

**SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)
REQUEST FOR QUALIFICATIONS (RFQ)**

For

**Architectural, Landscape Architectural, and Engineering Consulting Services for the
Design and Construction Administration for a 13,000 square foot Airport Maintenance
Facility**

October 23, 2006

1. PROJECT DESCRIPTION

The San Bernardino International Airport Authority (SBIAA) is soliciting written Request for Qualifications (RFQ) from architectural firms to perform architectural, landscape architectural, and engineering consulting services for the design and construction administration for 13,000 square foot Airport Maintenance Facility (Facility). The Facility will house the SBIAA's heavy equipment maintenance operation, provide storage, as well as administration functions.

The project site is located south of W Street, east of 106th Street on the San Bernardino International Airport and consists of approximately 2.75 acres. (See provided Exhibit 1 and Exhibit 2.) The facility will be single story building constructed of a combination of concrete masonry units (CMU), steel frame, and architectural wall panel systems. The building shall be designed in conformance with the Alliance California design guidelines and designed as a smart building that will utilize the latest energy efficient design standards. Additionally, the building and associated construction shall be designed in conformance with applicable U.S. Department of Transportation Federal Aviation Administration (FAA) standards. The selected architectural firm (Consultant) shall conduct space planning interviews with the SBIAA Project Manager (SBIAA PM), SBIAA maintenance staff and other facility users to fully understand the functional requirements, prepare a functional analysis report and develop a final Building Program and statement of probable cost for SBIAA's approval.

The initial project will include: Administrative offices, break room, restrooms for men and women, service bays, wash rack, tool and heavy equipment storage areas, parts storage, and mechanical/electrical room.

2. SCOPE OF WORK/DELIVERABLES

A. Project Description

1. The Consultant shall perform professional and technical architectural and engineering (A&E) services to provide project design support services for a new maintenance facility.

2. Specific work will be assigned to the Consultant based on this scope of work and orders from the SBIAA PM. The scope includes complete architectural and engineering design, plans, specifications and cost estimate, and the performance of design support for construction.
3. The Consultant shall perform work in any or all of the disciplines involved in the building design process including, but not limited to: architectural, civil, structural, electrical, mechanical, water, wastewater, landscape architecture, geotechnical, surveying, security systems, etc. as required. The Consultant will provide schematic design code analysis of design; perform architectural or structural systems and any work determined necessary.
4. The Consultant shall carry out the instructions received from the SBIAA PM and shall cooperate with the other involved agencies and consultants. All architectural approvals and permits must be obtained by Consultant from the City of San Bernardino.
5. It is not the intent of the foregoing paragraph to relieve the Consultant of any professional or legal responsibility during the performance of this project. In those instances where the Consultant believes a better solution is possible, Consultant shall promptly notify the SBIAA PM of these concerns, together with reasons thereof.
6. SBIAA will provide a cursory review of the Consultant's submittals for conformity with the requirements of this project and general conformity with the aviation elements germane to an Airport. Any cursory review by SBIAA does not include detailed review of the work products, checking of design, or the accuracy of the plans. The responsibility for accuracy and completeness of all items performed by the Consultant remains solely that of the Consultant.
7. The Consultant or its subconsultants/subcontractors shall not incorporate in the design any materials or equipment of single or sole source origin without written approval of the SBIAA.
8. The schematic design through designs, development, constructions bid, specifications, estimates, calculations, construction documents, and other documents furnished in response to this RFQ shall be of a quality acceptable to the SBIAA PM. The criteria for acceptance shall be a product of neat appearance, well organized, technically and grammatically correct, checked, dated, and having the author and checker identified. All submittals shall be prepared in English. The minimum standard of appearance, organization, and content of the drawings shall be that of similar types of projects and standard of care.

9. The Consultant shall have a QA/QC (Quality Assurance/Quality Control) plan in effect during the entire time work is being performed on this project and shall be submitted to SBIAA for approval within fifteen (15) working days of issuance of the notice to proceed. The QA/QC plan shall establish a process whereby plans are independently checked, corrected, and back checked. In addition, the QA/QC plan shall establish a system where all job-related correspondence and memorandums are dated when received by affected persons and then bound in appropriate job files.
10. The Consultant shall, throughout the duration of this project, retain within Consultant's firm, or through qualified subconsultants/subcontractors, sufficient qualified staff to perform each of the tasks within the allotted time.
11. Designs shall be in compliance with Title 24 of California Building Code of Regulations and other local design codes and ordinances, including FAA FAR 77.
12. The Consultant shall prepare an FAA Form 7460 and associated drawings for the SBIAA to submit to the FAA at least sixty (60) days prior to any anticipated construction.

B. Personnel Requirements

In order to complete the work envisioned, the Consultant shall have, as part of their team, specialists to perform all aspects of work in the project development process. The disciplines required may include, but not be limited to, building architecture, geologic investigation, geotechnical engineering, civil engineer, structural engineering, mechanical engineering, electrical engineering, water and wastewater engineering, fire code analysis, land surveying and landscape architecture.

The Consultant's project manager (Consultant PM) shall be a licensed architect in the State of California and have a minimum of five (5) years of responsible experience, following licensing, in his/her responsible work field. The Consultant PM shall coordinate all project development and design engineering matters with the SBIAA PM at all times during normal working hours.

All responsible project architects, engineers, and landscape architects shall be registered in the State of California and shall be capable of assisting the SBIAA PM and/or Consultant PM in performing architectural and engineering design work in their respective fields. Verification of registration for these personnel will be made prior to award of contract.

C. Period of Performance

The Consultant shall work diligently on the project in conformance with the agreed schedule.

D. Licenses and Permits

1. The Consultant shall be an individual or firm licensed to do business in the State of California and shall obtain at his/her/its expense all license(s) and permit(s) required by law for accomplishing any work required in connection with this project, prior to award of contract.
2. If the Consultant is located within the State of California, a business license is required from the city/county in which Consultant is headquartered. A business license from the City of San Bernardino is required.
3. In the event, any license(s) and/or permits(s) expire at any time during the duration of this project, Consultant agrees to provide a copy of the renewed license(s) and/or permit(s) within thirty (30) days following the expiration date. In the event the Consultant fails to keep in effect at all times all required license(s) and permit(s), SBIAA may, in addition to any other remedies it may have, terminate any contract entered into as a result of this project upon occurrence of such event.

3. CONTRACT AGREEMENT

- A. The project will be assigned to the Consultant through execution of a SBIAA standard consultant contract negotiated for a firm fixed price or for specific rates of compensation.
- B. Any Response to RFQ submitted by Consultant shall identify the scope of services, expected results, project deliverables, period of performance, project schedule and shall designate the Consultant PM. The draft contract will be delivered to the Consultant for review. The Consultant shall return the draft contract within no more than ten (10) calendar days, along with a cost estimate including a written estimate of the number of hours per staff person, any anticipated reimbursable expenses, and total dollar amount. The Consultant agrees that each cost estimate shall be the product of a good faith effort exercise of engineering judgment. After agreement has been reached on the negotiable items, the finalized contract shall be signed by both SBIAA and the Consultant. If SBIAA and the Consultant are unable to reach agreement, SBIAA reject Consultant's Response to RFQ and negotiate with the next qualified responsive architectural firm.
- C. The following shall apply to a negotiated contract/service agreement.
 1. The Consultant will be paid for hours worked at the hourly rates specified in the Consultant's cost proposal. The specified hourly rates shall include direct salary costs, employee benefits, overhead, and fee.

2. In addition, the Consultant will be reimbursed for actual direct costs, other than salary costs, that are identified in the Consultant's proposal.
 3. The contract will be negotiated for a firm fixed price, and the contract amount shall be the total amount payable for all work performed under said contract.
- D. The Consultant shall not commence performance of work or services until such work or services have been approved by SBIAA and notification to proceed has been issued by the SBIAA PM. No payment will be made for any work performed prior to approval or after the period of performance of the contract.
- E. The period of performance for the contract shall be in accordance with dates specified and agreed to in the contract which extends beyond the expiration date of this RFQ.
- F. The total amount payable by SBIAA for this project shall not exceed the amount agreed to in the contract, unless a written change order is issued, and approved by SBIAA, for additional work or services.

4. CONSULTANT REPORTS AND/OR MEETINGS

- A. The Consultant shall submit progress reports at least once a month. The progress report should be sufficiently detailed for the SBIAA PM to determine if the Consultant is performing to expectations and is on schedule, to provide communication of interim findings and to afford occasions for airing difficulties or special problems encountered so remedies can be developed.
- B. Progress reports shall identify the total number of hours worked by the personnel of Consultant and personnel of subconsultants/subcontractors.
- C. The Consultant's PM shall meet with the SBIAA PM as needed to discuss progress on the project.

5. PROPOSAL ORGANIZATION AND CONTENTS

Consultant's Proposal may be organized in any manner the Consultant wishes. It should include the name and location of the designated Consultant PM and a general organization chart showing the names of the key personnel to be assigned to the project. The Consultant PM, or his/her/its authorized representative, shall be available to the SBIAA throughout the duration of the project.

In addition, to be considered responsive to this RFQ, the following information shall be included within the submitted Proposal:

- Company Profile including contact information (brief).
- Location of the Proposed Office of Work (brief).

- Prime Consultant description of the firm's history and operations especially as it relates to work in the area (no more than one page).
- Relevant Firm Experience on similar projects dealing with multi-agency jurisdictions in the past three (3) years (no more than two (2) pages).
- Proposed Project Organization and staffing – Name the proposed Consultant PM, additional key team staff, and subconsultants/subcontractors (no more than two (2) pages).
- Resumes of Key Personnel outlining relevant experience (not counted as part of the page limit).
- Provide a list of recent and relevant experience of the Consultant PM and other key staff members relevant to similar projects and other projects in the area. Any change to the proposed Consultant PM and other staff critical to the success of the project will require the approval of the SBIAA, in writing. The Consultant shall acknowledge this requirement in its Proposal.
- Availability of Consultant PM and key staff for this effort (brief).
- Five (5) recent (past three (3) years) references for the Consultant PM for similar work in San Bernardino or Riverside counties (brief).
- A brief description of the experience of subconsultants/subcontractors related to that portion of the project for which said subconsultants/subcontractors will be responsible (brief).
- Subconsultant/subcontractor key personnel and resumes for said personnel (resumes are not counted as part of the page limit).
- Provide a discussion of the project approach to deliver the scope of work and the key tasks that will be required to complete the project. Include discussion of unique methods or techniques, which could result in time savings during design and/or savings in construction cost (not more than four (4) pages).
- Schedule for completion for the project. State the assumptions used.
- Overall discussion (effort, general tasks, and general schedule) and commitment by the Consultant to get assigned projects to a point of bid advertisement.

6. INSURANCE REQUIREMENTS

Should a contract be awarded to Consultant, Consultant shall comply with the following insurance provisions:

1. Insurance coverage must be provided by a company that is admitted to write in California and has a rating of A: VIII by A.M. Best & Company.

2. An endorsement naming the SBIAA as additional insured on the general liability policy. Coverage equal to \$1,000,000 combined single limit for each occurrence and \$2,000,000 aggregate is required.
3. A minimum of \$1,000,000 aggregate combined single limit in professional liability insurance.
4. Workers' compensation insurance as required by the Labor Code of the State of California.
5. Automobile liability insurance not less than \$100,000 combined single limit per accident for bodily injury and property damage covering owned, non-owned and hired vehicles.

7. PROPOSAL SUBMISSION REQUIREMENTS

- A. All Proposal submittals shall be received at the following address no later than 2:00 PM on Tuesday, November 28, 2006.

Submit Proposals in Response to Request for Qualifications To:

San Bernardino International Airport Authority (SBIAA)
294 S. Leland Norton Way, Suite 1
San Bernardino, CA 92408
Attn: Ms. Kelly Berry, Clerk of the Board

- B. Interested firms shall submit one (1) original and five (5) copies of its Proposal by the deadline stated above. The Proposal shall be no more than fifteen (15) single-sided sheets of standard 8 ½ x 11" paper, and all pages shall be three hole punched. Fonts shall generally be no less than 11 pts., except for figures and tables. Over-sized pages can be included, but will count as two (2) pages. Resumes are excluded from the page count.
- C. Submitted Proposals which arrive after the deadline, for any reason, will disqualify the firm.
- D. Submitted Proposals shall be sealed within one (1) envelope and be clearly marked **"SBIAA RFQ for Architectural Design of a 13,000 Square Foot Airport Maintenance Facility."**
- E. Submitted Proposals shall not include any reference to proposed cost services. Any submitted Proposals that includes cost information will be disqualified and removed from the selection process.

8. PROPOSAL EVALUATION AND SELECTION

A consultant selection committee will be appointed to evaluate proposals received. Following evaluation and scoring, a shortlist of consultants may be invited to an interview process for further ranking.

9. AWARD OF CONTRACT

It is the SBIAA's intent to award a contract to the most qualified firm that can provide all of the services identified in this RFQ document. However, the SBIAA reserves the right to accept or reject any or all submitted Proposals and/or re-solicit or cancel the procurement process, if deemed to be in the best interest of the SBIAA. Submitters shall be responsible for any and all expenses incurred in the preparation of submitted Proposals. The selected firm to be awarded the contract will enter into an agreement with the SBIAA using a SBIAA standard consultant contract.

10. PUBLIC RECORD

Respondent's attention is drawn to the fact that all Proposal documents submitted are subject to the California Code Section 6250 et. seq., commonly known as the Public Records Act. Information contained in the Proposals may be made public after the review process has been completed in recommendation for award to the SBIAA.

11. TERMS AND CONDITIONS

- This RFQ does not commit the SBIAA to award a contract or contracts, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.
- All submitted Proposals become the property of the SBIAA as public records. All submitted Proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFQ.
- The SBIAA reserves the right to reject all submittals. Selection is dependent upon the negotiation of mutually acceptable contracts with the successful respondents.
- The SBIAA reserves the right to cancel, in part, or in its entirety, this RFQ including but not limited to: selection schedule, submittal date, and submittal requirements. If the SBIAA cancels or revises the RFQ, all respondents of record will be notified in writing by the SBIAA.
- Selection announcements, contract awards, and all data provided by the SBIAA shall be protected from public disclosure. Consultants desiring to release information to the public

must receive prior written approval from the SBIAA Director of Redevelopment and Property Management.

- The SBIAA reserves the right to request additional information and/or clarifications from any or all respondents to this RFQ.

12. SELECTION PROCESS SCHEDULE

The proposed schedule for this Project is as follows:

RFQ's Available per SBIAA Commission Authorization	September 27, 2006
Proposals Due (2:00 PM local time)	November 28, 2006
Review proposals and short list firms for interview	November 29-December 5, 2006
Notice of Firms to be Interviewed	December 6-8, 2006
Interviews	December 11-15, 2006
Notice of Selected and Recommended Firm	December 18, 2006
SBIAA Negotiate Contract(s)	December 18-27, 2006
Contract(s) Awarded by SBIAA Commission	January 10, 2007
Kickoff Meeting	January 15, 2007

Any questions regarding this RFQ Proposal should be directed, via email, to:

Mr. Alex Estrada, MPA
Director of Redevelopment and Property Management
San Bernardino International Airport Authority
294 S. Leland Norton Way, Suite 1
San Bernardino, CA 92408
(909) 382-4100 ext. 231
Fax: (909) 382-4106
astrada@sbdairport.com

NOTE: Questions will be answered in the form of an addendum. All addendums will be posted on SBIAA's website at www.sbdairport.com. It is the responsibility of the Consultant to check the website frequently during the RFQ process. No hard copy addendums will be issued.