

January 31, 2005

CITY OF HAWTHORNE

PUBLIC NOTICE

REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS (RFQ)
AIRPORT MASTER PLANNING SERVICES
HAWTHORNE MUNICIPAL AIRPORT

**Final date for proposals to be accepted
Thursday, March 3, 2005**

The CITY OF HAWTHORNE is seeking to retain a qualified aviation consultant to conduct an Airport Master Plan Update for Hawthorne Municipal Airport. All work will be required to comply with Federal Aviation Administration (FAA) requirements and regulations along with California Department of Transportation, Aeronautics Division (CALTRANS) standards.

Requests for Qualifications must be received at the following address no later than 4:00 PM, March 3, 2005, Pacific Standard Time (PST).

**Shally S. Lin, Airport Manager
Hawthorne Municipal Airport
12101 Crenshaw Blvd., Suite 3
Hawthorne, CA 90250**

Six (6) bound copies of the Statements of Qualifications shall be submitted. Submittals must be in the actual possession at the location indicated above on or prior to the exact time and date indicated above. The prevailing clock shall be the City of Hawthorne official bid clock. Statements of Qualifications submitted after the time and date specified herein will not be accepted. Statement of Qualifications that do not follow the format or answer the required questions will be rejected. The City of Hawthorne reserves the right to accept or reject any or all Statement of Qualifications. The City of Hawthorne is an equal opportunity employer.

No explanations, answers to technical questions, representations or comments will be made by City personnel concerning this request. Any questions regarding this request for qualifications and scope of services can be directed to Shally Lin, Airport Manager at (310) 970-7215.

ADVERTISEMENT DATES:**HAWTHORNE MUNICIPAL AIRPORT**

The Hawthorne Municipal Airport is owned and operated by the City of Hawthorne. The City has entered into a 35-year ground lease agreement with Hawthorne Limited Liability Company (Hawthorne LLC) to develop new hangars and manage current lease.

The Hawthorne Municipal Airport is located in the City of Hawthorne, in the western portion of the Los Angeles basin, five miles east of Santa Monica Bay and the Pacific Ocean, and just three miles south from Los Angeles Airport (LAX).

CONSULTANT SERVICES

The basic airport planning services required to complete the Master Plan Update:

- a. Design study to establish a detailed work program
- b. Airport data collection and facility inventories
- c. Aeronautical activity forecasts and demand/capacity analysis
- d. Facility requirements determination.
- e. Alternative Options for Airside and Landside Development
- f. Airport layout Plan drawing set.
- g. Compatible land use planning in the vicinity of airport
- h. Environmental Analysis / Evaluation.
- i. Airport development schedules and cost estimates
- j. Airport financial planning
- k. Participation in public information and community involvement programs and/or public hearings relating to airport development and planning projects.

STATEMENT OF QUALIFICATIONS SUBMITTAL REQUIREMENTS

All copies of the Statement of Qualifications will be retained by the City of Hawthorne and will not be returned. The Statement of Qualifications shall be single sided and should be broken down into the following sections with tabs:

1. Front Cover
2. Cover Letter
3. Background and Information on Firm:

- a. Include company organization structure, company history and background, size of company, recent experience in airport master planning projects, experience and familiarity with projects at general aviation reliever airports.
 - b. Affiliations with other firm(s): Identify other firms that you plan to subcontract or joint venture with, if any, for this contract and identify what they will be responsible for.
 - c. Detail your knowledge, experience and capability to successfully complete a Master Plan Update.
 - d. Provide a list of references from other airports, (include contact person, contact title, contact address, phone numbers, e-mail and a brief description of the airport project(s) you worked together on.
 - e. Availability and commitment of qualified staff to hand the project. Provide an organizational chart depicting the project staff personnel and their responsibilities, including sub-consultants, if any. Include/Provide a list of similar project (Airport Master Plans) that the firm is currently involved in (both in-state and out-of-state). Identified project list shall include the start date, percentage completion and anticipated completion date.
4. Qualifications and information on Key Personnel
- a. Explain who will be the one direct main contact for the Airport Manager to interface with. Explain what other airports and what other projects this person is/was responsible for. Please provide 3-5 professional references for this individual. Include a resume for this individual.
 - b. Provide information on other key personnel that will be involved with this contract. Explain how they will be involved in projects, their backgrounds, their experience and whom they report to.
 - c. Provide information on who would provide presentations to the public and conduct public meetings. Detail their public speaking background and experience with airport projects and give the dates and details of the past 3-5 public presentations/public meetings.
5. Detail your firm's and key personnel experiences and relationships with the Federal Aviation Administration in Washington, FAA Western Pacific Region, and the California Department of Transportation Aeronautics Division.
6. Discuss your approach to completing projects. Discuss your ability to meet schedules and to complete projects within budget.

- a. Provide a detailed sample Scope of Work for the Master Plan Update/Part 150 Noise Study. DO NOT INCLUDE ANY COST OR PRICES FOR SERVICES. This sample Scope of Work should be from project start to finish and include all of the steps necessary to complete the project along with the deliverables to the Airport. Include a project schedule for this sample Scope of Work.
7. Detail and provide evidence that the firm(s) has established and implemented an Affirmative Action Program, and the Engineer has experience in DBE requirements associated with Federal Grants.
8. Proof of insurance in the amount of \$1,000,000 general liability insurance.

STATEMENT OF QUALIFICATIONS SELECTION PROCESS

The City of Hawthorne will follow AC 150/5100-14C, Chapter 2, Section 2-8 entitled "Selection Procedures," letter "k" for the selection of consultants. The Statement of Qualifications submitted will be reviewed and ranked by the Selection Committee using the outlined selection criteria.

The firm considered by the Selection Committee to be the most highly qualified will be selected for the project, upon which discussions will be initiated with that firm to finalize the scope of services and negotiate a Consultant Agreement. If agreement cannot be reached with the selected firm then negotiations with that firm will be terminated and discussions initiated with the second ranked firm with this process followed until a Consultant Agreement is reached.

The Request for Qualifications does not commit the Selection Committee to award a contract. The City of Hawthorne reserves the right to accept or reject any or all statements received. The City of Hawthorne reserves the right to interview the most highly qualified firm(s). All costs incurred by proposers in preparing Statements of Qualifications are the proposer's responsibility and in no way are the responsibility of the City of Hawthorne.

The evaluation criteria to be considered for ranking statements of qualifications are:

1. Recent experience in airport master planning projects.
2. Experience of key personnel and availability for this project.
3. Knowledge of FAA regulations, policies and procedures.
4. Reputation for personal and professional integrity and competence.
5. Current workload and ability to perform in a timely manner.

The selection will be based solely on information provided in Statements of Qualifications formally submitted to the Selection Committee and from an interview if the Selection Committee chooses to conduct interviews.