



FRESNO YOSEMITE
International Airport

CITY OF FRESNO AIRPORTS DEPARTMENT

REQUEST FOR QUALIFICATIONS (RFQ) FOR CONSULTING SERVICES for

The Development and Implementation of an Airport Safety Management System Program (SMS) for Fresno Yosemite International Airport (FAT) In Compliance with the FAA-Proposed Amendment to 14 CFR Part 139

A. PROGRAM NARRATIVE

The City of Fresno Airports Department (Department) is requesting Statements of Qualification (SOQ) from qualified and experienced consultants serving the airport industry and specializing in Airport Safety Management Systems (SMS) which are compliant with FAA Order 8000.369B, and long-anticipated Amendment to 14 CFR Part 139 requiring Airport SMS programs. The Evaluation Committee will evaluate qualified proposals that successfully meet the Minimum Requirements. This project may be conducted in phases.

B. BACKGROUND

FAT is a Small Hub airport served by AeroMexico, Alaska, Allegiant, American, Delta, Frontier, United and Volaris airlines and their affiliates. FAT has experienced approximately 67% growth in total passengers since 2010, finishing FY 2018 with over 1.95 million passengers and nearly 92,000 total operations.

FAT's governance is through the City of Fresno, a municipal model which prioritizes its needs based on traditional general fund ideology and practices, and competing priorities for limited resources.

An Airport Master Plan Update for FAT is substantially complete and outlines a number of significant near-term capacity projects totaling \$200 million to compensate for FAT's current and projected growth. These projects include airfield reconfigurations and enhancements, new gates, a new international arrivals facility and other Terminal enhancements, and a parking structure. Services from this RFQ will assist FAT in developing an SMS that can grow with our changing operations.

C. MINIMUM QUALIFICATIONS

To meet minimum qualifications, participating firms or individuals must demonstrate the following distinguishing experience and knowledge of Airport



Safety Management Systems, including but not limited to, the following:

- 14 CFR Part 139 and AC 120-92B, Airport Operations Management, Airport Emergency Services Planning and Implementation, NIMS;
- The functional, regulatory and common practices of FAA CFR14 Part 121 or Part 135 operations;
- Theory, design, application, implementation, and training of an FAA-compliant Airport SMS program;
- The use of software and data systems in Airport SMS programs and familiarity with commonly available software packages;
- Aircraft accident or incident investigation and analysis practices.
- An understanding of the dynamics and challenges associated with an airport under a governance model with competing priorities and differing mission

D. CRITERIA FOR CONSULTANT SELECTION

- Firm experience and successful completion of at least 3 similar projects at similar or larger airports the previous 48 months
- Project Manager's experience, qualifications and level of participation in the project
- Quality of references, including at least one from a small hub Part 139 airport
- DBE participation

E. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

In accordance with the Code of Federal Regulations, 49 CFR parts 23 and 26, the City will carry out applicable federal requirements in the award and administration of any contract awarded hereunder. This may be a federal project funded with financial assistance from the U.S. Department of Transportation, FAA.

DBEs will be afforded full opportunity to submit SOQs in response to this invitation. In addition, a firm or individual who intends to subcontract a portion of the work shall affirmatively seek out DBEs that are potential subcontractors, suppliers, or consultants, and actively solicit their interest, capability and prices.

F. ADMINISTRATIVE PROCEDURES

1. Phase One of the selection process will evaluate all timely submissions that meet the Minimum Qualifications as outlined in Item C of this RFQ. The submissions will be evaluated using the Criteria for Consultant Selection identified in Item D. Phase One will produce a short-list of



the most qualified firms. Firms not on the short-list will not continue in the selection process but may be requested, for a fee, to perform a Peer-Review scope and fee evaluation at a later date.

2. Phase Two of the selection process is an evaluation of short-listed Consultants based on their qualifications, submissions and presentation. Guidance presented in FAA AC 150/5100-14E and City of Fresno Administrative Order 6-19 will be followed. The evaluations will then be presented to the Director of Aviation, unless an interview process is deemed necessary.
3. Interviews may or may not be conducted. If an interview process is deemed necessary then the top three to five firms may be invited for an interview. Phase Three (3) of the selection process (if necessary) is an evaluation of short-listed Consultants based on their qualifications, submissions, oral interviews and presentation. The results will then be presented to the Director of Aviation. Guidance presented in FAA AC 150/5100-14E and City of Fresno Administrative Order 6-19 will be followed.
4. The Director of Aviation will select a firm from the selection list. More than one firm may be selected. The City reserves the right to choose which type of advisory services will be assigned to one or more consultant.
5. The firm selected as best qualified in Phase Two (or Phase Three if necessary) will be invited to negotiate a scope of work and fee for advisory services and/or will be put under contract to perform on an as-needed basis. If an agreement is not reached for a scope of work and fee with the selected firm then that firm will be disqualified. Scope of work and fee negotiations will then proceed with another selected firm. The City reserves the right to terminate the selection process and/or re-advertise for consulting services at any time in this process.
6. A City of Fresno Agreement for Professional Consulting Services will be executed once negotiations have been successful and a firm is approved for award of the contract. A copy of a sample agreement is available upon request. The selected Consultant shall be required to submit documentation to substantiate compliance with all Agreement terms including a "Conflict of Interest Declaration" on City furnished forms and obtain required insurance coverage.
7. In accordance with the Code of Federal Regulations, 49 CFR Parts 23 and 26, the City will carry out applicable federal requirements in the award and administration of any contract awarded hereunder.



G. GENERAL REQUIREMENTS/CONDITIONS

1. The City hereby notifies all interested firms that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era.
2. Title VI Solicitation Notice -- The CITY, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.
3. Prospective firms are advised that the City in the solicitation or evaluation of the interested consultants incurs no obligation or commitments. The City reserves the right to waive or modify any part of this RFQ process without penalty at their sole discretion.
4. The City reserves the right to define and/or redefine tasks and select for negotiation individual firms and/or assemble submitting firms into implementation teams as it sees fit.
5. The City reserves the right to choose which scope of work will be assigned to one or more consultants.
6. Submission of a Statement of Qualification from a proposing firm indicates a willingness to prepare, for a fee, an independent cost estimate even though the firm or individual is not selected to continue beyond Phase One of the selection process. Preparation of the independent estimate, if requested by the Department, will eliminate a firm or individual from further consideration for this project.
7. All firms or individuals interested in responding to this Request for Qualifications shall do so by submitting five (5) copies of their Statement of Qualifications by October 17, 2019, at 5:00 PM Pacific to:



FRESNO YOSEMITE
International Airport

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8. At a minimum, submissions shall include the following:
 - A. Minimum Qualifications as per Item C of this RFQ including relevant back up documentation.
 - B. Include an approach to and understanding of the broad nature of the proposed services.
 - C. Identify the main point of contact/team leader, and include firm profiles, single page personnel resumes and pertinent certifications.
 - D. Provide examples of relevant work associated with the services outlined in this solicitation and include references.