's website (<https://sedonaairport.org>).

<b>Release of RFQ</b>	February 3 <sup>rd</sup> , 2023
<b>Deadline for Respondent Questions</b>	February 20 <sup>th</sup> , 2023
<b>Deadline to Submit Proposals</b>	February 28 <sup>th</sup> , 2023
<b>Optional Interviews/Presentations</b>	TBD
<b>Optional Negotiations</b>	TBD
<b>Deadline for Best and Final Offers (if applicable)</b>	TBD
<b>Anticipated Award Recommendation</b>	

Sealed proposals shall be clearly marked "**RFQ Engineering Services**" and will be received until 3:00 p.m. local time on **February 28<sup>th</sup>, 2023**, by mail or personal delivery, at the following location:

**Sedona Airport Manager  
Attn: Edward Rose**

**235 Air Terminal Drive  
Sedona, Arizona, 86336**

If mailed, it is recommended that respondents confirm receipt of the proposal by SOCAA no later than **February 27<sup>th</sup>, 2023**, at 3:00 p.m. **Faxed, emailed, or late submittals will not be considered.**

At the due date and time, proposals will be publicly opened and read aloud, recording only the name of the respondent(s). All other information shall remain confidential until the SOCAA Board of Directors approves, in a public meeting, an award to the proposal determined to be most advantageous to SOCAA and Yavapai County.

**III. Airport Background Information**

The Sedona Airport has been operated by SOCAA since 1994. The Airport is used primarily by General Aviation operators. Sedona Airport is a non-towered airport located two miles southwest of the central business district of Sedona, a city in Yavapai County, Arizona, and is classified as a local-basic airport in the FAA's National Plan of Integrated Airport Systems ([https://www.faa.gov/airports/planning\\_capacity/npias/](https://www.faa.gov/airports/planning_capacity/npias/)). The Airport property consists of approximately 220 acres.

SOCAA, doing business as Red Rock Aviation, operates the only Fixed Base Operator ("FBO"). Red Rock Aviation's airport services include full-service aircraft refueling, hangar rentals, transient parking, aircraft maintenance, and other FBO services. Red Rock Aviation is open seven days a week, 363 days a year. Summer Hours (May-September) are 7:00 a.m. – 6:00 p.m. and Winter (October-April) 7:00 a.m. – 5:00 p.m. Fully staffed, the Airport employs seven full-time Operations, Airport Technicians who are responsible for the day-to-day operations and maintenance requirements on the Airport. The hours and operations are subject to change at SOCAA's discretion.

SOCAA also operates the General Aviation business terminal. SOCAA Administration has five full-time staff who provide administration, billing, invoicing, and overall customer support. In addition to the FBO, there is one on-Airport rental car business in the terminal. Adjacent to the Airport there is a full-service restaurant, a fully licensed A&P mechanic on the field, as well as a hotel located on the mesa.

The Airport currently has 102 hangars, of which SOCAA owns twenty-seven (27). Seventy-nine (79) aircraft are currently based at the Sedona Airport and year-to-date, the Airport has averaged between 2,800 and 3,200 operations per month (30,000-40,000 operations per year on average). The Sedona Airport has one runway,

associated taxiways, and ample aircraft parking. Runway 03/21 is 5,132 feet long, 100 feet wide, and is equipped with medium-intensity lighting

The Airport is also home to numerous rotating fire HELITAC crews throughout the fire season (May-August); and, historically, two helicopter tour companies and one fixed-wing operator have called the Airport home.

The Airport's anticipated capital improvement program includes a \$4 million fuel farm to allow for two new 15K Jet A tanks and one 12K Avgas Tank. The new fuel farm will comply with all Federal Aviation Regulations and applicable NFPA standards as well as have reclaim tanks for each tank resulting in saving fuel sump waste.

SOCAA financially supports itself directly from aviation fuel sales, airport user fees, and sublease revenues, and indirectly by airport user taxes. No local, state or federal general taxes directly support SOCAA. SOCAA may receive some state and federal funds for select eligible capital projects as identified in the airport's approved capital projects program. Under Federal Regulations, SOCAA's goal is to be as self-supporting as possible.

Additional information about SOCAA and Red Rock Aviation can be obtained from SOCAA's official website (<https://sedonaairport.org/>).

#### **IV. Instructions for Responses**

- A. Each written proposal, and four (4) additional copies, must be submitted in a sealed envelope, addressed to:

**Mr. Edward Rose  
Airport Manager  
235 Air Terminal Drive  
Sedona, Arizona, 86336.**

- B. Each sealed envelope containing a proposal must be plainly marked on the outside as "RFQ Engineering Services" and bear the name and address of the respondent(s).
- C. It is the respondent's responsibility to ensure that its proposal is received at the proper location by the specified time. Submittals delivered to a location other than the above, or after the stated deadline, will not be considered duly delivered.

- D. Proposals may be hand-delivered or sent via USPS, UPS, FedEx, or other parcel services. Faxed or emailed proposals will not be accepted. If sent by U.S. Mail, the sealed envelope should be sent by certified mail and be indicated as received on the certified receipt prior to the Proposal Deadline.

Late proposals will not be accepted. Delays due to mail and/or delivery handling, including, but not limited to delays within SOCAA's internal distribution systems, do not excuse the respondent's responsibility for submitting its proposal to the correct location by the stated deadline.

- E. The Sedona-Oak Creek Airport Authority reserves the right to reject any and all proposals, to waive any informalities in proposals received, except with respect to the date, time, and place where documents are submitted, to cancel this RFQ in whole or in part, to reissue this RFQ and/or to accept or reject items of proposals received.
- F. In the event this RFQ is canceled in whole or in part prior to the opening of proposals, all respondents shall receive a Notice of Cancellation and all proposals received shall be returned to the respective respondents unopened.
- G. All submittals, whether selected or rejected, shall become the property of SOCAA and will not be returned.
- H. All responses, communications, and documents provided will be considered public information subject to Arizona's Public Records Act, A.R.S. § 39-121, et seq. Subsequent to the award of this RFQ, all or part of any submittal will be released to any person or firm who requests it, unless SOCAA determines to withhold it as permitted by Arizona law. A firm shall specify within its cover letter if it desires that any portion of its RFQ submittal be treated as proprietary or confidential and not releasable as public information. All such requests are subject to SOCAA legal review and approval.
- I. Each firm is solely responsible for all costs and expenses of any nature associated with responding to the RFQ, including, but not limited to, attending the site visit, interviews, negotiations, and best and final offers, if applicable. SOCAA will not reimburse such costs in whole or in part under any circumstance.

## V. Scope of Services

The successful Respondent shall perform all work in a timely manner and shall be responsible for ensuring coordination of its work with the Airport. The Sedona-Oak Creek Airport Authority requires all services performed by the firm to comply with acceptable engineering practices and regulations. Said services may include, but will not be limited to, the following:

The Airport owns and maintains an existing 35 GPM well (ADWR# 55-533617), an 88,000-gallon water storage tank, a 1,000 GPM booster pump system, two fire hydrants, and distribution piping. Only a portion of the airport is connected to the airport's existing fire suppression system. SOCAA is proposing to improve the Airport's current fire suppression system by adding a new backup generator for the existing well and booster pump system. The system is non-potable. Potable water is provided through a separate system by Oak Creek Water Company.

The backup generator that will be added to this project will address part of the immediate improvements recommended in the Sedona Airport Fire Protection Water System Master Plan, prepared by Dibble dated April 2020. The new generator does not address storage and capacity limitations in the existing system. The Engineer will prepare construction documents (plans and technical special provisions) and Engineer's Opinions of Probable Construction Costs (EOPCC) for the construction of the improvements. SOCAA anticipates that the procurement methodology for construction will be Design-Bid-Build

The Engineer/Consultant's responsibilities for the above-mentioned scope of services may include, but not be limited to, the following:

1. **Preliminary Phase** – This phase involves those activities required for defining the scope of a project and establishing preliminary requirements. Some activities within this phase of a project include:
  - a. Conferring with the sponsor on project requirements, finances, schedules early phases of the project and other pertinent matters and meeting with the FAA and other concerned agencies and parties on matters affecting the project.



- b. Planning, procuring and/or preparing necessary surveys, geotechnical engineering investigations, field investigations and architectural and engineering studies required for preliminary design considerations.
  - c. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations and preliminary layouts and cost estimates.
2. **Design Phase** – This phase includes all activities required to undertake and accomplish a full and complete project design. Examples include:
- a. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
  - b. Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies and architectural, engineering, and special environmental studies.
  - c. Preparing necessary engineering reports and recommendations.
  - d. Preparing detailed plans, specifications, and cost estimates.
  - e. Printing and providing necessary copies of engineering drawings and contract specifications.
  - f. Providing to the Airport final “As-Built” drawings, plans, contract documents, and other information as requested in electronic and/or hard copy formats at the conclusion of a project.
3. **Bidding or Negotiation Phase** – Assisting the sponsor in advertising and securing bids, ensuring compliance with contract requirements, negotiating for services, analyzing bid results, furnishing recommendations on the award of contracts, and preparing contract documents.
4. **Construction Phase** – This phase includes all basic services rendered after the award of a construction contract including, but not limited to, the following activities:
- a. Providing consultation and advice to the sponsor during all phases of construction.
  - b. Representing the sponsor at preconstruction conferences.

- c. Inspecting work in progress periodically and providing appropriate reports to the sponsor. Inspection shall include steps necessary to ensure compliance with Disadvantaged Business Enterprise (“DBE”) criteria in the construction contract.
  - d. Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concept.
  - e. Reviewing, analyzing, and approving laboratory and mill test reports of materials and equipment.
  - f. Preparing and negotiating change orders and supplemental agreement
  - g. Observing or reviewing performance tests required by specifications.
  - h. Determining amounts owed to contractors and assisting sponsors in the preparation of payment requests for amounts reimbursable from grant projects.
  - i. Approval of invoices prior to payment processing and ensuring invoice submittals include all required inspection and DBE reports.
  - j. Making final inspections and submitting reports of the completed projects to the sponsor
5. **Special Services** – The development of some projects may involve activities or studies outside the scope of the basic design services routinely performed by the consultant. These special services may vary greatly in scope, complexity, and timing and may involve a number of different disciplines and fields of expertise. Consultants performing special services may be employed directly by the Airport District to implement one or more phases of a project or may be employed by the principal consultant via a subcontract agreement. In certain circumstances, these services may be performed by the principal consultant. Some examples of special services that might be employed for Airport projects include:

- a. Soils investigations including core sampling, laboratory tests, and related analyses and reports.
- b. Detailed mill, shop, and/or laboratory inspections of materials and equipment.
- c. Land surveys and topographic maps.
- d. Field and/or construction surveys.
- e. Photogrammetry surveys.
- f. Onsite construction inspection and/or management involving the services of a full-time resident engineer(s), inspector(s), or manager(s) during the construction or installation phase of a project. This differs from the periodic inspection responsibilities included as part of the basic services.
- g. Special environmental studies and analyses.
- h. Land mitigation efforts including controlled burning.
- i. Expert witness testimony in litigation involving specific projects.
- j. Project feasibility studies.
- k. Public information and community involvement surveys, studies, and activities.
- l. Preparation of as-constructed plans.
- m. Assisting the sponsor in the preparation of necessary applications for local, state, and federal grants.
- n. Preparation of or updating the Airport Layout Plan.
- o. Preparation of property maps.
- p. Construction management.

- q. Preparation of a Quality Control Plan.
- r. Preparation of Final Reports.
- s. All other Engineering Services as assigned.

## **VI. Proposal Contents & Requirements**

**Proposal Format.** The following information must be included in the respondent's proposal. Proposals must be typewritten on one side of 8 ½" by 11" paper using a minimum 12-point type size.

### **1. Title Page.**

Title page showing the firm's name, the name, address, telephone number, fax number, and e-mail address of the contact person and the date of the Statement of Qualifications.

### **2. Cover Letter.**

The Proposal must include a letter of transmittal attesting to its accuracy, signed by an individual authorized to execute binding legal documents on behalf of the Proposer. The cover letter shall provide the name, address, telephone number, and email address of the Proposer and the executive that has the authority to contract with the Airport. The cover letter shall also include a statement as to the firm's understanding of the work to be done and why it believes itself to be the most qualified to perform the engagement. Please provide a summary of your firm's history, qualifications, and its experience in the type of services requested in this RFQ.

3. Table of Contents

4. Detailed Statement of Qualifications.

General Requirements:

Detailed Statement of Qualifications and Experience following the order set forth below. Submittals that do not follow this recommended format outline may be deemed unresponsive and disqualified from the process. In addition, failure on the part of a Firm to provide the required documentation may be cause for elimination from consideration.

The purpose of this section is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake the engineering services of the Sedona-Oak Creek Airport Authority in conformity with the requirements of this request. As such, the substance of the information submitted will carry more weight than the form or manner of presentation.

**THERE SHALL BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE STATEMENT OF QUALIFICATIONS.** Fees will be negotiated with the highest-ranked firm(s) after the evaluation and ranking of the firms have been completed.

The submittal shall address all of the points outlined in this request (excluding any cost information). The submittal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of this request. While additional data may be presented, the following subjects, items a. through e., must be included.

a. Independence.

The firm shall provide an affirmative statement that it is independent of the Sedona-Oak Creek Airport Authority, its Board members, and its staff.

The firm shall also list and describe the firm's and proposed subcontractors' professional relationships involving the Sedona-Oak Creek Airport Authority for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed engineering services.

b. Licenses to Practice in the State of Arizona.

An affirmative statement shall be included that the firm and all assigned key professional staff are properly registered/licensed to practice in the State of Arizona.

c. Firm Qualifications and Experiences.

The submittal shall state the size of the firm, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement. The firm shall also state whether it is local, regional, national, or international in operations.

If the submittal is based on a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium shall be separately identified, and the firm that is to serve as the principal engineer shall be noted, if applicable.

The submittal shall include a description of the range of services performed by the local office.

The firm is also required to submit a copy of the report on its most recent external quality control review or peer review, if applicable.

The firm shall provide an affirmation that the firm meets all specific requirements imposed by state or local law or rules and regulations.

d. Staff Qualifications and Experience.

Identify the principal supervisory and management staff, including partners, managers, other supervisors, and specialists who will be assigned to this engagement, including staff from other than the local office. Indicate whether each such person is registered or licensed to practice as a Certified Engineer in the State of Arizona. Provide information on the engineering experience of each person, including information on relevant continuing professional education for the past three (3) years, and membership in professional organizations relevant to the performance of this engagement.

Provide as much information as possible regarding the number, qualifications, experience, and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate which staff member(s) will be local and which staff member(s) will be remote. Discuss how the quality of staff over the term of the agreement will be assured. Include an organizational diagram that clearly shows the principal distribution of professional and supervisory personnel. If a change is required between the submittal and award, the firm must notify the Airport of the proposed replacement.

Managers, supervisory staff, and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Sedona-Oak Creek Airport Authority. However, in either case, the Sedona-Oak Creek Airport Authority retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for Statements of Qualifications can only be changed with the express prior written permission of the Sedona-Oak Creek Airport Authority, which retains the right to approve or reject replacements.

Other engineering personnel may be changed at the discretion of the firm provided that replacements have substantially the same or better qualifications or experience.

e. Similar Engagements with Other Airports Governmental Entities.

For the firm's office that will be assigned responsibility for this engineering contract, list the most significant engagements performed in the last five (5) years that are similar to the services described in this request for Statement of Qualifications.

**5. DBE Status.**

Indicate whether the firm and/or sub-contractors are a Disadvantaged Business Enterprise (DBE). If the firm or sub-contractor (s) are a DBE, include the current certification form for each DBE.

**6. Current Workload**

Provide a list of projects and/or contracts for which the firm is currently responsible. Provide a list of any projects and/or contracts the firm will be responsible for through December 2027.

**7. Insurance Coverage / Bonding Capacity**

Provide information regarding your insurance coverages and bonding capacity. List applicable coverage. Reference section VIII. Insurance Requirements.



**8. Legal Actions**

If applicable, provide information on pending or past legal actions at federally obligated airports within the past five (5) years for the Submitter.

**9. Required Forms**

Provide executed copies of the Required Forms as listed below:

**The following forms MUST be completed by the Submitter and attached to the proposal. Failure to submit these forms may be grounds for disqualification of the Submitter from consideration.**

1. Statement of Qualifications Certification
2. References
3. Acknowledgement of Addenda (even if none are issued)
4. Disadvantaged Business Enterprise (DBE) Utilization
5. Disadvantaged Business Enterprise Letter of Intent (one form for each DBE sub-consultant)
6. Good Faith Efforts Outreach
7. Statement of Drug-Free Workplace.
8. Non-Collusion Affidavit.

**10. Agreement to Abide by the Minimum Standards.**

**11. Certification that the respondent has reviewed the proposal and its contents are complete and accurate.**

**12. Provide any additional information that you believe would assist SOCAA in the evaluation of the proposal.**

**VII. Insurance Requirements**

- A. Prior to any construction, SOCAA shall review/approve the insurance to be supplied by the contractor(s) that will install the improvements, including Workers' Compensation, commercial general liability, business auto, and Builder's risk. Minimum liability limits shall be **\$1MM to \$5MM**.

- B. Commercial entities operating within the proposed improvement area shall be required to maintain insurance as outlined in the above paragraph and as set forth in the Policies & Procedures and Minimum Standards. Yavapai County and SOCAA shall be named as additional insureds.
  
- C. Non-commercial entities operating within the proposed project area shall secure liability insurance which insures against bodily injury and property damage claims arising from the entities' ownership, maintenance, or use of entity-owned machinery while the machinery is stored at or being operated to or from the subleased property, with a combined single limit of **\$1MM** per occurrence. Yavapai County and SOCAA shall be named as additional insureds.

**IX. Additional Terms and Conditions**

- A. The following non-exclusive list may be used as grounds for declaring a proposal "non-responsive":
  - (1) The respondent has not provided the information required by the RFQ.
  - (2) The respondent does not meet the qualifications, standards, and requirements established in the Minimum Standards.
  - (3) The respondent's proposed operations or construction will create an unacceptable safety hazard on the Sedona Airport.
  - (4) The granting of the proposal will require the expenditure of SOCAA or Yavapai County funds, labor, or materials on the facilities described in or related to the application, or the operation will result in a financial loss to SOCAA or Yavapai County.
  - (5) The respondent has supplied false information or has misrepresented any material fact in the proposal or in the supporting documents or has omitted material information or documents which

if provided would have been a material consideration in the selection process.

- (6) Any party submitting a proposal or having an interest in the business has a record of violating the rules, policies, standards, or regulations of this or any other airport, or the Federal Aviation Administration rules or regulations or lacks any required FAA certificate or other permit, or license for the proposed operations.
  - (7) Any party submitting a proposal or having an interest in the business has defaulted in the performance of any lease or other agreement with SOCAA or Yavapai County or any lease or other agreement on any other airport.
  - (8) The respondent (including its proposed management) is not qualified, sufficiently creditworthy, stable or financially or otherwise responsible in the judgment of SOCAA or Yavapai County to provide, operate, and maintain the business to which the proposal relates in a reasonable manner without undue burden or added cost to SOCAA, and in compliance with all Airport, Federal, State and local authority, and to promptly pay amounts due under an Agreement.
- B. SOCAA shall not be held responsible for any oral instructions. Any changes to this RFQ will be in the form of an Addendum, which will be posted promptly on SOCAA's website and distributed to each firm's designated contact person, who will be required to acknowledge receipt.
- C. SOCAA reserves the following rights, in its sole discretion, with regard to the RFQ process:
- (1) To cancel the RFQ process for any reason or for no reason.
  - (2) To accept the proposal(s) that, in SOCAA's sole judgment, best serves SOCAA's interests.
  - (3) To waive any condition, requirement, or formality that would otherwise have constituted nonconformance with the provisions of this RFQ.

- (4) To reject any or all proposals.
- (5) To reject incomplete, non-responsive, inaccurate proposals or those which, in SOCAA's sole discretion, lack relevant or requisite experience of qualifications.
- (6) To change or alter the terms and/or schedule of this RFQ.
- (7) To request additional information and undertake actions necessary to clarify or verify information provided by any respondent.
- (8) To interview and/or negotiate with any or all respondents, or to decline to interview and/or negotiate with any or all respondents.

D. By the act of submitting a response to this RFQ, the respondent certifies that:

- (1) The respondent and each person signing on behalf of any respondent certifies, and in the case of a sole proprietorship, partnership, limited liability company, or corporation or any entity, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no elected official, officer, employee, or person, whose salary is payable in whole or in part by SOCAA or Yavapai County, has a direct or indirect financial interest in the proposal, or in the services to which it relates, or in any of the profits thereof other than as fully described in the respondent's response to this solicitation.
- (2) The respondent has examined all parts of the RFQ, including all requirements and contract terms and conditions thereof, and that all of the information provided is complete and accurate, and, if its proposal is accepted, the respondent shall accept the contract documents thereto unless substantive changes are made in same without the approval of the respondent.

- (3) The respondent has examined the scope of services and conditions thoroughly and can provide the appropriate insurance, deposits, and bonds, if applicable.
- (4) The respondent can meet any and all registration, zoning, permitting, qualification and certification requirements as set forth and required under any applicable, Federal, Arizona law or local law, and this RFQ.

**X. Evaluation and Selection Process**

Each RFQ response will be reviewed for compliance with the terms and conditions of this RFQ. Any proposal that is deemed not responsive to the RFQ upon the pre-evaluation review will be rejected.

**SOCAA will consider the totality of compliant proposals and will select the proposal in SOCAA's best interest, based on the evaluation criteria set forth in this RFQ.**

An evaluation committee will be selected to read, screen, score, and rank all proposals consistent with the evaluation criteria below. The evaluation committee may, at its sole discretion, elect to request some or all respondents to give presentations of their proposals. In its discretion, SOCAA, through its General Manager, may enter into negotiations with the highest-ranked respondent.

**A. EVALUATION CRITERIA**

Statement of Qualifications will be evaluated based on the following criteria (maximum of 100 points).

1. **Cover Page and Business Information** – (Pass/Fail)
2. **Detailed Statement of Qualifications**- (20 points)
3. **References**– (20 points)
4. **Experience** – (20 points)

5. **Key Personnel** – (20 points)
6. **DBE Participation** – (5 points)
7. **Current Workload** (5 points)
8. **Insurance Bonding** ( 5 points)
9. **Required Forms** (5 points)

## **B. SELECTION PROCESS**

- (1) SOCAA reserves the right to obtain clarification of any point in a proposal or to obtain additional information necessary to properly evaluate a proposal. Failure of a respondent to respond to such a request for additional information or clarification could result in a finding that the respondent is nonresponsive and consequent rejection of the proposal.
- (2) SOCAA may obtain information from any legal source for clarification of any proposal or for information on any respondent.
- (3) SOCAA may perform, at its sole option, investigations of the respondents. Information may include, but shall not necessarily be limited to credit history, recent financial statements, current or past litigation history, judgments, liens, bankruptcies, regulatory or enforcement actions, penalties, consent decrees, insurance or insurability, bonding capacity, and related history, and contacting references. All such documents, if requested by SOCAA, become part of the public record and may be disclosed accordingly.
- (4) SOCAA reserves the right, in its sole discretion, to negotiate with responsive and responsible respondents within a competitive range, to ask respondents to make presentations to the evaluation committee, and to request revisions of proposals after the submission of proposals and before award for the purpose of

obtaining best and final offers (“BAFO”). Nothing herein shall require SOCAA to negotiate with any respondent, to allow presentations, or to allow BAFOs.

**C. NO CONTACT DURING EVALUATION**

- (1) All individuals and firms interested in this RFQ (including the firm’s employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact to influence the selection or create bias in the selection process with any person who may play a part in the selection process, including, but not limited to, the evaluation committee or any member of the SOCAA Board of Directors.
- (2) This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and protect the integrity of the selection process. All contact on this selection process must only be addressed to Mr. Ed Rose.
- (3) No individual or firm, including anyone directly or indirectly on behalf of such firm, shall attempt to influence any part of the process. From the time the RFQ is issued until the SOCAA Board makes the contract award (the “Black-Out Period”), firms directly or indirectly through others, are restricted from attempting to influence in any manner the decision-making process through, including, but not limited to, the use of paid media; contacting or lobbying the SOCAA Board of Directors; contacting reporters; contacting evaluators; submitting letters, e-mail messages or other similar forms of communications to the editor of newspapers and other media for publication or ghostwriting or otherwise requesting others to submit such letters, e-mail messages or other similar forms of communication; responding to questions from media or other sources regarding the RFQ or their submittal during the “Black-Out Period” or in any other way which could be construed to influence any part of the decision making process about this RFQ. Violation of this provision will cause the proposal of the firm found in violation to be disqualified from participating in the RFQ.

**XI. PROTEST POLICY**

Any protest of this RFQ or the award recommendation must comply with the SOCAA Procurement Protest Policy, which is available to any respondent upon request.



**REQUIRED FORM #1**

**STATEMENT OF QUALIFICATIONS CERTIFICATION**

**RFQ# No. 2023-Engineering Services**

In compliance with the Request for Qualifications and subject to all conditions thereof, the undersigned certifies that all information contained in this Statement of Qualifications is accurate and true and that any misrepresentation herein is grounds for non-consideration, or dismissal in the event of selection or contract award by the Airport.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINT OR TYPE NAME ABOVE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
COMPANY ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP+4

\_\_\_\_\_  
COMPANY TELEPHONE NUMBER

\_\_\_\_\_  
COMPANY FAX NUMBER

\_\_\_\_\_  
CONTACT EMAIL ADDRESS

\_\_\_\_\_  
FEDERAL EMPLOYER IDENTIFICATION NO.

\_\_\_\_\_  
DUNS NO. *(if applicable)*

\_\_\_\_\_  
ADOT DBE NAICS Codes *(if applicable)*

**REQUIRED FORM #2**

**REFERENCES**

List a minimum of three (3) references of individuals who can attest to the Submitter’s experience. Provide the name, telephone number, and email address of at least three (3) appropriate references familiar with the quality of work done by the firm on similar projects. (use additional sheets if necessary)

ENTITY \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ENTITY \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ENTITY \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**REQUIRED FORM #3**

**ACKNOWLEDGEMENT OF ADDENDA**

Submitter hereby acknowledges receipt of all Addenda through and including:

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Company: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

## REQUIRED FORM #4

### DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

The following bid condition applies to this U.S. Department of Transportation (DOT) assisted contract. Submission of a bid/proposal by a prospective contractor shall constitute full acceptance of these bid conditions.

1. **DEFINITION** - Disadvantaged Business Enterprise (DBE) as used in this contract shall have the same meaning as defined in 49 CFR Part 26.
2. **POLICY** - It is the policy of DOT that DBEs as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds. Consequently, the DBE requirements of 49 CFR Part 26 apply to this contract.
3. **OBLIGATION** - The contractor agrees to ensure that DBEs as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds. In this regard, all contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. Contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT assisted contracts.
4. **COMPLIANCE** - All bidders, potential contractors, or subcontractors for this DOT assisted contract are hereby notified that failure to carry out the DOT policy and the DBE obligation, as set forth above, shall constitute a breach of contract which may result in termination of the contract or such other remedy as deemed appropriate by the owner.
5. **CONTRACT CLAUSE** - All bidders and potential contractors are required to will include the above clauses in all subcontracts which offer further subcontracting opportunities.
6. **CONTRACT AWARD** - Bidders are hereby advised that meeting the DBE subcontract goal or making an acceptable good faith effort to meet said goal are conditions of being awarded this DOT assigned contract.  
  
The owner proposes to award the contract to the most responsive Bidder provided it has met the goal for DBE participation or, if failing to meet the goal, it has made an acceptable good faith effort to meet the established goal for DBE participation. Bidder is advised that the owner reserves the right to reject any or all bids submitted.
7. **DBE PARTICIPATION GOAL** - The attainment of the goal established for this contract is to be measured as a percentage of the total dollar value of the contract.
8. **CONTRACTOR'S REQUIRED SUBMISSION** - The Airport requires the submission of the following Demonstration of Good Faith Efforts information with the bid:
  - Form 4 – Disadvantaged Business Enterprise (DBE) Utilization
  - Form 5 – Letter of Intent (one form for each DBE subcontractor)
  - Form 6 – Good Faith Efforts Outreach

9. **GOOD FAITH EFFORTS** - If the Contractor fails to meet the contract goal established in Section 7 above, the following information must be submitted prior to contract award to assist the owner in determining

whether or not the contractor made acceptable good faith efforts to meet the contract goal. **This information (when applicable), as well as the DBE information, should be submitted with detailed outreach records.**

Suggested guidance for use in determining if good faith efforts were made by a contractor are included in 49 CFR Part 26.

A list of the efforts that a contractor may make and the owner may use in making a determination as to the acceptability of a contractor's efforts to meet the goal as included in 49 CFR Part 26 are as follows:

- a. Whether the contractor attended any pre-solicitation or pre-bid meetings that were scheduled by the recipient to inform DBEs of contracting and subcontracting opportunities;
- b. Whether the contractor advertised in general circulation, trade association, and minority-focus media concerning the subcontracting opportunities;
- c. Whether the contractor provided written notice to a reasonable number of specific DBEs that their interest in the contract was being solicited in sufficient time to allow the DBEs to participate effectively;
- d. Whether the contractor followed up initial solicitations of interest by contacting DBEs to determine with certainty whether the DBEs were interested;
- e. Whether the contractor selected portions of work to be performed by DBEs in order to increase the likelihood of meeting the DBE goal (including, where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation);
- f. Whether the contractor provided interested DBEs with adequate information about the plans, specifications, and requirements of the contract;
- g. Whether the contractor negotiated in good faith with interested DBEs, not rejecting DBEs as unqualified without sound reasons based on a thorough investigation of their capabilities.
- h. Whether the contractor made efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance required by the recipient or contractor; and
- i. Whether the contractor effectively used the services of available minority community organizations; minority contractors' groups; local and state Federal Minority Business Assistance Offices; and other organizations that provide assistance in the recruitment and placement of DBEs.

**NOTE:** The nine items set forth above are merely suggested criteria and the owner may specify that you submit information on certain other actions a contractor took to secure DBE participation in an effort to meet the goals. A contractor may also submit to the owner other information on efforts to meet the goals.

- 10. CONTRACTOR ASSURANCE** - Agreements between bidder/proposer and a DBE in which the DBE promises not to provide subcontracting quotations to other bidders/proposers are prohibited. The bidder shall make a good faith effort to replace a DBE subcontract that is unable to perform successfully with another DBE subcontractor. Substitution must be coordinated and approved by the owner.

The bidder shall establish and maintain records and submit monthly reports (and for other periods as needed) which will identify and assess progress in achieving DBE subcontract goals and other DBE affirmative action efforts.

- 11. PROMPT PAYMENT** - The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than **10** days from the receipt of each payment the prime contractor receives from the owner. The prime contractor agrees further to return retainage payments to each subcontractor within **10** days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the owner. This clause applies to both DBE and non-DBE subcontractors.

As a condition of bid responsiveness, the Bidder or Offeror must submit the following information with its proposal on the forms provided herein:

- 1) The names and addresses of Disadvantaged Business Enterprise (DBE) firms that will participate in the contract;
- 2) A description of the work that each DBE firm will perform;
- 3) The dollar amount of the participation of each DBE firm listed under (1);
- 4) Written statement from Bidder or Offeror that attests their commitment to use the DBE firm(s) listed under (1) to meet the Owner's project goal;
- 5) Written confirmation from each listed DBE firm that it is participating in the contract in the kind and amount of work provided in the prime contractor's commitment; and
- 6) If Bidder or Offeror cannot meet the advertised project DBE goal, evidence of good faith efforts undertaken by the Bidder or Offeror as described in appendix A to 49 CFR part 26.

**REQUIRED FORM #4**

**FORM 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION**

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner:

Bidder/offeror has met the DBE contract goal.

The bidder/offeror is committed to a minimum of \_\_\_\_\_% DBE utilization on this contract.

Bidder/offeror has not met the DBE contract goal.

The bidder/offeror is committed to a minimum of \_\_\_\_\_% DBE utilization on this contract and has submitted documentation demonstrating good faith efforts. **Form 6** Good Faith Efforts Outreach Information is required.

Legal name of bidder/offeror's firm: \_\_\_\_\_

Bidder/Offeror Representative:

Printed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REQUIRED FORM #5**

**Demonstration of Good Faith Efforts  
FORM 2: LETTER OF INTENT**

Note: The authorized representative named below must be an individual vested the authority to make contracting decisions on behalf of the firm.

Company Name of Bidder/Offeror: \_\_\_\_\_

Name & Title of Authorized Representative: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of DBE Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Work to be performed by DBE firm:

Description of Work	NAICS Code	Dollar Amount or %*	Dealer/Manufacturer**

\*Percentage is to be used only in negotiated procurements, including design-build contracts.

\*\*For material supplies only, indicated if DBE is a manufacturer or regular dealer as defined in §26.55.

The undersigned bidder/offeror is committed to utilizing the above-named DBE firm for the work described above. The total expected dollar value of this work is \$\_\_\_\_\_. The bidder/offeror understands that if it is awarded the contract/agreement resulting from this procurement, it must enter into a subcontract with the DBE firm identified above that is representative of the type and amount of work listed. Bidder/offeror understands that upon submitting this form with its bid/offer, it may not substitute or terminate the DBE listed above without following the procedures of 49CFR Part 26, §26.53.

\_\_\_\_\_  
Signature of Bidder/Offeror's Authorized Representative

\_\_\_\_\_  
Date

The undersigned DBE affirms that it is ready, willing and able to perform the amount and type of work as described above, and is properly certified to be counted for DBE participation under the contract/agreement.

\_\_\_\_\_  
Signature of DBEs Authorized Representative

\_\_\_\_\_  
Date

If the bidder/offeror does not receive award of the prime contract, any and all representations in the Letter of Intent shall be null and void.



**REQUIRED FORM #6**

**FORM 3: GOOD FAITH EFFORTS OUTREACH**

**SOLICITATION OF SUBCONTRACTORS, SUPPLIERS, AND SERVICE PROVIDERS**

(Complete this form only if DBE goal is not met.)

**List all subcontractors solicited, both DBE and non-DBE contractors, truckers and suppliers for this specific contract. Include initial contact and follow-up dates, as well as methods of contact (Phone, Fax, Email, etc.)**

The good faith effort submission should include evidence of the solicitation effort such as: copies of request for bids sent to DBE firms with the name of the DBE firms clearly identified; fax confirmation sheets showing the date, fax number, name of DBE firm and information sent; list of all DBE firms called time of call, person contacted and response; or email lists with time/day sent with response clearly indicated; etc.

	Subcontractor Name & Address	DBE?		Phone #	Date/Contact Method		Description of Work
		Yes	No		DATES	METHOD	
1		<input type="checkbox"/>	<input type="checkbox"/>				
2		<input type="checkbox"/>	<input type="checkbox"/>				
3		<input type="checkbox"/>	<input type="checkbox"/>				
4		<input type="checkbox"/>	<input type="checkbox"/>				
5		<input type="checkbox"/>	<input type="checkbox"/>				
6		<input type="checkbox"/>	<input type="checkbox"/>				
7		<input type="checkbox"/>	<input type="checkbox"/>				
8		<input type="checkbox"/>	<input type="checkbox"/>				
9		<input type="checkbox"/>	<input type="checkbox"/>				
10		<input type="checkbox"/>	<input type="checkbox"/>				

**Make additional copies of this page as necessary.**

Legal name of bidder/offeror's firm: \_\_\_\_\_

Bidder/Offeror Representative: Printed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REQUIRED FORM #7**

**STATEMENT OF DRUG-FREE WORKPLACE**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, proposals, responses or that are equal with respect to price, quality, and service are received by the State of Arizona or by any of its political subdivisions for the procurement of commodities or contractual services, a bid, proposal or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in section 1.
4. In the statement specified in section 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to or of any controlled substance law of the United States or any state, for a violation occurring in the workplace, no later than ten (10) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this program.

**Select one or the other (not both) of the following certification statements. These statements are mutually exclusive.**

This firm **DOES NOT** comply with the above requirements for a drug-free workplace.

As the person authorized to sign the statement, I certify that this Firm **DOES** fully comply with the above requirements.

---

Firm Name

---

Name of Authorized Individual

---

Authorized Signature

---

Date

**REQUIRED FORM #8**

**Non-Collusion Declaration**

To be executed by bidder and submitted with bid.

(Title 23 United States Code Section 112 and Public Contract Code Section 7106)

The undersigned declares:

I am the \_\_\_\_\_ (Title) of \_\_\_\_\_ (Company), the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder.

All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the applicable laws that the foregoing is true and correct and that this declaration is executed on

\_\_\_\_\_ (Month) \_\_\_\_\_ (Day) of \_\_\_\_\_ (Year),

at \_\_\_\_\_ (City), \_\_\_\_\_ (State).

**Signature of Declarant:** \_\_\_\_\_

**Printed name of Declarant:** \_\_\_\_\_

**Name of Bidder (Company):** \_\_\_\_\_

**Title or Office:** \_\_\_\_\_

**Note:** Notarization of signature required.

Check box if attachment is included.