

**REQUEST FOR PROPOSALS
SISKIYOU COUNTY
REGIONAL AVIATION PLAN
2018-2022**



**ISSUED ON FRIDAY, MAY 11, 2018
PROPOSALS ARE DUE BY 2:00 pm ON TUESDAY, JUNE 12, 2018**

**SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION
190 GREENHORN ROAD
YREKA, CA 96097
530-842-8220**

**CONTACT: MELISSA CUMMINS, EXECUTIVE DIRECTOR
EMAIL: mcummins@co.siskiyou.ca.us**

Introduction:

I. PURPOSE

Siskiyou County lies on the northern boundary of California, bordered by Oregon to the north, Del Norte and Humboldt Counties to the west, Trinity and Shasta Counties to the south and Modoc County to the east. The economic base of the County is a combination of agriculture, forest products and recreation.

Siskiyou County has seven public use airports located throughout the County. Butte Valley, Happy Camp, Scott Valley, Weed and Siskiyou County Airports are operated by Siskiyou County. Mott Airport is operated by the City of Dunsmuir. Montague-Yreka Rohrer Field is operated by the City of Montague with financial assistance from the City of Yreka for long term capital needs. None currently provide commercial passenger services. Previous attempts to establish scheduled service to various destinations have not been successful due primarily to the low population base in the County. Residents must travel to Redding, California or Medford, Oregon to access commercial passenger service. There are bases for firefighting aircraft, package delivery, bank courier services and general aviation operations out of the seven airports.

The County and other entities operating airports within the region have faced an ongoing financial struggle with maintaining the various airport infrastructures due to a variety of factors including lack of supporting revenue in previous fiscal years, slow growth in the region, and limited opportunities for development. The annual credits from Caltrans Aeronautics equate to \$ 60,000 for the region’s airport system. The lack of funding and failing infrastructure cannot be addressed until the County experiences substantial infrastructure improvements and increased economic growth.

The agencies who operate the local airports continue to struggle with acquiring the funds needed to match State and FAA grants in order to complete critical pavement projects on the airports. This ongoing issue has forced local agencies to prioritize the needs of the airports based on safety concerns. Caltrans Aeronautics matching AIP grant funds are critical to the completion of any capital improvement projects on the airports.

Background:

The Regional Aviation Plan (RAP) is the vehicle through which the continuing comprehensive and coordinated aviation planning process is implemented. The RAP provides essential information, analysis and recommendations regarding future operations and aviation needs for future Regional Transportation Plans. The Siskiyou County Local Transportation Commission (SCLTC) will be utilizing planning funds to complete this project.

II. SCOPE OF WORK

The Scope of Work:

The selected consultant or consulting team will be expected to perform all technical and other analysis necessary to complete the scope of work. In addition to the development of a more traditional and detailed five year Regional Aviation Plan, the plan should also include secondary recommendations for a ten year horizon. The ten year visioning analysis should consider the changing economic and demographic characteristics of Siskiyou County and assist in planning for the longer term positioning of the airports within our region including capital and financial plans. The RAP should identify sources of funding for sustaining and enhancing services currently offered at the various airports in Siskiyou County.

The consultant will need to:

- a. Draft a plan to be presented to various local entities.
- b. Identify, develop and/or recommend performance measures for each airport.
- c. Conduct sustainability evaluation and airport options analysis for each airport.

III. TASKS OF PROJECT

1. Task Title – Project Startup

Task 1.1: Conduct a kick-off meeting with the SCLTC and agency stakeholders and SCLTC staff to:

- **Establish a Steering Committee or alternative group such as SSTAC to direct the project.**
- **Refine the project work plan.**
- **Update the project schedule.**
- **Develop the outreach and public participation expectations and plan.**

- **Responsible Party: Siskiyou County Local Transportation Commission (SCLTC)**

Task	Deliverable
1.1	<i>Establish Steering Committee, refined project work plan, updated project schedule and outreach plans and expectations.</i>

2. Task Title – Community and Stakeholder Outreach

Task 2.1: Develop public and stakeholder outreach plan, materials, methods, and schedule. The plan will include the use of various methods including, but not limited to, surveys, stakeholder outreach via public meetings to include the general public, airport users, and other stakeholders.

Task 2.2: Conduct the following outreach sessions, workshops or meetings:

- **Conduct workshops that are advertised in a manner that reaches a representative cross-section of citizens and stakeholders interested in airport needs.**

Task 2.3: Conduct Steering Committee meetings to:

- **Ensure community and stakeholder participation throughout the project.**
- **Guide and refine the work plan.**
- **Review and approve project documents.**

- **Responsible Party: Consultant**

Task	Deliverable
2.1	<i>Detailed community and stakeholder outreach plan.</i>
2.2	<i>Conduct meetings, sessions and workshops along with meeting notes and outcome summaries.</i>
2.3	<i>Conduct Steering Committee meetings and meetings notes.</i>

3. Task Title: Develop Plan Components

Task 3.1: Identify funding sources and strategies.

- **Identify various funding sources for capital purchases.**
- **Identify various funding sources for operational expenses.**
- **Identify various funding sources for service expansion.**
- **Develop funding matrix which summarizes the three items above.**

Task 3.2: Develop capital, financial and service recommendations.

- **Identify capital improvement projects that will allow for future expansion.**
- **Identify capital improvement projects that will maximize existing services.**
- **Evaluation of services from a cost point of view to better utilize existing funds.**

Task 3.3: Draft plan presented to steering committee and Siskiyou County Local Transportation Commission.

- **Responsible Party: Consultant**

Task	Deliverable
3.1	<i>Funding sources matrix.</i>
3.2	<i>Capital, Financial and Service Recommendation.</i>
3.3	<i>Presentation to steering committee and SCLTC of draft plan.</i>

4. Task Title: Final Plan Preparation and hearings.

Task 4.1: Prepare final plans based on steering committee and community input.

Task 4.2: Present final plans at a public hearing before the Siskiyou County Local Transportation Commission for acceptance.

- **Responsible Party: Consultant**

Task	Deliverable
4.1	<i>Preparation of final plan for hearing.</i>
4.2	<i>Presentation of final plan to the SCLTC and meeting minutes. Hard and electronic copies of the final plan and exhibits.</i> <i>Posting the final plan on the SCLTC website.</i>

5. Task Title: Project Management

Task 5.1: Monitor ongoing progress of project and prepare and provide reports as required. Manage consultant contract.

- Submit quarterly reports to Caltrans according to grant requirements.

Task 5.2: Provide fiscal management for the project, including providing invoicing and ensuring proper documentation of expenditures and timely use of funds.

- Submit invoices to Caltrans according to grant requirements.

- **Responsible Party: SCLTC**

Task	Deliverable
5.1	<i>Monitoring of project and contract management.</i>
5.2	<i>Provide reports to Caltrans project manager.</i>

Steering Committee:

The Siskiyou County Local Transportation Commission staff, members of the aviation community and other stakeholders will act as the Steering Committee for the project. The Steering Committee will ‘review and comment’ on the technical memorandums and on the draft RAP prior to submittal to the SCLTC. In addition, SCLTC staff will attend public participation meeting(s) with the Consultant.

Description of work to be performed by SCLTC:

The SCLTC staff will provide general project oversight and liaison between the Consultant, Caltrans and other local and state agencies responsible for oversight, review and approvals.

SCLTC staff will provide the selected Consultant with the following:

1. Operating agency will provide documentation of financial and operational data as needed.

The Siskiyou County Local Transportation Commission staff will review Administrative Draft documents prior to preparation of documents for distribution to steering committee or public and will be responsible for publishing any legal notices, display ads, and circulating the document(s).

IV. DELIVERABLES AND TARGET DATES
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The consultant selected will be required to submit:

1. A project status report with each monthly billing.
2. An Administrative Draft of each technical memorandum in electronic format recognizable by MS Word.
3. Technical memoranda in electronic format recognizable by MS Word for SCLTC staff distribution to the Steering Committee and others.
4. An Administrative Draft of the Draft RAP in electronic format recognizable by MS Word.
5. Eight (8) bound copies and one electronic copy of the **Draft RAP** for circulation and for the Steering Committee review and public workshop for final changes to Draft documents.
6. An Administrative Draft of the Final RAP in electronic format recognizable by MS Word.

7. Eight (8) bound copies and one electronic copy in MS Word of Final Draft RAP for the public hearing to adopt RAP.
8. Eight (8) bound copies of the adopted Final RAP, one (1) reproducible hard copy and one (1) electronic copy recognizable by MS Word to SCLTC staff for distribution, circulation and posting on the county website.

Target dates:

- | | |
|---|---|
| • June 12, 2018 | Proposal due date |
| • August 14, 2018 | SCLTC award contract |
| • September 3, 2018 | Consultant begins RAP |
| • September 17, 2018 | Kickoff meeting & begin public outreach |
| • October 15, 2018 thru
January 17, 2019 | Series of Technical memos, Steering
Committee meetings and public outreach |
| • February 12, 2019 | SSTAC public workshop and direction for
Final RAP |
| • April 18, 2019 | Final RAP submitted by Consultant |
| • May 14, 2019 | Presentation of the Final RAP to the SCLTC |
| • June 11, 2019 | SCLTC adopts resolution approving the RAP |

The final Draft RAP must be completed and ready for adoption by the Transportation Commission no later than June 11, 2019. (SCLTC meetings are the second Tuesday of the month.) These dates could be modified by the Executive Director. It is understood that agency comments and Commission direction could alter this timeline.

V. PROPOSAL CONTENTS

At a minimum, the following information should be included in the proposal.

1. A statement demonstrating understanding of the scope of work necessary to prepare a RAP in conformance with state and federal requirements.
2. A list of the personnel who would be working on the project team, including a summary of their qualifications and work experience.
3. A representative list of similar projects completed within the last five years.
4. Provide a list of at least three references of clients for which you have completed similar work. Include a description of the completed projects, the duration, and contact information.
5. A work plan and time schedule to complete the scope of work.
6. Consultant’s current hourly rate schedule, listed by employee classification and unit charges for mileage, per diem and other miscellaneous charges or reimbursable expenses.
7. Any objections to the provisions of the personal services agreement.
8. Consultant must comply with Federal Title 49 CFR Part 29 (Debarment and Suspension; copy attached); and also comply with Federal Title 49 CFR 20 (New Restrictions on

Lobbying; copy attached), if the bid or offer exceeds \$100,000. Each shall be submitted with the proposal.

- 9. The submittal is *NOT* to include a cost proposal. Detailed scope and costs per task shall be negotiated after Consultant selection.**

VI. PROPOSAL PROCESS

Proposal Submittal:

The proposal shall not exceed twenty (20) pages (excluding attachments). Please submit one original, signed by the officer of the firm, **six (6) printed copies** of the written proposal, and one proposal in Adobe PDF on a USB drive to:

**Melissa Cummins, Executive Director
Siskiyou County Local Transportation Commission
190 Greenhorn Road
Yreka, CA 96097**

Submittals must be received **before 2:00 pm on Tuesday, June 12th, 2018**. This is a firm deadline, and no proposal will be considered after this time. Postmarks will not be accepted.

All proposals become the property of the SCLTC and part of its official records. The cost of preparing and submitting a proposal, and participating in an interview (if conducted), are at the sole expense of the proposer. The SCLTC reserves the right to reject any or all proposals, and to waive any informality, technical defect, or clerical error in any proposal as the interest of the SCLTC may require. Solicitation of proposals in no way obligates the SCLTC to contract with any firm or individual. The decision to approve and award a contract is at the discretion of the SCLTC.

Modification or Withdrawal of Proposal: Any proposal received prior to the deadline may be withdrawn or modified by written request of the consultant. To be considered, the modification must be received in writing, with the same number of copies as the original proposal, prior to the deadline.

RFP Addendum: Any changes to the RFP will be made by written addenda issued by the SCLTC and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated into the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation and be forwarded to prospective consultants. It will be the consultant's responsibility to assure that all addenda are incorporated into the proposal as required according to all the terms and conditions for submittal of the proposal.

Verbal Agreement or Conversation: No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of the SCLTC shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.

Lobbying: Consultants who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR part 20, “New Restrictions on Lobbying.” Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with obtaining and Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

Disadvantaged Business Enterprise Firms: It is the policy of Siskiyou County to provide full opportunity for all interested parties, including Disadvantaged Business Enterprise (DBE) firms to respond to, or participate in work outlined in this RFP. No specific DBE goals have been established for this project.

Protests: Protests regarding any aspect of this RFP must be submitted in writing to the SCLTC, c/o Melissa Cummins, 190 Greenhorn Road, Yreka, CA 96097 by 2:00 pm on May 30, 2018. The protest filed with the SCLTC shall:

1. Include the name and address of the protester.
2. Contain a statement of the ground for protest and any supporting documentation.
3. Indicate the desired relief.

VII. PROPOSAL EVALUATION

The Consultant which meets the requirements specified in this RFP and submits the proposal considered most advantageous to the SCLTC based on the evaluation criteria below will be selected. Screening and selection will be made by a consultant selection panel composed of SCLTC staff; County Department of General Services; members of the aviation community; a Caltrans representative from District 2, and possibly a SCLTC commissioner.

Proposal evaluation will be based on the following:

- Understanding of the scope of work and project requirements. (Provided detailed scope of work?)
- Familiarity with Siskiyou County aviation issues. (Scope of work identified key local issues?)
- Qualifications of staff for work to be performed. (Included resumes of key personnel that will be working directly on the project?)

- Experience with similar kinds of work. (Identified a project manager, the person doing most of the work, RAP experience?)
- Present workload and staff availability of firm, ability to meet project schedule. (Amount of time the firm can dedicate to the project?)
- Familiarity with County, State and Federal aviation regulations. (Has experience working in the aviation field with similar projects including experience with preparing a RAP Plan?)
- Familiarity with Federal Aviation Administration and Caltrans regulations and guidelines for preparing RAP. (Similar work completed recently?)
- Financial responsibility (Current hourly rates, years in business, number of similar projects completed?)

Following proposal evaluations, one or more consultants *may* be invited to interview with the consultant selection panel to explain their relevant experience, approach, and methodology. The consultant selection panel will rank the interviewed firms. ***The consultant selection panel may choose to forgo the interview process and begin negotiations with the top-ranked consultant.***

Contract negotiations will be initiated with the top-ranked consultant. In the event an agreement cannot be successfully negotiated with the top-ranked consultant, the second-ranked consultant will be invited to enter into negotiations. This process will be continued until a satisfactory agreement can be negotiated or a new RFP will be routed.

VIII. CONTRACT AWARD

The selected firm will be required to enter into a contract with the SCLTC in a form acceptable to the SCLTC (a standard contract is attached). The Executive Director of the SCLTC will schedule the proposed contract for consideration by the SCLTC on August 14, 2018. The contract is not in force until it is awarded by the SCLTC and been signed by all parties.

VIII. CONTACT PERSONS

Questions concerning this RFP may be directed to:

Melissa Cummins, Executive Director
 (530) 842-8220 or mcummins@co.siskiyou.com

PREPARATION OF SISKIYOU COUNTY

2018 REGIONAL AVIATION PLAN

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 20

RESTRICTIONS ON LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned [Consultant] certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering in any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, and officer of employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions [as amended by “Government wide Guidance for New Restrictions on Lobbying,” 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 1 U.S.C. 1601, *et seq.*)]
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 for each such expenditure or failure.]

The Consultant, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Consultant understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.* apply to this certification and disclosure, if any.

Signature of Consultant's Authorized Official

Name and Title of Consultant's Authorized Official

Date

PREPARATION OF SISKIYOU COUNTY

REGIONAL AVIATION PLAN

2018-2022

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29

DEBARMENT AND SUSPENSION CERTIFICATION

The prime Consultant, under penalty of perjury, certifies that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:

- (1) is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- (2) has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- (3) does not have a proposed debarment pending; and
- (4) has not been indicated, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Certification.

CERTIFICATION OF CONSULTANT

I HEREBY CERTIFY that I am the _____ and
duly authorized representative of the firm of _____ whose address
is _____, and that,
except as hereby expressly stated, neither I nor the above firm that I represent have:

- (a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Consultant to solicit or secure this Agreement; nor

- (b) agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the Agreement, nor

- (c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above Consultant) any fee, contribution, donation, or consideration of any kind for, in connection with, procuring or carrying out this Agreement.

I acknowledge that this Certificate is to be made available to the California Department of Transportation (Caltrans) in connection with this Agreement involving participation of Federal Funds, and is subject to applicable State and Federal laws, both criminal and civil.

(Date)

(Signature)