

**CLARK COUNTY, NEVADA  
DEPARTMENT OF AVIATION  
PROFESSIONAL SERVICES  
ON-LINE RFQ SUBMITTAL CHECK LIST (NGEM)**

This check list is provided for your reference and use only. This check list should NOT be submitted with your proposal. Omission of, or failure to submit the correct required documents may be cause for rejection.

**ALL PROPOSERS: Before RFQ Close Date & Time:**

<input type="checkbox"/>	Examine and understand the RFQ Documents for the proposed work to be performed or services to be provided.
<input type="checkbox"/>	Complete and prepare all required documents, questionnaires, resumes, if required.

**ALL PROPOSERS: Documents Due With RFQ:**

***PROPOSERS ARE SOLELY RESPONSIBLE FOR COMPLETING AND ATTACHING THE CORRECT FORMS UNDER THE CORRECT "RESPONSE ATTACHMENTS" LINK IN NGEM.***

<input type="checkbox"/>	Proposal is scanned and uploaded to the "PROPOSAL / RESPONSE TO RFQ" link
<input type="checkbox"/>	Disclosure of Ownership-Principal is scanned and uploaded to the "FORM - Disclosure of Ownership-Principal" link
<input type="checkbox"/>	Contractor & Subcontractor Information is scanned and uploaded to the "FORM – Contractor & Subcontractor Information" link
<input type="checkbox"/>	Sole Proprietor Affidavit is scanned and uploaded to the "FORM - Sole Proprietor Affidavit" link

**AWARDED PROPOSER(S): Documents Due After Recommendation of Award:**

<input type="checkbox"/>	Insurance Document(s), if required, due within ten (10) calendar days of request
<input type="checkbox"/>	Proof of valid Clark County business license, Clark County vendor registration, other local jurisdiction business license or out-of-state business license, whichever is required.

**PROPOSERS ARE SOLELY RESPONSIBLE FOR COMPLETION AND SUBMISSION OF CORRECT FORMS**

McCARRAN INTERNATIONAL AIRPORT  
CLARK COUNTY, NEVADA  
PO Box 11005 Las Vegas NV 89111-1005  
(702) 261-5013 FAX (702) 261-3647



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CLARK COUNTY DEPARTMENT OF AVIATION  
FINANCE PURCHASING & CONTRACTS

**REQUEST FOR QUALIFICATIONS**  
**RFQ NO. 20-002**  
**PROFESSIONAL CONSULTING SERVICES FOR NORTH LAS VEGAS**  
**AIRPORT MASTER PLANNING**

**RFQ PACKAGE AVAILABILITY:**

The RFQ package is available for review on the Nevada Gov eMarketplace ([NGEM](#)) only.

**RFQ SUBMITTAL:**

Proposals will be accepted via electronic submittal on the Nevada Gov eMarketplace ([NGEM](#)) only. Proposals must be uploaded on or before 2:00 p.m. on Monday, February 24, 2020.

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**Clark County Board of Commissioners**

Marilyn Kirkpatrick, Chair • Lawrence Weekly, Vice Chair  
Larry Brown • James B. Gibson • Justin C. Jones • Michael Naft • Tick Segerblom



**GENERAL CONDITIONS**

**RFQ NO. 20-002**

**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL CONSULTING SERVICES  
FOR NORTH LAS VEGAS AIRPORT MASTER PLANNING**

1. **TERMS**

The term "COUNTY," as used throughout this document will mean the County of Clark, Nevada. The term "OWNER," as used throughout this document will mean the Clark County Department of Aviation. The term "BCC" as used throughout this document will mean the Board of County Commissioners which is the Governing Body of Clark County. The term "DIRECTOR" as used throughout this document will mean the Clark County Director of Aviation or her designee responsible for the Purchasing and Contracts Division. The term "PROPOSER" as used throughout this document will mean the Respondents to this Request for Proposal. The term "PROVIDER" as used throughout this document will mean the Awarded Proposer. The term "RFQ" as used throughout this document will mean Request for Proposal. The term "NGEM" as used throughout this document will mean the Nevada Gov eMarketplace. NGEM is an electronic bidding system that is used by OWNER for the submission of electronic proposals. There is no cost for any PROPOSER to use NGEM, however, all PROPOSERS that choose to submit an electronic proposal must register prior to gaining access to see the details of any solicitation or to submit a proposal online. Proposals may not be submitted manually.

2. **OWNER**

The Board of County Commissioners of Clark County, Nevada (through its Department of Aviation) is the sponsor for this project. This project will utilize federal funding and is subject to the requirements noted under Paragraph 9.

The Board of County Commissioners (BCC) operates McCarran International Airport through its Department of Aviation (DOA). The DOA consists of the Director's Office, responsible for air service development, community relations, security, media relations and marketing, and six (6) divisions:

- Construction/Engineering - responsible for Architecture/Engineering/Construction Projects
- Airside Operations - responsible for Airfield Operations and Maintenance
- Landside Operations - responsible for Ground Transportation and Parking
- Terminal Operations - responsible for Custodial and Passenger Services
- Facilities - responsible for Facilities Maintenance
- Finance - responsible for Business Development and Purchasing

3. **OWNER'S MANAGEMENT STRUCTURE**

The OWNER's role on the project will be to manage and administer the contract. The OWNER will monitor the progress, quality, and cost of the work and the progress toward the DOA's objectives on a continuous basis.

The PROVIDER however, shall be responsible for coordinating its work with the appropriate Federal, State, County and Local agencies.

4. **DESIGNATED CONTACTS**

All questions must be submitted through the NGEM website. Phone calls regarding this RFQ **will not** be accepted.

The OWNER's representative will be Jennifer Lopez, Airport Manager, Clark County Department of Aviation, at [JenniferL@McCarran.com](mailto:JenniferL@McCarran.com). This representative will provide responses to NGEM submitted questions concerning the scope of work of this RFQ. Responses to questions regarding the selection process for this RFQ will be provided by Heidi Wharton, Purchasing Administrator, Clark County Department of Aviation, at [HeidiW@McCarran.com](mailto:HeidiW@McCarran.com).

5. **CONTACT WITH OWNER DURING RFQ PROCESS**

Communication between a PROPOSER and a member of the Board of County Commissioners (BCC) or between a PROPOSER and a non-designated OWNER contact regarding the selection of a proponent or award of this Contract is prohibited from the time the RFQ is advertised until the item is posted on an agenda for award of the Contract. Questions pertaining to this RFQ shall be addressed to the designated contact(s) specified in the RFQ document. Failure of a PROPOSER, or any of its representatives, to comply with this paragraph may result in their proposal being rejected.

## 6. PROJECT BACKGROUND

Clark County owns and operates an airport system that includes McCarran International Airport, the air carrier airport serving the Las Vegas region, and four (4) general aviation airports: North Las Vegas Air Airport (a GA reliever airport), Henderson Executive Airport (a GA reliever airport), Jean Sport Aviation Airport, and Overton Municipal Airport.

McCarran and the four general aviation facilities in the Clark County Airport System are owned by Clark County, Nevada and operated under the policy direction of the Board of County Commissioners, the authority of the County Manager and the management of the Director of Aviation.

North Las Vegas Airport was created by aviation enthusiasts Verald "Bud" Barrett and J.M. and Florence Murphy, who opened the airfield as Sky Haven Airport on December 7, 1941. The opening celebration was interrupted by news of the air raid at Pearl Harbor, and a scheduled flying demonstration was canceled.

The small airport became successful during World War II when it was used by general aviation flyers and pilots from the Las Vegas Army Air Base for off-duty flying. J.M. Murphy and Barrett enlisted in the Army Air Corps as instructors, leaving Florence Murphy to operate Sky Haven until the war ended in 1945. Legendary aviator Howard Hughes often flew through the airport during its early years.

In 1965, Ralph Englestad purchased Thunderbird Field and quickly sold it to the city of North Las Vegas. City leaders renamed the site North Las Vegas Air Terminal, then sold it to Howard Hughes' Summa Corp. in 1967. Seven years later, the facility became a reliever airport for McCarran International, and the Federal Aviation Administration (FAA) began providing air traffic control services. Summa continued to operate the airport until Clark County purchased it in 1987. The County then made a considerable investment to upgrade the airport, including a new 15,600-square-foot terminal building completed in 1992.

North Las Vegas Airport is now home to nearly 700 based aircraft and 25 commercial businesses. It's the second-busiest airport in Nevada based on total aircraft operations. General aviation activity, flight instruction and a sightseeing airline made

North Las Vegas one of the 100 busiest airports in the country in 2006.

North Las Vegas Airport continues to provide relief to busy McCarran International by attracting general aviation flights away from its larger sister airport. Small aircraft operators are enticed to North Las Vegas through its combination of personalized customer service, competitive fuel rates and first-class facilities. For more information on the Airport please visit: [www.vgt.aero](http://www.vgt.aero).

Aviation forecasts are predicting continued growth for the Clark County Department of Aviation. Las Vegas is quickly becoming a sports community, from hockey, soccer and basketball to a newly constructed baseball facility and future football franchise – adding to the demand for aviation capacity. As Clark County continues to welcome an increased number of visitors into McCarran International Airport, there has also been increased demand in the general aviation community with regard to private hangar development and operator services. As a result, a needs assessment of existing and future general aviation services is appropriate. North Las Vegas Airport has been identified as a priority for immediate planning updates and is programmed for 2020 Airport Improvement Program funding. During the master plan development process, staff will continue to evaluate commercial opportunities as they arise and approved opportunities will be incorporated into the final master plan studies.

Understanding the attributes and challenges of the General Aviation Airport's existing land assets, which include vacant land, underutilized parcels, and existing leaseholds, will assist in maximizing non-aeronautical and aeronautical revenue while also ensuring the continued provision of vital services. <https://mccarran.com/Business/RealEstate>

The Master Plan will address short, medium and long range facility requirements. All solutions will require phasing alternatives with clearly defined triggers and should be comprehensive, efficient, flexible, and supported by a financial plan demonstrating cost-efficiency. The long-range development of VGT should also be completed in coordination with local and regional planning efforts and studies.

The Project will be funded by Federal Aviation Administration (FAA) grants, as part of the Airport Improvement Program (AIP). Therefore, the Project shall be conducted in accordance with FAA Advisory Circulars (AC) and other applicable federal, state, and local requirements including but not limited to AC 150/5070-6B (Airport Master Plans), AC 150/5300-13 (Airport Design), AC 150/5300-16 (Aeronautical Surveying), AC 150/5300-17 (Airport Imagery), and AC 150/5300-18 (Geographic Information System (GIS) Standards). The CCDOA expects a 2020 grant for the North Las Vegas Airport Master Plan Update by September 2020 and project work shall commence shortly thereafter.

7. INTENT

OWNER is soliciting proposals from qualified firms (no joint proposals), interested in completing high-quality, cost-effective Master Plans for VGT in 16-18 months. The selected PROPOSER is encouraged to utilize existing Airport studies and data, which will be made available during final scoping and negotiations.

The intended term of the project will be two and one-half (2-1/2) years from the date of award.

8. SCOPE OF SERVICES

The following describes the scope of services to be performed by the PROVIDER for Professional Consulting Services for North Las Vegas Airport Master Planning, and the DOA's objectives.

The anticipated services for the Master Plan would include those typically performed during an airport master planning process, as outlined in FAA Advisory Circular 150/5070-6B (Airport Master Plans). The scope of work would include, but not be limited to, the following:

- A. Inventory of Existing Conditions, including:
  - Airport Facilities (airside and landside)
  - Aviation Activity
  - Environmental Issues
  - Land Use, Zoning, and Other Local & Regional Planning Studies
  - Roads and Ground Traffic
  - Utilities
  - Sustainability Initiatives
- B. Aviation Forecasts  
Review most recent CCDOA forecasts.
- C. Clark County Airport System  
Aircraft Approach Category Airspace Modeling.
- D. Facility Requirements  
Assess the ability of the existing airport, both airside and landside, to support the forecasted demand. Identify the demand levels that will trigger the need for facility additions or improvements and estimate the extent of new facilities that may be required to meet that demand including but not limited to building infrastructure, utilities and land assets. This work should include an evaluation of the future improvements identified in the VGT Runway Incursion Mitigation Study.
- E. Alternatives Development and Evaluation  
Identify options to meet projected facility requirements and alternative configurations for each major component. Assess the expected performance of each alternative against a wide range of evaluation criteria, including its operational, environmental, and financial impacts. Based on this assessment provide recommended development alternatives and triggers for their implementation. Some alternatives will focus on enhancing/maximizing revenue producing opportunities. Alternatives will address short (5 year), medium (10 year) and long range (20 year) facility requirements. Any proposed changes to the Aircraft Approach Category will require airspace modeling to ensure there are no conflicts with the existing airspace.
- F. Environmental Considerations  
Determine the environmental requirements needed to move forward with each project in the recommended development program. A cultural survey for recently acquired land and future project areas may be required.
- G. Airport Layout Plan  
Provide full electronic and hardcopy Airport Layout Plans and a Narrative Report depicting the phased development plan in the near-term, medium-term and long-term development. A Runway Incursion Mitigation (RIM) Study will be completed this year, CCDOA's Graphic Information Systems Department has most of the current data including the survey and remote-sensing and photogrammetry completed in accordance with:
  - AC-150/5300-16A
  - AC-150/5300-17C
  - AC-150/5300-18B

- H. Facilities Implementation Plan  
Provide a description of the recommended improvements, estimated implementation triggers and costs to be used in the development of a capital improvement plan (CIP). The development of the CIP will be a very important portion of this study and CCDOA expects that the final CIP will be an inclusive plan, which includes not only the alternatives developed as a part of the VGT Master Plan Update but the existing facilities and the replacement or rehabilitation costs associated with the current infrastructure. VGT has a current Pavement Management Program, which was last updated in 2019.
- I. Financial Feasibility Analysis  
Identify the financial plan for VGT, and the means by which the CCDOA can finance the projects recommended in the master plan. Demonstrate the financial feasibility of each project or program element.
- J. Facility Condition Assessment  
An architectural/engineering assessment of existing facilities to determine remaining useful life, replacement value and anticipated capital improvements required during the study horizon of 20 years will be included. The Facility Condition Assessment will play a substantial role in the successful compilation of CIP projects. Statements of Qualifications shall address consultant experience or plan of action to complete the Facility Condition Assessment.
- K. Sustainability  
The sustainability component of the Master Plan should focus on the environmental aspects of capital improvement projects, including their financing, design, construction, and operations, from a holistic policy level. Sustainability recommendations should be useful tools to guide, not constrain, decision-making.
- L. Community Outreach/Stakeholder Input Facilitation  
Since the long range development of VGT will have an impact on the surrounding community, opportunities for public involvement throughout the process will be critical to the success of this Project. A Master Plan Stakeholder Advisory Committee with broad representation will likely be formed to provide Master Plan input, facilitated by CCDOA staff in coordination with the Master Plan Consultant. Typical input will be on a quarterly basis or other appropriate intervals/milestones in the process. The CCDOA also anticipates conducting public outreach workshops periodically to communicate progress and gather feedback from a broader audience. Finally, the Consultant will utilize innovative, digital tools, in addition to the www.VGT.aero, www.vgt.aero websites, during the Master Plan studies. The CCDOA encourages teams to submit creative ideas and solutions in order to garner robust and effective public participation.

## 9. OTHER OBJECTIVES

In addition to the project objectives indicated above, Clark County has established the following objectives for the Professional Consulting Services for North Las Vegas Airport Master Planning contract.

- A. Nondiscrimination Compliance with NRS 338.125  
The PROVIDER, with regard to the work performed hereunder, shall not discriminate on the grounds of race, color, creed, national origin, sex, sexual orientation, gender identity or expression, or age in the selection and retention of any employee or applicant for employment, and subcontractors, including procurements of materials and leases of equipment. The PROVIDER shall not participate either directly or indirectly in the discrimination prohibited by 49 C.F.R. Section 21.5 including employment practices when the Contract covers a program set forth in appendix B of the regulations.
- B. Disadvantaged Business Enterprise Utilization  
On February 20, 1996, the BCC adopted a Strategic Plan to promote and encourage a greater degree of participation of small, minority, women-owned, and other socially and economically disadvantaged businesses in the Clark County procurement process of construction projects, commodities and services. The BCC wishes to ensure that those businesses, which have been traditionally underutilized are afforded the opportunity to fully participate in the overall procurement process of Clark County. Therefore, the DOA expects the PROVIDER to solicit small, minority, women-owned and disadvantaged business enterprises certified in accordance with U.S. Department of Transportation Regulations, 49 CRF Part 26, as sub-consultants and material suppliers. Failure by the PROVIDER to carry out these requirements is a material breach of Contract, which may result in the termination of this Agreement or such other remedy, as the recipient deems appropriate.

C. Disadvantaged Business Enterprise Goal

This PROJECT will be funded in part by a grant from the Federal Aviation Administration, therefore the requirements of Title 49 CFR Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Programs, applies to this PROJECT. The DOA has not set a DBE participation contract goal for this PROJECT, however, any DBEs, MBEs, WBEs, and SBEs are expected to be used in a professional and productive manner. Proof of good faith effort must be demonstrated and documented, and will be evaluated using the guidelines described in USDOT regulation 49CFR, Part 26, Appendix A.

D. Civil Rights

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 proposers that it will affirmatively ensure that any Agreement entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit statements of qualifications 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.

10. METHOD OF EVALUATION AND AWARD

Since the service requested in this RFQ is considered to be a professional service, award will be in accordance with the provisions of the Nevada Revised Statutes, Chapter 332, Purchasing: Local Governments, Section 332.115.

The proposals may be reviewed individually by staff members through an ad hoc committee to assist the DIRECTOR or her designee. Depending upon the number and qualifications of respondents, the OWNER may select directly from the submitted responses to the RFQ, or may develop a shortlist of companies and invite them to interviews for final selection. The decision as to the process, timing, and selection will be at the discretion of the OWNER.

The finalists may be requested to provide OWNER a presentation and/or an oral interview. The ad hoc staff committee may review the responses to the RFQ as well as any requested presentations and/or oral interviews to gather information that will assist in making the recommendation. OWNER reserves the right to award the Contract based on objective and/or subjective evaluation criteria. This Contract will be awarded on the basis of which proposal, OWNER deems best suited to fulfill the requirements of the RFQ. OWNER also reserves the right not to make an award if it is deemed that no single proposal fully meets the requirement of this RFQ.

The fees for the professional services will be negotiated with the PROPOSER(S) selected.

11. TENTATIVE DATES AND SCHEDULE

**Please note these dates are TENTATIVE ONLY and are subject to change without notice.**

Finalists Selection:	<u>March 11, 2020</u>
Finalists Oral Presentations (if required):	<u>March 25, 2020</u>
Final PROPOSER Selection:	<u>Early April 2020</u>
Contract Negotiations:	<u>April 2020</u>
Proposal Submittal to FAA:	<u>May 1, 2020</u>
Notice to Proceed	<u>September 2020</u>

12. SUBMITTAL REQUIREMENTS

- A. Prepare your submission materials. The RFQ has several required documents that must be uploaded into NGEM. Please review the requested information. The maximum file size is 250 MB. Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

Name	Type	Requirement	Instructions
Proposal for RFQ 20-002 Professional Services for North Las Vegas Airport Master Planning	File Type(s): Word, PDF, Excel, etc.	Required	Complete and attach under the link labeled "PROPOSAL / RESPONSE TO RFQ" on the "Response Attachments" tab. <b>RESPONSES ARE LIMITED TO A MAXIMUM OF 30 PRINTED PAGES</b> (including any cover pages, tables of content, etc.) Documents in excess of this page limit may be submitted, but are not guaranteed to be reviewed / considered in the evaluation of your proposal. <i>NOTE: If additional file space is required, or additional documents are to be considered with your proposal, those items may be uploaded by selecting the "+NEW" icon under the "Other Response Attachments" heading.</i>
Authority to Submit Proposal	File Type: PDF (.pdf)	Required	Complete and attach under the link labeled "FORM – Authority to Submit Proposal" on the "Response Attachments" tab.
Disclosure of Ownership Form	File Type: PDF (.pdf)	Required	Complete and attach under the link labeled "FORM – Disclosure of Ownership-Principal" on the "Response Attachments" tab.
Subcontractor Information Form	File Type: PDF (.pdf)	Required	Complete and attach under the link labeled "FORM – Subcontractor Information" on the "Response Attachments" tab. If no subcontractors are being used, please indicate as such by selecting the box at the bottom of the form.
Sole Proprietor Affidavit	File Type: PDF (.pdf)	Required	Complete and attach under the link labeled "FORM – Sole Proprietor Affidavit" on the "Response Attachments" tab. <i>NOTE: If form is NOT applicable, please indicate as such by inserting N/A on the first blank.</i>

- B. Upload your documents on the [NGEM](#) website. Your submission must be uploaded, submitted, and finalized prior to the Close Date and Time noted. We strongly recommend that you give yourself sufficient time to begin the uploading process and to finalize your submission.

**PROPOSER(S) shall be wholly responsible for the timely delivery of submitted proposals.**

13. DOCUMENT SUBMITTAL

PROPOSER is required to submit all required documents under the correct links on the NGEM website. Failure to properly submit the required documents may result in Proposal rejection.

14. WITHDRAWAL OF PROPOSAL

PROPOSER(S) may withdraw a proposal submitted on NGEM by logging onto NGEM and retracting the proposal.

No proposal may be withdrawn for a period of 90 calendar days after the date of proposal opening. All proposals received are considered firm offers during this period. The PROPOSER'S offer will expire after 90 calendar days.

If a PROPOSER intended for award withdraws their proposal, that PROPOSER may be deemed non-responsible if responding to future solicitations.



15. REJECTION OF PROPOSAL

OWNER reserves the right to reject any and all proposals received by reason of this request.

16. PROPOSAL COSTS

There shall be no obligation for OWNER to compensate PROPOSER(S) for any costs of responding to this RFQ.

17. ALTERNATE PROPOSALS

Alternate proposals are defined as those that do not meet the requirements of this RFQ. Alternate proposals will not be considered.

18. ADDENDA AND INTERPRETATIONS

If it becomes necessary to revise any part of the RFQ, a written addendum will be issued by COUNTY. COUNTY is not bound by any oral representations, clarifications, or changes made to specifications by COUNTY'S employees, unless such clarification or change is provided to PROPOSERS in written or electronic addendum form from the Purchasing Analyst.

19. PUBLIC RECORDS

The OWNER is a public agency as defined by state law, and as such, it is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). Under that law, all of the OWNER's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. PROPOSER(S) are advised that once a proposal is received by the OWNER, its contents will become a public record and nothing contained in the proposal will be deemed to be confidential except proprietary information. PROPOSER(S) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be evaluated and a Contract written without reference to any proprietary information.

If a PROPOSER feels that they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended to the BCC for selection:

PROPOSER(S) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the RFQ number. The envelope must contain a letter from the PROPOSER's legal counsel describing the documents in the envelope, representing in good faith that the information in each document meets the narrow definitions of proprietary information set forth in NRS 332.025, 332.061 and NRS Chapter 600A, and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a proposal accompanied by such a separate, sealed envelope, the OWNER will open the envelope to determine whether the procedure described above has been followed.

Any information submitted pursuant to the above procedure will be used by the OWNER only for the purposes of evaluating proposals and conducting negotiations and might never be used at all.

If a lawsuit or other court action is initiated to obtain proprietary information, a PROPOSER(S) who submit the proprietary information according to the above procedure must have legal counsel intervene in the court action and defend the secrecy of the information. Failure to do so shall be deemed PROPOSER's consent to the disclosure of the information by the OWNER, PROPOSER's waiver of claims for wrongful disclosure by OWNER, and PROPOSER's covenant not to sue OWNER for such a disclosure.

PROPOSER(S) also agrees to fully indemnify the OWNER if the OWNER is assessed any fine, judgement, court cost or attorney's fees as a result of a challenge to the designation of information as proprietary.

20. COLLUSION AND ADVANCE DISCLOSURES

Pursuant to 332.820 evidence of agreement or collusion among PROPOSER(S) and prospective PROPOSER(S) acting to illegally restrain freedom of competition by agreement to bid a fixed price, or otherwise, shall render the offers of such PROPOSER(S) void.

Advance disclosures of any information to any particular PROPOSER(S) which gives that particular PROPOSER any advantage over any other interested PROPOSER(S), in advance of the opening of proposals, whether in response to advertising or an informal request for proposals, made or permitted by a member of the governing body or an employee or representative thereof, shall operate to void all proposals received in response to that particular request for proposals.

21. COMPANIES THAT BOYCOTT ISRAEL

PROPOSER certifies that, at the time it submitted its Bid, it was not engaged in, and agrees for the duration of the Contract, not to engage in, a boycott of Israel. Boycott of Israel means, refusing to deal or conduct business with, abstaining from dealing or conducting business with, terminating business or business activities with or performing any other action that is intended to limit commercial relations with Israel; or a person or entity doing business in Israel or in territories controlled by Israel, if such an action is taken in a manner that discriminates on the basis of nationality, national origin or religion. It does not include an action which is based on a bona fide business or economic reason; is taken pursuant to a boycott against a public entity of Israel if the boycott is applied in a nondiscriminatory manner; or is taken in compliance with or adherence to calls for a boycott of Israel if that action is authorized in 50 U.S.C. § 4607 or any other federal or state law.

22. CONTRACT

A sample of OWNER'S Standard Contract can be found on the NGEM website under the "Attachments" tab, labeled as **Sample Contract**. Any proposed modifications to the terms and conditions of the Standard Contract are subject to review and approval by the Clark County District Attorney's Office.

A. Negotiations

Following the Board of County Commissioners selection of a PROPOSER for negotiation of a Contract, the selected PROPOSER will be invited to submit a price proposal. This price proposal should consist of professional services, reimbursable costs, and a fixed fee in accordance with the attached Contract terms, together with an estimated total cost.

The negotiations will address only the price proposal and Contract terms and conditions that the PROPOSER may have taken exception to in its proposal.

B. Insurance

The PROPOSER's ability to provide the required certificates of insurance as indicated in the attached Standard Contract.

C. Delivery of Contract Documents

The PROPOSER with whom the Contract is successfully negotiated will sign and deliver to the OWNER's Representative two (2) properly executed copies of the Contract.

Upon approval of the Contract by the Clark County Board of Commissioners, the successful PROPOSER must, within ten (10) calendar days, provide the requested insurance policies or insurance certificates to the OWNER's Representative. All policies of insurance shall be reviewed for compliance by the OWNER's Representative prior to issuance of the Notice to Proceed.

Failure or refusal to furnish required insurance policies shall result in rejection of the Contract.

23. BUSINESS LICENSE REQUIREMENTS

Prior to award of this RFQ, other than for the supply of goods being shipped directly to a Clark County facility, the successful PROPOSER will be required to obtain a Clark County business license or register annually as a limited vendor business with the Clark County Business License Department.

A. Clark County Business License is required if:

- i. A business is physically located in unincorporated Clark County, Nevada.
- ii. The work to be performed is located in unincorporated Clark County, Nevada.

B. Register as a Limited Vendor Business Registration if:

- i. A business is physically located outside of unincorporated Clark County, Nevada.
- ii. A business is physically located outside the state of Nevada.

The Clark County Department of Business License can answer any questions concerning determination of which requirement is applicable to your firm. It is located at the Clark County Government Center, 500 South Grand Central Parkway, 3<sup>rd</sup> Floor, Las Vegas, NV or you can reach them via telephone at (702) 455-4253 or toll free at (800) 328-4813.

You may also obtain information on-line regarding Clark County Business Licenses by visiting the website at ([http://www.clarkcountynv.gov/Depts/business\\_license/Pages/default.aspx](http://www.clarkcountynv.gov/Depts/business_license/Pages/default.aspx))

## 24. EVALUATION CRITERIA

Proposals should contain the following information:

### A. Cover Letter

The first page of the Proposal submittal shall contain a statement that declares all information provided therein does not include any Confidential Proprietary and/or Private information as identified in this RFQ. It must also identify that the statement supersedes and nullifies any page in the Proposal that may be marked as Confidential, Proprietary, and/or Private and acknowledge that the Proposal will become Public Information upon award. The statement must be signed by the PROPOSER'S Authorized Representative. Failure to provide such declaration may be deemed as grounds for the return of the unread proposal.

### B. Executive Summary

This section shall serve to provide the OWNER with the key elements and unique features of the proposal by briefly describing how the PROPOSER is going to accomplish the project. The Executive Summary should include a schedule of major milestones.

The Executive Summary should also include a list of high risk areas which were identified during the proposal process that are reasons for concern. PROPOSER will not be evaluated on this paragraph and cannot lose evaluation points for listing areas of concern. These concerns will be addressed with the successful PROPOSER(S) during negotiations.

### C. Organizational Information

Provide your organization's name, address, internet URL (if any), telephone and fax numbers, include the name, title, direct phone number and address, and E-mail address of the individual who will serve as your organization's primary contact.

Indicate if your firm has an office in Clark County and the year it was established, if any.

Indicate if your firm is a minority-owned business, women-owned business, physically challenged business, small business, or a Nevada business enterprise as defined in **Exhibit C** of the provided sample contract.

### D. Experience

Include a brief resume of at least three (3) projects of similar type and complexity your firm has performed within the past five (5) years. Each project listed shall include total cost of project, the name and phone number of a contact person for the project for review purposes. This section shall include documentation of the PROPOSER's history of adherence to budget and schedule constraints. All firms are encouraged to indicate their experience of performing related work within the State of Nevada.

### E. Staff Qualifications and Availability

Describe the team organizational structure, including a chart identifying the Project Manager, key personnel, sub-consultants, and responsibilities of team members.

Provide information concerning the educational background, experience and professional resumes of those persons who would actually perform work on the project, with focus on their qualifications and experience on airport projects comparable to the scope as outlined in this RFQ. Identify if those persons presently reside in Clark County, Nevada or elsewhere. Indicate the present workload of the project staff to demonstrate their ability to devote sufficient time to meet the proposed schedule.

PROPOSER(S) need not indicate the actual names of employees when submitting resumes subject to the requirements of the RFQ. Fictitious names or numbers may be used (e.g. employee #1). However, if selected as a finalist, PROPOSER(S) must disclose actual employee names matching the resumes submitted to OWNER, upon verbal request, to be used in performing background verifications. The successful PROPOSER(S) shall not change proposed project personnel for which a resume is submitted without OWNER approval.

F. Conceptual Treatment of Project and Work Plan

Describe in more detail the approach to the project, preliminary work plan, and public outreach plan.

Include a preliminary project plan that includes:

- PROPOSER's concept of the project including the methodology to be used and the major deliverables to be produced.
- Any assumptions.
- Any constraints.
- Proposed 14-18 month schedule (work plan) including tasks, milestones, dates for completion, OWNER and PROPOSER resource assignments, critical path and OWNER's review cycles.

State why the PROPOSER is best suited to perform the services for this project, noting any specialized experience.

G. Financial Statement

Provide a statement that reflects the PROPOSER's financial ability to complete this project.

H. Documentation Samples

Provide samples of the documentation formats that will be used to complete the project.

I. Policy Compliance

Provide a statement acknowledging compliance with the applicable DBE/SBE policy, and non-discriminatory and civil rights policies as outlined in Paragraph 9.

J. Compliance with the OWNER's Standard Contract

Indicate any exceptions that your firm would have to take in order to accept the attached standard Contract. PROPOSER(S) are advised that any exception that is determined to be material may be grounds for elimination in the selection process.

K. Work Completed Locally

Estimate the percentage and types of work to be accomplished by the PROPOSER with staff presently residing in Clark County, Nevada.

L. Affiliations

If the project is to be accomplished through an affiliation or joint venture of several firms, the names and address of those firms, shall be furnished for each.

M. Local Familiarity

A statement as to local resources that would be utilized and the degree of the PROPOSER's knowledge and familiarity with the local community's needs and goals.

N. Business License

The PROPOSER's required business license.

O. Other

Other factors the PROPOSER determines appropriate which would indicate to the OWNER that the PROPOSER has the necessary capability, competence, and performance record to accomplish the project in a timely and cost-effective manner.