

**Airport Planning and Environmental Services
Non-Mandatory Pre-Bid Conference**

Agenda

February 4, 2022, at 10:00 AM

Airport Conference Room

1. Sign-in and Introductions:

If attending via zoom, please put the company name, your name and email address in the public comments/notes.

2. Preface:

This pre-bid conference is non-mandatory for potential bidders.

Anything discussed, or not discussed, in this meeting shall not change the requirements of the bid documents. Any changes to the bid documents shall be in writing.

The minutes of this pre-bid conference will be distributed to all attendees. The minutes shall not be considered part of any addendum and shall not be considered part of the contract documents for the project.

3. Bid Opening Date: **Thursday, February 24, 2022, at 2:00pm**

Prescott City Council Chambers at 201 S. Cortez Street, Prescott, AZ 86303

4. Milestones: The following milestones are for planning purposes only and shall not represent any contractual commitment whatsoever on the part of the City.

- Anticipated Award: **March 22, 2022**
- Anticipated Notice to Proceed: **Week of April 4, 2022**

5. Scope: The scope will include, but is not limited to, providing airport planning and environmental services for the City of Prescott such as identifying future federal or state grant projects; the preparation of federal and state grant applications and documentation; the planning and/or environmental determinations for federal and state grant projects; and serving as project manager during the planning and environmental projects in support of City staff.

6. Distinguishing characteristics:

- a. Revise Forecasts and Update Airport Master Plan (AMP)
- b. Conduct ALP Updates and Other Planning Services
- c. Perform Environmental Determinations for the future development/ construction projects, including but not limited to hanger development, ARFF Facility, ATC Siting, Land Acquisition, Taxiway/Runway realignments, etc.
- d. Provide environmental analysis and/or project planning relating to air quality, clean water act, and the Storm Water Pollution Prevention Program.
- e. Perform wildlife hazard analysis as needed, and WHP plan updates.
- f. Perform airspace obstruction analysis, glare analysis, and obstruction mitigation planning and/or environmental determinations, for on and off airport development.
- g. Provide surveys and mapping services for airport expansion, leasehold development, etc., including calculation of limits associated with Part 77, RVZ and ATC LOS.
- h. Identify proposed development locations and determine initial airspace and land use compatibility impacts on a Google earth model with limited notice (2-4 business days), including initial review of: FAR Part 77 surfaces; airline OEI surfaces; and other protected approach/departure surfaces near PRC.
- i. Provide DBE-related analysis, planning, tracking, and reporting support.
- j. Conduct miscellaneous planning that is related to utility improvements, airfield lighting & signage, preventative maintenance programs, wayfinding, access control/security upgrades.
- k. Provide services to include graphics and publishing, modeling, and simulations.
- l. Provide timely updates to all tasks identified above.
- m. Provide program services including, without limitation, meetings with Federal and State Representatives, tenants, airlines; regulatory entities; and be available to conduct same or next day onsite field evaluations, and any other planning services as needed.

7. Contract Time: 5 years

8. Requests for Information:

- Due by 5:00pm on Monday, **February 14, 2022**
 - Phone: (928) 777-1114
 - Email: latona.jones@prescott-az.gov

9. Addenda Items and Clarification:

- If required an addenda will be issued no later than 5:00pm on Thursday, February 17, 2022.
- It is the prospective bidder's full responsibility to check the City's website at for Addenda related to this procurement.
- A signed copy of all addenda must be submitted with the bid package.

10. Submission Requirements:

- All bids *must* contain the items detailed in Section II a. Proposal Requirements on Page 8-10.
- Reminder: Do not Staple or bind the original. The copies can be stapled or bound.

11. Questions and Discussion:

12. Optional Airport Walking Tour

- Today following this conference
- Wednesday February 9, 2022, starting at 1:00pm, please RSVP to 928-777-1114 to confirm space.