



# CITY OF PETALUMA

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PETALUMA, CA 94953-0061

David Glass  
Mayor

Chris Albertson  
Teresa Barrett  
Mike Harris  
Mike Healy  
Gabe Kearney  
Tiffany Renée  
Councilmembers

#### Public Works

Administration  
11 English Street  
Petaluma, CA 94952

Phone (707) 778-4474  
Fax (707) 776-3602  
E-Mail: [publicworks@ci.petaluma.ca.us](mailto:publicworks@ci.petaluma.ca.us)

#### Airport

601 Sky Ranch Drive  
Petaluma, CA 94954  
Phone (707) 778-4404  
Fax (707) 778-4405

#### Maintenance & Operations

Corporation Yard  
840 Hopper St. Ext.  
Petaluma, CA 94952  
Phone (707) 778-4321  
Fax (707) 778-4437

#### Parks & Landscape

Maintenance  
840 Hopper St. Ext.  
Petaluma, CA 94952  
Phone (707) 778-4321  
Fax (707) 778-4535

#### Transit

555 N. McDowell Blvd.  
Petaluma, CA 94954  
Phone (707) 778-4421  
Fax (707) 776-3799

January 5, 2012

To: Consulting Firm

SUBJECT: Request for Statement of Interest and Qualifications (RFQ)

To Whom It May Concern:

The City of Petaluma (City) wishes to retain the professional services of a qualified airport consulting firm over a five-year period to assist the City in the performance of the following projects in support of the Petaluma Municipal Airport.

- Prepare necessary applications and documentation for Federal Aviation Administration (FAA) AIP grants funding. Assist in project coordination with the FAA and the California Division of Aeronautics.
- Anticipated Projects:
  - Runway Lights Voltage Regulator Replacement
  - Tree Obstruction Removal
  - Runway Guidance Signage Replacement
  - Runway Rehabilitation Design and Repair
  - Taxiway and Aircraft Apron Parking Phase I through Phase IV
  - Terminal Building Replacement
  - Monument Sign for Airport Entrance
- Provide miscellaneous airport planning, design/engineering, construction administration, and consulting support services as may be required from time to time by the City. These consultant services may include representing the City in all discussions with the FAA regarding the work program, grant requirements, and project documentation.

A statement of your firm's interest and qualifications regarding these projects is herein solicited.

The Statement of Interest and Qualifications should include detailed information regarding the consultant's interest; qualifications; current relevant experience with the planning, design, and engineering of airports and airfield facilities and airfield improvement projects funded by FAA Airport Improvement Program (AIP) grants; and resumes of key personnel. Selection criteria contained in the FAA Advisory Circular 150/5100-14, as amended, will be considered in the following order of importance:

1. Understanding of the project(s)

2. Recent experience with similar projects and with the Federal Aviation Administration
3. Interest shown
4. References
5. Ability to meet schedules and keep work within a budget
6. Qualifications of project manager and technicians assigned to the project
7. Familiarity with the project and location

Please note this request is for a Statement of Interest and Qualifications; a detailed cost proposal is not being requested at this time. Final project costs will be determined through negotiations with the selected firm. If project cost negotiations with the selected firm are unsuccessful, the City reserves the right to enter into negotiations with other firm(s).

Consultant submittals (**four original copies**) shall be brief and concise, containing no more than 30 pages of material. Submittals in excess of 30 pages shall be considered to be non-responsive.

The City assumes no obligation in the solicitation of this general statement of interest and qualifications and all costs of responding to this solicitation shall be borne by the interested consultants.

Time is of the essence, therefore, the City will evaluate all pertinent information and will endeavor to select the firm with which it will work from those firms submitting statements. If a selection cannot be made on the basis of the qualifications statements alone, the most qualified firms may be contacted for additional information and, if warranted, detailed interviews.

This project is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 23 (Disadvantaged Business Enterprise Participation). The consultant shall ensure that certified DBE firms have the opportunity to participate in the performance of the contract, and shall take the necessary and reasonable steps for such assurance.

Questions regarding this request and the proposed projects should be directed to Mr. Robert Patterson, (707) 778-4404 and/or [bpatters@ci.petaluma.ca.us](mailto:bpatters@ci.petaluma.ca.us).

**SEALED Qualification letters (four original copies) will be accepted until Thursday, January 26, 2012, by 4:00 p.m. to:**

**Claire Cooper  
City Clerk  
11 English Street,  
Petaluma, CA 94952**

The City of Petaluma hereby affirmatively ensures Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit proposals in response to this notice, and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender, or religion in any consideration leading to the award of this contract. Each bidder shall not discriminate in its practices on the basis of race, color, national origin, ancestry, disability, gender, or religion. No qualified handicapped person shall, on the basis of handicap, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any matter leading to the award of this contract.

The City of Petaluma reserves the right to reject any or all qualifications, to waive any irregularities or informalities not affected by law, to evaluate the qualifications submitted, and to award the contract according to the qualifications which best serves the interests of the City of Petaluma.

Sincerely,

A handwritten signature in black ink that reads "Robert Patterson". The signature is written in a cursive, flowing style.

Robert Patterson  
Airport Manager