REQUEST FOR PROPOSAL (RFP)
AIRPORT INFRASTRUCTURE PLAN
AVIATION CONSULTING SERVICES

The City of Hayward (City) is seeking proposals from qualified aviation consultants for the preparation of an Airport Infrastructure Plan at Hayward Executive Airport.

SECTION I - INTRODUCTION

A. PROJECT DESCRIPTION

The purpose of this project is to determine the best and highest use for certain existing buildings at Hayward Executive Airport in Hayward, California. These buildings include an air traffic control tower and nineteen hangar buildings.

B. INFORMATION TO BE PROVIDED TO CONSULTANT

The following documents and material are available for use by the consultant:

1. The current Airport Layout Plan (ALP) in AUTOCAD 2010 format.
4. Access to existing aerial photos of the airport.

SECTION II - SCOPE OF SERVICES

This project consists of three tasks, including a physical assessment of each building to determine the structural condition and remaining useful life; a forecast of the volume and type of air traffic anticipated at the airport in the next ten years; and a recommendation for the improvement or replacement of each building. If improvement is recommended, the specific nature of the improvements shall be outlined. If replacement is recommended, the best option(s) for the type of replacement structure shall be made based upon the results of the air traffic forecast, anticipated economic conditions, and future need.

The scope of work shall include undertaking all necessary data collection and analysis for the tasks identified below. The consultant is expected to review the scope in this proposal, and incorporate their expertise and experience in proposing a method or approach that will help the airport achieve the objectives of this project. The Consultant shall be familiar with and be responsible for performing the necessary tasks.

The following sections detail each required task and deliverable.

TASK 1: CONDUCT PHYSICAL ASSESSMENT

The existing buildings vary in age and condition. Construction of the air traffic control building was completed in 1961. Construction of the nineteen hangar buildings was
completed in phases. The oldest building was built in approximately 1960. Each of the buildings is currently occupied, and maintenance is performed by airport staff. Although the T-hangar buildings are presently in serviceable condition, known issues in some of them include roof leaks and difficulties in the operation of the sliding doors. Known issues in the air traffic control building include intermittent operation of the HVAC system and occasional fogging of certain glass panes in the tower cab.

The consultant shall provide qualified and experienced personnel to evaluate the condition of each building. The evaluation shall include, at a minimum, the foundation, structural members, interior and exterior walls, roof, and electrical components. The air traffic control tower includes, in addition, plumbing and HVAC. Airport staff will escort the evaluator(s) and provide access to all buildings during normal business hours, by prior arrangement.

**Deliverable:**

The Consultant shall provide a report, which shall include a building inventory, and findings of each building assessment. This report must include tables and maps or other graphics as necessary.

**TASK 2: PREPARE AIR TRAFFIC FORECAST**

To assist in the planning process for future facility needs, the City requires an air traffic forecast. This forecast will define existing and future levels of aviation demand. At general aviation airports such as Hayward Executive Airport, the number of based aircraft and the number of annual aircraft operations are the primary indicators of aviation demand. The City is requesting a ten-year forecast period. This study shall be prepared with individuals experienced in aviation forecasting, and it will take into consideration historical information, recent developments, and current aviation trends to forecast the anticipated changes in based aircraft and annual aircraft operations.

**Deliverable:**

The Consultant shall provide a detailed air traffic forecast report, which shall at minimum shall include an executive summary and detailed discussions of the technical methodology and assumptions used to develop the forecast.

**TASK 3: PREPARE RECOMMENDATIONS REPORT**

Based on the results of the physical assessment and air traffic forecast, the consultant shall make recommendations for the best and highest use of the facilities. The airport currently serves a variety of aircraft types, and tenants use aircraft for business, recreation, and other purposes. The airport would like to maintain facilities for use by a cross-section of general aviation users, but decision makers will be guided in part by the recommendations made. Accordingly, the City is requesting specificity. If existing hangars are to remain, the recommendations shall list all the improvements in order of priority, the justification, and a cost estimate for each improvement. Similarly, if there is a recommendation to remove and replace facilities, a priority order, justification, and cost estimate shall be provided. The City also requests a detailed description of the replacement facility, including but not limited to, interior dimensions, ceiling height, type of construction, anticipated use, and the aircraft that may be accommodated.
Deliverable:

The Consultant shall provide a report that presents detailed recommendations for the highest and best use of the airport facilities and analysis of the scenarios outlined above.

C. ADDITIONAL CONSIDERATIONS

1. Meetings and Reporting

Up to two public meetings and two City Council meetings shall be assumed. The consultant shall prepare the meeting materials, including exhibits, for public meetings. It is anticipated that renderings or other visual representations of the various roadway segments will be required. All exhibits should be prepared in a manner such that “lay people” will understand what is being proposed. All materials for public meetings, especially any materials for public presentations such as PowerPoint and renderings, will be reviewed and approved by City staff prior to their use in the public meetings.

2. Minimum Final Deliverables

A minimum of six (6) hard copies each of all preliminary work, and the documents shall be submitted to staff during the review stage of the project. For final documents, one copy each shall be provided in electronic and hard copy formats for all project reports, studies, specifications, and drawings. Electronic copies for text documents and reports shall be provided in Microsoft Office 2010 or later version. Electronic copies for all drawings shall be in AutoCAD 2010 or later version.

SECTION III - PROPOSAL REQUIREMENTS

D. PROPOSAL CONTENT

Proposals shall be brief but complete. Consultants are advised to avoid submitting superfluous materials that do not address the specific requirements of the RFP or is covered elsewhere in the consultant’s proposal. Proposals submitted shall cover the following items. Additional material may be included in appendices to the proposal. However, elaborate brochures or other presentation material not specifically related to the scope of work are not desired.

The Proposal should be organized in the following sequence:

(1) Executive Summary

Describe the Consultant team, the commitment of the team and its key staff to the project, the team’s commitment to Quality Assurance/Quality Control (QA/QC) and the team’s special or unique qualifications or experience in project definition, project delivery, project budget monitoring and/or adherence to project schedule.
(2) Project Understanding

Demonstrate the Consultant team’s understanding of the existing project conditions and issues. Note any project development issues that were not either addressed with this proposal or the Consultant team believes would impact the project schedule or project cost. The Consultant team should provide techniques and specific cost saving measures to reduce the construction cost, without compromising the integrity of the project purpose and need.

(3) Technical Approach

Provide a detailed explanation of the approach for completing the work, addressing each of the tasks above and discussing the deliverables.

(4) Proposed Staffing Plan

Designate the Principal in Charge and Project Manager throughout the duration of the contract. The Project Manager (the key contact) should be readily available for meetings, etc. The proposal should describe the individuals and their roles on the team. The proposal should include a brief resume describing similar projects on which they have been involved and their role on that project, their availability over the duration of this project, and a description of the benefits the person brings to the team. Indicate recent, relevant experience and references on similar projects where a similar role was performed. Full resumes may be included in an appendix. Proposals shall clearly establish principal team member firms and subconsultants. An organization chart shall be included. Any substitution of key staff during the project will require approval from the City.

It is the policy of the City of Hayward that Disadvantaged Business Enterprises (DBE) and Women Owned Business Enterprises (WBE) should have a full and equitable opportunity to participate in the performance of professional service contracts. The utilization of DBE/WBE as subcontractors is strongly encouraged and is one of the items considered in the Consultant selection process.

(5) Estimated Hours and Schedule

The Consultant must provide the hourly rate for each participating staff person and must estimate the hours for all activities and tasks discussed above, with cost summaries by task and the project overall. The hours should be further divided by the Prime Consultant’s staff time and the staff time of sub-consultants. The Consultant may include additional tasks if relevant. A total proposed “Not to Exceed Fee” shall be provided. The consultant shall provide a timeline for completion of the project. Estimated milestone and deliverable dates shall be provided.

(6) Similar Experience of the Consultant Team

Provide descriptions of at least one (1) project similar in size and complexity completed in the last seven (7) years including: the client’s name and address; the name of the client contact person to be used as a reference including a current telephone number; the estimated value of the project; the number of amendments to project and the percentage increase over the base contract; and a statement on the Consultant’s team adherence to the budget and schedule.
(7) Comments on the City’s Sample Professional Services Agreement

A sample City Professional Services Contract is shown in Attachment A.

Please provide a statement of your firm’s acceptance of the City’s insurance and indemnification requirements, or any reservation that your firm has with the requirements. If no objections are expressed then City staff will conclude that the terms of the agreement are acceptable to the proposer.

E. SUBMITTAL PROCEDURES, SELECTION CRITERIA AND SCHEDULE

The Consultants are encouraged to promptly notify the City of Hayward in writing, of any apparent major inconsistencies, problems or ambiguities in the Scope of Services or this RFP. The request for information deadline is Friday, September 15, 2017 by 4:00 p.m. Any questions and requests for clarification/additional information shall be submitted to Doug McNeeley by e-mailing douglas.mcneeley@hayward-ca.gov. If deemed necessary, the City will provide copies of the questions and answers to all prospective consultants.

Submit three (3) copies of the proposal to our office by 4:00 p.m. Thursday, September 28, 2017, to be considered for this project. Proposals shall be clearly marked: AIRPORT INFRASTRUCTURE PLAN. Responses to the RFP received after that time will be returned unopened. Postmark is not acceptable. Responses to the RFP should be submitted to:

Hayward Executive Airport
20301 Skywest Drive
Hayward, CA 94541
Attention: Doug McNeeley
Proposals shall be brief but complete. Consultants are advised to avoid submitting superfluous materials that do not address the specific requirements of the RFP or are covered elsewhere in the consultant’s proposal. Proposals submitted shall cover the following items. Additional material may be included in appendices to the proposal. However, elaborate brochures or other presentation material not specifically related to the scope of work are not desired.

Proposals shall be signed by an officer authorized to execute a contract with the City and shall contain a statement to the effect that the proposal constitutes a firm offer for at least six months from the last day for receipt of proposals set forth in this RFP.

Proposals will be reviewed based on the following criteria (not necessarily in order)

- Qualifications of key staff
- Qualifications of team members
- Previous experience with similar projects
- Satisfaction of previous clients
- Team organization
- Project understanding and approach
- Specific ideas to control and contain project scope & cost
- Compliance with city DBE/WBE goals
- Proposal cost

The City may choose to invite one or more firms for an interview. In that event, final recommendations to the Council will be based on rankings established by the interview panel.

The following schedule is targeted for consultant selection:

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<tbody>
<tr>
<td>Release RFP</td>
<td>August 29, 2017</td>
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<tr>
<td>RFI Deadline</td>
<td>September 15, 2017</td>
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<tr>
<td>Proposals due</td>
<td>September 28, 2017</td>
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Attachments:

Attachment A: Sample of City Professional Services Agreement