



# **CITY OF BRAWLEY**

## **REQUEST FOR STATEMENTS OF INTEREST & QUALIFICATIONS**

**FOR**

## **PROFESSIONAL ENGINEERING SERVICES & CONSTRUCTION MANAGEMENT SERVICES**

### **BRAWLEY MUNICIPAL AIRPORT HANGAR AREA ASPHALT REHABILITATION AND DRAINAGE IMPROVEMENTS**

**PROPOSAL DUE:**

**July 26, 2012  
@ 2:00 P.M.**

**OFFICE OF THE CITY CLERK  
CITY OF BRAWLEY ADMINISTRATIVE OFFICES  
383 MAIN STREET  
BRAWLEY, CA 92227**

**CITY OF BRAWLEY  
REQUEST FOR STATEMENTS OF INTEREST AND QUALIFICATIONS  
FOR  
PROFESSIONAL ENGINEERING SERVICES  
BRAWLEY MUNICIPAL AIRPORT  
HANGAR AREA ASPHALT REHABILITATION AND DRAINAGE IMPROVEMENTS**

The City of Brawley is hereby soliciting Request for Interest and Qualifications from Airport Engineering Consultants for The Brawley Municipal Airport; subject to receipt of Federal funding.

**SEALED REQUEST FOR INTEREST AND QUALIFICATIONS** will be received by the City Clerk, 383 Main Street, Brawley, California 92227 until 2:00 P.M., Pacific Daylight Time on **July 26, 2012.**

The required services include, but are not limited to: engineering services for preliminary design, bidding and construction phases, including incidental special service, for the above listed project as funded under the FAA Airport Improvement Program.

The scope of work to be performed is the preparation of Plans, Specifications and Estimates for the Hangar Area Asphalt Rehabilitation and Drainage Improvements.

A qualification based selection process conforming to FAA Advisory Circular 150/5100-14d will be utilized to select the most qualified firm. Fee information will not be considered in the selection process and must not be submitted with the Request for Qualifications.

This Request for Interest and Qualifications is subject but not limited to the following federal provisions:

- Title VI of the Civil Rights Act of 1964
- Section 520 of the Airport and Airway Improvement Act of 1982
- DOT Regulation 49 CFR Part 18.36(i)- Access to Records
- DOT Regulation 49 CFR Part 20-Lobbying and Influencing Federal Employees
- DOT regulation 49 CFR Part 26-Disadvantage Business Enterprises Participation
- DOT Regulation 49 CFR Part 29-Government –wide Debarment and Suspension
- DOT Regulation 49 CFR Part 30-Federal Trade Restriction Clause

Interested firms should submit five copies of their Statement of Interest and Qualifications along with references to the Office of the City Clerk, 383 Main Street, Brawley, California. Copies of the RFQ's may be obtained from the Office of the City Clerk, Monday – Thursday, 8:00 A.M. – 5:00 P.M at the address indicated herein.

All proposals shall be submitted in a sealed envelope with the proposer's name and address on the outside of the envelope with five copies, and clearly marked: **"PROPOSAL: Airport Hangar Area Rehabilitation and Drainage Improvements."**

The City of Brawley hereby notifies all proposers that it will ensure that in any contract entered into pursuant this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds or race, color or national origin in consideration for an award.

The City of Brawley has an Underutilized Disadvantaged Business Enterprise (UDBE) goal of 5% for this project.

The City of Brawley does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in its programs or activities.

This Request for Interest and Qualifications does not commit the City to award a Contract or to pay any costs incurred in the preparation of the proposal. The City Council reserves the right to reject any or all proposals, and the right to waive any irregularities in the process, if deemed in the best interest of the City of Brawley.

Please direct all questions relating to this work to Yazmin Arellano, City of Brawley Engineer, 180 South Western Avenue, Brawley, CA 92227, (760) 344-5800 Ext. 19. To obtain copies of the RFQ, please contact the Office of the City Clerk at 383 Main Street, Brawley, California by telephone at (760) 351-3059, or by email at [Isavala@brawley-ca.gov](mailto:Isavala@brawley-ca.gov).

## I. INTRODUCTION

- 1.1 The Brawley Municipal Airport is located within the City of Brawley in Imperial Valley and is a general aviation type airport serving the airport needs of Brawley and surrounding communities. There is no passenger service to the airport at this time. The general utility runway is 60 feet wide and 4,425 feet long. The asphalt concrete pavement of the Airport's area in between the hangars is old and in need of repair. Ten years ago the runway pavement was reconstructed and has since been slurry sealed in an effort to protect that investment. The Taxiway pavement was rehabilitated earlier this year. The existing asphalt concrete pavement in between the hangars is severely cracked and raveling throughout. Drainage is poor with water entering the hangars. The pavement area totals 41,738 square yards (Exhibit A). The Federal Aviation Administration (FAA) has indicated the availability of rehabilitation funds for federal fiscal year 2013. FAA advised the City to prepare a bidding package and have bid results by March, 2013, in order for FAA to award a grant. FAA only awards grants based on bids.
- 1.2 Selection of consultant will be based strictly on qualification and expertise of the proposed personnel and firm, in that order.
- 1.3 Once a fee is negotiated with the selected Consultant, based on a mutually agreed upon Scope of Work, the fee will be submitted to the City Council for approval.

## 2.0 SCOPE OF SERVICES

The City desires to retain the services of a qualified civil engineering firm to prepare the necessary bidding documents for the Hangar Area Asphalt Rehabilitation and Drainage Improvements project. The proposed asphalt concrete pavement structural section shall follow the soils report recommendations. The asphalt area in between the hangars shall provide adequate cross drainage.

Environmental studies, if needed, shall be part of this proposal.

### 2.1 Design Services

- 2.1.1 Meet with City and Airport Staff to develop a full understanding of the project.
- 2.1.2 Prepare Design Engineering report on needed improvements and associated work. Coordinate approval of the design engineering report with FAA and FAA funding application for the proposed improvements.
- 2.1.3 Obtain the necessary field data to properly prepare the working drawings.
- 2.1.4 Prepare bidding documents for the construction of the approved improvements.
- 2.1.5 Specifications shall be prepared using Microsoft Word using the last published version. Digital set containing the information, two unbound sets of specifications and 20 bound sets of specifications shall be submitted.
- 2.1.6 One set of full size reproducible vellums or mylars and 20 copies of the plans shall be submitted as well as the computer disks containing the drawings in the latest two versions of AutoCAD.
- 2.1.7 During the bidding period answer questions regarding the bidding documents, provide clarifications related to the bidding and prepare addenda as necessary.
- 2.1.8 Make presentations to City Staff at the end of preliminary drawings (15-25%) and at the 95% completion of drawings.

### 2.2 Construction Management Services

- 2.2.1 Provide Construction Management and inspection services during construction. This will require providing one qualified individual to observe the construction phase to determine, in general, whether there is compliance with the bidding documents. This includes:

- 2.2.1.1 Review and recommendation regarding submittals, shop drawings and product substitutions.
- 2.2.1.2 Review and make recommendations regarding construction change orders, contractors' claims and payments.
- 2.2.1.3 Observe and report on construction operations and keep track of progress.
- 2.2.1.4 Keeping Contract files in different categories (payments, change orders, RFI's, general correspondence, labor compliance, etc.). These files will be used by the granting agency to audit the work.
- 2.2.1.5 Prepare daily and monthly reports. Monthly reports shall be submitted by the 10<sup>th</sup> of the month for the preceding month and shall include as a minimum: (1) summary of activities for the month, percent completion and photographs showing construction activities. The monthly reports will be used to show the granting agency progress of the work.
- 2.2.1.6 Labor compliance. Making sure the contractor and subcontractors pay correct wages as determined by Davis Bacon or by the State Department of Industrial Relations, as well as performing the employee interviews.
- 2.2.1.7 Keep City staff fully advised as to the progress of the work on a weekly basis.
- 2.2.1.8 Coordinate final inspection and preparation of punch list and close-out of Project.

### 3.0 PROPOSED SCHEDULE

The City has established the following tentative milestones for this Project.

- ◆ Advertise SOQ's June 26, 2012
- ◆ Receive SOQ's July 26, 2012
- ◆ City Council Selects Consultant September 18, 2012
- ◆ Negotiate Fee October, 2012
- ◆ City Council Approves Fee November 6, 2012
- ◆ Execute Consultant Contract November 20, 2012
- ◆ Complete Plans February 20, 2013
- ◆ Request FAA approval March, 2013
- ◆ Bidding process and Construction time frame will depend on FAA project approval and availability of funds.

### 4.0 STATEMENT OF QUALIFICATIONS

- 4.1 Qualified Consultants are requested to submit three copies of a brief Statement of Interest and Qualifications for the requested services to:

City of Brawley Administrative Offices  
383 Main Street  
Brawley, CA 92227  
Attention: Ms. Alma Benavides, City Clerk

The following information shall be included in the Statement of Qualifications:

- 4.1.1 A Statement of Interest and Qualifications.
- 4.1.2 Description of similar work completed in the last five years.
- 4.1.3 A list of client references to include name and telephone number of individuals most familiar with consultant's performance.

- 4.1.4 Resume and experience of principal, project manager and other key personnel who would be assigned to the project. Special consideration will be given to the qualifications and experience of the assigned Project Engineer who will be involved with the Project on a day-to-day basis.
- 4.1.5 Names and experience of subconsultants, if any, who would be part of the Project Team. Indicate roles each subconsultant would perform.
- 4.1.6 Completed Standard Form 330.
- 4.1.7 Place of business where work will be prepared.
- 4.1.8 Declaration regarding existing or potential conflict of interest; i.e., other projects or commitments which might impair or undermine the consultant's ability or credibility regarding the proposed services.
- 4.1.9 Interested consulting firms shall carry professional Liability Insurance in an amount no less than \$1.0 Million dollars. The selected Consultant shall submit a Certificate of Insurance.
- 4.1.10 Any other documentation that would be useful in determining overall Consultant qualifications.

## **5.0 CONSULTANT SELECTION PROCESS**

- 5.1 The City may establish a Consultant Selection Panel (Panel) for this project.
- 5.2 Based on the firm's qualifications, the Panel may select a Consultant, or the Panel may develop a shortlist of qualified firms for this Project.
- 5.3 Should the Panel develop a shortlist of qualified firms, each would be further evaluated through an interview process. Interview would consist of a 20-minute formal presentation followed by a 20-minute question and answer period. The proposed Project Engineer shall attend the interview.
- 5.4 The Panel will recommend to the City Council the top three ranked firms with a specific recommendation. The City Council has the final authority in the selection of the firm.

## **6.0 SPECIAL CONSIDERATIONS**

- 6.1 Reservations: This request does not commit the City to award a contract, to defray any costs incurred in the preparation of the SOQ pursuant to this request, or procure or contract for work.
- 6.2 Public Records: All SOQ's submitted become the property of the City and become public records, and as such, may be subject to public review.
- 6.3 Right to Cancel: The City reserves the right to cancel, in part or in its entirety, this request including but not limited to: selection schedule, submittal date, and submittal requirements. If the City cancels or revises this request, the City will notify all Proposers in writing.
- 6.4 Additional information: The City reserves the right to request additional information and/or clarifications from any or all Proposers to this request.

## **7.0 SUBMITTAL REQUIREMENTS**

- 7.1 An Individual shall sign the submitted Proposal copies or individuals authorized to execute legal documents on behalf of the Proposer.
- 7.2 The Proposal must be received no later than 2:00 P.M. local time on the date specified.
- 7.3 All questions regarding the request shall be directed to Yazmin Arellano, Public Works Director, at (760) 344-5800 Ext. 19 or at [yarellano@brawley-ca.gov](mailto:yarellano@brawley-ca.gov).

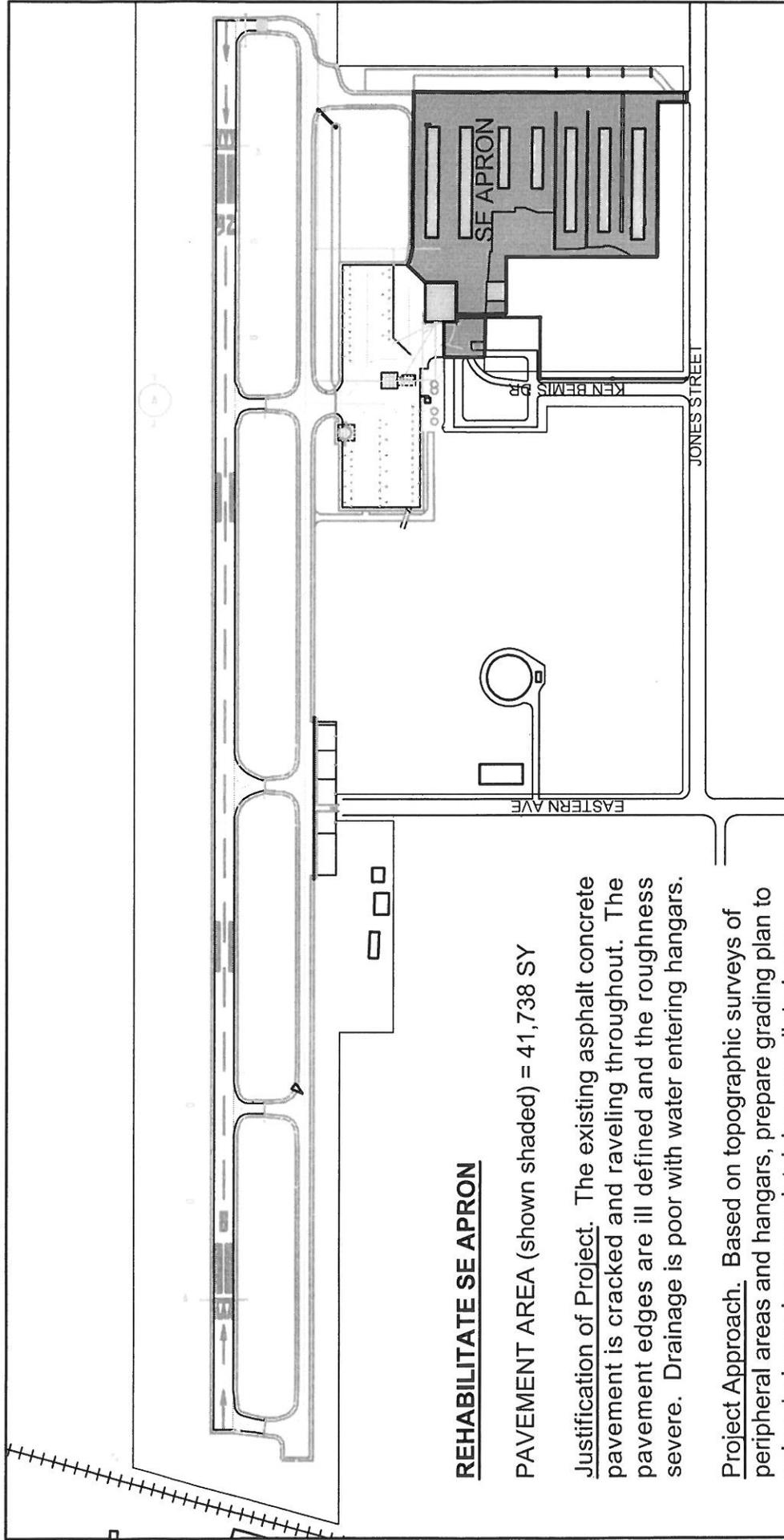
- 7.4 Proposals are to be submitted in sealed packages with the following information clearly marked on the outside of the package:
- ◆ Name of responder
  - ◆ Project Title
- 7.5 Failure to comply with the requirements of this request may result in disqualification.
- 7.6 Proposal received subsequent to the time and date specified above, will not be considered.



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Yazmin Afellano, P.E.  
Public Works Director

# **EXHIBIT “A”**



**REHABILITATE SE APRON**

PAVEMENT AREA (shown shaded) = 41,738 SY

Justification of Project. The existing asphalt concrete pavement is cracked and raveling throughout. The pavement edges are ill defined and the roughness severe. Drainage is poor with water entering hangars.

Project Approach. Based on topographic surveys of peripheral areas and hangars, prepare grading plan to solve drainage issues maintaining overall drainage patterns and minimizing slopes for aircraft. Based on geotechnical investigations design structural section for small aircraft and subgrade strengthening. Recycle existing pavement for use as subbase. Install underground communication ducts and drainage pipes. Restripe taxilanes.

**BRAWLEY MUNICIPAL AIRPORT  
REHABILITATE SE APRON**

EXHIBIT "A"

PLAN