REQUEST FOR QUALIFICATIONS

FOR

ON-CALL AIRPORT ENVIRONMENTAL SERVICES

Aspen/Pitkin County Airport
Aspen, CO 81611
Contract #210-2013

July 29, 2013

Pre-Response Questions Deadline: August 23, 2013 at 4:00 p.m. MST

Statements of Qualifications Due: September 13, 2013 at 4:00 p.m. MST

Aspen/Pitkin County Airport
Airport Administration Office
0233 E. Airport Rd., Suite A
Aspen, Colorado 81611

Point of Contact: Brian Grefe, Assistant Aviation Director-Administration
Email: brian.grefe@co.pitkin.co.us
# TABLE OF CONTENTS

I. INTRODUCTION ............................................................................................................. 2

II. REQUEST FOR ON-CALL AIRPORT ENVIRONMENTAL SERVICES ............ 2
   A. Airport Overview ........................................................................................................ 2
   B. Proposed Scope of Services .................................................................................... 2
      1. NEPA Analysis and Documentation for Airport Development Project(s) .......... 3
      2. Environmental Management Services ................................................................. 3
   C. Minimum Qualifications ......................................................................................... 4
   D. Preferred Qualifications ........................................................................................... 4

III. STATEMENTS OF QUALIFICATIONS ................................................................. 5
   A. SOQ Content ............................................................................................................. 5
       1. Cover Letter ........................................................................................................... 6
       2. Project Team(s) ................................................................................................... 6
       3. Project Management ............................................................................................ 7
       4. Minimum Qualifications ....................................................................................... 7
       5. Demonstrated Airport NEPA Experience and Qualifications ......................... 7
       6. NEPA Work Plan .................................................................................................... 7
       7. Environmental Management Experience and Qualifications ....................... 7
       8. Project Understanding .......................................................................................... 8
       9. References ............................................................................................................ 8
      10. Attachments ......................................................................................................... 8
   B. SOQ Submission Instructions ................................................................................. 9
   C. Inquiries ................................................................................................................... 9
   D. Confidentiality ......................................................................................................... 10

IV. SELECTION PROCESS .............................................................................................. 10
   A. Minimum Qualifications (Pass/Fail Phase) .......................................................... 11
   B. Evaluation Criteria (Scoring Phase) ....................................................................... 11
   C. Contract Award ........................................................................................................ 12
   D. Schedule .................................................................................................................. 12

V. GENERAL INFORMATION ....................................................................................... 13
   A. County’s Reservation of Rights ............................................................................. 13
   B. Representation of Due Diligence ............................................................................ 13
   C. Disadvantaged Business Enterprise (DBE) Requirements: ................................. 13
   D. Protest Procedures .................................................................................................. 13
   E. Indemnity and Costs .............................................................................................. 14
I. INTRODUCTION

Pitkin County, Colorado (County) is soliciting statements of qualifications from qualified firms (Respondents) to provide on-call airport environmental consulting and related services at the Aspen/Pitkin County Airport (Airport). The potential projects are likely to be subject to federal, state and local funding processes, and may involve local approval prior to commencement. The likely scope of services is described more fully in Section II below.

The contract for these services is expected to run for five years from the date of execution, and selection will be conducted in accordance with Federal Aviation Administration (FAA) Advisory Circular 150/5100-14D. Respondents are advised that the work is expected to be accomplished during the course of several federal grant projects.

*Information regarding this RFQ can be obtained on the County website at: www.aspenpitkin.com/rfp.*

II. REQUEST FOR ON-CALL AIRPORT ENVIRONMENTAL SERVICES

A. Airport Overview

The Airport is a single runway, primary commercial service airport located approximately three miles northwest of the City of Aspen, Colorado. The Airport annually enplanes approximately 230,000 passengers, and handles approximately 50,000 aircraft operations. The Airport has a mix of year-round and seasonal commercial air service provided by United Airlines and American Airlines, which operate from the existing 44,000 square-foot terminal building. The Airport has one fixed-base operator (FBO), and extensive general aviation jet activity, particularly during the winter and summer seasons.

Over the next several years, the County anticipates initiating several significant facility improvement projects at the Airport. These potential improvements are outlined in the 2012 Airport Master Plan Update, which is available at [www.aspenairportplanning.com](http://www.aspenairportplanning.com).

B. Scope of Services

The County is seeking a Consultant to address and resolve airport environmental issues. A wide variety of skills and expertise in environmental services will be required to complete specific assignments. Because portions of the work conducted by the successful Respondent may be funded in whole or in part with Airport Improvement Program (AIP) funding, the contract and all task orders will be subject to Department of Transportation (DOT) and FAA contract, procurement, and disadvantaged business enterprise (DBE) regulations, and related requirements.
The following narrative describes the types of work that may be covered under the Contract with the successful Respondent. This draft narrative is provided to help prospective firms seeking to submit their qualifications for this project. Respondents may rely on the following description of the type of services to be covered under the Contract for the purposes of submitting their Statements of Qualifications (SOQs). However, consistent with the requirements of FAA Advisory Circular 150/5100-14D, the ultimate scope of services will be developed between the County and the successful Respondent. It will include detailed descriptions of work to be performed under specific Task Orders.

1. **NEPA Analysis and Documentation for Airport Development Project(s)**

The selected Respondent will provide environmental support services to assist Airport staff with preparation of environmental documentation under the National Environmental Policy Act (NEPA) for planned on-airport development projects. The County anticipates the need prepare an Environmental Assessment (EA) commencing in 2014. The EA will review the environmental issues associated with proposed airport development projects. Additional services associated with preparation of the EA could include field surveys, environmental inventories, environmental reports, and necessary field work and documentation to comply with the National Historic Preservation Act and Clean Air Act General Conformity requirements. While the Respondent may propose to team or contract with one or more consultants to perform portions of the NEPA analysis and documentation, the prime consultant must be responsible for leading the NEPA analysis and preparing the NEPA documentation.

2. **Environmental Management Services**

The successful Respondent will provide on-call, comprehensive environmental management services and technical/professional assistance to support management of various environmental issues at the Airport. Due to the nature of the contract, the Respondent must be available 24 hours per day, 7 days per week, including holidays. The services requested may involve fuel or other spill issues, stormwater infrastructure and stormwater discharge activities, environmental permit support, wetland / endangered species management, underground storage tank (UST) and above ground storage tank (AST) services, water quality assessment and permitting, threatened or endangered species issues, on-airport wildlife management, emergency response activities and other miscellaneous environmental activities as may be required. The County may require testing of specified areas for lead-based paint, asbestos and mold followed by proper abatement, remediation and disposal of said materials per Federal, local and Airport requirements. On-Airport construction and maintenance activities may require the services of hazardous material testing specialists. Upon receipt of test results, immediate remediation may be required. A list of preferred qualifications is provided in Section II.D below.
C. **Minimum Qualifications**

Respondents will be deemed non-responsive and rejected without any further evaluation if they do not meet the following qualifications:

1. The Respondent or its subcontractor must have on staff a Professional Engineer (PE) licensed as a Civil and/or Environmental Engineer in the State of Colorado who will be a key team member assigned to the contract resulting from this RFQ.

2. The Project Manager or Project Managers must have demonstrated experience in the field of environmental services for airport projects and other federally funded projects, and must be knowledgeable of and familiar with FAA orders, policies and Advisory Circulars on environmental issues.

3. The Respondent team must have participated in the preparation of at least three (3) NEPA documents (*i.e.*, Environmental Assessments or Environmental Impact Statements) within the last five (5) years.

4. The Respondent must have on staff (or on the staff of a subcontractor) at least one employee who has managed at least two (2) projects during the past five (5) years involving the National Historic Preservation Act, which employee will be a key team member assigned to the contract resulting from this RFQ.

5. The Respondent must have on staff (or on the staff of a subcontractor) at least one employee who has demonstrated experience with Clean Air Act General Conformity requirements in the airport context, which employee will be a key team member assigned to the contract resulting from this RFQ.

6. The Respondent must have on staff (or on the staff of a subcontractor) at least one employee who holds a Professional Wetland Scientist certification, which employee will be a key team member assigned to the contract resulting from this RFQ.

D. **Preferred Qualifications**

Respondents may be evaluated higher for the Experience evaluation criteria if they have demonstrated experience on projects in the following areas:

1. National Pollution Discharge Elimination System (NPDES) permit negotiation;
2. Spent aircraft deicing fluid runoff management and Effluent Limitation Guidelines regarding the same;
3. Water quality assessment and permitting;
4. Stormwater treatment and infrastructure management;
5. Preparation of Stormwater Pollution Prevention Plans, Phase II stormwater permitting;
6. SPCC preparation and implementation;
7. Application for and implementation of Voluntary Airport Low Emission (VALE) grants;
8. Greenhouse gas inventories and related mitigation measures;
9. Noise modeling and monitoring;
10. Design, implementation and management of site-specific remediation plans;
11. Industrial or commercial hazardous material abatement projects;
12. Underground Storage Tank (UST) removal and remediation;
13. Identification and management of federal and state endangered, threatened or special status species, or migratory birds;
14. Management of hazardous wildlife attractants on or near airports, including the development of Wildlife Hazard Assessments and Wildlife Hazard Management Plans;
15. Emergency response coordination, sampling and oversight;
16. Contaminated soil management/disposal;
17. Wetland delineation and management;
18. Development of waste management plans to address health and safety issues and waste management procedures;
19. Environmental permitting;
20. Energy efficiency and sustainability initiatives;
21. Emergency Pollution and Community Right-to-Know Act (EPCRA) compliance; and
22. Testing, transportation, remediation, encapsulation, and final disposal or destruction of lead-based Paint, asbestos and mold-containing substances.

III. STATEMENTS OF QUALIFICATIONS

A. SOQ Content

Respondents shall prepare a Statement of Qualifications as described below. Each Respondent shall provide detailed evidence of its competency, capability and expertise to complete the scope of services. The County desires succinct submittals that address the specific content requirements. To facilitate the review of all submittals, each SOQ shall be:

- Printed on 8-1/2” x 11” sheet size (but folded 11” x 17” exhibits are acceptable).
- Typewritten with no smaller than 10 point font size.
- No more than 25 double-sided sheets (50 pages total), excluding cover letters, personnel resumes and Attachments.
- Bound with tabbed dividers labeled by section to correspond with the ten (10) SOQ sections listed below.
Each SOQ shall consist of the following elements in the prescribed order:

1. **Cover Letter**

The Cover Letter shall not exceed 2 pages and shall include the following:

- The name, address, e-mail address, and telephone number of the key contact person;
- A brief statement indicating Respondent’s clear understanding of and commitment to the provision of services specified in this RFQ;
- A statement as to whether Respondent and/or Respondent’s partners, subcontractor(s), joint venture associates or any other individual or entity of Respondent’s team has any potential conflicts that may arise in the performance of the services requested in this RFQ, performing the work, or operating the facility contemplated within this RFQ;
- A summary of the major points contained in the SOQ; and
- An acknowledgement of receipt of amendments to the RFQ (if any).

The Cover Letter shall be signed by an officer or principal of the Respondent firm.

2. **Project Team(s)**

Respondent shall provide a written description of the proposed project team. The description shall include a profile of the team and a listing of the total number of personnel by discipline. Respondents may also include an organization chart.

Each Respondent shall identify a Project Manager to serve as the point of contact for the County for the duration of this contract. The Project Manager shall have recent, relevant experience in airport projects. In addition, Respondents shall identify the individuals who would serve as the key team members of Respondent’s organization (including any sub-consultants), describe their experience and qualifications, and indicate their roles and responsibilities. It should be noted that it is the County’s expectation that all key personnel listed as part of this requirement will actually be assigned to projects within the contract. For each key team member, include a resume at Attachment 1 of the Appendix.

Provide any other information that Respondent deems relevant. In particular, Respondent is invited to describe any particular aspects of its organization which, by way of background, experience, unique qualifications, or other bases, sets its team apart from the competition.

**Respondent firms may elect to identify one Project Manager and team for the NEPA services and a different Project Manager and team for the environmental management services. Respondents alternatively may designate one individual as the Project Manager for both services.**
3. **Project Management**

Respondents shall describe their proposed approach to project management. Describe how you will organize your team, using the talents available, to effectively work as part of the Airport’s team on the proposed projects at the Airport. Describe how you will coordinate with other consultants that may be hired by the County to work on other projects on the airport. Identify the process and procedures that will be implemented to manage and coordinate between multiple entities, including an involved and informed public.

In addition, briefly describe how your firm can control scope, schedule, total project cost and fees within defined budgets for individual task orders.

4. **Minimum Qualifications**

Respondent shall provide a clear and concise explanation of how its team satisfies the Minimum Qualifications described in Section II.C above. In response to this question, Respondents may provide a cross-reference to relevant information provided elsewhere in the SOQ.

5. **Demonstrated Airport NEPA Experience and Qualifications**

Provide a description of relevant environmental studies performed within the last five (5) years of similar nature for other commercial service airports of similar size, and explain the specific level of involvement for the Respondent. For the proposed Project Manager and each proposed key team member, include relevant airport experience, abilities in addressing controversial public issues, experience and expertise related to applicable technical disciplines, and experience with NEPA and other applicable regulatory coordination and/or consultation. Recognizing that professionals change their firm affiliation during their careers, the actual experience of the key team members is more important than a particular firm’s collective experience.

6. **NEPA Work Plan**

Prepare a description of the Respondent’s management and organizational approach and methods for the NEPA analysis and documentation. This section shall identify methodologies and approaches that the Respondent proposes to use to analyze and resolve environmental issues, scoping, work products, EA schedule, the responsibilities of each of the proposed staff/team members and subconsultants (if any), and the proposed process for coordinating with the FAA and other consultants’ work efforts. This should include the proposed effort for completing the work on schedule and for ensuring the highest quality work product.

7. **Environmental Management Experience and Qualifications**

Provide a summary of past projects that demonstrate experience and ability to provide on-call environmental services. All projects listed in this section must have been completed by
Respondent or proposed subconsultants and/or by persons proposed to be key team members for this contract. This section should address Respondent’s understanding of the challenges and problems involved in providing environmental management services; approaches and philosophy for dealing with problems; sensitivity and experience dealing with key issues; and any additional issues or matters which the Respondent believes should be addressed.

8. **Project Understanding**

Each Respondent shall briefly describe its understanding of the scope of work and services required for this contract. In particular, each response shall address the Respondent’s understanding of the unique environment at the Airport, including local conditions and challenges, and the Respondent’s understanding of and experience with applicable state and local codes and requirements that may pertain to work conducted under the scope of services.

9. **References**

For each of the projects identified in response to Section 3 of the SOQ, provide the name of the client, full address, dates of service, contact name, title and contact telephone number for reference checks. For each such reference, identify which of the key team members identified in Section 2 of the SOQ (to be assigned to this contract) were involved and the extent of their involvement.

In addition to the references required above, Respondent is advised that the County may request information from Respondent’s clients and any other available sources while investigating Respondent’s experience and qualifications. Submittal of an SOQ constitutes consent to such requests.

10. **Attachments**

   **Attachment 1:** Attach detailed resumes for all key team members identified in response to Section 2 of the SOQ.

   **Attachment 2:** Identify any exceptions to the draft Contract (Exhibit 1 to this RFQ). Respondents are advised that any exception that is determined to be material may be grounds for elimination in the selection process.

   **Attachment 3:** Documentation demonstrating that the Respondent (and any relevant subconsultants) are licensed to do business in the state of Colorado.

   **Attachment 4:** Identify any potential conflicts of interest with the County, the Airport, or any other relevant parties.
Attachment 5: Identify any legal actions against the Respondent or any key team members that are pending or have been settled or finalized in the last two years.

B. SOQ Submission Instructions

Respondents must submit five (5) hard copies of the entire SOQ, along with one (1) electronic version on CD or DVD in a PDF, Microsoft Word, or other format approved by the Procurement Official, Brian Grefe, in advance of submission. *All SOQs must be received by the County on September 13, 2013, no later than 4:00 PM.*

SOQs not submitted in the manner described herein (including SOQs sent solely by facsimile or other electronic means) will be considered nonresponsive and subject to rejection. SOQs submitted after the specified due date and time in this RFQ will be rejected as late and will not be accepted. Respondents shall submit their SOQs to the following address:

Aspen/Pitkin County Airport
ATTN: Brian Grefe
Airport Administration Office
0233 E. Airport Rd., Suite A
Aspen, Colorado 81611

SOQs must be enclosed in a sealed envelope, box or package, and clearly marked on the outside with the following: “STATEMENT OF QUALIFICATIONS FOR ON-CALL ENVIRONMENTAL SERVICES.” Include the business name and address of the Respondent on the outside of qualifications package.

It is each Respondent’s responsibility to ensure that its SOQ is received by the County prior to the deadline. This responsibility rests entirely with the Respondent, regardless of delays resulting from postal handling or for any other reasons. Responses will be accepted in person at any time during normal business hours, 8:00 a.m. to 4:00 p.m. local time, Monday through Friday, legal holidays excepted.

Respondents are advised that they may be required to supply additional information upon request, or to make additional submissions under secondary selection criteria, if necessary.

C. Inquiries

The County will only accept written questions about the RFQ process. All questions/correspondence shall be emailed to the Procurement Official, Brian Grefe at brian.grefe@co.pitkin.co.us. The deadline for filing questions is August 23, 2013 at 4:00 p.m. MST. Answers will be provided via email to the Respondent firm that posed the question and
will also be posted on the County’s website (www.aspenpitkin.com/rfp) on or before August 30, 2013 at 4:00 p.m. MST.

No questions will be accepted after August 23, 2013 at 4:00 PM.

**Communications between Respondent and any County or Airport officials or employees regarding this RFQ that occur during the selection process, except when and in the manner expressly authorized by the RFQ documents, is strictly prohibited. Violation of this requirement is grounds for disqualification from the process.**

**D. Confidentiality**

All documentation submitted with the SOQ will become the property of the County. During the selection process, all SOQs shall remain confidential. However, per Pitkin County Code, Title 13, once an agreement is approved by the County, the entire selection process (procurement) file shall be available to the public as provided by law. Confidential data, if identified as such by the Respondent, will be kept confidential upon request, if the request is made as part of the SOQ and if the County Attorney determines that the data meet the requirements for confidentiality under the Colorado Open Records Act.

Respondents should self-evaluate what information may be exempt and should mark such information “Confidential.” Respondents claiming confidentiality must also state in their SOQ that:

> “The Respondent agrees to indemnify and hold harmless the County and its Board and the Airport and their respective officers, officials, directors, employees, agents, and volunteers, from any claims, liability or damages, including reasonable attorney’s fees and court costs, against the County to defend the County against any challenge to such confidentiality claims.”

**IV. SELECTION PROCESS**

All SOQs received will be evaluated by a selection committee comprised of five to seven (5-7) members. The selection committee will evaluate each SOQ using the weighted criteria listed below. The County reserves the right to make such additional investigations as it deems necessary and may require the submission of additional information. Each Respondent/SOQ will be assessed using the following evaluation criteria:
A. **Minimum Qualifications (Pass/Fail Phase)**

The County will screen all SOQs to ensure compliance with the Minimum Qualifications identified in Section II.C of this RFQ. A Respondent will be deemed non-responsible and rejected without further evaluation if its SOQ does not meet these qualifications.

B. **Evaluation Criteria (Scoring Phase)**

The selection committee will score SOQs using the criteria outlined below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Criteria</th>
<th>Weighting Factor</th>
<th>Raw Score</th>
<th>Weighted Overall Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Airport NEPA Services: Experience and Qualifications</strong> (Experience with similar environmental assessment projects; Airport Improvement Program funded projects, and applicable FAA Advisory Circulars)</td>
<td>6</td>
<td>(1-5)</td>
<td>(Max 30)</td>
</tr>
<tr>
<td>2</td>
<td><strong>Airport NEPA Services: Work Plan</strong> (Understanding of the project; ability to mobilize and be available on short-notice; quality control; etc.)</td>
<td>3</td>
<td>(1-5)</td>
<td>(Max 15)</td>
</tr>
<tr>
<td>3</td>
<td><strong>Environmental Management Services: Experience and Qualifications</strong> (Experience and qualifications of the team and availability of the Project Manager)</td>
<td>6</td>
<td>(1-5)</td>
<td>(Max 30)</td>
</tr>
<tr>
<td>4</td>
<td><strong>Project Management</strong></td>
<td>3</td>
<td>(1-5)</td>
<td>(Max 15)</td>
</tr>
<tr>
<td>5</td>
<td><strong>Project Understanding</strong></td>
<td>2</td>
<td>(1-5)</td>
<td>(Max 10)</td>
</tr>
<tr>
<td></td>
<td><strong>Raw Scoring:</strong></td>
<td></td>
<td></td>
<td>SCORE: (Max 25) (Max 100)</td>
</tr>
<tr>
<td>5</td>
<td>Outstanding</td>
<td></td>
<td></td>
<td>SCORE: (Max 25) (Max 100)</td>
</tr>
<tr>
<td>4</td>
<td>Very Good</td>
<td></td>
<td></td>
<td>SCORE: (Max 25) (Max 100)</td>
</tr>
<tr>
<td>3</td>
<td>Satisfactory</td>
<td></td>
<td></td>
<td>SCORE: (Max 25) (Max 100)</td>
</tr>
<tr>
<td>2</td>
<td>Barely Acceptable</td>
<td></td>
<td></td>
<td>SCORE: (Max 25) (Max 100)</td>
</tr>
<tr>
<td>1</td>
<td>Inadequate</td>
<td></td>
<td></td>
<td>SCORE: (Max 25) (Max 100)</td>
</tr>
<tr>
<td>0</td>
<td>Unacceptable</td>
<td></td>
<td></td>
<td>SCORE: (Max 25) (Max 100)</td>
</tr>
</tbody>
</table>

The selection committee will evaluate the written proposals based on the above-listed evaluation criteria, and will “shortlist” the two-to-five most qualified Respondents based upon the SOQ responses. The selection committee may conduct interviews of the short-listed Respondents. If such interviews are held, Respondents will have an opportunity to make a brief presentation about their proposals and answer questions from the selection committee. The County will not reimburse presentation/interview costs for any Respondent.
The scores from all selection committee members will be combined, and the team with the highest total score will be deemed the “best qualified” and will be recommended for contract award. If interviews are conducted, total scores will be determined by combining the initial scores of the SOQs (based on the evaluation criteria identified above) with the scores from the interviews. However, the selection committee, at its sole discretion, may decide to not interview Respondents and make its selection solely based on the SOQ scores.

C. Contract Award

The County reserves the right to award by item, group of items, or total proposed items, and to award more than one contract at its sole discretion, to the most responsive and responsible Respondent or Respondents. The County reserves the right to select a consultant with which the County currently has a contractual relationship to perform any of the services identified herein or to select a new consultant and terminate any contract for services, as may be permitted by such contract.

The Respondent(s) to whom the contract award is being recommended will be notified and provided with the contract for execution at the earliest possible date. If for any reason, the awarded Respondent(s) do not execute a contract within the time specified by the County, then the County may recommend award to the next most responsive and responsible Respondent(s). The County will issue Notice(s) to Proceed after completion of a fully executed contract(s).

D. Schedule

Stated below is the anticipated schedule for this RFQ process. However, the County reserves the right to modify, change or amend these dates and to change or halt the process at its sole discretion. Therefore the schedule should not be construed as fixed and is subject to change:

- Issue RFQ: July 29, 2013
- RFQ Questions Deadline: August 23, 2013 4:00 p.m. MST
- Responses to Questions: August 30, 2013 4:00 p.m. MST
- SOQ Submission Deadline: September 13, 2013 4:00 p.m. MST
- Short-List: September 27, 2013
- Interviews (optional): Week of October 14, 2013
- Notice of Selection: November 1, 2013
V. GENERAL INFORMATION

A. County’s Reservation of Rights

Issuance of this RFQ and receipt and/or review of an SOQ does not commit the County to select any Respondent for a short-list or to enter into any contract. The County reserves the right to accept or reject any and all responses received for its convenience or if in the best interest of the County. The County also reserves the right to waive any informality or irregularity in any proposal.

Any and all agreements arising out of an SOQ submitted hereunder (including any negotiations that follow) shall not be binding on the County, its Board, officers, employees, or agents unless duly approved and executed by the Board of County Commissioners, in accordance with applicable laws.

B. Representation of Due Diligence

The submission of an SOQ shall be deemed a representation and certification by the Respondent that it has investigated all relevant conditions, facts, circumstances, procedures, requirements and aspects associated with this RFQ, and that it has read and understands the RFQ. Therefore, after receipt of an SOQ by the County, no request for modification of the SOQ and no claim for adjustment of any provisions of the RFQ shall be honored, regardless of any claim by a Respondent that it was not fully informed as to any fact or condition.

The draft Contract provided as Exhibit 1 to this RFQ should be carefully and completely reviewed by all potential Respondents. Respondents should submit any questions regarding the terms and conditions of the Agreement within the time period provided for questions. By submitting an SOQ, each Respondent agrees to execute the Contract in substantially the form attached to the RFQ, except as may be noted in Attachment 2 to the Appendix.

C. Disadvantaged Business Enterprise (DBE) Requirements:

It is the policy of the Aspen/Pitkin County Airport that DBEs as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. Consequently, certified DBEs are encouraged to participate in this procurement and the successful Respondent will be required to make good faith efforts to work with the County to promote DBE participation.

D. Protest Procedures

Any actual or prospective Respondent who is aggrieved in connection with this RFQ may protest to the County Manager or his/her Designee according to the procedures outlined in Title 13 of the Pitkin County Code, at Section 13.16.
E. Indemnity and Costs

The Respondent agrees to defend, indemnify and hold harmless the County and its Board and the Airport and their respective officers, officials, directors, employees, agents, and volunteers for any claims of copyright, patent or trademark infringement arising out of, caused directly or indirectly by the acts or omissions of the Respondent in relation to this RFQ and the SOQ.

Each party responding to this RFQ shall bear all of its own costs and expenses, direct and indirect, associated with or related to any action taken in response to this RFQ and the County shall not be responsible in any manner for such costs and expenses. SOQs and any materials submitted therewith shall become the property of the County upon receipt. The County shall have the right to copy, reproduce, or otherwise dispose of such documents in any way that the County selects. The County shall be free to use as its own, without payment or any kind of liability, any idea, scheme, concept, technique, suggestion, layout, or plan received in response to this RFQ.
EXHIBIT 1: STANDARD FORM CONTRACT

[NOTE: The attached is a draft, standard-form contract. Revisions may be made before presentation to the successful Respondent]