

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REQUEST FOR PROPOSALS (RFP)

Fuel Farm Expansion Project September 8, 2020

I. REQUEST FOR PROPOSAL

Overview

The San Bernardino International Airport Authority (“SBIAA”) is issuing this Request for Proposal (“RFP”) seeking qualified firms to provide Professional Engineering and Construction Management Services for the Fuel Farm Expansion Project (“Project”) located at the San Bernardino International Airport (“SBD” or “Airport”).

Brief Project Description

The selected Firm shall have qualifications and experience to perform general and specialized engineering services that may include, but not necessarily limited to, the services listed below:

- Prepare conceptual layout and rough cost estimate of additional above ground Jet-A fuel storage tanks (3 options).
- Develop detailed engineering plans, specifications and cost estimates (from owner selected conceptual layout) for the installation of one or more additional Jet-A fuel storage tanks totaling approximately 350,000 gallons to include: pump(s), piping, filtering, electrical, grounding, fire suppression, backup generator, foundation, spill containment, and all equipment required for a fully functional Jet-A storage tank system.
- Attend design meetings (four) to coordinate effort with SBIAA staff
- Prepare preliminary delivery schedules for design and construction of the Project
- Prepare bidding documents and provide bidding support services that include participating in a pre-bid job walk, prepare bid addenda if any, and review submitted bids for determining adherence to the bid documents.
- Provide construction support services for the purpose of reviewing shop drawing submittals, inspection services, review schedules and prepare closeout documentation.
- Provide miscellaneous other items as indicated herein.

Firms must have proven company history, personnel, and expertise to perform and accurately deliver the work described above. All services provided and materials delivered, including construction plans/specifications, reports, and electronic files will become the property of SBIAA.

Submission Deadline

In order to be considered, proposals in response to this RFP (“RFPs”) are due at SBIAA’s administrative office located at the Norton Regional Event Center, 1601 East Third Street, San Bernardino, California, 92408 **no later than 10:00 AM local time on October 8, 2020**. All RFPs will be time-stamped upon receipt, and any RFPs received after the time specified above will be returned unopened. Please submit one (1) signed original and four (4) copies of the RFP addressed to the attention of Ms. Jennifer Farris, Clerk of the Board. In bold lettering, mark the envelope with the following words:

**RFP for the Fuel Farm Expansion Project
1601 East 3rd Street
San Bernardino, CA 92408**

II. SUBMITTAL REQUIREMENTS

In order to control the dissemination of information regarding this RFP, organizations interested in submitting RFPs shall not make personal contact with the SBIAA Commission or other SBIAA staff members other than Jim Harris, Manager of Capital Projects. Submit Questions regarding this RFP no later than **October 1, 2020 at 2:00 PM**. Direct all questions via e-mail to:

Mr. Jim Harris
Manager of Capital Projects
San Bernardino International Airport Authority
1601 East Third Street
San Bernardino, CA 92408-0131
(909) 382-4100 Ext. 152
Email: jharris@sbdairport.com

SBIAA reserves the right to accept or reject any or all RFPs and/or re-solicit or cancel this solicitation, if deemed to be in the best interest of SBIAA. Additionally, SBIAA reserves the right to waive any informality in this RFP and in the Responses as delivered to SBIAA. SBIAA will not conduct debriefings to firms not selected for this Project. Submitters shall be responsible for any and all expenses incurred in preparing said RFPs.

Submission of Proposals

Submit qualification packages with one (1) signed original and four (4) additional copies bound with cover. RFP’s shall be brief and concise, containing no more than ten (10) single-sided pages of material. Please note that the Transmittal Letter, Table of Contents, completed Company Information Sheets, and Resumes are not considered as part of the ten (10)-page limit but in no case should the total package exceed twenty (20) pages. Each package shall be responsive to the requests made in this RFP. Each RFP shall include the following as a minimum:

1. Cover Letter - A maximum one-page, dated Introductory Letter must be submitted including the legal name of the respondent, address, telephone and fax numbers, and the name, title and signature of the person or persons authorized to submit the RFP on behalf of the firm.
2. Table of Contents - A Table of Contents of the material contained in the RFP must follow the Cover Letter.

3. Narrative - Provide a comprehensive narrative of the types of services offered and the specific approach to the projects by your firm. The narrative shall include the following:
 - a. Experience - Describe your teams experience with similar projects in the area. Include the scope of projects and description. Provide contact names and phone numbers for references.
 - b. Personnel – Provide an organization chart illustrating the lines of communication amongst the team and SBIAA. Include resumes of assigned personnel assigned to this Project. Specifically define the role of each person and outline his or her individual experience. Indicate who would serve as the primary contact for SBIAA. Indicate office locations and the methods to assure coordination of all work on the Project.
 - c. Additional Data - Provide additional information about the firm as it may relate to this RFP. Indicate ongoing commitment to the local area and the total number of permanent employees.
 - d. Hourly Rates – Provide information concerning the hourly rates for the proposed services, for this Project.
 - e. Cost – Provide a detailed breakdown of cost by employee title, individual task, hours for employee and total cost for each Project task.

RFP responses shall be complete and be prepared in a format that provides an insightful, straightforward and concise overview of the capabilities of your company. The emphasis of your proposal should be on completeness and clarity of content. Additional facts and information other than those listed above may be included if it will help to highlight your firm's qualifications and experience. All materials submitted in response to this RFP shall become the property of SBIAA and shall be considered a part of the public record of SBIAA, except for any proprietary financial information that should be clearly marked as confidential.

III. SCOPE OF SERVICES

SBIAA anticipates a need for a variety of professional services in order to complete the Project. *This General Scope of Services depicts a range of professional services that might be required and will serve as the basis by which SBIAA will assess the qualifications of the firms submitting proposals.* However, SBIAA is under no obligation to negotiate or award a Contract for any or all of these services.

General Scope of Services

1. Preliminary Phase. This phase involves those activities required for defining the Project scope and establishing preliminary requirements. Some examples of activities within this Project phase include:

- a. Conferring with SBIAA on Project requirements, budget, schedules, reviewing existing fuel farm facilities and equipment, Project phasing, and other pertinent matters affecting the Project design and specifications.

- b. Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and engineering studies required for preliminary design considerations.
- c. Developing design schematics, sketches, Project recommendations, preliminary layouts and cost estimates.

2. Design Phase. This phase includes all activities required to undertake and complete a fully designed and constructible facility ready for public bidding. Examples include:

- a. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
- b. Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; and engineering, and special environmental studies.
- c. Preparing necessary engineering reports and recommendations.
- d. Preparing detailed plans, specifications, and cost estimates. Provide PS&E submittal to SBIAA at 50, 95 and 100 percent design milestones.
- e. Printing and providing two copies of engineering drawings and contract specifications with also an electronic version of these documents.

3. Bidding or Negotiation Phase. This phase includes assisting SBIAA in advertising and securing bids, negotiating for services, analyzing bid results for compliance with bid documents, and furnishing recommendations on the award of contracts.

4. Construction Management Services. This phase will include construction administration, construction support services, project inspection services and project closeout. Examples include:

- a. Prepare a Quality Assurance/Quality Control (QA/QC) manual to satisfy the needs of the project.
- b. Conduct weekly construction progress meetings, prepare minutes and distribute to affected parties.
- c. RFIs/Submittals/CCO reviews and negotiate as needed.
- d. Ensure that public works contractors pay prevailing wages in compliance with California public works laws.
- e. Review and prepare contractor progress billing and provide recommendation for payment to SBIAA.
- f. Provide daily on-site construction management and periodical progress inspections and take project photos. Provide daily reports to be included along with contractor's daily reports in the project files.
- g. Provide construction staking as required by the design.
- h. Provide SBIAA with a monthly progress report including progress photos throughout the project.
- i. Regulatory agency coordination.

- j. Project inspection services
- k. Review of contractor as built on a monthly basis.
- l. Closeout Phase
 - 1. Conduct field investigation, and prepare contractor punch list for compliance with contract plans and specifications which identifies work to be completed by the contractor prior to final acceptance by SBIAA.
 - 2. Secure warranties and guarantees; obtain lien releases/waivers from contractor and subcontractors, contractors/subcontractors final payment.
 - 3. Close out project, submit final acceptance certificate and report on the completed project to SBIAA.
 - 4. Finalize and submit 2 copies of project as-builts, and deliver PDF and CADD electronic files (on disk). Provide 5 copies of the project operations and maintenance manuals to SBIAA.

5. Special Services. There may be activities or studies outside the scope of the basic design services routinely performed by the selected firm. These special services may involve a number of different disciplines and fields of expertise. Firms performing special services may be employed by the selected firm via a sub-contractual agreement. Where applicable, some of the services listed below are impacted by State of California Prevailing Wage regulations. Some examples of special services for the Project may include:

- a. Soils investigations, including core sampling, laboratory tests, related analyses, and reports.
- b. Detailed mill, shop, and/or laboratory inspection of materials and equipment.
- c. Land surveys and topographic maps.
- d. Field and/or construction surveys.
- e. Photogrammetry surveys.
- f. Special environmental studies and analyses.
- g. Fire suppression design and analyses.
- h. Expert witness testimony in litigation involving specific projects.
- i. Preparation of as-constructed (as-built) plans.
- j. Preparation of quality control plan.
- k. Preparation of final report.

IV. SELECTION PROCESS

SBIAA will complete a review of the proposals submitted in response to this RFP. The proposals will be reviewed to ensure compliance with the requirements and completeness of information as

requested in this RFP. A committee designated at the sole discretion of SBIAA will evaluate the proposals deemed complete. The selection committee will review written responses to this RFP and score each proposal based on the criteria listed below.

Each proposal shall be evaluated and scored based upon the following criteria:

	POINTS
1. Firm's history and resource capability for required services	20
2. Evaluation of firm and their proposed key personnel	30
3. Competitiveness of Hourly Rates	20
4. Competitiveness of total proposed costs	20
5. References	10

Respondents to this RFP are cautioned not to undertake any actions to promote or advertise their interests except in the context of presentations sponsored by SBIAA. SBIAA reserves the right to accept or reject any or all Proposals and/or re-solicit or cancel the solicitation, if deemed to be in the best interest of SBIAA. Additionally, SBIAA reserves the right to waive any informality in the RFP. Submitters shall be responsible for any and all expenses incurred in preparing proposals.

Once evaluations are complete, a firm will be selected to provide the services set forth herein. However, the review committee may decide that the top ranked firms should be interviewed before a decision is made. SBIAA always reserves the right to reject all proposals and further solicit qualified firms. The selected firm will enter into an agreement with SBIAA using a standard SBIAA form contract.

PRE-PROPOSAL MEETING AND SITE VISIT

SBIAA Staff will hold a Pre-Proposal Meeting and Site Visit on **September 23, 2020 AT 10:00 AM** in the Board Room at 1601 E. 3rd Street, San Bernardino, CA. This is a non-mandatory meeting.

V. Basic Business Terms and Conditions

Indemnity

The selected firm shall save, indemnify, defend, and hold harmless SBIAA and its employees, from any and all claims, damages, losses, cost, expenses (including reasonable attorneys fees and court costs) or liabilities of every kind, including on account of damage to property or injury to person or death, which claims, damages, losses, costs, expenses or liabilities directly or indirectly arise from or relate to the acts or omissions of the selected firm, its officers, agents, employees, contractors and subcontractors during the term of and in connection with the agreement with SBIAA, except to the extent that such claims, damages, losses, costs, expenses or liabilities result from the active and sole negligence or willful misconducts of SBIAA or their respective officers, agents and employees.

Insurance

The selected firm is required to submit evidence of general liability, automobile, workers compensation and property protection policies with appropriate deductible levels. Endorse these policies to name San Bernardino International Airport Authority (SBIAA) as additional insured.

Public Record

Respondents must be aware that all submitted proposal documents are subject to the California Government Code Section 6250 et seq., commonly known as the Public Records Act. Information contained in the proposals may be made public after the review process has been completed in recommendation for award to SBIAA.

Terms and Conditions:

- This RFP does not commit SBIAA to award a contract or contracts, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.
- All submitted RFPs become the property of SBIAA as public records. All RFPs may be subject to public review.
- SBIAA reserves the right to reject all Proposals. Selection is dependent upon the negotiation of mutually acceptable terms with the selected firm.
- SBIAA reserves the right to cancel, in part, or in its entirety, this RFP including, but not limited to: selection schedule, submittal date, and submittal requirements. If SBIAA cancels or revises the RFP, all respondents of record will be notified in writing by SBIAA.
- SBIAA reserves the right to request additional information and/or clarifications from any or all respondents to this RFP.

ANTICIPATED SELECTION PROCESS SCHEDULE

The proposed schedule for this Project is as follows:

RFP's Available	September 8, 2020
Pre-Proposal Meeting	September 23, 2020 @ 10:00 AM
Last Day for Questions	October 1, 2020 @ 2:00 PM
RFP's due	October 8, 2020 @ 10:00 AM
Selection/interview (if required)	October 22, 2020 @ TBD
Negotiations (if required)	November 4, 2020 TBD
Contract Award	November 25, 2020

The successful firm will attend the November 24th Board Meeting to give a brief project description and answer any questions from the Commission members.

Addendums, revisions or clarifications are posted on SBIAA's website www.sbiaa.org. It is the responsibility of all potential respondents to monitor the website for any such addendums.

COMPANY INFORMATION SHEET

DECLARATION

I declare under penalty of perjury under the laws of the State of California, I have completed this Company Information Sheet and that the information contained herein is factual and accurate as of the date completed.

Completed and executed this _____ day of _____, 20____, in _____, _____.
[Day] [Month] [City] [State]

By: _____

Print Name: _____

Print Title: _____

.....
LEGAL NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

TYPE OF BUSINESS (Check One):

- | | | | |
|--------------------------|---|--------------------------|---------------------------|
| <input type="checkbox"/> | CORPORATION | <input type="checkbox"/> | LIMITED LIABILITY COMPANY |
| <input type="checkbox"/> | PARTNERSHIP | <input type="checkbox"/> | JOINT VENTURE |
| <input type="checkbox"/> | INDIVIDUAL | | |
| <input type="checkbox"/> | INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME | | |
| <input type="checkbox"/> | OTHER _____ | | |

STATE OF INCORPORATION OR FORMATION:

.....
PRINCIPALS/OFFICERS/PARTNERS/OWNERS OF COMPANY

(List All Principals/Officers/Partners [including Joint Venture Partners, Managing Partner], as well as investors/investment companies):

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____

.....

[PLEASE ATTACH ADDITIONAL SHEETS AS NECESSARY IN ORDER TO PROVIDE ALL REQUESTED INFORMATION.]

.....
IDENTIFICATION OF PRINCIPAL(S)/OFFICER(S)/REPRESENTATIVE(S) OF COMPANY – Execution of Legal Documents:

The Company has authorized and hereby designates the following individual(s) to execute legal documents on behalf of Company, including but not limited to contract documents, proposals and related documents:

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____

IDENTIFICATION OF PRINCIPAL(S)/OFFICER(S)/REPRESENTATIVE(S) OF COMPANY – Representative and/or Management Capacity:

The Company has authorized and hereby designates the following individual(s) to serve in a representative and/or management capacity on behalf of Company relating to the concerned project, contract document, lease document, development document, or any other legal document or agreement, including but not limited to manager, project manager, site manager, etc.

Name	Title
_____	_____
_____	_____
_____	_____

.....
[PLEASE ATTACH ADDITIONAL SHEETS AS NECESSARY IN ORDER TO PROVIDE ALL REQUESTED INFORMATION.]

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COMPANY INFORMATION SHEET

SUBCONTRACTOR/SUBCONSULTANT

VENDOR/SUPPLIER

DECLARATION

I declare under penalty of perjury under the laws of the State of California, I have completed this Company Information Sheet and that the information contained herein is factual and accurate as of the date completed.

Completed and executed this _____ day of _____, 20____, in _____, _____
[Day] [Month] [City] [State]

By: _____

Print Name: _____

Print Title: _____

.....
LEGAL NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

TYPE OF BUSINESS (Check One):

- CORPORATION LIMITED LIABILITY COMPANY
 PARTNERSHIP JOINT VENTURE
 INDIVIDUAL
 INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME
 OTHER _____

STATE OF INCORPORATION OR FORMATION: _____

PRINCIPALS/OFFICERS/PARTNERS/OWNERS OF COMPANY

(List All Principals/Officers/Partners [including Joint Venture Partners, Managing Partner], as well as investors/investment companies):

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____

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_____	_____
_____	_____
_____	_____

.....
[PLEASE ATTACH ADDITIONAL SHEETS AS NECESSARY IN ORDER TO PROVIDE ALL REQUESTED INFORMATION.]

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