

City and County of San Francisco
Request for Qualifications No. 50341 for
San Francisco International Airport
As-Needed Natural Resources Planning Services
Contracts No. 50341.01 & 50341.02



Date issued	July 19, 2023
Pre-Submittal Conference	July 26, 2023, 9:00 AM PST VIA MICROSOFT TEAMS (RSVP Required)
Addendum No. 1	August 4, 2023
Deadline for Questions	August 23, 2023, 3:00 PM PST
Statement of Qualifications Due	September 13, 2023, 3:00 PM PST
Period for Protesting Notice of Intent to Award	Within (5) five business days of the City's issuance of a Notice of Intent to Award.
Contract Administrator:	David T. Kim Senior Environmental Planner San Francisco International Airport P.O. Box 8097 San Francisco, CA 94128 Phone: (650) 821-1426 Email: david.t.kim@flysfo.com

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This Addendum No. 1 and Questions & Answers (“Addendum 1”) is issued to modify the above referenced Request for Qualifications (“RFQ”). Please review the terms of the RFQ and this Addendum 1 carefully. If there are any inconsistencies between the RFQ and the terms of this Addendum 1, the terms of this Addendum 1 shall prevail.

A. MODIFICATIONS TO THE RFQ

4. **Section I, G. Solicitation Schedule** has been replaced with the following:

G. Solicitation Schedule. The anticipated schedule for this Solicitation is set forth below. These dates are tentative and subject to change. It is the responsibility of the Respondent to check for any Addenda to this Solicitation or other pertinent information posted in the SF City Partner’s website.

Statement of Qualifications Phase	Tentative Date
Request for Qualifications Issued	July 19, 2023
Pre-Submittal Conference	July 26, 2023, 9:00 AM PST Via Microsoft Teams (RSVP Required*)
Deadline for Written Questions	August 23, 2023, 3:00 PM PST
Statement of Qualifications Due	September 13, 2023, 3:00 PM PST
The Pre-Submittal Conference Details: The Pre-Submittal Conference will begin at the time specified. Respondents’ representatives are urged to arrive on time. Topics already covered will not be repeated for the benefit of late arrivals. Failure to attend the Pre-Submittal Conference shall not excuse the awarded Respondent from any obligations of a contract awarded pursuant to this Solicitation. Any change or addition to the requirements contained in this Solicitation as a result of the Pre-Submittal Conference will be executed by a written Addendum to this Solicitation. It is the responsibility of the Respondent to check for any Addenda to this Solicitation or other pertinent information posted on the SF City Partner’s website: https://sfcitypartner.sfgov.org/pages/index.aspx .	

*To RSVP for the Pre-Submittal Microsoft Teams teleconference, contact the Contract Administrator with the name of the Respondent and ALL attendee names by **July 25, 2023, at 12:00 p.m. PST.**

2. **Section I.1.2 Statement of Qualifications Format** has been replaced with the following:

2. Statement of Qualifications Format. Statement of Qualifications must be submitted using Adobe PDF Format. The document must have page margins of at least 0.5 inches on all sides. Information must be provided at a level of detail that enables effective evaluation and comparison between Statement of Qualifications. Failure to follow formatting, submission, or content requirements, as well as page-limit restrictions (if any), may negatively impact the evaluation of your Statement of Qualifications. The maximum total file size limit for all files combined may not exceed 20 megabytes (MB).

Respondents should submit the entire SOQ as listed below:

- One (1) PDF file of the SOQ, clearly marked “(Respondent name)-SOQ, RFQ 50341”

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- One (1) PDF file of the CMD Forms 2A, 3, 4, and 5, clearly marked “(Respondent name) CMD Forms, RFQ 50341”
- One (1) PDF file of the Hourly Rates Schedule Form, clearly marked “(Respondent name) Appendix B Rates, RFQ 50341”
- One (1) PDF file of the First Source Hiring Form, clearly marked “(Respondent name) Appendix C First Source, RFQ 50341”

3. A new **Section I.I.4. Statement of Qualifications Content** has been added:

Section I.I.4. Statement of Qualifications Content. Firms interested in responding to this RFQ must submit the following information, in the order specified below:

1. Introduction and Executive Summary (up to 2 pages)

Submit a letter of introduction and executive summary of the SOQ. The letter should state the exact name of the company submitting the SOQ, business address, and the name, title and business address of the responsible individual representing the principals of the firm, joint association or joint venture, with his/her/their telephone and e-mail address, who may be contacted during the SOQ evaluation period and for receiving notices from the City. Provide a brief description of your firm. In the event the SOQs are submitted by joint associations, joint ventures or limited liability corporations (LLCs), include the names and addresses of the individual firms comprising the joint association or joint venture. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the SOQ. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the SOQ and have not violated the terms of Section I.F. Limitation on Communications During Solicitation. Provide written assurance that the identified Project Director and Project Manager will not be substituted with other personnel or reassigned to another project without Commission staff's prior approval.

2. Statement of Minimum Qualifications (up to 4 pages)

Describe how the firm meets the minimum qualifications as set forth in Section III. Minimum Qualifications Documentation (Pass/Fail) of this RFQ. Clearly indicate project start and end dates and client contact information (name, current telephone number, and e-mail address) for projects used as qualifying experience to meet the minimum qualifications.

3. Proposed Key Staffing and Organization (up to 10 pages)

Identify key staff and provide description of the experience and qualifications of key staff highlighting their natural resources planning and related strategic planning experience at US public use airports with greater than nine (9) million annual enplanements:

- (a) Project Director who is responsible for overall client satisfaction.
- (b) Project Manager who will be the primary contact with Commission staff on assignments and leads technical staff.
- (c) Each key person on the firm, role that each person will play in the firm, and a forecast of their availability for the next 12 months.
- (d) Provide brief resumes (2-page limit per key staff) as an appendix to the SOQ. (Will not count towards the 10-page limit.)

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- (e) Provide a project organization chart that lists all key personnel and positions indicating roles of members who may be assigned to the contract. Include joint ventures, if applicable. Describe intra-team coordination and reporting in an organization chart.

4. Prime Firm Qualifications and Experience (up to 8 pages; 12 pages if Joint Venture is proposed)

Provide information on the prime firm's background and qualifications, including each joint venture partner, and all key staff which addresses the following:

- (a) A description of your firm's overall experience in natural resource planning consulting services rendered at US public use airports with greater than nine (9) million annual enplanements.
- (b) A description of not more than five (5) projects within the past seven (7) years preceding the issuance of this RFQ which were prepared for US public use airports with greater than nine (9) million annual enplanements. Identify:
 - i. Project summary, schedule, budget, and location;
 - ii. Your firm's role;
 - iii. Client contact name, current telephone number, and email address;
 - iv. Respondent's staff who worked on each project and a description of their role;
 - v. Project status or outcome and added value of your services;
 - vi. Provide examples of your firm's ability to perform project tasks on short notice and manage multiple tasks;
 - vii. Quality control and review procedures; and
 - viii. Provide examples of your firm's capability and flexibility to complete high-quality work in a timely manner.

5. References (up to 4 pages)

Provide two (2) references for each of the following:

- (a) Project Director;
- (b) Project Manager; and
- (c) Two (2) recent clients (preferably other public agencies) for the Respondent firm, including the name, address and telephone number. For joint venture partners, provide two (2) recent clients for each partner. Please confirm the accuracy of reference contact information.

Reference checks may be used to verify the Respondent's: experience with the services the City is requesting and the quality of services and staffing provided to prior clients; adherence to schedules/budgets; and problem-solving, project management, communication abilities, performance on deliverables and outcomes, and effectiveness in meeting or exceeding project objectives.

4. The title and first paragraph of Section IV. WRITTEN STATEMENT OF QUALIFICATIONS AND SCORING CRITERIA has been replaced with the following:

IV. EVALUATION AND SCORING CRITERIA

The SOQs will be evaluated by a selection committee comprised of parties with expertise in natural resources planning services. The Airport intends to evaluate the SOQs generally in accordance with the criteria itemized below.

5. Section VIII. City and Airport's Social Policy Requirements, G. LBE Subcontracting Requirement(s) and Good Faith Efforts, 3. CMD Forms is replaced in its entirety to update the website link as follows:

3. CMD Forms. All response packages submitted must include the following CMD Forms which can be found here: <https://sf.gov/resource/2022/lbe-contract-requirements-cmd-attachments>:

- (a) CMD Form 2A: LBE Participation Form
- (b) CMD Form 3: CMD Compliance Affidavit
- (c) CMD Form 4: Joint Venture Form (if applicable)
- (d) CMD Form 5: Employment Form

Failure to complete, sign and submit each of the required CMD Forms may result in the response package being deemed non-responsive and rejected.

6. Section VIII. City and Airport's Social Policy Requirements, G. LBE Subcontracting Requirement(s) and Good Faith Efforts, 4. CMD Compliance Officer is replaced in its entirety to update the website link as follows:

4. CMD Compliance Officer. The CMD Compliance Officer (CCO) for this project is: Diane Mai-Tran, Contract Monitoring Division, City and County of San Francisco, Tel: 650.821.9477, Email: diane.mai-tran@sfgov.org, Website: <https://sf.gov/departments/contract-monitoring-division>.

7. Appendix A, Agreement for Professional Services (form AIR-600), Section 5.1.1 (a) is replaced as follows to remove the abuse and molestation coverage:

(a) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations. ~~Policy must include Abuse and Molestation coverage.~~

B. QUESTIONS AND ANSWERS

1. Will SFO consider teaming arrangements acceptable to meet Minimum Qualification 3 (SFGS and CRLF 10(a)(1)(A) permits) and Minimum Qualification 4 (FAA-certified airport wildlife biologist) or does the Prime firm have to meet these MQs independently (i.e., Prime firms must directly employ individuals who have these permits/certifications)?

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Response: As currently drafted, the Prime firm must meet Minimum Qualifications 3 and 4. However, the Airport is currently reviewing Minimum Qualifications 3 and 4. Any changes to the Minimum Qualifications will be issued in a future Addendum.

2. Are there any page limits to the SOQ?

Response: This Addendum 1 adds a new Section I.I.4 Statement of Qualifications Content, which specifies page limits. Please see Section A. MODIFICATIONS TO THE RFQ above.

3. Can you please clarify that the commercial general liability insurance requirement of “must include Abuse and Molestation coverage” is not needed?

Response: The commercial general liability insurance requirement of “must include Abuse and Molestation coverage” was included in error. Please see Section A. MODIFICATIONS TO THE RFQ above.

4. Appendix B (Hourly Rates Schedule) & Appendix C (First Source Hiring Form) were not provided in the RFQ package nor were these forms included in the link on the SF Partners website. Please clarify if these forms are required with submittal of an SOQ.

Response: This Addendum 1 includes an updated Appendix B which includes a template for the Hourly Rates Schedule. Appendix C provides a link to the First Source Hiring Form, which can be accessed at http://oewd.org/sites/default/files/Documents/professional_services_fsha.pdf.

5. Does SFO anticipate the prevailing wage requirements would be triggered by the professional services work conducted under a future contract?

Response: Proposers are advised to refer to Attachment A, Agreement for Professional Services, Section 3.6, Payment of Prevailing Wages, which states that services may include prevailing wage work. However, SFO cannot confirm at this time if future work under the Scope of Services for this RFP will trigger this requirement.

6. SFO notes in the RFI in Section IV – A5 “Results of reference checks, if conducted”. Does SFO want the respondent to provide references example projects and if so, how many?

Response: This Addendum 1 adds a new Section I.I.4 Statement of Qualifications Content, which specifies that two (2) references should be provided for each of the Proposer’s two (2) recent clients.