

SECTION 1 – NOTICE OF REQUEST FOR PROPOSALS

1.1 Request for Proposals

- A. The City of Palm Springs is requesting proposals from qualified firms attorneys and law firms to provide airport legal services, advisory and litigation services in the area of airport law and airport-related environmental matters to Palm Springs International Airport. pertaining to FAA rules regulations, U.S. Transportation Safety Administration, U.S. Customs and Border Protection, California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and Air Quality Management District (AQMD) compliance.
- B. This solicitation and its subsequent contract has the potential to be funded by Federal funds provided by the FAA and other federal agencies and therefore is subject to all applicable federal requirement as outlined in the sample contract.

1.2 Term

The term of this contract will be for three years, with two one-year options to renew at the City's sole discretion.

1.3 Schedule

The following is the schedule for this procurement:

Activity	Due/Time
Request for Proposals Issued	December 9, 2024
Pre-Proposal Conference	December 16, 2024 @ 9:30 am
Requests for Clarifications from Proposers are due	December 30, 2024 @ 5:00 pm
Responses to Requests for Clarification will be posted via Addendum	January 6, 2025
Proposals are Due	January 16, 2025 @ 2:00 pm
Interviews (if needed)	TBD
Recommendation/Selection (tentative)	February 3, 2025
Projected Date for Award of Contract/ PO	February 2025

1.4 Procurement Officer and Delivery Address:

Sheikia Wilson

City of Palm Springs – Procurement and Contracting Department

City Hall

3200 E. Tahquitz Canyon Way

Palm Springs, CA 92262

Phone: 760.322.8334

Email: sheikia.wilson@palmspringsca.gov

SECTION 2 – INSTRUCTIONS TO PROPOSERS

2.1 Obtaining RFP Documents and Addenda:

RFP documents including Addenda can be found on PlanetBids at:

<https://pbsystem.planetbids.com/portal/47688/portal-home>

Proposers will then need to log in and locate this RFP for all related documents. It is the Proposers responsibility to check the PlanetBids site regularly to stay current on the documents that are available as this is the primary communication site for this RFP.

2.2 Pre-Proposal Conference:

A Pre-Proposal Conference will be held as follows:

Date: December 16, 2024

Time: 9:30 am PST

Location: **Virtually**. - Interested participants who wish to participate in the preproposal conference by either requesting a link to attend via email to:

sheikia.wilson@palmspringsca.gov or by following the directions below:

Microsoft Teams meeting

[Join the meeting now](#)

Meeting ID: 237 424 344 27

Passcode: cbzjkh

Dial in by phone

[+1 872-239-6004,965319233#](tel:+18722396004965319233#) United States, Chicago

[Find a local number](#)

Phone conference ID: 965 319 233#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

All proposers are highly encouraged to attend this conference to learn more about the requirements of this solicitation.

2.3 Proposer's Minimum Requirements:

A. Experience:

1. The Proposer shall be a current member in good standing with the California Bar, eligible to practice law in California with no disciplinary history in the past ten years. **Please include this qualification in Section A of your proposal.**
2. The Proposer must have ten years of professional experience practicing law. **Please include this experience in Section A of your proposal.**
3. The Proposer must have five years of experience working with the Federal Aviation Administration and knowledge of the Federal Aviation Regulations. **Please include this experience in Section A of your proposal.**
4. The Proposer must have qualified staff with Juris Doctorate degree. **Please include this information in Section B of your proposal.**

B. **Business License:** The selected firm will be required to be licensed in accordance with the City of Palm Springs Business License Ordinance, Municipal Code Chapter 3.40 through 3.96, entitled "Business Tax". Proposers may obtain the license after award but must do so promptly as the license will be routed with the contract for final signature.

2.4 Submission of Proposals:

A. Requests for Proposals will be electronically received via the online Planet Bids electronic system until **the time specified in the schedule**. The receiving time date stamp in Planet Bids will be the governing time for acceptability of Proposals. Paper proposals, or proposals sent by any other means will not be accepted. Late proposals will not be accepted by the Planet Bids system so please allow plenty of time to submit your proposal. Failure to register as a Proposer to this RFP process per the instructions in this Request for Proposals (under "Obtaining RFP Documents") may result in not receiving Addenda or other important information pertaining to this process. Failure to acknowledge Addenda may render a proposal as being non-responsive or negatively impact the evaluation of a proposal. **Proposal files shall be clearly labeled per the instructions provided and submitted electronically.**