



## INVITATION TO SUBMIT STATEMENT OF QUALIFICATIONS

### **Request for Qualifications (RFQ) for On-Call Architectural and Engineering Design Services for Federally Funded Projects at Oakland International Airport**

The Port of Oakland ("Port") is soliciting Statements of Qualifications (SOQs) from qualified teams of consultants for providing "on-call" Architectural and Engineering Design services for federally-funded projects at Oakland International Airport. The Consultant selected will provide a full range of architectural and engineering design services, including services of subconsultants, for various airport vertical construction projects to rehabilitate, renovate, and improve existing facilities on airport property.

This Request for Qualifications (RFQ) is being issued concurrently with the *RFQ for On-Call Architectural and Engineering Design Services for Non-Federally Funded Projects at the Port of Oakland*. Qualified consulting firms may submit SOQs for both RFQs. The Port intends to select one (1) Consultant to provide services under this RFQ. The selected Consultant under this RFQ is precluded from being selected for the *On-Call Architectural and Engineering Design Services for Non-Federally Funded Projects at the Port of Oakland*. The budget for services for both contracts is expected to not exceed \$10M combined for both consultant contracts over the five-year contract period.

Federal Aviation Administration (FAA) Requirements: Consultant(s) will be selected and engaged in accordance with FAA Advisory Circular (AC) 150/5100-14E, Change 1, dated 9/25/2015, "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects." All work will be required to comply with FAA grant assurances, requirements and regulations.

The Port has posted this Request for Qualifications (RFQ) in digital format on a hosting website that can be accessed via the 'Current RFP's/RFQ's: Engineering Consulting Services' link at the following URL:

<http://www.portofoakland.com/business/bids-rfps/rfq-engineering/>.

Proposing consultants should carefully review the requirements of this RFQ to ensure that they meet all of the stated requirements.

Statement of Qualifications (SOQ) will be received at the location, and until the time/date, specified under "RFQ Schedule" and "Instructions for Submitting Qualifications," below.

Consultants interested in submitting Statements of Qualification (SOQ) for this work are strongly urged to attend a Pre-Submittal Meeting to be held via teleconference at the time/date specified under "RFQ Schedule," below. At the Pre-Submittal Meeting, the Port will provide information related to the Port's insurance requirements, Disadvantaged Business Enterprise (DBE) provisions pertaining to federally funded projects, Non-Discrimination and Small/Local Business Utilization Policy pertaining to Port funded projects, and will answer questions regarding both the Federally Funded and Non-Federally Funded RFQs, submittal requirements and the selection process.

Port policy prohibits discrimination or preferential treatment because of race, color, religion, sex, national origin, ancestry, age (over 40), physical or mental disability, cancer-related medical condition, a known genetic pre-disposition to a disease or disorder, veteran status, marital status, or sexual orientation.

The work to be performed under this contract will be fully or partially funded by the Federal Aviation Administration (FAA) through the Department of Transportation (DOT), and must comply with DOT's Disadvantaged Business Enterprise (DBE) Program regulations (see 49 Code of Federal Regulations, Part 26). DBEs, as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Under the DOT Regulations, any Port contractor must agree that it will not discriminate against any business owner because of the owner's race, color, national origin, or sex in connection with the award or performance of any contract or subcontract, purchase or lease agreement or other agreements covered by the DOT Regulations.

The successful Respondent shall comply with the Port's non-discrimination policy and the DBE Rules and shall not discriminate against any business owner because of the owners' race, color, sex, or national origin in the award or performance of the Agreement.

To the extent that the scope of services includes work that falls under the Labor Code definition of "public works" (Cal. Labor Code Section 1720 et seq), this project will be subject to compliance monitoring and enforcement by the Department of Industrial Relations (DIR). Consultants submitting an SOQ, and subcontractors or subconsultants performing any portion of the work that falls under the "public works" definition, must be registered with the DIR pursuant to DIR requirements prior to submission of the SOQ, and the Prime Consultant must include in its SOQ its own DIR registration number and the DIR registration numbers of all listed subcontractors and subconsultants that will participate in the "public works" portion of the scope of services.

Questions regarding this RFQ must be addressed in writing to the appropriate contact person listed under "RFQ Contacts," below. All questions not directed specifically to the primary contact person must be copied to said primary contact person. Proposed Consultants are advised that questions received less than seven (7) calendar days prior to the SOQ due date may not be answered. Where appropriate, the Port will respond in writing to proposer questions submitted in a timely fashion via an addendum or a 'Log of Responses to Potential Consultant Questions'; see "Port Responses to Potential Consultant Questions," below.

The Port reserves the right to reject any or all SOQs, to waive any irregularities or informalities not affected by law, to evaluate the SOQs submitted, and to award the contract according to the SOQ that best serves the interests of the Port.

## RFQ Schedule

<b>RFQ Issued</b>	Monday, May 2, 2022
<b>Pre-Submittal of Qualifications Meeting (Non-Mandatory)</b>	Tuesday, May 10, 2022, at 11:00 AM via videoconference <a href="https://portoakland.zoom.us/meeting/register/tJ0rcOqvqD4qH9fMIWTy-yIB-Zfs4b2c5gd5">https://portoakland.zoom.us/meeting/register/tJ0rcOqvqD4qH9fMIWTy-yIB-Zfs4b2c5gd5</a>  The video conference will require registration with name, email, organization, job title, address, and phone number prior to joining the meeting. The list will be made available to all participants after the meeting.
<b>Deadline for Submission of Potential Consultant Questions</b>	Seven (7) calendar days prior to SOQ Due Date
<b>SOQ Due Date</b>	Tuesday, May 31, 2022, at 12:00 Noon
<b>Short List of Qualified Consultants *</b>	Wednesday, June 8, 2022
<b>Consultant Interviews/Presentations *</b>	Tuesday, June 16, 2022, through Wednesday, June 22, 2022
<b>Final Selection Completed *</b>	Friday, June 24, 2022

<b>Board Approval of Consultant *</b>	Thursday, July 28, 2022
<b>Contract Review/Finalization*</b>	July/August 2022
<b>Execution of Agreement *</b>	September/October 2022
* Note that all dates subsequent to the SOQ due date are subject to change.	

## Instructions for Submitting SOQ

<b>Electronic Submission of SOQs</b>	The Port will receive SOQs for this work <b>in electronic format only, via the Liquid Files secure file transfer service. No hard copy or faxed SOQs will be accepted.</b>
<b>SOQ Format</b>	<p>Each SOQ must be submitted in a single PDF file containing all of the items listed in Section II.D, SOQ Format and Contents, in the order specified therein.</p> <p>Note that, as per Section II.D, properly executed copies of all forms contained in Attachment 3 must be included in the SOQ.</p> <p>Submitted PDF must be unencrypted, universally viewable, printable, transferable and copyable.</p>
<b>Submittal Instructions</b>	<p>All SOQs must be submitted via the following procedure:</p> <ul style="list-style-type: none"> <li>• Navigate to the Port of Oakland page on the Liquid Files server, at the following URL: <a href="https://lf.portoakland.com/">https://lf.portoakland.com/</a></li> <li>• If you already have a Liquid Files account, you can log in to your existing account and proceed to send a message per the instructions below.</li> <li>• If you don't have an account, click the "Register" button at the bottom of the page and follow the prompts. (There is no charge to register and send a message.)</li> <li>• Once you're registered, whenever you log in to Liquid Files, you will be taken directly to the "Message" page.</li> <li>• Upload your SOQ to the Liquid Files server by clicking on the "Add Files" button or dragging the SOQ into the "Drop Files Here" box.</li> <li>• Address your message to <a href="mailto:swon@portoakland.com">swon@portoakland.com</a>.</li> <li>• Subject line must contain: <ul style="list-style-type: none"> <li>• "STATEMENT OF QUALIFICATIONS FOR ON-CALL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR <u>FEDERALLY</u> FUNDED PROJECTS AT OAKLAND INTERNATIONAL AIRPORT".</li> <li>• Company name.</li> <li>• Sent date.</li> </ul> </li> <li>• Body of the message must contain: <ul style="list-style-type: none"> <li>• Complete RFQ Title.</li> <li>• Company Name.</li> <li>• Address.</li> <li>• Primary Contact: <ul style="list-style-type: none"> <li>○ Name, Title, Email, Phone Number.</li> </ul> </li> </ul> </li> </ul>

	You will receive an automatic reply to your message, which will constitute the Port's acknowledgment of receipt of your SOQ.
<b>Late Submittals</b>	SOQs received after the time and date stated above will be disqualified.

## RFQ Contacts

	<b>Name</b>	<b>Phone</b>	<b>E-mail Address</b>
<b>Primary Contact</b>	Samuel Won	510.563.6520	<a href="mailto:swon@portoakland.com">swon@portoakland.com</a>
<b>DBE Program *</b>	Kimberly Wilson	510.627.1390	<a href="mailto:kwilson@portoakland.com">kwilson@portoakland.com</a>
<b>Living Wage Policy *</b>	Kimberly Wilson	510.627.1390	<a href="mailto:kwilson@portoakland.com">kwilson@portoakland.com</a>
<b>Insurance Requirements *</b>	Josh Schultz	510.627.1535	<a href="mailto:jschulz@portoakland.com">jschulz@portoakland.com</a>
* Questions submitted to DBE, Living Wage Policy, and Insurance contact persons should be copied to Primary Contact.			