



Request for Qualifications
Professional Airport Planning Services
Airport Master Plan and Environmental Analysis
Ontario International Airport

The Ontario International Airport Authority (OIAA) in Ontario, California, is seeking a qualified consulting firm or team to provide professional airport planning services for the development of a comprehensive Airport Master Plan and related Environmental Analysis for Ontario International Airport (ONT). ONT is a Medium-Hub, Commercial Service Airport consisting of approximately 1,750 acres located in the City of Ontario and San Bernardino County, California. The OIAA is soliciting Statements of Qualifications (SOQ) by qualified airport planning consultants to prepare its first master plan that will guide development of ONT over the next 20 years.

A. Project Background and Description

The OIAA is undertaking the first comprehensive Airport Master Plan for ONT. The Airport is in the process of completing a Transfer of ownership from the City of Los Angeles to the local control of the OIAA. In August 2012, the OIAA was formed as a Joint Powers Authority between the City of Ontario and the County of San Bernardino. In January 2013 the Authority adopted a Strategic Business Plan with the mission to “operate and grow Ontario International Airport (ONT) as one of the most competitive, efficient, innovative and customer-friendly passenger, cargo and business airports in the United States as a key economic asset serving the Inland Empire and the entire Southern California region.” The purpose of this Airport Master Plan will be to facilitate this stated mission.

The OIAA entered into a Settlement Agreement, dated December 22, 2015 but effective July 30, 2015 (the “Settlement Agreement”) with the City of Los Angeles, its Board of Airport Commissioners and Los Angeles World Airports (LAWA). Pursuant to the Settlement Agreement, Los Angeles will transfer, assign and deliver to the OIAA, its right, title and interest in all assets related to the operation of ONT and certain other assets, contracts and real property on the terms set forth in the Settlement Agreement (the “Transfer”). The Transfer is scheduled to close on November 1, 2016, at which time the OIAA will assume full responsibility for the operation, planning and development of the ONT property and facilities.

This Airport Master Plan, development alternatives, environmental clearance and resulting improvements are needed on an expedited basis to meet existing and future airport requirements.

Significant changes are occurring in the regional airport landscape of Southern California. As part of a multi-airport system serving a geographically diverse community, ONT is well positioned to serve a broader role in the region’s air service. Legal, operational, geographic, ground access and policy limitations at the other regional airports limit the long-term role that each can serve. This regional role and setting will inform the planning and development of ONT.

Improving domestic and international passenger service at ONT is a key objective of the OIAA. Terminal facilities to accommodate this air service with modern customer amenities will be critical to the air service development approach.

Ontario and the Inland Empire are major goods movement hubs in Southern California and the United States. The Airport is home to the UPS Regional Sorting Hub and major cargo service by FedEx, ABX and other regional service providers. These operators need substantial additional infrastructure to meet the growing package service logistics needs of the region.

Business aviation support is a growing need at ONT. Existing general aviation operators have developed expansion plans that require coordination with other airport users. Related aircraft maintenance, repair and overhaul (MRO) interest will require planning and coordination with other airport property uses.

The Airport Master Plan should seek to maximize aeronautical and non-aeronautical revenue through identification of land use opportunities and constraints. This includes documentation and assessment of vacant land, underused parcels, and existing aeronautical and non-aeronautical buildings. The provision of vital airport services should be prioritized.

During the master plan development process, staff will continue to evaluate commercial opportunities as they arise and approved opportunities will be incorporated into the master plan study.

The study will proceed in a phased approach whereby items identified in the inventory and subsequent gap analysis may or may not lead to further study depending on the feasibility (practical and/or economical) of identified issues. The Master Plan will address short, medium and long range facility requirements. All solutions will require phasing alternatives with clearly defined triggers and should be comprehensive, efficient, flexible, and supported by a financial plan demonstrating cost-efficiency. The long-range development of ONT should also be completed in coordination with local and regional planning efforts and studies, including but not limited to the Southern California Regional Transportation Plan, the San Bernardino Countywide Plan and the City of Ontario General Plan.

The Project will be funded by Federal Aviation Administration (FAA) grants as part of the Airport Improvement Program (AIP). Therefore, the Project shall be conducted in accordance with FAA Advisory Circulars (AC) and other applicable federal, state, and local requirements including but not limited to AC 150/5070-6B *Airport Master Plans*, AC 150/5300-13, *Airport Design*, AC 150/5300-16, *Aeronautical Surveying*, AC 150/5300-17, *Airport Imagery*, and AC 150/5300-18, *Geographic Information System (GIS) Standards*.

B. Scope of Services

The OIAA intends to complete a high-quality, cost-effective Master Plan in 12-18 months. The selected consultant is encouraged to use existing ONT studies and data that have been collected during the ONT Transfer, which will be made available during final scoping and negotiations. Some of those studies and data include:

- Airport Forecast
- Financial Pro Forma for ONT Transfer
- Airport Land Use Compatibility Plan
- Existing Airport Layout Plan
- Exhibit A Land Map
- ALTA Survey
- Passenger, Operations, Air Cargo Data
- Air Service Analysis
- Wildlife Hazard Management Plan
- FAR Part 150 Noise Exposure Maps

The anticipated services for the Master Plan would include those typically performed during an airport master planning process, as outlined in FAA Advisory Circular 150/5070-6B, *Airport Master Plans*. Where possible, information and data gathered as part of the ONT Transfer process, other previously completed airport and local/regional studies shall be used in order to reduce the scope of work and time required to complete the Project. The scope of work would include, but not be limited to, the following:

1. Inventory of existing conditions:
 - a. Airport Facilities (airside, terminal and landside)
 - b. Aviation Activity
 - c. Environmental Issues
 - d. Land Use, Zoning, and Other Local & Regional Planning Studies
 - e. Roads and Ground Traffic
 - f. Utilities
 - g. Sustainability Initiatives
2. Aviation Forecasts – Refine recently completed forecasts for:
 - a. General Aviation Activity
 - b. Air Carrier Activity
 - c. Cargo Activity
 - d. Military Activity
3. Facility Requirements – Assess the ability of the existing airport, both airside and landside, to support the forecasted demand. Identify the demand levels that will trigger the need for facility additions or improvements and estimate the extent of new facilities that may be required to meet that demand including but not limited to building infrastructure, utilities and land assets.
4. Alternatives Development and Evaluation – Identify options to meet projected facility requirements and alternative configurations for each major airport component. Assess the

expected performance of each alternative against the selected evaluation criteria, including its operational, environmental, and financial impacts. Based on this assessment, provide recommended development alternatives and triggers for their implementation. Some alternatives will focus on enhancing/maximizing revenue producing opportunities. Alternatives will address short (5 year), medium (10 year) and long range (20 year) facility requirements.

5. Environmental Considerations – Determine the federal and State environmental requirements needed to move forward with each project in the recommended development program. Site clearing activities at ONT may have particular environmental considerations that should be carefully considered during the preparation of environmental documents. Use of previously prepared environmental documents for ONT development projects will be considered.
6. Airport Layout Plan – A new Airport Layout Plan (ALP) shall be prepared according to FAA Standard Operating Procedure 2.00 and a new Exhibit A property map should be prepared according to FAA Standard Operating Procedure 3.00. The ALP update should include an aeronautical survey and development of new planimetric data that meets FAA standards. The ALP process should include submittal of data to the Airports Geographic Information System (A-GIS) and delivery of data in both digital and paper format to OIAA.
7. Facilities Implementation Plan – Provide a description of the recommended improvements, estimated implementation triggers and costs to be used in the development of a capital improvement plan.
8. Financial Feasibility Analysis – Identify the financial plan for ONT, and the means by which the OIAA can finance the projects recommended in the master plan. Demonstrate the financial feasibility of each project or program element.
9. Facility Condition Assessment – An architectural/engineering assessment of existing facilities to determine remaining useful life, replacement value and anticipated capital improvements required during the study horizon of 20 years will be included.
10. Sustainability – The sustainability component of the Master Plan should focus on the environmental aspects of capital improvement projects, including their cost, design, construction, and operations, from a holistic policy level. Sustainability recommendations should be useful tools to guide, not constrain, decision-making.
11. Community Outreach/Stakeholder Input Facilitation – Since the long range development of ONT will have an impact on the surrounding community, opportunities for public involvement throughout the process will be critical to the success of this Project. A Master Plan Stakeholder Advisory Committee with broad representation will likely be formed to provide Master Plan input, facilitated by OIAA staff in coordination with the Master Plan consultant. Typical input will be on a quarterly basis or other appropriate intervals/milestones in the process. Five to eight Master Plan Stakeholder Advisory Committee meetings are anticipated during the course of the study. The OIAA also anticipates conducting public outreach workshops periodically to communicate progress

and gather feedback from a broader audience. Finally, the consultant will utilize innovative, digital tools, in addition to the website at www.ontariooiaa.com and other future public websites, during the Master Plan study. The OIAA encourages teams to submit creative ideas and solutions in order to garner robust and effective public participation.

12. Final Document – The proposer should assemble the analysis into a cohesive ONT Airport Master Plan document. The document should be digital and will be expected to be published on the OIAA website.

C. Pre-Submittal Meeting

A non-mandatory pre-submittal meeting will be held on Wednesday, November 9, 2016 at 1:30 p.m. PST at the Administration Offices of the Ontario International Airport located at 1923 E. Avion Avenue, Ontario, CA 91761. Interested parties may participate in person or by telephone call. The call-in number is 1-571-317-3122, Participant Passcode 960-596-973. The call can also be accessed via:

<https://global.gotomeeting.com/join/960596973>

At the non-mandatory pre-submittal meeting, OIAA staff will provide a brief overview of the project expectations, submittal requirements, and preferred timeline, followed by a question and answer session. A summary of the question and answer session and a list of the attendees will be made available, within 48 hours of the meeting, for download at the following website:

<http://ontariooiaa.com/rfprfq/>

D. Submittal Content

The OIAA intends to complete the Master Plan in 12-18 months. The submittal should reflect the Consultant's ability to complete the scope of work and associated analysis and assemble a cohesive master plan document. The OIAA encourages succinct responses and therefore would expect submittals to include no more than thirty (30) pages of text. The Statement of Qualifications (SOQ) shall include the following required information:

- A cover with the name and address of the Consultant and titled "Statement of Qualifications, Airport Master Plan, Ontario International Airport;"
- A letter signed by the Consultant's contact person expressing interest and capability to perform the work;
- Acknowledgment of compliance with the applicable DBE/SBE policy, nondiscriminatory and civil rights policies;
- Succinct description of the team organizational structure, including a chart identifying the Project Manager, key personnel, sub-consultants, and responsibilities of team members;
- Qualifications of individuals who will be assigned to the Project, focused on their experience on airport projects comparable to this Project;
- Description of the Project approach, preliminary work plan, public outreach plan, and 12-18-month timeline;
- Specialized experience required to perform services;

- Past performance on projects of similar complexity and type;
- Present work load of the staff assigned to the Project;
- Description of specific resources to be used to provide such services; and
- Three or more professional references of current and/or past clients (Name, address, email address and phone number).

E. Selection Process

The selection process is a Qualifications Based Selection (QBS) using the information contained in the Statement of Qualifications (SOQ). A selection committee from the OIAA will review the submittals. Depending upon the number and qualifications of respondents, the OIAA may select directly from the Statements of Qualifications, or may develop a shortlist of firms and invite them to interviews for final selection. The decision as to the process, timing, and selection will be at the discretion of the OIAA.

F. Nondiscrimination

The Consultant, with regard to the work performed hereunder, shall not discriminate on the grounds of race, color, creed, national origin, sex, sexual orientation, gender identity or expression, or age in the selection and retention of any employee or applicant for employment, and subcontractors, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by 49 C.F.R. Section 21.5 including employment practices when the Agreement covers a program set forth in Appendix B of the regulations.

The following requirements also apply for projects utilizing federal funding:

G. Disadvantaged Business Enterprise (DBE) Policy

The Consultant or Sub-Consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of an Agreement formed as a result of this selection process. Failure by the Consultant to carry out these requirements is a material breach of Agreement, which may result in the termination of this Agreement or such other remedy, as the OIAA deems appropriate.

H. DBE Project Goal

This Agreement will be funded in part by a grant from the Federal Aviation Administration, therefore the requirements of Title 49 CFR Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Programs, applies to this Agreement. The OIAA has not set a DBE participation contract goal for this Project, however DBE participation is encouraged.

I. Civil Rights

Title VI Solicitation Notice: The Ontario International Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all proposers that it will affirmatively ensure that any Agreement entered into pursuant to this advertisement, disadvantaged business enterprises (DBE) will be afforded full and fair opportunity to submit statements of qualifications in response to this

invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

J. General Instructions

The OIAA shall not be responsible for costs incurred in responding to this Request for Qualifications.

The OIAA reserves the right to reject any or all Statements of Qualifications (SOQ), to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ received.

All firms interested in this Project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) shall refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

K. Submittal Requirements

Please submit twelve (12) copies of the Statement of Qualifications to the OIAA no later than **4:00 p.m. PST on Wednesday, December 14, 2016** to bids@ontariooiaa.com. Please direct all inquiries regarding this solicitation to Mark Thorpe, Chief Development Officer, at (909) 395-2400.

Address submittals to:

Mark Thorpe, Chief Development Officer
Statement of Qualifications: Airport Master Plan (ONT)
Ontario International Airport Authority
1923 E. Avion Avenue
Ontario, CA 91761

The physical address for hand/express deliveries is:

Ontario International Airport Authority
Administrative Offices
1923 E. Avion Avenue
Ontario, CA 91761

In the event your firm desires additional information, the OIAA will endeavor to provide such information; however, the OIAA will not be responsible for any delay resulting in the respondent's inability to meet the deadline for submission of the Statement of Qualifications. In addition, the OIAA will not be responsible for Consultant's costs associated with preparation or submittal of the Statement of Qualifications or the selection process.

Please direct all inquiries regarding this solicitation to Mark Thorpe at (909) 395-2400 or mthorpe@ontariooiaa.com.

*****End of Request for Qualifications*****