



# City of Santa Barbara

Santa Barbara Airport

[FlySBA.com](http://FlySBA.com)

July 28, 2026

## Airport Administration

601 Firestone Rd.  
Santa Barbara, CA 93117  
(805) 967-7111  
(805) 964-1380 FAX

## Airport Operations

Airport Patrol  
(805) 681-4803

## Badge Office

(805) 681-6385

## Engineering

(805) 692-6020

## Maintenance

(805) 964-0450

## Marketing

(805) 692-6024

## Noise Abatement

(805) 967-1900

## Planning

(805) 692-6032

## Property Management

(805) 692-6022

## Visitors Center

(805) 964-7622

**SUBJECT:** Progressive Selection for Construction Management at Risk Services for the Santa Barbara Airport Terminal Improvement Project

## PROGRESSIVE SELECTION

*Two-Step Request for Qualifications (RFQ) and Request for Proposals (RFP)*

The City of Santa Barbara is inviting qualified firms to submit a State of Qualifications (SOQ) and Preliminary Proposal to provide Construction Manager at Risk (CMAR) services for the Santa Barbara Airport's Terminal Improvement Project (TIP). The City's Municipal Code (§ 4.52.165) allows City projects having an estimated construction value over \$500,000 to be procured via a CMAR contract. The estimated construction value of this project is over \$30 million.

|                                        |                                            |
|----------------------------------------|--------------------------------------------|
| Request for Qualifications Issue Date: | <b>Tuesday, July 28, 2026</b>              |
| Optional Pre-Submittal Meeting Date:   | <b>Tuesday, August 18, 2026 at 10:00am</b> |
| Deadline to Submit Questions           | <b>Friday, September 4, 2026</b>           |
| Statement of Qualifications Due Date:  | <b>Tuesday, September 15, 2026</b>         |



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## INTRODUCTION

The City of Santa Barbara (City) owns and operates the Santa Barbara Airport (SBA). SBA provides commercial air service and general aviation services. SBA is categorized as a “small hub” airport served by five major airlines and their affiliates. The current airline passenger terminal, the John T. Rickard Airline Terminal (Terminal), was completed in 2011 and is located at 500 James Fowler Road, Santa Barbara, CA (Assessor’s Parcel Number 073-450-003). Since the Terminal’s opening, SBA has experienced dramatic growth in enplanements (i.e. commercial passenger boardings). To support the dramatic growth, SBA’s 2017 Airport Master Plan identified several major landside capacity projects to meet the continued growth and development of SBA, one of those major projects is the TIP.

## PROJECT OVERVIEW

The TIP consists of a 33,000 square foot addition to the existing Terminal. There are six primary elements to the project that will provide additional seating space, security screening area, concession space, and more:

*Southern Improvements:* additional 25,007 square feet to include improvements to the baggage claim area, inbound baggage area, office space, storage for mechanical equipment and maintenance supplies, holdroom areas with new restrooms, and additional space for the security checkpoint screening area and Transportation Security Administration (TSA) operations.

*Western Improvements:* additional 2,932 square feet for new airline office space and second floor concession space, kitchen, and outdoor terrace.

*Northern Improvements:* additional 2,182 square feet for additional baggage make-up area and holdroom area.

*Eastern Improvements:* additional 2,514 square feet for the first-floor ticketing lobby and a fourth TSA security screening lane on the second floor.

*Interior Improvements:* enhancements to the existing ticketing/check-in and baggage claim areas, new offices for baggage and terminal services, a change to the escalator orientation, and an additional elevator. On the second floor, improvements would include a new service animal relief area, a lactation room, and additional seating area.

*Airside Improvements:* two new passenger boarding bridges and redevelopment of existing pavement for two new aircraft ground boarding gates.

### Funding

The TIP Project will be funded in part by Federal Aviation Administration (FAA) Airport Improvement Program (AIP) funds; therefore, applicable Federal requirements will apply. Other

anticipated funding sources include the Passenger Facility Charge (PFC) Program, the Transportation Infrastructure Finance and Innovation Act (TIFIA) Program, and City-issued bonds. The actual amount of funding from the various sources is undetermined currently. The City's current budget for the TIP Project is no more than \$36,000,000. The City recognizes that its budget might need to be increased or decreased. However, part of the CMAR role will be to ensure that the TIP Project is affordable by the City.

### Current Status

The TIP project is currently at the 15% design phase and undergoing State environmental review. The City initiated preliminary design in 2022 with Corgan Associates, Inc. Corgan completed a Basis-of-Design (Attachment 2) which addresses:

- Civil, Architectural, Sustainability, Structural, Mechanical, Plumbing, Fire Protection, Electrical, and Passenger Loading Bridges disciplines

The design phase is expected to take approximately another 18 months. Award of Phase II – Construction is anticipated to be in 2027 with onsite construction beginning in late 2027. An 18-month construction duration for build out and commissioning is contemplated.

On June 9, 2026 the FAA determined the proposed project is Categorically Excluded pursuant to FAA Order 1050.1G as it relates to the National Environmental Policy Act of 1969, as amended (NEPA). Therefore, no further federal environmental disclosure documentation for this project is necessary for NEPA purposes if the Project remains consistent with the environmental information provided.

The City is currently preparing an Environmental Impact Report (EIR) Addendum to address California Environmental Quality Act (CEQA) requirements. The TIP project was originally included in the 2017 Master Plan EIR (SCH#2014061096).

## **SCOPE OF WORK**

Using the CMAR project delivery method, the City is seeking firms to support the design process and provide complete construction services for the TIP project in two phases:

1. Phase I - Preconstruction: The City will execute a contract with the selected CMAR Firm to provide preconstruction phase services to support the City in developing the design including providing value engineering, cost and schedule estimating, constructability review, and other improvements to design and delivery based on the CMAR Firm's experience in the industry. During this phase, the City will advance the design to the level of completion necessary to define the project and will provide construction-ready documents prior to the initiation of Phase II – Construction. The CMAR Firm may identify work to be performed in an Early Construction Work GMP.
2. Phase II - Construction: Concurrently with Phase I – Preconstruction, the City and the selected CMAR firm will prepare for Phase II – Construction. Once the design is complete

to 90%, the selected CMAR firm will present to the City a proposed Project Schedule and Guaranteed Maximum Price (GMP), based on a City-approved “open book” procurement process for the construction work through commissioning and start up. “Open Book” means the CMAR will provide and make available to the City a fully transparent and detailed breakdown of all costs on an “open book” basis, including overhead, fees, discounts, supplies, subcontractors, materials, labor hours and rates, and equipment for the CMAR firm and its subcontractors, vendors, and suppliers. The GMP proposal will include the cost of construction, general condition costs, CMAR overhead costs, fee percentage (as defined on page 23), and premiums for bonds. Should the City and the selected CMAR firm be unable to agree on a GMP, the City may terminate the existing CMAR contract and begin negotiations with another CMAR firm, or the City may complete the design and undertake public bidding of the TIP project. Upon completion of Phase I and establishment of Phase II – Construction scope, the Guaranteed Maximum Price (GMP) will be presented to the City Council for approval prior to commencement of construction.

The anticipated Scope of Work is provided below; however, the final Scope of Work will be determined with the selected CMAR firm as part of the contract negotiations.

#### Anticipated Project Timeline

| Phase                | Date                                                                                                           |
|----------------------|----------------------------------------------------------------------------------------------------------------|
| NEPA and CEQA Review | June 9, 2026 Categorically Excluded from NEPA<br>CEQA review expected by August 2026                           |
| Design               | 30% Design – December 2026<br>60% Design – April 2027<br>90% Design – July 2027<br>100% Design – November 2027 |
| CMAR Preconstruction | Kickoff – September 2026<br>Initial Constructability Review Workshop<br>30% Cost<br>GMP – May 2027             |
| CMAR Construction    | Execution of Construction Contract – November 2027<br>Construction (18 months) – 2027 to 2029                  |

#### Services to be Provided by CMAR Firm

The services to be provided by the selected CMAR Firm shall include, but not be limited to, those listed below.

#### **Phase I – Preconstruction**

Preconstruction Phase Services consist of tasks necessary for the CMAR Firm, in collaboration and coordination with the City and the Design Engineer, to develop a GMP within the City’s budget and Construction Project Schedule, Baseline Early Construction Project Schedule, and any amendments. These services also include project management activities, meetings, and

specific tasks for the development of certain Management Plans necessary to advance the TIP project through Phase I and Phase II.

Submittal Requirements:

- Submittals include:
  - o Design review comments
  - o Reports
  - o Management Plans
  - o Project Schedules
  - o Early Construction Work GMP
  - o Phase II – Construction GMP, and
  - o Other submittals or work products identified in this RFQ/RFP.
- The CMAR Firm shall provide one draft version of each submittal for City review, a second draft version incorporating all review comments for City review, and one final version that addresses all review comments. Project schedules shall be submitted as electronic files, including a version in both Microsoft Project and Adobe PDF formats at a minimum.

Management Activities:

1. Participate in one kick-off meeting in-person at the Santa Barbara Airport.
2. Participate in weekly virtual 30-minute progress meetings with the City.
3. Participate in monthly one-hour virtual meetings with the City, Design Engineer, and other City consultants.
4. Participate in up to 15 additional meetings with the City, Design Engineer, boards and commissions, the public, and/or others as needed. Assume two-hour meetings with up to eight meetings in-person.
5. Establish and maintain a monthly Project Schedule for Preconstruction phase services in coordination with the City.

Design Support:

1. Actively consult with, advise, and provide recommendations to the City and the Design Engineer on planning, design, and proposed construction of the TIP project, and provide comments on draft Project Plans and Specifications.
2. During design progression, provide ongoing constructability review and input, as well as information on material and labor availability, recommendations on equipment and/or packaging to advance construction, and independent quantity calculations to verify quantities specified by the Design Engineer. Services under this task shall be provided

from the 30% level of completion up to and including 100% completion of the final design, plans, and specifications.

3. At 30% Design, lead and conduct an initial design, constructability, and risk review workshop with the City. The intent of this review workshop is to identify and share potential issues with the City so that potential issues can be addressed.
4. Provide written design-review and value engineering comments to the City at the 30%, 60%, and 90% design stages.
5. Support and attend up to three (3) value engineering focused workshops with the City between the 30% and 60% design stages.
6. Identify, evaluate, and recommend elements of the TIP project that may require less than 100% design completion and elements of the TIP project that would be candidates for an Early Construction Phase GMP.

*Project Schedules:*

1. Prepare the Preconstruction Phase project schedule in coordination with the City and Design Engineer.
2. Develop and provide a draft structure/format for City review of the Construction Phase project schedule.
  - a. Obtain the City's agreement on any deviations from the schedule.
  - b. Incorporate City review comments to finalize the schedule structure/format for City approval.
3. Develop a preliminary draft and final Work Breakdown Structure (WBS) for City review that will be used to inform the ongoing development of any Early Construction project schedule and the Construction Phase project schedule as well as the GMP Cost Model. The WBS shall provide a clear description of each work package and deliverable included in the Early Construction Phase Work and the Construction Phase Work. The WBS, including phasing by location and type of work, shall be coordinated as needed with the Federal Aviation Administration (FAA) and Transportation Security Administration (TSA). Revise the WBS to address comments received from the City, FAA, and TSA, and resubmit for approval.
4. Develop an Early Construction Phase project schedule (as applicable) and the Construction Phase project schedule at 30%, 60%, 90%, and 100% design completion milestones for Construction Work. The intent is for all aspects of the project to be fully designed, but given the anticipated nature of the TIP Project and that all the work cannot be completed at once without significant impacts to the Terminal, develop proposed phases of the work to minimize the impact of the work on the operation of the Terminal.
5. Develop preliminary construction phasing concepts that minimize impacts to terminal operations, including passenger circulation, TSA screening, airline operations, and

concessionaire activities. Phasing concepts shall be coordinated with the City, TSA, and airlines and incorporated into the 30%, 60%, and 90% design milestone schedules.

*Procurement Activities and GMP Development:*

1. Prepare a procurement plan for the Construction Work that identifies work to be self-performed, subcontracted work, the method of procuring subcontracted work (e.g. low bidder, value-based), and the rationale for the proposed approach. Submit the procurement plan for City review and comment. Revise and finalize the procurement plan to address all comments.
2. Provide recommendations to the City for those work items to be included in Early Construction Work (e.g. long-lead items, specialized equipment).
3. Support the City and Design Engineer in the pre-selection of certain equipment.
4. Identify long-lead equipment procurement needs and support the Design Engineer in the analysis of equipment availability considerations and mitigation strategies to address supply chain issues as applicable.
5. Prepare and provide a draft GMP Cost Model for City review and approval that will be used to manage the Open Book GMP development process. The draft GMP Cost Model may be furnished in the CMAR Firm's preferred structure; however, it must include, at a minimum, the following elements and/or functionality:
  - a. A complete representation of all Early Construction Work and Construction Work (as applicable), broken down into a manageable hierarchy of organization:
    - i. The ability to provide reporting from several perspectives (e.g., construction package, project type, funding source, contracts, vendors, etc.).
    - ii. Inclusion of linkages to all documentation utilized during the CMAR Firm's implementation of the procurement process (e.g., subcontractor and supplier procurement documents, quotes/bids/proposals received, etc.).
    - iii. Identification of all contingency assumptions.
    - iv. Identification of all GMP Cost Model assumptions.
6. Conduct an in-person workshop to present and discuss draft GMP Cost Model with the City.
7. Revise draft GMP Cost Model based on City review and provide final GMP Cost Model for City approval.
8. Utilizing the GMP Cost Model, prepare and submit detailed, updated cost estimates on an Open Book Basis as the design is advanced to the 30% and 60% levels of design completion. The 60% GMP Cost Model updates shall be accompanied by a summary level log of changes from the prior submission, and a narrative describing the nature and rationale for the cost changes.
9. The CMAR Firm will conduct an in-person workshop at the 30% and 60% design stages with the City to discuss the GMP Cost Model.

10. Revised 30% and 60% GMP Cost Models based on City reviews and workshops shall be provided for City approval.
11. At the 30% design completion, provide a construction cost estimate.
12. At the 60% and 90% design stages, prepare and provide a draft version to the City of a complete, detailed, written GMP Proposal which includes the following elements:
  - a. Construction Phase Submittal List identifying all services and products related to the Construction Phase Work and included in the GMP.
  - b. GMP Cost Model.
  - c. Identification of any assumptions, limitations, or conditions associated with the draft version of the GMP Proposal.
  - d. Descriptions, justifications, and calculations for all stand-alone or embedded cost contingencies included in the GMP, whether controlled by the CMAR Firm or the City.
13. Conduct a workshop to discuss City comments on the draft GMP Proposals submitted at the 60% and 90% design stages.
14. Each draft of the GMP Proposal and the final GMP Proposal, along with the City's third-party independent cost estimate (ICE), will be reviewed by the City for reasonableness and alignment with the project budget. If the CMAR Firm's GMP does not align with the ICE, the CMAR Firm, Design Engineer, and City will meet and confer to reach a mutually acceptable cost estimate. If that cost estimate exceeds the project budget, the CMAR Firm shall make recommendations to the City to ensure the TIP project stays within the City's project budget.
15. Revise the GMP Proposal in accordance with City review and submit a Final GMP for City consideration.

**Management Plans:**

1. Provide for City review of the Construction Management Plan for the Early Construction Work and the Construction Work that, at a minimum, addresses the following items:
  - a. Project organization, communication, and project management software;
  - b. Health, safety, and emergency response procedures;
  - c. Risk management;
  - d. QA/QC management;
  - e. Site and security management;
  - f. Construction sequencing;
  - g. Construction noise and air quality management;
  - h. Construction truck traffic and hauling routes and quantities;
  - i. Outreach, noticing and contractor availability;
  - j. Storm water pollution prevention; and
  - k. Cost control.

2. Based on City review comments, revise Construction Management Plan and provide final version.
3. Prepare, implement, and maintain a Risk Management Plan for Early Construction Work or the Construction Work (as applicable) in coordination and alignment with the City's risk management structure. The Risk Management Plan shall include:
  - a. A risk registry identifying specific Early Construction or Construction risks (as applicable), their estimated probability of occurrence, the estimated magnitude of impact on cost and schedule, and the party responsible for the management of that risk; and,
  - b. A discussion of the potential mitigation measures for each risk identified in the risk registry.
4. Participate in quarterly risk management workshops to present updates to Early Construction or Construction (as applicable) risk management approach for incorporation into the program-wide risk management methodology.
5. Provide support to the City as required in the preparation of a draft Commissioning Plan that describes in detail the processes that will be implemented and the deliverables that will be provided to commission, test, and start up the TIP project. At a minimum, the draft Commissioning Plan shall include:
  - a. A description of the plan to commission, test, and start up the TIP project, including identification of roles and responsibilities of the CMAR Firm, Design Engineer, City, and others.
  - b. A description and outline of the testing process the CMAR Firm will implement to demonstrate performance of individual components of the TIP project.
  - c. A description and outline of the TIP project acceptance testing process and plan.
  - d. Conduct a workshop with the City and Design Engineer to discuss the draft Commissioning Plan.
6. Provide support to the City as required to incorporate comments based on City review of the draft Commissioning Plan to facilitate submitting a final version for City approval.
7. Provide support to the City in ensuring that new systems, equipment, and areas are transitioned to the City for operation in a timely and efficient manner ready for Day 1 operation through preparation and implementation of an Operational Readiness, Activation and Transition (ORAT) Plan. The ORAT Plan will include any testing, training, and other activities required to ensure a successful handover of the TIP project to the City and operation of it by the City.

#### Onsite Investigation

1. Potholing services – up to 20 potholes within the project area to investigate underground utility conflicts (at prevailing wage). Services shall include:
  - a. Pavement restoration with a one-year pavement warranty;
  - b. Traffic control;

- c. Applying for the City's public right-of-way encroachment permit (if necessary). Vacuum potholing is preferred to limit construction impacts, increase efficiency, and minimize risk to underground utilities;
  - d. Coordination with Airport Operations and FAA (if necessary), which may include filing an FAA Obstruction Survey (Form 7460).
2. High precision GIS – Coordination of any project investigation work with the City's geographic information system staff to map utility alignments.

### **Early Construction (Phase I or II)**

The scope(s) for the Early Construction Work, if deemed necessary, will be defined by the Early Construction Amendment(s), which will include a detailed Scope of Work, the submittal list, and the Plans and Specifications prepared by the Design Engineer.

The Early Construction Work consists of tasks necessary for the CMAR Firm, in collaboration and coordination with the Design Engineer, to develop early construction packages, each for a GMP with an associated Early Construction Project Schedule. The purpose of Early Construction Work could be to procure long lead items, for early procurement to capture cost savings, or for enabling projects to improve construction phasing and sequencing. Early Construction Phase Work will be authorized via City amendment as described in the CMAR Agreement. Early Construction Work must be compliant with CEQA and all necessary permits. Amendments that exceed the value of the GMP will require Council approval. Amendments within the value of the GMP will require Public Works Director approval.

### **Phase II - Construction**

The scope of Phase II – Construction will be defined by the Plans and Specifications prepared by the Design Engineer. The scope below is provided for reference purposes only.

#### Management Activities:

1. Participate in TIP kick-off meeting(s).
2. Participate in weekly construction meetings.
3. Participate in biweekly meetings with the Design Engineer, City, the City's outreach and environmental consultants, and/or others as needed.
4. Conduct meetings with all the contractors and subcontractors performing major elements of the construction work prior to the start of their activities.
5. Attend monthly meetings with the Design Engineer and City staff and provide written monthly progress reports and updated schedules.
6. Coordinate and manage the construction work that includes all required appurtenances, necessary site improvements, and all other work required to make a complete and operable system within the GMP and the allowable contract time.
7. Maintain and update the Construction Project Schedule monthly and prepare three-week lookahead work schedules consistent with the overall schedule.
8. In coordination with the City's risk management approach for the TIP project, maintain and provide updates to the construction work risk registry monthly, and participate in quarterly risk management meetings.

9. Coordinate with other entities, as necessary and in compliance with the Conditional Use Permit, Building Permit, Public Works Construction Permit, and others as required.
10. Airport Operational Coordination Requirements: the CMAR Firm shall plan, phase, and execute all construction activities in a manner that maintains safe, continuous, and efficient airport operations. At a minimum, the CMAR Firm shall:
  - a. Develop and maintain a detailed Construction Phasing and Operational Coordination Plan that identifies required shutdowns, temporary facilities, detours, passenger flow modifications, and operational impacts. The plan shall be coordinated with the City, TSA, airlines, concessionaires, and other airport team members.
  - b. Maintain uninterrupted passenger circulation within the Terminal, including ticketing, security screening, baggage claim, concessions, restrooms, and holdrooms, except where temporary closures are approved in advance by the City.
  - c. Coordinate all work affecting TSA operations, including security screening lanes, equipment relocations, access control points, and sterile/nonsterile boundary modifications. The CMAR Firm shall comply with all TSA security requirements and obtain necessary approvals prior to performing work.
  - d. Coordinate all work affecting airline operations, including ticket counters, gates, baggage systems, offices, and ramp access with the City, the airlines, TSA, concessionaires, and other affected parties. The CMAR Firm shall provide advance notice of impacts to all impacted parties and obtain City approval of mitigation measures.
  - e. Provide and maintain safe passenger detours, temporary signage, and wayfinding during all phases of construction. Temporary conditions, including paths of travel and modifications to locations where passengers and employees may be found, shall meet all applicable ADA requirements and airport safety standards.
  - f. Coordinate all airfield access, badging, escorting, and training requirements for CMAR and subcontractor personnel in accordance with airport security protocols.
  - g. Plan and schedule work to minimize operational disruptions, including performing night work, off peak work, or phased work when required by the City.
  - h. Provide weekly look ahead schedules that identify operational impacts and required stakeholder coordination.
  - i. Respond promptly to operational issues identified by the City, TSA, airlines, or other interested parties and implement corrective measures as directed.
11. Monitor and maintain quality controls over Shop Drawings, equipment and materials, implementation, and Construction Work.
12. Implement all construction activities in accordance with the sustainability, energy efficiency, and environmental performance requirements established by the City and the Design Engineer, including supporting any project sustainability goals, meeting construction waste diversion targets, minimizing construction-related emissions, complying with CEQA/NEPA mitigation measures, ensuring installed systems meet specified energy performance criteria, and providing all required documentation, reporting, and coordination necessary to achieve the project's sustainability objectives.
13. Provide and maintain the Construction Bonds.
14. Comply with the City's insurance program during any enabling or other covered work in Early Construction Work and Phase II - Construction as required by the Contract Documents.

15. Implement the construction site safety and emergency response plans to provide a safe working site for the TIP project.
16. Establish and implement procedures to track, expedite, and process all Submittals, Change Orders, and Requests for Information.
17. Review and process all pay applications from subcontractors.
18. Implement and maintain accounting, reporting, and payment systems to comply with City and funding agency requirements.
19. Conduct monthly progress meetings with the on-site trade forepersons or superintendents.
20. Maintain current copies of as-built drawings, including all subcontracted work, and submit monthly as-built drawings in hard copy, PDF, and electronic format, as specified by the Design Engineer.

Procurement Activities:

1. Prepare the bids and proposal packages for the elements of the construction work that is to be subcontracted in accordance with applicable requirements of the Contract Documents.
2. Develop and submit recommendations for City consideration and approval concerning the awarding of subcontracts with respect to Changes in the Work.
3. Manage all procurement of materials and equipment.
4. Manage all procurement and construction-related Subcontracts while meeting the City's requirements for procurement of subcontractor and supplier bids or proposals. This effort includes inspecting the Construction Work performed by subcontractors to ensure conformance with the Contract Documents, state and federal grant requirements, and Good Faith Efforts.

Design Support Activities:

1. Consult, advise, and provide recommendations to the City and Design Engineer on any design changes to the 100% plans and specifications. Provide on-going constructability review, advise on material availability, recommendations on equipment and/or packaging to advance construction, and independent quantity calculations to verify quantities specified by the Design Engineer.
2. The CMAR Firm may submit value engineering proposals.
3. Review and process Shop Drawings and other documents for submittal to the Design Engineer.
4. Conduct a walk-through with the City and Design Engineer to ensure that the City, Design Engineer, and CMAR Firm agree that the Construction Work is complete before the agreed-upon warranty goes into effect.

Handover, Operations and Maintenance Support Activities:

1. Implementation of the ORAT Plan resulting in readiness for the City and any other affected team members (such as concessionaires or TSA) to open, operate, manage, and maintain the TIP project on Day 1.
2. Support the development, coordination, and implementation of the Operational Readiness, Activation, and Transition (ORAT) program, including preparing detailed activation schedules, facilitating team member training, supporting functional and operational testing, coordinating trial operations, developing and delivering operational procedures and transition plans, and providing all documentation, staffing, and on-site support necessary to ensure the City, airlines, TSA, concessionaires, and other team members are fully prepared for Day 1 operations.
3. Consult, advise, and provide recommendations to the City and Design Engineer regarding the development of the operations and maintenance approach for the TIP project, including repair and replacement methodology, and provide training for all operations and maintenance and equipment.

City of Santa Barbara Community Workforce Agreement - The Community Workforce Agreement (CWA, Attachment 4) is the City's collective bargaining agreement with local labor organizations. The CWA establishes the terms and conditions of employment for construction projects. The CWA applies to all contractors and subcontractors who bid on projects covered by the City Ordinance enacting a CWA. The CWA outlines the relationship of contractors to their employees and sets the hiring process. The current CWA expires in July 2027. The final construction bidding package (100% plans and specifications) is not expected to be complete until Fall 2027. It is advised that CMAR incorporate CWA requirements into their cost models and other items as applicable.

Services to be Provided by the City:

The services to be provided by the City shall include, but not necessarily be limited to, the following:

1. Managing design, environmental, outreach, and construction management (and inspection) contracts.
2. Providing general directions to the CMAR Firm through the City's Project Manager.
3. Providing access to the facility.
4. Assisting with community outreach.
5. Reviewing CMAR Firm-prepared materials.
6. Mailing through the City's mail or USPS mail services.
7. Providing meeting rooms for required meetings.
8. Coordinating inter-departmental Project issues with City staff.
9. Providing data and any other documentation for research of the Project in the City's possession.
10. Managing grant funds and associated paperwork.
11. Being the Lead Agency for CEQA.

Services to be Provided by Others:

The City has retained and/or plans to retain other consultants to provide the following services:

1. Environmental documentation and permitting.
2. Public outreach, engagement planning, and coordination.
3. Design.
4. CWA administration services to administer and apply the necessary obligations of project's CWA on behalf of the City.
5. City's representative construction management and inspection.

### Badging Requirements

The Project will be performed in an operating airport environment. The CMAR Firm's and subcontractors' employees working on the Project at the Airport may be required to obtain a Security Identification Display Area (SIDA) badge and must comply with the Airport's badging requirements. All individuals must comply with all security, and operational requirements at all times when they are on Airport property. The CMAR Firm will be required to ensure that all employees obtain the required badging or are being escorted by badged employees. Prior to receiving a badge, the individual must:

1. Complete an Access Media Application;
2. provide two (2) forms of approved government-issued identification ([flysba.santabarbaraca.gov/business/airport-badging-office](https://flysba.santabarbaraca.gov/business/airport-badging-office));
3. undergo a fingerprint-based criminal history records; and
4. complete computer-based security training and non-movement driving training (if necessary).

CMAR will pay for the badging fees, which are currently \$40 per SIDA badge.

## **STATEMENT OF QUALIFICATIONS AND PRELIMINARY PROPOSAL REQUIREMENTS**

Firms responding to this RFQ/RFP must hold a California General Engineering Contractor's License Class A or a General Building Contractor License Class B. Firms must not be suspended or debarred by any department or agency of the United States government. Firms must be willing to agree to contract terms required by the City, State, and United States, including the FAA's contract provisions, and to required solicitation provisions and certifications which will be included in the RFQ/RFP.

The CMAR contract will be entered into with the same firm for the Project's preconstruction services and construction services. Entering into the contract for Phase I - Preconstruction Services will not bind the City to one or more amendments for additional work, including the for Phase II - Construction Work. If the City and the selected CMAR Firm cannot reach agreement on a GMP, or any other aspect of the CMAR contract, as determined by the City Council, the City may terminate the CMAR contract and procure the construction services from a different firm.

Firms responding shall submit one electronic copy of the proposal, which shall include the items listed below. The proposal shall not exceed 30 pages (excluding appendices) and be printable on 8 ½" x 11" paper. Pages exceeding the 30-page limit will not be reviewed. Text shall be no smaller than 11-point font. Note that clear, organized, and concise proposals prepared by the CMAR Firm are highly desirable.

- Transmittal Letter
- Executive Summary
- CMAR Firm Profile
- Project Team and Key Personnel
- Relevant Experience and References
- Approach
- Scope of CMAR services enhancement
- Schedule
- Contract
- Appendix A - Financial Information
- Appendix B - Resumes (maximum 8 resumes)
- Appendix C - Bonding and Insurance Letters
- Appendix D - Non-Collusion Affidavit
- Appendix E - Conditions Governing Procurement

| Item               | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transmittal Letter | Proposers must submit a transmittal letter on the Proposer's letterhead and signed by a representative of the Proposer who is authorized to sign such material and to commit the Proposer to the obligations contained in the Proposal. The transmittal letter may include information deemed relevant by the Proposer in addition to the provisions included in the form. If the Proposer is a joint venture, the letter shall be accompanied by a joint and several liability statements signed by an authorized representative for each member of the joint venture. The transmittal letter should acknowledge any addenda issued during the RFQ/RFP solicitation period.                                                                                                                                                                                                                                                                                                                                                                                                  |
| Executive Summary  | <p>The executive summary must include a concise overview of the key elements of the Proposal and must summarize and refer to information in the Proposal concerning satisfaction of the Minimum Qualifications Requirements. Proposals that do not satisfy the Minimum Qualifications Requirements may be deemed as non-responsive and disqualify the CMAR Firm from participating in the selection process. The executive summary shall not be used to convey additional information not found elsewhere in the Proposal.</p> <p>Minimum Qualifications Requirements:</p> <ul style="list-style-type: none"> <li>• Possess California Contractor's License Class A or B</li> <li>• Registered with the California Department of Industrial Relations</li> <li>• Letter verifying ability to secure bonding</li> <li>• Provide Non-Collusion Declaration</li> <li>• Letter confirming CMAR Firm's acceptance of City's CWA requirements</li> <li>• Letter confirming CMAR Firm's acceptance of Federal Solicitation Certifications and Federal Contract Provisions</li> </ul> |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Firm Profile | <ul style="list-style-type: none"> <li>• Provide general information about the CMAR Firm, such as lines of business and service offerings, locations of home and other offices, number of employees (professional and non-professional), and years in business.</li> <li>• Provide evidence of all required licenses held by the CMAR Firm (DIR registration and California contractor's license numbers)</li> <li>• Identify the legal structure of the CMAR Firm (LLC, joint venture, corporation, etc.)</li> <li>• Identify where the CMAR Firm intends to maintain its project office (where the construction management work will be performed).</li> <li>• List and briefly describe any legal proceedings within the past ten (10) years that could adversely affect the financial position or ability to perform contractual commitments to the City. If no such proceedings are listed, provide a sworn statement to that effect from the CMAR Firm's general counsel.</li> <li>• Describe any circumstances under which the CMAR Firm failed to complete any contract within the past five (5) years.</li> <li>• Describe the circumstances under which the CMAR Firm has been convicted of any criminal conduct or been found in violation of any federal, state, or local statute, regulation, or court order concerning employment discrimination or prevailing wages within the past ten (10) years and confirm that the CMAR Firm has not been convicted or found liable of violating a state or federal law respecting the employment of undocumented immigrants within the past five (5) years.</li> <li>• Describe if the CMAR Firm has ever been disqualified from a bid on grounds that it is not responsible or otherwise disqualified or debarred from bidding under state law or from participating in federally-assisted projects by any federal department or agency.</li> <li>• Describe whether at any time during the last five (5) years the CMAR Firm has been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works. Also describe whether during the last five (5) years the CMAR Firm was required to pay either back wages or penalties for CMAR's failure to comply with the State's prevailing wage laws.</li> <li>• Provide the information required by the City's Conflict of Interest Policy (COI Policy). If no actual, apparent, direct or indirect, or potential conflict of interest exists that requires disclosure under the COI Policy, include a statement to that effect.</li> </ul> |
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|                                    | The Proposer must notify the City of any changes after submission of the Proposal before the selection process is completed (and, in the case of the selected Proposer, before executing the CMAR Agreement).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Safety                             | <ul style="list-style-type: none"> <li>• Provide Bidder's Experience Modification Rate (EMR) for the last five (5) years</li> <li>• Provide the following, based on information provided in the Bidder's CalOSHA Form 300 or Form 300A, Annual Summary of Work-Related Illnesses and Injuries, from the most recent past calendar year: <ul style="list-style-type: none"> <li>o Number of lost workday cases</li> <li>o Number of medical treatment cases</li> <li>o Number of deaths</li> </ul> </li> <li>• Has Bidder ever been cited, fined, or prosecuted by any local, state, or federal agency, including OSHA, CalOSHA, or EPA, for violation of any law, regulation, or requirements pertaining to health and safety? If yes, provide additional information on a separate sheet regarding each such citation, fine, or prosecution, including the name and address of the agency or owner of the project; the type and size of the project; the reasons for and nature of the citation, fine, or prosecution; and the month and year in which the incident giving rise to the citation, fine, or prosecution occurred.</li> <li>• Name, title, and email for the person responsible for the Proposer's safety program</li> </ul> |
| Project Team                       | Description of the CMAR Firm's team, including names, classifications, and qualifications of Key Personnel and sub-consultants, and an organization chart showing how the team will work together. Identification of sub-consultants and their scope of services. Describe the availability of the Key Personnel, including the percent of their time expected to be spent on the TIP Project, and provide a commitment that the key personnel will be assigned to the TIP Project for the percentage of time committed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Relevant Experience and References | Description of recent projects completed that are most similar in nature to the proposed Project, preferably related to construction or major renovation of an airline terminal. Client references, which must include name, addresses, email, and telephone numbers of people to contact for references. Must include at least three (3) client references for projects within the last ten (10) years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Approach                           | Provide a description of the CMAR Firm's approach to managing and performing its services during the Preconstruction, Early Construction, and Construction Phases with reference to approaches taken on other projects and lessons learned from other projects and general industry experience. The Project Approach should include the items enumerated below, and where applicable,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|  | <p>should also contain brief examples of the CMAR Firm's execution of these approach elements on prior projects.</p> <ol style="list-style-type: none"> <li>1. A discussion of how a collaborative relationship with the City and Design Engineer would be established during Phase I - Preconstruction development, scheduling, cost estimating and risk management, and the specific communications approach and protocol among the CMAR Firm, City, and Design Engineer that will be established and followed.</li> <li>2. A discussion of how the design and construction processes will interface, including how constructability issues, construction document packaging, value engineering, and risk issues will be addressed. Address which software will be used, such as Procore, Bluebeam, or Building Information Modeling (BIM) software and whether that software will be used by in-house staff or via a consultant.</li> <li>3. A description of the process for developing Early Construction Work Phase packages for construction and/or equipment purchase.</li> <li>4. A discussion of any trade scopes of work that the CMAR Firm is capable of self-performing, how decisions will be made regarding the CMAR Firm's self-performance of Early Construction Phase Work and Construction Phase Work versus utilization of subcontractors, and the benefits to the City of the approach. The City has no requirement to self-perform any work.</li> <li>5. A description of the process for developing the GMP proposal at the 60% design completion (defined by the City), including the CMAR Firm's approach to establishing CMAR Firm and City-controlled contingencies.</li> <li>6. A discussion of the process to be executed by the CMAR Firm to identify and realize Project cost savings should the 60% GMP present affordability challenges for the City.</li> <li>7. Identification of the key Project risk factors and the approach for mitigation.</li> <li>8. A discussion of the CMAR Firm's quality control program.</li> <li>9. A discussion of the specific approach to meeting the schedule(s) and to mitigate schedule slippage. Address whether the schedule(s) will be developed with in-house staff or via a consultant.</li> <li>10. A discussion of the CMAR Firm's approach to GMP adherence and the "Open Book Basis" process during the Early Construction and Construction Phases.</li> <li>11. The CMAR Firm's approach to addressing public outreach and community needs both before and during construction in collaboration with the City's public outreach consultant.</li> </ol> |
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| Scope of CMAR Services Enhancements | Clearly identify any additional and/or optional task(s), deliverables, and/or unique approaches that the CMAR Firm believes will provide benefit or value to the City (early work considerations). Identify any assumptions regarding level of effort (e.g., number/duration of meetings, number of drafts of deliverables, etc.) that would be required for the enhancements identified. These should be listed as optional tasks in the Fee Proposal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Schedules                           | <ol style="list-style-type: none"> <li>1. Identify the sequencing and duration of the Phase I – Preconstruction phase tasks.</li> <li>2. Estimate and propose the Phase II – Construction phase sequencing and duration of construction.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Contract                            | <p>Identify any issues related to the Agreement in the proposal.</p> <p>This feedback on the City’s draft CMAR Agreement is welcome and must be included in the Proposal to be considered for negotiation if the Proposer is invited to enter into a contract with the City.</p> <p>The City’s CMAR Agreement is a draft and is provided solely for discussion purposes and to provide a conception of potential terms. It does not constitute a binding agreement between the parties and shall not be relied upon as creating any legal obligations, rights, or liabilities. No party shall be bound unless and until a final agreement is executed by all parties. The City will create a final agreement to be reviewed and executed by the parties later in the process.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Appendix A – Financial Information  | <ol style="list-style-type: none"> <li>1. Describe any material historical, existing, or anticipated changes in financial position, including mergers, acquisitions, takeovers, joint ventures, bankruptcies, divestitures, or any material changes in the mode of conducting business.</li> <li>2. Provide audited financial statements (balance sheet, income statement, cash flow) for the CMAR Firm for the current year and past three (3) years, certified by the chief financial officer.</li> <li>3. If the CMAR Firm is a joint venture, LLC, or partnership, also provide such financial statements for each Equity Member.</li> <li>4. If a Project Guarantor is to be utilized, provide such financial statements for the Project Guarantor, accompanied by a signed Guarantor Commitment Letter.</li> <li>5. If audited financials are not available for an entity, the Proposal shall include unaudited financials for the entity, certified as true, correct, and accurate by the chief financial officer or treasurer of the entity.</li> <li>6. Information identifying all the owners of the CMAR Firm (e.g., shareholders, members, partners, and the like) who hold an interest of 10% or more.</li> </ol> |
| Appendix B – Resumes                | Provide resumes for all Key Personnel. Resumes must be limited to two (2) pages per individual and include academic and professional qualifications, professional registration (as applicable), and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                  | experience as it relates to the project and to the individual's specified role on the TIP Project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Appendix C – Bonding and Insurance               | <p>A letter from the CMAR Firm's surety to verify the ability of the CMAR Firm to secure payment and performance bonds of at least \$40 million for Phase I and Phase II work.</p> <p>Each surety providing a letter under this section must qualify as an Eligible Surety under the CMAR Agreement. The letter must specifically state that the surety/insurance company is an admitted surety or insurer (approved by the California Department of Insurance) and has read this RFQ/RFP and evaluated the Proposer's backlog and work-in-progress in determining its bonding capacity.</p> <p>For insurance, provide:</p> <ol style="list-style-type: none"> <li>1. Phase I - Preconstruction phase services - A letter of intent from the CMAR Firm's insurance company stating its ability to acquire and provide the following minimum limits for the required insurance, or a Certificate of Insurance showing that such insurance is in place in compliance with the CMAR Agreement.</li> <li>2. Phase II - Construction phase services - A letter of intent from the CMAR Firm's insurance company stating its ability to acquire and provide the following minimum limits for the required insurance, or a Certificate of Insurance showing that such insurance is in place in compliance with City's anticipated Owner Controlled Insurance Program Requirements (Attachment 5).</li> </ol> |
| Appendix D – Non-Collusion Declaration           | The Non-Collusion Declaration must be submitted separately on PlanetBids.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Appendix E – Conditions Governing Procurement    | The Conditions Governing Procurement must be submitted separately on PlanetBids.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Appendix F – Federal Solicitation Certifications | The certifications required by the United States government as specified in the FAA requirements for federally funded contracts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Appendix G – Federal Solicitation Provisions     | The solicitation provisions required by the United States government as specified in the FAA requirements for federally funded contracts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

## SELECTION PROCESS AND CRITERIA

The CMAR Firm will be selected using a two-step competitive proposal. The selection panel will consist of at least three individuals with at least one of those individuals being a non-Airport staff member.

**Step One:** The selection panel will review and rank SOQ using qualifications-based criteria (“Technical Proposal”) as detailed below.

**Step Two:** The City will select the three highest ranked proposals following the submission of the SOQ and invite firms to submit a fee proposal (“Price Proposal”, Attachment 1) and participate in an interview with the City’s selection panel.

From the proposals received, the City will evaluate the proposals based on the following criteria:

| Points | Technical Proposal Criterion                              |
|--------|-----------------------------------------------------------|
| 20     | Project Team                                              |
| 20     | Project Experience                                        |
| 30     | Project Approach                                          |
| 10     | Project Schedule                                          |
| 10     | CMAR Services Enhancements                                |
| 10     | Other – Remaining Proposal Sections                       |
| 100    | Total Points Available from Technical Proposal Evaluation |

The maximum points available for the Price Proposal are 30. The City will score, and rank the Price Proposals as follows:

| Description                                                    | Points Earned |
|----------------------------------------------------------------|---------------|
| Lowest Fee Proposal Received                                   | 30            |
| Firm’s Fee Proposal within 5% of Lowest Fee Proposal Received  | 25            |
| Firm’s Fee Proposal within 10% of Lowest Fee Proposal Received | 20            |
| Firm’s Fee Proposal within 20% of Lowest Fee Proposal          | 15            |
| Firm’s Fee Proposal within 30% of Lowest Fee Proposal          | 10            |
| Firm’s Fee Proposal greater than 30% of Lowest Fee Proposal    | 0             |

The proposer’s total fee proposal will consist of the lump sum price to provide Phase I – Preconstruction services as detailed in this RFQ/RFP and the CMAR Fee percentage for Phase II – Construction services based on a budgetary construction cost of \$36,000,000.

| Description                                       | Proposal Amount                             |
|---------------------------------------------------|---------------------------------------------|
| Phase I – Preconstruction Services (Lump Sum)     | \$ _____                                    |
| Phase II – Construction Services (Fee percentage) | _____ percent of \$36,000,000 =<br>\$ _____ |
| Total Fee Proposal                                | \$ _____                                    |

EXAMPLE:

| <b>Description</b>                                     | <b>Proposal Amount</b>                                    |
|--------------------------------------------------------|-----------------------------------------------------------|
| Phase I – Preconstruction Services (Lump Sum)          | \$ <u>3,600,000</u>                                       |
| Phase II – Construction CMAR Services (Fee percentage) | <u>8</u> percent of \$36,000,000 =<br>\$ <u>2,880,000</u> |
| <b>Total Fee Proposal</b>                              | <b>\$ 6,480,000</b>                                       |

The Phase I – Preconstruction Services lump sum amount shall be a not-to-exceed amount that the CMAR Firm proposes as its maximum compensation for completing the Preconstruction Phase Services. This amount shall be calculated using the number of hours, hourly rates, and task totals that shall apply for all personnel who will perform Preconstruction Phase Services, including Key Personnel, subcontractors, and others, and the rates and prices that shall apply for all non-labor costs incurred during the execution of the Preconstruction Phase Services. This amount shall also include the CMAR Firm’s overhead and profit attributable to the Preconstruction Services, which shall not be double-counted through its inclusion also in the hourly rates or non-labor costs incurred and shall be stated as a percentage to be applied to the costs of the services and non-labor costs incurred.

The Phase II – Construction Services fee percentage shall constitute the proposed maximum percentage that will be used to determine the fixed amount that will be included in the GMP portion of the Early Construction Phase and Construction Phase Work as total compensation for profit and overhead. The Fee Percentage shall be multiplied by the Cost of the Work for the Early Construction Phase and the Construction Work to determine the CMAR Firm’s compensation for completion of the Early Construction Work and the Construction Work.

“Fee Percentage” means the CMAR Firm’s fixed percentage applied to the Cost of the Work, including all subcontracted work and all self-performed work, that covers overhead and profit. The Fee Percentage shall also apply to the amount expended from Allowances unless expressly excluded in the Contract Documents. The Fee Percentage shall not be applied to the CMAR’s Contingency until such contingency funds are used and incorporated into the Cost of the Work. The Fee Percentage shall apply to all approved Change Orders, subject to any markup limitations or thresholds established in the Contract Documents. The Fee Percentage shall not be applied to insurance premiums, bonds, permit fees, or other pass-through costs expressly excluded by the Contract Documents.

The maximum available points for the interview is as follows:

| <b>Points</b> | <b>Interview Evaluation Criteria</b>                   |
|---------------|--------------------------------------------------------|
| 10            | Presentation – Capabilities and special qualifications |
| 10            | Questions and Answers                                  |
| 20            | Total Points Available from Interview                  |

Following the interviews, the City will add together all points received from the Technical Proposal, Price Proposal, and Interview to determine the highest-ranking firm.

Progressive Selection for CMAR Services for the SBA TIP Project  
July 28, 2026

| Total Available Points | Evaluation Components |
|------------------------|-----------------------|
| 100                    | Technical Proposal    |
| 30                     | Price Proposal        |
| 20                     | Interview             |
| 150                    | Total                 |

The City reserves the right to enter into negotiations with the firm receiving the highest-ranking following interviews. If such negotiations are not successful, the City will then enter into negotiations with the firm receiving the next highest ranking.

Firms that are consultants and/or subconsultants to the City performing or that have performed any engineering, design, technical investigations, or management related work for the TIP project are precluded from submitting a proposal for this project.

Ineligible Firms:

|                      |                          |                             |
|----------------------|--------------------------|-----------------------------|
| Corgan               | HLB Lighting             | Stacy Miller Public Affairs |
| 19six Architects     | Selbert Perkins Design   | RS&H                        |
| HNTB                 | Buro Happold             | Associated Trans. Engineers |
| Walter P Moore       | OCMI                     | LSA Associates              |
| Syska Hennessy Group | Aero Systems Engineering | Peacock Sinning Public      |
| KTUA Landscaping     | Stantec Consulting       | Relations                   |

RFQ/RFP Schedule

The schedule for the CMAR Firm selection and contract award is below:

| Milestone                                    | Date                                |
|----------------------------------------------|-------------------------------------|
| RFQ/RFP Issue Date                           | Tuesday, July 28, 2026              |
| Optional Pre-Submittal Meeting Date          | Tuesday, August 18, 2026 at 10:00am |
| Deadline for Questions                       | Friday, September 4, 2026           |
| SOQ Due Date                                 | Tuesday, September 15, 2026         |
| Interviews                                   | Week of September 28, 2026*         |
| Negotiations                                 | Week of October 5, 2026*            |
| Airport Commission Presentation              | October 21, 2026*                   |
| Award of CMAR Agreement                      | December 1, 2026*                   |
| Authorization to Proceed                     | December 9, 2026*                   |
| * Dates are tentative and subject to change. |                                     |

CMAR Agreement

Attached is a copy of the City's Draft Standard CMAR Agreement (Attachment 3) that the successful CMAR Firm will negotiate final terms with the City and sign as the basis for this engagement.

- Proposed revisions to the draft CMAR Agreement must be noted in the CMAR Firm's Proposal and/or attached as redline edits and will be considered in the evaluation of Proposals.
- Proposed revisions to the draft CMAR Agreement do not count towards the CMAR Firm's proposal page limit.
- Clarifications and questions regarding the CMAR Agreement must be submitted via Planet Bids prior to the question deadline.

The City's CMAR Agreement is a draft, but the City will not make substantial revisions or use a different base form. The City will not negotiate regarding or revise sections which the Proposer did not address in its Proposal. Certain provisions are required by local, state, or federal law, regulations, and/or policy and cannot be modified. The TIP Project will be federally funded and, accordingly, federal requirements must be satisfied. No party shall be bound unless and until a final agreement is executed by all parties. The City will create a final agreement to be reviewed and executed by the parties later in the process.

#### Insurance and Business License

The successful CMAR Firm is required to obtain insurance as set forth in the CMAR Agreement with an insurer or insurers that are satisfactory to the City. Failure to meet the insurance requirements shall result in the CMAR Firm's disqualification. By signing and submitting a proposal, the CMAR Firm certifies that they have reviewed the City's insurance coverage requirements and that the said insurance coverages will be obtained and be in force upon execution of a contract with the City. The successful CMAR Firm shall submit a completed Certificate of Insurance with the signed contract.

The successful CMAR Firm is also required to obtain a business license from the City prior to the execution of the agreement with the City. At least five working days prior to the interview, the City will share with interviewer a few of the questions that will be asked by the City.

#### Interviews

Interviews may be scheduled during the week of September 28, 2026. Interviews will be held in person at the City's Airport Administration Building, located at 601 Firestone Road, Santa Barbara, CA 93117. Each proposer may bring up to five representatives. It is highly recommended that the proposer's Project Manager, Preconstruction Manager, and Project Superintendent be represented at the interview.

Each proposer invited to an interview will be allotted 45 minutes. The interview shall include an approximately 20-minute presentation and a 25-minute question and answer period.

The City reserves the right to ask supplementary questions and request additional documentation specific to each proposer. The questions may not necessarily be limited to items discussed in the presentation but may cover issues included in the Proposal submittal and any related subject matter.

### Pre-Submittal Meeting and Site Walk

The City will be hosting a non-mandatory Pre-Submittal Meeting on August 18, 2026, at 10:00am at the Airport Administration Conference Room located at 601 Firestone Road, Santa Barbara, CA 93117. The Airport will provide an overview of the proposed project and discuss the RFQ/RFP requirements, process, and timelines. The City will not be hosting a formal site walk for this RFQ/RFP. Most of the proposed site is publicly accessible. If prospective CMAR Firms would like to schedule a site walk to view areas not publicly accessible, please arrange a site visit with Brad Klinzing, contact information below.

### Cost of Developing a Proposal

The cost of developing a proposal and price proposal, participating in the interview, and any other information required or requested under this RFQ/RFP is entirely the responsibility of the proposer and shall not, under any circumstances, be charged to or the responsibility of the City or included in the cost elements of future contracted work.

## **QUESTIONS AND POINT OF CONTACT**

The deadline for questions is Friday, September 4, 2026, at 4:00 PM. All questions regarding the RFQ/RFP must be submitted via PlanetBids by the question deadline. For all other inquiries, please contact Brad Klinzing, Supervising Engineer, at [bklinzing@SantaBarbaraCA.gov](mailto:bklinzing@SantaBarbaraCA.gov) or (805)-692-6020 and Taylor Berryman, Airport Principal Project Manager, [tberryman@SantaBarbaraCA.gov](mailto:tberryman@SantaBarbaraCA.gov) or (805)-692-6044.

Failure to respond to the requirements outlined shall result in the proposer's disqualification as non-responsive to this RFQ/RFP.

Please submit one electronic copy (PDF format) of your response to this RFQ/RFP to PlanetBids, via the PlanetBids website, by **4:00 p.m., on September 15, 2026.**

Sincerely,

Ashleigh A. Sizoo, P.E.  
City Engineer

BK/sk

### Attachments:

1. Price Proposal Form
2. TIP Basis-of-Design
3. Draft CMAR Agreement
4. City of Santa Barbara Community Workforce Agreement
5. Owner Control Insurance Program
6. Non-Collusion Declaration

7. Conditions Governing Procurement
8. Federal Aviation Administration Solicitation Provisions for Construction, Contract Provisions, Forms
9. NEPA CatEx
10. CEQA EIR Addendum

Cc (without Attachments):

Brian D'Amour, P.E., Public Works Director  
Chris Hastert, C.M., Airport Director  
Sara Iza, AICP, Assistant Airport Director  
Craig Shallanberger, Principal Architect  
Bradley Klinzing, P.E., Supervising Engineer

### Attachment 1 – Price Proposal Form

This form shall be submitted in a separately sealed envelope immediately prior to the short-listed CMAR Firm's interview.

Name of prospective CMAR Firm: \_\_\_\_\_

The following project parameters shall be used in completing the Price Proposal Form:

|                                     |                                         |
|-------------------------------------|-----------------------------------------|
| Construction Budget:                | \$36,000,000                            |
| Phase I - Preconstruction Duration: | 9 months                                |
| Phase II - Construction Phases:     | 4 subphases ( <i>See Note 1 below</i> ) |
| Phase II – Construction Duration:   | 18 months                               |

| Description                                       | Proposal Amount                                 |
|---------------------------------------------------|-------------------------------------------------|
| Phase I – Preconstruction Services (Lump Sum)     | \$ _____                                        |
| Phase II – Construction Services (Fee percentage) | _____ percent (%) of \$36,000,000 =<br>\$ _____ |
| Total Fee Proposal                                | \$ _____                                        |

*Note 1:* For proposal purposes, assume four construction subphases during Phase II (e.g. IIa, IIb, IIc, IId) and assume subphases are sequential. Actual construction phasing during Phase II - Construction Services to be refined during Phase I – Preconstruction Services and may include concurrent construction of subphases.

The Total Fee Proposal will be the basis for determining the lowest fee proposal received.

### Acceptance

This Price Proposal shall be open to acceptance and is irrevocable for one hundred twenty (120) days from the date the Price Proposal Form is opened.

**Addenda**

By submitting this Price Proposal Form, the proposer acknowledges receipt of all addenda and agrees to be bound by all addenda that have been issued for this RFQ/RFP.

**Certifications**

The Undersigned hereby certifies that he/she represents the prospective CMAR submitting this Price Proposal Form, has authority to sign on behalf of the prospective CMAR, understands the scope of work, has read the procurement documents in their entirety, including Appendices, Attachments and Exhibits, and that the information submitted has been carefully reviewed and is submitted as correct and final. If selected, prospective CMAR further certifies and agrees to furnish any or all services in accordance with the terms and conditions contained herein and in the CMAR Agreement; to willfully enter into negotiations; and to faithfully execute an agreement with the City upon successful negotiations. The individual signing this Price Proposal Form certifies that he/she is a legal agent of the prospective CMAR, authorized to submit on behalf of the prospective CMAR, and is legally responsible for the decisions as to the supporting documentation provided.

**Price Proposal Form Signature**

Name of prospective CMAR Firm: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_