

SECTION 1 – NOTICE OF REQUEST FOR PROPOSALS

1.1 Request for Proposals

The City of Palm Springs is requesting proposals from qualified firms to provide the City with airport program management and advisory (PM&A) consulting services. The scope of work will consist of program strategy and management services, program scheduling, oversight and budget control, document controls design management, preconstruction facilitation, project management, advisory services and if needed, oversight of a program management/construction management team responsible for key projects.

1.2 Term

The term of this contract will be for five 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	April 28, 2025
Pre-Proposal Conference	May 12, 2025 @ 8:30 am PST
Requests for Clarifications from Proposers are due	May 20, 2025 @ 5:00 pm PST
Responses to Requests for Clarification will be posted via Addendum	May 27, 2025
Proposals are Due	June 3, 2025 @ 2:00 pm PST
Interviews (if Required)	Week of June 16, 2025
Recommendation/Selection (tentative)	June 23, 2025
Projected Date for Award of Contract/ PO	July 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: **Tuesday, May 12, 2025**

Time: **8:30 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 on your computer or mobile app

[Click here to join the meeting](#)

Meeting ID: 252 097 017 024

Passcode: PB3jf9kS

Or call in (audio only)

[+1 872-239-6004,,453835902#](#) United States, Chicago

[Find a local number](#)

Phone conference ID: 453 835 902#

[Find a local number](#) | [Reset 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:** The Proposer must have the following experience:

1. In the area of airport program management and strategic advising/leadership.
2. Overseeing a minimum of three airport large capital programs with a minimum contract value of \$75 million each.
3. Expertise with a variety of delivery methods, understand the sources and uses of available funds, and have demonstrated experience developing complex financial strategies and models for complex airport projects.
4. The ability to establish an office in Palm Springs and at a minimum the project managers should reside in or near Palm Springs in order to be available and responsive to the airport for the term of the agreement.
5. Possession of Program Management Professional (PGMP) or Project Management Professional (PMP) Certifications is highly desirable.
6. **Proposers shall outline this experience in Section A of the proposal.**

B. Knowledge:

1. The Proposer must have an understanding of the unique issues facing the development of small-hub or medium-hub airports.
2. The Proposers submitting a Statement of Qualifications & Experience (SOQ&E) should, at a minimum, possess demonstratable skills, detailed knowledge, and applied experience in the following areas:
 - a. Knowledge of and experience in project scheduling, design of architectural and civil projects, project controls, and grant administration.
 - b. Knowledge of FAA Advisory Circulars pertaining to design, constructions, project management, reports, and correspondence with FAA.
 - c. Experience with similar contracts providing consulting services under FAA Advisory Circular AC 150/5100-14 (current revision).
 - d. Familiarity with FAA processes and procedures relating to project development, grant applications, and use of FAA documents in preparation of plans and specifications, project status reports.
3. **Proposers shall outline this knowledge in Section A of the proposal.**

C. Minimum Key Personnel Requirements:

1. Each key staff members assembled on the proposed team shall have at least 10 years of demonstrated experience in any/all of the areas indicated: scheduling, design of architectural or civil projects, project controls, and/or contract management.
2. The Proposers shall identify and provide a detailed resume for the propose project manager for this assignment, including full work history, special qualifications and demonstrated experience. Experience working at a commercial airport in an operational public environment on multi-phase construction projects is required.
3. The Proposers shall identify all key personnel assigned to work on the assignment through the life of the program. Recommended key staff include Project Manager, Scheduler, Controls Manager, Change Control Manager, and Design Manager. The Proposers will be required to obtain PSP approval for key personnel changes from the PSP executive team throughout the life of the contract and newly assigned key personnel will be required to meet the above requirements.

D. 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