



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TTY/TDD 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Bill Dodd, Chair
Napa County and Cities

January 10, 2008

Scott Haggerty, Vice Chair
Alameda County

REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSAL
for
Phase 2 –Regional Airport System Plan Analysis
Letter of Invitation

Tom Anniano
City and County of San Francisco

Tom Azumbrado
U.S. Department of Housing
and Urban Development

Tom Bates
Cities of Alameda County

Dear Consultant:

Bob Blanchard
Sonoma County and Cities

The Metropolitan Transportation Commission (MTC) invites your firm to submit a proposal to assist MTC in analyzing alternative strategies for serving long-term regional aviation demand in the nine-County San Francisco Bay Area.

Dean J. Chu
Cities of Santa Clara County

Dave Cortese
Association of Bay Area Governments

This letter and its enclosures constitute the Request for Qualifications/Request for Proposal (RFQ/RFP) for this project. Responses should be submitted according to the instructions set forth in this RFQ/RFP.

Dorene M. Giacopini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Proposal Due Date

Anne W. Halsted
San Francisco Bay Conservation
and Development Commission

Interested firms must submit an original and six (6) hard copies of their proposal by Friday, 3:00 p.m., February 15, 2008. ***Proposals received after that date and time will not be considered.*** One (1) electronic copy must also be submitted. Submission of the electronic copy will not satisfy the proposal submission deadline.

Steve Kinsey
Marin County and Cities

Sue Lempert
Cities of San Mateo County

Proposals will be considered firm offers to enter into a contract and perform the work described in this RFQ/RFP for a period of ninety (90) days from their submission.

Jon Rubin
San Francisco Mayor's Appointee

MTC Point of Contact

Bijan Sartipi
State Business, Transportation
and Housing Agency

Proposals and all inquiries relating to this RFQ/RFP shall be submitted to Doug Kimsey, Project Manager, at the address shown below. E-mail inquiries may be directed to dkimsey@mtc.ca.gov. For telephone inquiries, call (510) 817-5790.

James P. Spering
Solano County and Cities

Adrienne J. Tissier
San Mateo County

Doug Kimsey, Project Manager
Metropolitan Transportation Commission
Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, California 94607-4700
Fax: (510) 817-5718

Amy Worth
Cities of Contra Costa County

Ken Yeager
Santa Clara County

Steve Heminger
Executive Director
Ann Flemer
Deputy Executive Director, Operations

Background

MTC is the regional transportation planning agency for the nine-county San Francisco Bay Area. MTC, the Association of Bay Area Governments (ABAG),

Andrew B. Premier
Deputy Executive Director,
Bay Area Toll Authority

Therese W. McMillan
Deputy Executive Director, Policy

and Bay Conservation Development Commission (BCDC) are engaged in a process to develop consensus on a long-range approach to handling the Bay Area's air passenger, air cargo, and business general aviation needs. The current policies for addressing regional aviation issues are contained in the 2000 update of the Regional Airport System Plan (RASP) and supported development of new runway capacity at San Francisco International Airport (SFO) and Oakland International Airport (OAK). Based on more current information concerning the costs of constructing new runways and unresolved environmental issues related to constructing new runways in the Bay, the regional agencies now believe alternative strategies will be necessary to address growing aviation demand. This review is being conducted by the Regional Airport Planning Committee (RAPC), an advisory committee to MTC, ABAG, and BCDC according to a work scope adopted by RAPC.

The first Phase of this effort began in January 2007 and was completed in October 2007. In Phase 1, RAPC heard information presented by four expert panels covering Aviation Trends, New Air Traffic Control (ATC) and Management (ATM) Technology, Demand Management, and Airport Governance and Institutions. Following these panels a set of Conclusions and Recommendations was adopted by RAPC, and they serve to guide the work scope contained in this RFQ/RFP (see *Appendix A-1*).

Phase 2 will focus on analyzing the potential for some of the region's aviation demand to be served at alternative airports (both inside and outside the region), and/or possibly by a future California High Speed Rail System. In addition, Phase 2 will continue to examine new Air Traffic Control and Demand Management strategies (to develop specific proposals for advancing promising concepts at Bay Area airports), and will analyze the opportunities that may be provided by new institutional arrangements. Phase 2 will include a comprehensive and continuous public outreach effort that will be aimed at achieving regional consensus around new approaches.

MTC seeks Consultant assistance in analyzing future air passenger, air cargo, and business general aviation demand, Bay Area airport and airspace capacity, new ATC technologies, demand management concepts, certain broad environmental impacts, and the costs of improving alternative airports to serve a portion of future regional demand. MTC also seeks Consultant assistance in implementing an effective public outreach and involvement program.

Scope of Work, Schedule and Budget

The Scope of Work for the project, provided in *Appendix A*, includes sample tasks that illustrate the type of assistance that may be requested of the Consultant. The specific tasks and deliverables-based payments for the work will be determined prior to entering into contract with the selected Consultant. The selected Consultant will be expected to perform all work and analysis necessary to complete the workscope.

MTC expects the study to commence on or about March 31, 2008 and to be completed by November 30, 2009.

Disadvantaged Business Enterprise Participation

Disadvantaged Business Enterprises (DBEs) and other small businesses are strongly encouraged to participate in the performance of Agreements financed in whole or in part with federal funds (See 49 CFR 26, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs"). The Consultant should ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The bidder/proposer shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.

Bidders/Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs.

Respondents are required to document their activities in the solicitation and selection of subconsultants on *Appendix E, Bidders List of Subcontractors (DBE and Non-DBE), Part I and II*. For the complete DBE participation provisions applicable to this procurement see *Section V.H of the RFP/RFQ*.

Proposers' Conference and Requests for Exceptions

A proposers' conference will be held on January 25 at 1:00 p.m. at the Joseph P. Bort MetroCenter Building, 101 8th Street, Oakland, in the Third Floor Conference Room. This RFQ/RFP and any addenda will be posted on MTC's web site; however, to receive personal notice of any addenda, prospective proposers must either attend the proposer's conference or submit to the MTC Project Manager a written request to receive addenda prior to the proposers's conference.

Requests for clarification or exception to RFQ/RFP provisions must be received no later than January 29, 2008 at 4:00 p.m. to guarantee consideration.

Proposal Evaluation

Proposals will be evaluated in accordance with the evaluation factors listed in *Section IV* of the RFQ/RFP. Interviews, if held, will occur on February 22, 2008.

MTC reserves the right to accept or reject any or all proposals submitted, waive minor irregularities in proposals, request additional information or revisions to offers, and to negotiate with any or all proposers. Any contract award will be to the firm that presents the proposal that, in the opinion of MTC, is the most advantageous to MTC, based on the evaluation criteria in Section IV.

Consultant Selection Timetable

January 25, 2008 at 1:00 p.m.

Proposers' Conference at
101 Eighth Street, Oakland, CA 94607
Third Floor "Fishbowl" Conference Room

January 29, 2008 by 4:00 p.m.	Deadline for requests for exceptions to or modification of standard contract or other RFP provisions
February 5, 2008 by 4:00 p.m.	Deadline for protests of RFQ/RFP provisions
February 15, 2008 by 3:00 p.m.	Closing date/time for receipt of proposals
February 22, 2008	Interviews/Discussions (if required)
March 12, 2008	MTC Administration Committee
March 17, 2008	Submittal by selected Consultant of detailed work scope and budget to MTC
March 31, 2008 (approximate)	Execution of contract

General Conditions

All materials submitted by proposers are subject to public inspection under the California Public Records Act (Government Code § 6250 *et seq.*), unless exempt.

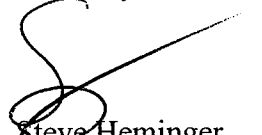
A synopsis of MTC contract provisions is in *Appendix C, Synopsis of Provisions in MTC's Standard Consultant Agreement*. The resulting contract will be funded in part with federal funds. Federally required contract provisions are included in *Appendix D*.

In particular, your attention is directed to the insurance provisions in *Appendix C*. Any requests for exception to the insurance requirements must be brought to MTC's attention on or before the date and time established above; otherwise, willingness to comply with the insurance requirements will be assumed.

Authority to Commit MTC

Based on an evaluation conducted by the selection panel, the Executive Director will recommend a Consultant to the Operations Committee, which will commit MTC to the expenditure of funds in connection with the RFQ/RFP. Thank you for your participation.

Sincerely,



Steve Heminger
Executive Director

SH:DK

J:\CONTRACT\Procurements\Planning&Analysis\RFQ-RFPs\Airport Plan RFP.doc

REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSAL

to the

METROPOLITAN TRANSPORTATION COMMISSION

for

PHASE 2 – REGIONAL AIRPORT SYSTEM PLAN ANALYSIS

January 10, 2008

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700

TABLE OF CONTENTS

I. PURPOSE & PROJECT DESCRIPTION.....	1
A. PURPOSE	1
B. PROJECT DESCRIPTION	1
II. SCOPE OF WORK, SCHEDULE AND BUDGET.....	2
III. FORM OF PROPOSAL	3
A. TRANSMITTAL LETTER.....	3
B. TITLE PAGE	3
C. TABLE OF CONTENTS.....	3
D. SUMMARY OF APPROACH.....	3
E. DETAILED WORK PLAN	3
F. MANAGEMENT PLAN	4
G. QUALIFICATIONS AND REFERENCES.....	4
H. CALIFORNIA LEVINE ACT STATEMENT	4
I. LOBBYING AND DEBARMENT CERTIFICATE	5
J. SUBCONTRACTOR INFORMATION FORM	5
IV. PROPOSAL EVALUATION	5
A. REVIEW FOR GENERAL RESPONSIVENESS	5
B. EVALUATION.....	5
V. GENERAL CONDITIONS	6
A. LIMITATIONS.....	6
B. AWARD	6
C. BINDING OFFER.....	6
D. CONTRACT ARRANGEMENTS.....	6
E. SELECTION DISPUTES	7
F. PUBLIC RECORDS.....	7
G. DISADVANTAGED BUSINESS ENTERPRISE (DBE) POLICY.....	8
H. PROMPT PAYMENT OF SUBCONTRACTORS	9
I. KEY PERSONNEL.....	10
APPENDIX A, SCOPE OF WORK.....	11
APPENDIX A-1, SUMMARY OF PHASE 1 EXPERT PANELS	21
APPENDIX A-2, POSSIBLE DISCUSSION TOPICS/QUESTIONS FOR WORKING GROUPS.....	25
APPENDIX A-3, POSSIBLE REGIONAL AVIATION SYSTEM SCENARIOS FOR PUBLIC DISCUSSION.....	27
APPENDIX B, CALIFORNIA LEVINE ACT STATEMENT	29
APPENDIX C, SYNOPSIS OF PROVISIONS IN MTC'S STANDARD CONSULTANT AGREEMENT	30
APPENDIX D, DEPARTMENT OF TRANSPORTATION REQUIREMENTS	32
APPENDIX E, LOCAL AGENCY PROPOSER/BIDDER DBE (CONSULTANT CONTRACTS) INFORMATION	39

I. PURPOSE & PROJECT DESCRIPTION

A. Purpose

Aviation demand in the Bay Area is likely to continue to grow in the future, including air passenger, air cargo, and business general aviation activity. According to recent analyses by the U.S. Department of Transportation's Federal Aviation Administration (FAA), the Bay Area could face significant runway and airspace congestion as early as 2015. While the current set of aviation policies supports additional runway capacity at SFO and OAK, expanding runways at these airports is proving increasingly difficult given the high costs, limitations on available revenues, and unresolved environmental issues concerning runway development in the Bay. The three regional agencies, MTC, BCDC, and ABAG, have therefore set out to evaluate a new set of strategies that could address the expected growth in aviation demand. These strategies range from dispersing some air passenger and air cargo service to other airports in the Bay Area or in neighboring regions, to determining the opportunities that may be provided by developing new institutional arrangements to manage the system regionally, to High Speed Rail, to more aggressive demand management approaches.

MTC seeks Consultant assistance with analysis of demand trends, airport and airspace capacity issues, the impact of new ATC technology and demand management strategies on airport capacity, use of alternative airports to serve some demand, the costs of improving alternative airports, and analysis of certain broad environmental impacts. In addition to technical analyses, MTC seeks assistance in implementing a broad public outreach program that will seek to inform the public about the decisions that RAPC will be making and obtain feedback on some of the strategies RAPC will be considering.

The various technical analyses and public input will assist RAPC in developing a long-range Vision and Implementation Plan for the region's aviation system. The Implementation Plan will describe specific steps so that RAPC and other agencies can take to carry the recommendations forward. The Plan will also provide the basis for MTC to update the aviation element of its long-range Regional Transportation Plan, for BCDC to update its San Francisco Bay Plan, and for ABAG to adopt land use policies and strategies that support this long-range aviation plan.

B. Project Description

The project includes assistance with developing new aviation demand forecasts for air passenger, air cargo, and business general aviation. Included in this project will be an assessment of the air passenger/air cargo demand that could potentially be served at alternative airports (including selected general aviation airports, possible joint use of Travis AFB, possible civilian access to Moffett Federal Airfield, or expanded direct service from airports outside the nine county region, such as Sacramento, Monterey, or Stockton airports). Phase 1 recommended further analyses of various new ATC/ATM technologies to better assess the timing and benefits of these strategies in addressing potential airport capacity issues. Phase 1 also recommended further analysis and development of new demand management approaches at the three Bay Area commercial airports (e.g., congestion pricing, upgauging aircraft size, and shifting more business aviation to reliever airports, etc.). Using the results from the latest ridership forecasts for a potential future California High Speed Rail system, MTC and the consultant will jointly evaluate the potential for such a

system to divert travelers from air to rail, and therefore reduce airline flights at Bay Area airports.

The Consultant will assist in developing conceptual costs for establishing new air passenger or air cargo service at alternative airports and upgrading certain general aviation airports to handle greater business general aviation activity. The Consultant will also evaluate broad environmental impacts from alternative air passenger and air cargo service strategies, including differences in noise, aircraft emissions, climate impacts, biological impacts, traffic, etc. associated with these strategies.

The Consultant will be responsible for providing public involvement and outreach services, including a facilitator, for various meetings. Currently, three rounds of public outreach are anticipated at different points in the study, including a telephone poll to determine Bay Area opinions on aviation services at the beginning of study and two sets of meetings occurring around the region later on. The facilitator may also manage meetings of an advisory Task Force created by RAPC to provide input to the study.

MTC will be responsible for establishing and convening three working groups to provide technical input to the consultants and to RAPC. The working groups will address Aviation Forecasts, New ATC/ATM Technologies, and Demand Management. MTC will recruit and pay for the attendance of experts on these working groups separately from the consultant contract. The Consultant will be required to attend these meetings.

RAPC has also recommended creation of a Task Force. The work of the staff and the consultant will be presented to the Task Force for review and comment. The Consultant will be required to attend these meetings.

Overall policy direction for the study will be provided by RAPC. The work of the study will be overseen by a Project Management Team (PMT) consisting of the staffs of MTC, ABAG, and BCDC. Recommendations from RAPC are forwarded to the three regional agencies for further consideration and action, and ultimately for incorporation in the respective regional plans of these agencies. The Consultant will be required to make presentations to RAPC and one or more of the regional boards, as needed, describing the work performed and results and to answer questions.

II. SCOPE OF WORK, SCHEDULE AND BUDGET

A preliminary scope of work with illustrative tasks is included in this RFQ/RFP as *Appendix A, Scope of Work*. The specific tasks and cost of the work will be determined prior to entering into contract with the selected Consultant. Payment for the project will be deliverables-based.

MTC anticipates that work will commence on or about March 31, 2008 and completed by November 30, 2009.

III. FORM OF PROPOSAL

Interested firms are asked to submit an original, six (6) hardcopies and one electronic copy of their proposals meeting the requirements specified herein **by 3:00 p.m., February 15, 2008**. Proposals received after that date and time will not be considered.

In furtherance of MTC's resource conservation policy, proposers are asked to print proposals back to back and are encouraged to use recycled paper for all proposals and reports.

Proposal content and completeness are most important. Although no page limitation will be imposed, clarity is essential and will be considered in assessing the proposers' capabilities. Each proposal should include:

A. Transmittal Letter

Transmittal letter signed by an official authorized to solicit business and enter into contracts for the firm. The transmittal letter should include the name and telephone number of a contact person if different from the signator. The cover letter should include a statement that the proposal is a firm offer to contract with MTC to perform the work according to the terms of the RFQ/ RFP for ninety (90) days from the due date for submission. Also, please identify any certified DBE firms involved in the effort.

B. Title Page

Title page showing the RFQ/RFP subject, the name of the proposer's firm, address, telephone number, name of contact person, and the date.

C. Table of Contents

A table of contents that includes a clear identification of the material by section and page number.

D. Summary of Approach

This section should consist of a discussion of the proposed approach to the performance of the work requested that illustrates the Consultant's understanding of the nature of the work being requested and the general approach to be taken. It should include, but not be limited to, the following:

- Discussion of the purpose of the project;
- A summary of the proposed approach specific to each task;
- Assumptions made in selecting the approach; and
- Identification of any difficult issues that may affect the implementation of the project and how these issues will be addressed.

E. Detailed Work Plan

This section should include:

1. Discuss how each task and subtask of the project will be conducted, identify deliverables, and propose a preliminary schedule. The description of the proposed approach to performing the project should fully discuss the tasks in sufficient detail to

