



JEFFERSON COUNTY PURCHASING DIVISION

Deborah L. Clark, County Purchasing Agent

1149 Pearl Street, Beaumont, TX 77701 409-835-8593 Fax 409-835-8456

Request for Qualifications April 5, 2010

Dear Vendors:

You are invited to submit a statement of qualifications in accordance with the attached document, RFQ 10-025/KJS, Request for Qualifications for Wildlife Hazard Assessment at the Southeast Texas Regional Airport. The Southeast Texas Regional Airport (SETRA) is soliciting Statement of Qualifications (SOQ's) for the purpose of obtaining the services of an FAA Qualified Airport Wildlife Biologist to perform a Wildlife Hazard Assessment, and related services for the Southeast Texas Regional Airport.

All interested individuals and firms shall obtain a "Request for Qualifications" packet from the Jefferson County Purchasing web site at www.co.jefferson.tx.us.

All responses shall be submitted with an original and five (5) hard copies, to the Jefferson County Purchasing Agent, 1149 Pearl Street, 1st Floor, Beaumont, Texas 77701, no later than 11:00 a.m., April 27, 2010. Responses will be publicly opened and the names of responding firms will be read aloud in the Jefferson County Commissioners' Courtroom at the time and date below.

There will be a non-mandatory pre-proposal meeting on April 16, 2010, at 10:00am, at the Southeast Texas Regional Airport Administration office, located at 4875 Parker Drive, Beaumont, Texas 77705.

All responses shall be submitted to the Jefferson County Purchasing Agent in a sealed envelope marked:

Request NAME:	Request for Qualifications for Wildlife Hazard Assessment at the Southeast Texas Regional Airport.
Request NO:	RFQ 10-025/KJS
DUE DATE/TIME:	11:00 AM, April 27, 2010
MAIL OR DELIVER TO:	Jefferson County Purchasing Department 1149 Pearl Street, 1st Floor Beaumont, Texas 77701

Any questions relating to these requirements should be directed to Karen J. Smith, MBA Assistant Purchasing Agent, at 409-835-8593.

Sincerely,

Deborah L. Clark
County Purchasing Agent

Publish: Beaumont Enterprise – April 7, 2010, & April 14, 2010
Port Arthur News – April 7, 2010, & April 14, 2010

RFQ 10-025/KJS

Request for Qualifications for Wildlife Hazard Assessment at the Southeast Texas Regional Airport.

I. INTRODUCTION

1. The Southeast Texas Regional Airport (SETRA) is soliciting Statement of Qualifications (SOQ's) for the purpose of obtaining the services of an FAA Qualified Airport Wildlife Biologist to perform a Wildlife Hazard Assessment, and related services for the Southeast Texas Regional Airport. Services include, but are not limited to the following:
2. Phase I
 - Performance of an Airport Wildlife Hazard Assessment (WHA) in accordance with 14CFR 139.337 and FAA Advisory Circular (AC) 150/5200-33 latest edition.
 - Employee training in control measures.
3. Phase II
 - Preparation of an Airport Wildlife Hazard Management Plan (WHMP) as required.
 - Training of employees regarding their responsibilities under the WHMP as required.
4. The Biologist must be qualified as outlined in FAA Advisory Circular 150 / 5200 -36 "Qualifications for Wildlife Biologist Conducting Wildlife Hazard Assessments and Training Curriculums for Airport Personnel Involved in Controlling Wildlife Hazards on Airports"
5. The consultant and sub-consultants shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The consultant shall comply with all requirements of 49 CFR Part 26 in the award and administration of all Federal and State assisted contracts. Failure by the consultant to comply with these requirements shall be considered a material breach of the Contract for Services and will result in termination of the contract or such other remedy, as the Authority and the grantor deems appropriate.

II. BACKGROUND

1. Some basic facts about the Southeast Texas Regional Airport:
 - Owned and operated by Jefferson County, located east of the City of Nederland, Texas, and about 1,500 acres in size;
 - Has two runways, Runway 12-30 measuring 6,750 x 150 feet and Runway 16-34 measuring 5,070 x 150 feet;
 - Has over 50 based aircraft and over 50,000 annual takeoffs/landings.
 - Designated as a Commercial Service Airport with service from Continental Express.
 - Southeast Texas Regional Airport supports general aviation, corporate business aircraft, air carrier operations, and military operations.
 - The Airport is used on a regular basis by local businesses, as well as various customers and suppliers who fly in to conduct business with companies in the Airport's market area.

- In order for the Airport to continue to support and generate economic growth and diversification, this development project is essential.

III. PROJECT OBJECTIVE

The Airport Wildlife Hazard Assessment (14 CFR 139.337) requires the holder of an Airport Operating Certificate (certificate holder) to conduct a wildlife hazard assessment (WHA) when specific events occur on or near an airport. A wildlife management biologist who has professional training and/or experience in wildlife hazard management at airports must conduct the WHA required by 14 CFR 139.337. The FAA reviews all WHAs to determine if the certificate holder must develop and implement a wildlife hazard management plan (WHMP) designed to mitigate wildlife hazards to aviation on or near the airport. These regulations also require airport personnel implementing an FAA-approved WHMP to receive training conducted by a qualified wildlife damage management biologist.

SCOPE OF SERVICES

For purpose of this RFQ specified services have been divided into two phases.

Phase I of the project shall include Performance of an Airport Wildlife Hazard Assessment (WHA) in accordance with 14CFR 139.337 and FAA Advisory Circular (AC) 150/5200-33, latest edition, and airport employee training in wildlife control measures. It is anticipated Phase I will begin around September 2010 and be completed by December 2011.

The WHA must contain at least the following:

1. An analysis of the events or circumstances that prompted the assessment.
2. Identification of the wildlife species observed and their numbers, locations, local movements, and daily seasonal occurrences.
3. Identification and location of features on and near the airport that attract wildlife.
4. A description of wildlife hazards to air carrier operations.
5. Recommended actions for reducing identified wildlife hazards to air carrier operations.

Phase II shall include Preparation of an Airport Wildlife Hazard Management Plan (WHMP) and training of employees regarding their responsibilities under the WHMP.

STATEMENT OF QUALIFICATIONS SHOULD INCLUDE:

1. Qualifications of the firm, sub-consultants and personnel assigned to perform the work as well as the time commitment and qualifications of the project manager proposed for the project. Biologists must be qualified as per FAA Advisory Circular 150/5200-36, latest edition.
2. Organizational chart of Firm/Team submitting proposal, as well as an organizational chart of the office of Firm/Team that will provide professional services to SETRA.
3. Brief description of the scope of the last three similar planning projects performed for an airport. Proposals should include client references resulting from the studies.
4. Defined approach to the Wildlife Hazard Assessment process for one of the three similar Wildlife Hazard Assessments referenced above including: airport, schedule start to finish, and other key elements of the process.

5. Defined approach to the SETRA Wildlife Hazard Assessment including responsibilities of key team members and proposed project schedule, including major tasks and target completion dates.
6. A list identifying DBE consultants proposed for use in performing the work. DBE information should be submitted in compliance with the SETRA DBE plan.
7. Do not include any cost / pricing information at this time in your Qualifications Statement. This follows the guidelines of FAA Advisory Circular 150/5100-14, latest edition. It is expected that this project will be federally funded as part of an upcoming AIP project.

EVALUATION CRITERIA

All proposals received will be evaluated regarding compliance with this Request, FAA Advisory Circular 150/5200-36 “Qualifications for Wildlife Biologist Conducting Wildlife Hazard Assessments and Training Curriculums for Airport Personnel Involved in Controlling Wildlife Hazards on Airports”, and Pa statutes and laws.

Consultant Selection will be based on the following criteria:

- A. Wildlife Biologist to be assigned to SETRA (weighted 40% in selection criteria):** Statements of Qualifications should include resume and detail of experience relevant to the provision of these services. Statements of Qualifications shall also include longevity with proposed Firm/Team, where the biologist will be based, his/her ability and proposed mode of travel to JST Airport, and the ability to provide quick responses to wildlife occurrences. Materials should also demonstrate the biologist understands the challenges and opportunities of this project, the sponsor’s concerns and expectations, and the biologists familiarity with JST Airport environment and habitat.
- B. Qualifications of the Firm/Team (weighted 25% in selection criteria):** Demonstrated ability and experience of the principal consultant and its key personnel at Primary Airports with scheduled Air Carrier service. Firm/Team should demonstrate its familiarity with FAA regulations, industry-accepted policies and procedures, and examples of working relationships with the FAA Airports Division-Safety and Certification offices, and the Johnstown-Cambria County Airport Authority.
- C. Project Similarity and Past Performance (weighted 25% in selection criteria):** Statements of Qualifications should include specific examples of similar projects performed for similar clients. References and points of staff contact shall be included. Statements of Qualifications should include the approach and methodology taken to complete similar projects for other clients, and a description of the approach being proposed for the projects at SETRA. Demonstrate the Firm/Team’s ability to meet schedule demands and complete projects by agreed-upon deadlines, and to complete work on or under budget. Airport staff intends to call references and validate representations. References should be included that help JST Airport staff ascertain and determine the quality of the projects completed, and the satisfaction of airports where projects have previously been undertaken by the proposing Firm/Team. Firm/Team should disclose all arbitration, litigation, lawsuits, and other legal actions associated with projects Firm/Team was involved with in the past five years.

D. Availability to Perform Work (weighted 10% in selection criteria): A list of projects and clients that Firm/Team would be involved with at the same time they are providing services to SETRA. SETRA intends to move expeditiously and wishes to ensure that Firm/Team is not overextended and unable to give priority attention to SETRA projects. Statements of Qualifications should emphasize the level of commitment and depth of support in terms of Project Management and Sub-Consultant availability, to support these projects with staff and resources.

E. All SOQs must also include the following forms:

- Non-collusion Affidavit
- Equal Opportunity Certification

F. Disadvantaged Business Enterprise (DBE) Program (Pass/Fail)

Firm's willingness, commitment and ability to meet DBE program goals established with the FAA for SETRA. Statements of Qualifications should include DBE performance on past projects, as compared to the DBE goals of those facilities.

NON-COLLUSION AFFIDAVIT

STATE OF _____)
) SS:
COUNTY OF _____)

Being first duly sworn, deposes and says that he/she is

(Sole Owner, a partner, president, secretary, etc.) of the party making the foregoing bid, and that such bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid, or that such other person shall refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against any other person interested in the proposed contract; and that all statements in said bid are true; and further, that such bidder has not, directly or indirectly submitted this bid, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

By: _____
Printed Mailing Address

By: _____
Signature City, State, Zip

Title: _____
Telephone Number

Company Name Contact Person

STATE OF _____)
) SS:
COUNTY OF _____)

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid, to take acknowledgments, personally appeared before me _____ who is personally known to me or who has produced _____ as identification, and who acknowledged that he/she executed the foregoing instrument freely and voluntarily for the uses and purposes expressed herein.

WITNESS my hand and official seal in the County and State last aforesaid this _____ day of _____, 2010.

Signature of Notary

_____ Printed Name of Notary

(SEAL) Notary Public State of _____

My Commission Expires _____

**CERTIFICATION OF BIDDER REGARDING
EQUAL EMPLOYMENT OPPORTUNITY**

GENERAL

BIDDER'S NAME _____

ADDRESS _____

INTERNAL REVENUE SERVICE EMPLOYER IDENTIFICATION NO. _____

NONSEGREGATED FACILITIES

**NOTICE TO PROSPECTIVE FEDERALLY ASSISTED
CONSTRUCTION CONTRACTORS
(41 CFR Part 60-1.8)**

- 1 A Certification of Non-segregated Facilities must be submitted prior to the award of a federally assisted contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity Clause.
- 2 Contractors receiving federally assisted contract awards exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause will be required to provide for the forwarding of the following notice to prospective subcontractors for supplies and construction contracts where the subcontracts exceed \$10,000 and are not exempt from the provisions of the Equal Opportunity Clause.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

**NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENTS FOR
CERTIFICATION OF NONSEGREGATED FACILITIES**

- 1 A Certification of Non-segregated Facilities must be submitted prior to the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity Clause.
- 2 Contractors receiving subcontract awards exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause will be required to provide for the forwarding of this notice to prospective subcontractors for supplies and construction contracts where the subcontracts exceed \$10,000 and are not exempt from the provisions of the Equal Opportunity Clause.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

CERTIFICATION OF NONSEGREGATED FACILITIES

The federally assisted contractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that she or he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally assisted contractor certifies that she or he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform

their services at any location, under his control, where segregated facilities are maintained. The federally assisted contractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directives or are, in fact, segregated on the basis of race, color, religion, sex, or national origin, because of habit, local custom, or any other reason. The federally assisted contractor agrees that (except where she or he has obtained identical certifications from subcontractors for specific time periods) she or he will obtain identical certifications from subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause, and that she or he will retain such certifications in his files.

VENDOR REFERENCES

Please list at least three (3) companies or governmental agencies (preferably a municipality) where the same or similar products and/or services as contained in this specification package were recently provided.

THIS FORM MUST BE RETURNED WITH YOUR BID.

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

SIGNATURE PAGE

As permitted under Article 4413 (32c) V.A.C.S., other governmental entities may wish to participate under the same terms and conditions contained in this contract (i.e., piggyback). In the event any other entity participates, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. Jefferson County shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by another entity. Each entity reserves the right to determine their participation in this contract.

Would bidder be willing to allow other governmental entities to piggyback off this contract, if awarded, under the same terms and conditions? **Yes p No p**

This bid shall remain in effect for ninety (90) days from bid opening and shall be exclusive of federal excise and state and local sales tax (exempt).

The undersigned agrees, if this bid is accepted, to furnish any and all items upon which prices are offered, at the price and upon the terms and conditions contained in the Invitation for Bid, Conditions of Bidding, Terms of Contract, and Specifications and all other items made a part of the accepted contract.

The undersigned affirms that they are duly authorized to execute the contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other bidder or to any other person(s) engaged in this type of business prior to the official opening of this bid. And further, that neither the bidder nor their employees nor agents have been for the past six (6) months directly nor indirectly concerned in any pool or agreement or combination to control the price of goods or services on, nor to influence any person to bid or not to bid thereon.

Firm (Entity Name)	Signature
Street & Mailing Address	Print Name
City, State & Zip	Date Signed
Telephone Number	Fax Number
E-mail Address	