



Request for Qualifications
Professional Property Appraisal Services
Ontario International Airport

The Ontario International Airport Authority (OIAA) in Ontario, California, is seeking qualified professional services for appraisals of commercial real property. The professional services are requested to support property leases, management, acquisition, and disposition by the OIAA. These services would be provided on an as-needed basis for a period of one year with the option to renew for two additional one year periods at the sole discretion of the OIAA. Firms or individuals with experience in FAA regulations related to the release, purchase and/or lease of federally obligated land for both general aviation and commercial air service airports are encouraged to participate.

OIAA owns and operates Ontario International Airport (ONT). ONT is commercial service airport consisting of approximately 1,750 acres located in the City of Ontario and San Bernardino County, California.

A. Project Background and Description

As the owner and operator of ONT, OIAA will lease property to existing and prospective tenants and potentially purchase and sell real estate for various reasons related to responsible airport ownership and operation. Because OIAA participates in the federally funded Airport Improvement Program (AIP), these actions are often related to, or funded with federal financial aid and/or grants. OIAA will execute this consultant selection process under guidance provided by the Federal Aviation Administration (FAA) in Advisory Circular 150/5100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*.

B. Scope of Services

The OIAA intends to enter individual agreements or seek an on-call agreement for appraisal services for some or all of the actions below:

1. Land and facility rentals to aviation related business on short-term or long-term basis.
2. Land and facility rentals to non-aviation related business on short-term or long-term basis.
3. Purchase of off-airport real estate with or without federal financial aid.
4. Disposition or sale of surplus airport real estate with FAA approval.
5. Additional tasks requiring appraisal services required by the FAA or OIAA.

C. No Pre-Submittal Meeting

There will not be a pre-submittal meeting for this consultant selection process. However, questions may be submitted by email to bids@flyontario.com before 4:00 PM PST, Wednesday, December 14, 2016.

D. Minimum Qualifications

Participating firms or individuals should demonstrate the following minimum qualifications:

1. Experience in preparation of commercial appraisals in compliance with the Uniform Standard of Professional Appraisal Practice (USPAP).
2. Preparation of commercial appraisals in compliance with FAA AC 150/5100-17, *Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects*, and other regulations that would apply to such services.
3. Preparation of commercial real property appraisals related to commercial leases (aviation and non-aviation), FAA land releases, and land purchase for airport use.
4. The respondent should demonstrate industry affiliation and standards conformance. MAI membership designation with the Appraisal Institute or some similar designation with a distinguished industry organization is required. The respondent will be expected to serve OIAA according to the International Society of Appraisers Code of Ethics or similar guidelines that cover conflicts of interest.
5. A minimum of ten years of experience in commercial real property appraisal is required.

E. Submittal Content

The submittal should reflect the Consultant's ability to provide the requested services in the manner sought by OIAA. The OIAA encourages succinct responses. Therefore, submittals should not exceed 20 pages (or 10 pages double-sided print) of text and/or images excluding a cover page and a one-page cover letter. The Statement of Qualifications (SOQ) shall include the following required information:

- A cover page with the name and address of the Consultant and titled "Statement of Qualifications, Professional Property Appraisal Services"
- A one-page cover letter signed by the Consultant's contact person expressing interest and capability to perform the work and acknowledgment of compliance with the applicable DBE/SBE policy, non-discriminatory and civil rights policies;
- A succinct description of key professionals capable of completing appraisal services, including a chart identifying the Project Manager, key personnel, and sub-contractors.
- Qualifications of individuals who would be assigned work under this contract.
- Descriptions of past performance on similar services.
- Three or more professional references of current and/or past clients (please include contact name, address and phone number).

F. 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.

G. Non-discrimination

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:

H. 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.

Firms or individuals who are qualified DBEs are afforded the opportunity to submit statements of qualification in response to this invitation. However, a non-DBE respondent who intends to subcontract a portion of the work shall affirmatively seek out DBEs that are potential subcontractors, suppliers, or consultants, and actively solicit their interest, capability and fees.

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

Statements of Qualifications must be submitted to the OIAA no later than **4:00 p.m. PST on Friday, December 23, 2016.**

You may submit your SOQ by email OR by mail.

Submitting by email:

Submittals must be in Portable Document Format (PDF). The file size should not exceed 20 megabytes. Submit ONE copy of your SOQ by attaching it to an email sent to bids@flyontario.com. The subject line of the email should state "Statement of Qualifications: Professional Property Appraisal Services."

Submitting by mail:

Submit 12 printed copies of your SOQ to:

Ontario International Airport Authority
c/o Mr. Mark Thorpe - Chief Development Officer
Re: Statement of Qualifications: Professional Property Appraisal Services
1923 East Avion Street
Ontario, CA 91761

If you have questions about this Request for Qualifications, please send your written questions to bids@flyontario.com before 4:00 PM PST, Wednesday, December 14, 2016. You may also call Mr. Mark Thorpe, Chief Development Officer at (949) 735-1271.

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.

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