



A Tradition of Stewardship
A Commitment to Service

Request for Proposals

Airport Services

**In the Preparation of an update to the
Napa County
Airport Land Use Compatibility Plan
(ALUCP)**

Release Date: August 17, 2022

Closing Date: September 28, 2022 at 4:00 pm

Inquiries regarding this proposal should be directed to:

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Section I – Introduction

A. Purpose of Request for Proposals (RFP)

The Napa County Airport Land Use Commission (ALUC) is requesting proposals from qualified consulting and/or aviation firms to prepare an update to the Airport Land Use Compatibility Plan (ALUCP) and associated California Environmental Quality Act (CEQA) documentation.

This Request for Proposals (RFP) describes the project, outlines proposal requirements, lists the criteria that will be used to evaluate the proposals, and provides the selection schedule.

Through this RFP and contract negotiation process, the consultant may suggest modifications and innovative approaches to the scope of work outlined in Attachment A to this RFP. Five (5) printed copies plus one (1) electronic file (pdf) of the technical proposal along with one (1) cost proposal, using the enclosed format, should be delivered to the below physical address, or submitted to the link provided:

ALUCP Staff Liaison
1195 Third Street
Suite 210
Napa, CA 94559

Link: <https://pbes.cloud/index.php/s/H3DjqdDLPzRNKX2>

Any and all proposals received after the deadline will be considered non-responsive. No emailed, or faxed proposals will be accepted.

B. Proposal Submittal Information

All proposals must be in conformance with Section II Proposal Format and Evaluation Process in this RFP and received no later than 4:00 p.m. Pacific Standard Time on September 21, 2022.

The ALUC will be accepting either mailed hard copy or electronic submissions. The link will provide access to the ALUCP RFP submission dropbox where submissions should be uploaded. All proposals must be submitted in the form set forth in this RFP. Please submit all documents as one file.

C. Inquiries related to the RFP and the Project

The ALUC will provide two (2) weeks from the beginning of the RFP submission window for questions related to this RFP and the Project. The window will close on August 31, 2022 at 4:00 pm. Responses to questions will be posted at the link above by September 13, 2022 at 4:00 pm.

Please send all questions in writing via email with the subject line “Napa County ALUCP RFP inquiry” to:

D. Addenda to the RFP

The ALUC reserves the right to amend this RFP at any time up until 4:00 pm on August 31, 2022. Any amendments to or interpretations of this RFP shall be described in written addenda posted at the link above. All addenda issued shall become part of the RFP.

If the ALUC determines that the addenda may require significant changes in the preparation of proposals, the deadline for submitting the proposals may be postponed by the number of days that the ALUC determines will allow applicants sufficient time to revise their proposals. Any new due dates shall be included in the addenda and listed on the County website.

The ALUC reserves the right to reject all proposals, award all or portions of this contract as described in the Request for Proposals. The ALUC reserves the right to negotiate directly with subcontractors. The County of Napa and the ALUC are an equal opportunity employer, and women and minority owned businesses (DBEs) are encouraged to apply.

E. Background

What is the Napa County Airport Land Use Commission?

The ALUC is the body designated by State law to produce Airport Land Use Compatibility Plans in accordance with statutory guidance through a collaborative, community outreach process. The ALUC is responsible for adopting Airport Land Use Compatibility Plans for two public use airports in Napa County: Napa County Airport, and Angwin Airport (Parett Field). The Napa County ALUC comprises the five (5) Napa County Planning Commissioners and two (2) at-large members with aviation expertise, appointed by the Board of Supervisors.

When did the ALUCP Requirements Come into Being?

The State of California mandated that each county create an ALUC with the authority to adopt ALUCPs in 1970. The Napa County ALUC was established in the 1970s (at that time consisting of the Planning Commission and Airport Advisory Committee). In April 1991 the ALUC adopted an ALUCP for the Napa County Airport and Angwin Airports; at that time there was also a glider port located in Calistoga which was included in the ALUCP, however, it is no longer in operation. With advances in technology, changes in airport operations and fleets, and revised guidance from the State, a revised ALUCP was adopted in December of 1999. The State recommends updating the ALUCP every 5-10 years; as such, staff is currently working to update the plan in 2022, with adoption anticipated for late 2023 or early 2024.

F. General

What is an Airport Land Use Compatibility Plan (ALUCP)?

The ALUC intends to secure the services of a qualified consultant firm to prepare an update of the current ALUCP and related CEQA environmental document.

An ALUCP is a guidance document used by local agencies to guide future land use development in the vicinity of airports that are compatible with airport operations. An ALUCP focuses on a defined area around each airport known as an Airport Influence Area. The ALUCP is comprised of noise, safety, airspace protection and overflight compatibility factors, in accordance with guidance from the California Airport Land Use Planning Handbook published by Caltrans Division of Aeronautics. An ALUCP provides for the orderly growth of an airport and the area surrounding the airport within the jurisdiction of the ALUC, excluding existing land uses. Its primary function is to safeguard the general welfare of the inhabitants within the vicinity of the airport and the public in general. This is generally accomplished by examining land uses within specific airport safety zones.

ALUCPs protect airports from encroachment by new incompatible land uses that could restrict airport operations. ALUCPs protect the safety of people on the ground and their property by providing noise and safety standards and disclosure of aircraft overflight. ALUCPs also protect aircraft in flight by managing hazards to navigable airspace, which include building/structure height limitations and restrictions on wildlife/bird activities. ALUCPs do not govern airport operations, uses on airport property, or their facility master planning. Further, the ALUC has no jurisdiction over existing land uses, regardless of whether such uses are incompatible with airport operations.

G. Focus of the Update

With the purpose of promoting safety between our airports and the communities that surround them, the ALUC is updating the ALUCP with adoption anticipated for late fall 2023 or early 2024. This planning effort involves a multidisciplinary Project Development Team consisting of staff representatives from ALUC, Caltrans Division of Aeronautics, Napa County, the cities of Napa, American Canyon, and the aviation consulting firm (to be determined through this RFP).

A major focus of this update will be to clarify and enhance the ALUCP policies to improve local implementation of the plan by local jurisdictions. Updating the ALUCP to reflect the fact that Calistoga Glider port is no longer in operation and all references should be removed from the Plan. Another important product of the ALUCP effort is an updated fee structure that fairly allocates the cost of amending the ALUCP and completing ALUC compatibility reviews of proposed development. The end goal of the ALUCP update is to employ a transparent decision-making process that results in community-wide acceptance of the ALUCP and adoption by the ALUC.

Using the adopted 1999 ALUCP as a basis, the purpose of the ALUCP Update is to:

1. Refine the ALUCP to reflect updated Airport Layout Plans (ALPs) and Narrative Reports for the Angwin and Napa airports;
2. Review and update the existing ALUCP to achieve consistency and compliance with the current 2011 California Airport Land Use Planning Handbook;
3. Incorporate electric vertical take-off and landing (eVTOL) standards
4. Update Noise, Overflight, Safety, Airspace protection, Noise Contours (CNEL), obstruction charts, safety zones, FAA Airspace Protection Surfaces, FAA Airspace Protection Services, Composite Compatibility Zones, Airport Influence Area information, charts and data, and any other pertinent studies.
5. Update the ALUCP chapters pertaining to Procedural Policies and Countywide Compatibility Policies based on input from the County of Napa, City of Calistoga, Community of Angwin, City of Napa, and City of American Canyon;

Consultant shall:

1. Be responsible for the development of technical work
2. Be responsible for preparing the administrative, public and final draft ALUCP for review by County Staff, Caltrans and the ALUC.
3. Be responsible for preparing the administrative, public and final draft CEQA documents for review by County Staff, Caltrans and the ALUC.
 - a. NOP, CEQA Initial Study, AB-52 Consultation Noticing, public scoping meeting, Administrative Draft EIR, Draft EIR and technical appendices, and final EIR.
4. Coordinate with ALUC Staff when obtaining information from local airport operators regarding airport operation information, and local planning departments regarding land uses in the vicinity of the individual airports.
5. Assist with presentations at public hearings for the adoption of the CEQA document and the ALUCP
6. Assist ALUCP in revising the existing ALUC fee structure; and,
7. Assist ALUCP in establishing review policies: types of action for ALUC review, project information, timing, ALUC Staff Responsibilities.

For a copy of the 1999 ALUCP, please see: [Airport Land Use Commission | Napa County, CA \(countyofnapa.org\)](https://www.countyofnapa.org/airport-land-use-commission)

H. Responsible Parties

The ALUC for Napa County will lead this ALUCP Update in close coordination with the City of Calistoga, Community of Angwin, City of American Canyon, City of Napa, Napa County and Caltrans Division of Aeronautics as well as community stakeholder and aviation/pilot organizations and individuals through the assistance of a consulting firm. The consulting firm will be expected to perform all technical, public outreach, and other analyses necessary to complete the scope of work as summarized below.

I. Services Requested

1. General Requirements

- a. The completion of the scope of service requires the formation of a Consultant Project Team under the direction of a single Project Manager.
- b. The Consultant shall have no record of unsatisfactory performance within the last 5 years. Consultants who are or have been seriously deficient in current or recent contract performance, in the absence of circumstances properly beyond reasonable control of Consultant, shall be presumed to be unable to meet this requirement.
- c. The Consultant shall have the ability to maintain adequate files and records.
- d. The Consultant shall have the administrative and fiscal capability to provide and manage the services and to ensure an adequate audit trail.
- e. The Consultant shall meet other presentation and participation requirements listed in this RFP.
- f. Provide all required maps, drawings, reports, and other data prepared or obtained in the performance of services required by this agreement. Unless otherwise directed, all deliverable items shall be provided in both digital form (Microsoft Word and JPG / PDF format) and in hardcopy.
- g. The EIR shall meet all of the requirements set forth in CEQA (Public Resources Code 21000 et seq.) and the State CEQA Guidelines (California Code Regulations, Section 15000 et seq.) as well as Napa County's Local Procedures for Implementing CEQA (February 2020).
- h. The Consultant shall prepare an EIR that complies with all CEQA requirements related to the approval of the Project. The EIR must analyze any Project-specific significant environmental effects and any mitigation measures or alternatives. The EIR shall address all CEQA issue areas.
- i. Identified impacts shall be designated as significant or insignificant pursuant to the criteria of CEQA and the State CEQA Guidelines. Indirect or secondary impacts of the project shall also be discussed and mitigation measures recommended. Mitigation measures should be described in detail and should be specific to the project. Two types of mitigation measures should be recommended: 1) measures addressing impacts related to primary impacts; and 2) measures addressing impacts related to secondary impacts associated with the proposed project.

J. Tasks and Deliverables

Using the adopted ALUCP as a basis, in general the consultant firm will prepare an update, which:

1. Helps to increase the public's awareness of airport land use compatibility factors related to noise, safety, airspace protection, and overflights.
2. Address any changes pursuant to State statutes.
3. Ensure coordination with the City of Calistoga, Community of Angwin, City of American Canyon, City of Napa, Napa County and Caltrans Division of Aeronautics as well as community stakeholder and aviation/pilot organizations and individuals.
4. Completes a comprehensive public participation program to ensure the ALUCP Update process is open to and encourages public and community stakeholder input.
5. Facilitates the state-mandated local jurisdiction planning/building document consistency with the ALUCP Update.
6. Prepare the related environmental documentation for the ALUCP Update meeting all applicable CEQA requirements and laws/regulations administered by applicable State agencies, including as necessary, an associated mitigation program.
7. Assist ALUCP in updating ALUC fees.
8. Will be completed within 12-to-18 months or sooner, after notice to proceed.
9. Specific considerations to complete the project are:
 - a. Existing Data. The ALUC intends to share any existing information, specifically from local jurisdictions, to expedite the process and final product.
 - b. Mapping. To improve local jurisdiction coordination and airport-vicinity development review, maps for the ALUCP Update are to be compatible with Napa County GIS.
 - c. Issues. Review recent (since 1999 ALUCP adoption) airport land use compatibility issues and identify those issues that should be addressed by the ALUCP Update.

Through this RFP and contract negotiation process, the consultant may suggest modifications and innovative approaches to the detailed scope of work outlined in Attachment A.

Section II – Proposal Format and Evaluation Process

A. Proposal Format

Please prepare the proposal in accordance with the following requirements. A concise, but complete and readable proposal is expected. Elaborate and/or lengthy submittals are not desired. The proposal will be judged on how this requirement is handled.

1. Introduction

The cover letter should state the name of the firm submitting the proposal, its mailing address, telephone number, and the name of the individual to contact if further information is required. The introduction should summarize the key points of the proposal and include a statement of understanding of the project as well as a discussion of how the objectives of the scope of work will be accomplished. Any participating firms and proposed sub-consultants shall be identified and included in the proposal (all sub-consultants must be approved by the County).

2. Approach and Scope of Work

Include a description of the approach and methodology to be used to provide the required services. Identify any supplemental tasks deemed necessary or alternatives which may reduce costs or expedite delivery.

3. Work Schedule

A proposed schedule of work or timeline and phased milestones for completion of the scope of work, starting from the start of contract date listed below.

4. Qualifications and Experience

- a. A description of the firm's capabilities and experience on similar projects.
- b. Identification of the capabilities of consultant's staff and the consultant employee assigned to manage the work; an organization chart showing the relationships between all key personnel and the support staff assigned to the Project, the proposed responsibilities of each person assigned to the project, and brief resumes that highlight special qualifications relevant to the required tasks.
- c. A description of the present activities and availability to accomplish the required services of the consultant firm's key personnel for the Project.
- d. Identification of any sub-consultants to be used. Information shall include the name and address of the sub-consultant, resumes of the key staff proposed for the project, and the tasks proposed to be carried out by the sub-consultant.

5. Cost Proposal

- a. Consultant Firm's Rate Schedule for the duration of the contract.
- b. Consultant Firm's total cost to perform the work in its entirety including a breakdown of the costs for each individual work task.
- c. Listing of any other costs charged by the firm in providing consultant services, including travel costs, mailing costs, and any other direct or indirect costs associated with performing the required services, and the costs associated with any proposed sub-consultants.

- d. Costs should include hours and staff assignments for each task. The estimate should include the costs for all administrative and material costs. Please describe all assumptions and appropriate contingencies.

6. References

Provide at least three (3) references of current clients of similar scope with the proposal. Include the name, title address, phone number, and email of each contact.

B. Anticipated Schedule of Events

Event	Date
Release RFP	August 17, 2022
RFP and Project Inquiry Deadline	August 31, 2022 @ 4:00 pm
PROPOSALS DUE	September 28, 2022 @4:00 pm
Oral Interviews of Candidate Consultants	October 17-21, 2022
Contract Review and Negotiation with Finalist	October 24-28, 2022
Board of Supervisors' Approval of Contract/SOW	BOS Hearing in November or December, 2022
Contract Start Date	Immediately thereafter

C. Proposal Evaluation and Selection Process

Following the submission deadline, a selection committee will be comprised of PBES Staff and any other individuals deemed appropriate to review each proposal for completeness and content. The selection committee will analyze responses based on the needs identified in this RFP and the Scope of Work. The selection committee will review and rank the proposals based on the following criteria;

Category	Description	Points Possible out of 100
Project understanding and proposed methods to complete work.	Demonstrate an understanding of the requested work, local conditions, and provide a comprehensive plan for completing the work. The proposal should expand on tasks and methods beyond what is contained in Section I(J) of this RFP, in order to demonstrate a thorough understanding of the project and work to be done, and demonstrate any innovative or	50

	advanced approaches or methods to complete the work.	
Quality of Staff/Project Team.	Quality of personnel proposed to provide services to the County for this contract, including experience, qualifications and technical capabilities of the firm, project manager, technical staff, sub-consultants, and other key staff.	10
Project management approach and capacity to perform the work within the time limitations.	Including project management controls, adequate resource allocations, logical and reasonable schedule and quality controls. Appropriateness of proposed team structure, coordination, communication flow, and location of key personnel. Past record of performance on contracts with the County, other public agencies, and with private industry such as control of costs, quality of work, and ability to meet schedules will also be considered.	10
Relevant experience with similar work.	Experience with similar projects and similar conditions, including any specialized experience with environmental review of hotel projects in an active environmentally aware community.	10
Experience with and understanding of County and State procedures and requirements	Including requirements for completing all necessary and appropriate environmental documentation for the Project.	10
Communications	Ability to communicate and present information clearly. Includes, clarity, structure, and readability of the proposal and all submitted materials, and public outreach experience.	10

Depending on the scoring of proposals the selection committee will either identify a firm that will receive recommendation for reward of the contract or will identify finalists for a second round of oral interviews. The selection committee reserves the right to accept/reject any or all proposals and to identify whether a second round of oral interviews are required for further determination. After all interviews are completed, the selection committee shall reconvene to either make a decision or to request further information.

The selection committee will then make a recommendation regarding the selection and request authorization to enter in a contract with the approved firm. Submission of a proposal indicates acceptance of the conditions contained in the RFP and an agreement to negotiate a contract for services. An award can be made on the basis of greatest benefit and not necessarily the lowest cost option. Any agreement resulting from this RFP will be awarded with final approval by the Napa County Board of Supervisors.

D. Conflicts of Interest

The Consultant shall disclose any financial, business, or other relationships with the County or other entities that may have an impact on the outcome of this Project. The County reserves the right to cancel the award of any contract if any interest disclosed from any source could either give the appearance of a conflict of interest or cause speculation as to the objectivity of the Consultant's work or the County's evaluation of the Project. The County determination regarding any questions of conflicts of interest shall be final.

E. Limits of General and Professional Liability Insurance

The Consultant shall provide detailed information pertaining to the limits of its general and professional liability insurance. The County's template for professional services agreements shall be made available to interested Consultants.