Revision to ASR and/or Exhibits/Attachments

RECEIVED
2012 OCT 25 PM 2:20
CLERK OF THE BOARD
ORANGE COUNTY
BOARD OF SUPERVISORS

Date: October 25, 2012

To: Clerk of the Board of Supervisors

From: Alan Murphy, Airport Director, John Wayne Airport

ASR Control #(s): 12-1293 **Agenda Item(s) #26 for the October 30, 2012 Board Meeting**

Subject: Respond to 11/22/11 Board Directive – Approve Amendment 6 to agreement with Orange County Fire Authority for Aircraft Rescue Fire Fighting services.

Explanation:

John Wayne Airport (JWA) was requested to modify Amendment Number 6 with the Orange County Fire Authority (OCFA). This Amendment includes a reduction in the Aircraft Rescue Fire Fighting (ARFF) services shift crew from seven (7) to six (6) by eliminating one (1) Fire Apparatus Engineer. JWA received a Rapid Intervention Vehicle (RIV) in September 2012. One Firefighter will be reassigned to ride with the ARFF Captain in the RIV. The reduction of one (1) crew member per shift would result in an annual cost saving of approximately $660,000. It is important to note that the Airport would continue to exceed all Federal Aviation Administration ARFF standards under the reduced staffing levels proposed in the Amendment.

☒ **Revised Recommended Action(s)**

Modify Recommended Action Number 2:

2. Authorize the Purchasing Agent or his authorized Deputy to execute Amendment Number Six to Orange County Fire Authority for Aircraft Rescue Fire Fighting Services for one (1) year, commencing on December 1, 2012 through November 30, 2013 in an amount not to exceed ~~$5,032,644~~ $4,372,350.

☒ **Make modifications to the:**

☒ Current Year Cost ☒ Annual Cost ☐ Summary

Modify the Current Year Cost as follows:

~~$2,887,726~~ $2,508,869

Modify the Annual Cost as follows:

FY 2013-14 ~~$2,144,918~~ $1,863,481

☒ **Make modifications to the:**

☐ Subject ☒ Background Information ☐ Summary

BACKGROUND INFORMATION:

Modify the Request for Statement of Qualifications (SOQ) timeline as follows:

A Request for Statement of Qualification (SOQ) was developed to enable JWA to gather information about prospective ARFF service providers and their qualifications prior to issuing an RFP. The suggested SOQ timeline is as follows:

October ~~18~~ 31, 2012	Release the SOQ
December 4, 2012	SOQ Responses Due
December 14, 2012	Complete Evaluation of Responses
December 17, 2012	Release Notices of Scoring
February 6, 2013	Present List to Airport Commission

☒ Revised Exhibits/Attachments (attached)

Revise Attachment A – Amendment Number Six with Orange County Fire Authority:

A. Modify paragraph on page 1 regarding whereas both Parties are desirous to extend the Term of the Agreement to read as follows:

WHEREAS, both PARTIES are desirous to extend the TERM OF AGREEMENT for one (1) additional year, modify Exhibit A – Section IV – ARFF STAFFING and modify Exhibit A – Section IX – FACILITIES to include a Maintenance Fund.

B. Revision on page 2 – Add Article 2. Amend Exhibit A – Section IV – Staffing:

2. Amend the Regular Daily Staffing identified in Exhibit A – Section IV – STAFFING to read as follows:

A. Regular Daily Staffing

The following is the constant staffing level of OCFA ARFF personnel assigned to JWA ARFF pursuant to this AGREEMENT.

Classification

Fire Captain	1
Fire Apparatus Engineer	2*
Firefighter	3

* Reduction of one (1) Fire Apparatus Engineer per shift due to purchase of a Rapid Intervention Vehicle (RIV) by JWA for OCFA use.

C. Revision on page 2 – Renumber Article 2 to Article 3:

~~2.~~ [redacted] Amend Exhibit A – Section IX – FACILITIES to read as follows:

D. Revision on page 3 – Renumber Article 3 to Article 4 and modify to read as follows:

~~3.~~ [redacted] Increase AGREEMENT by a not to exceed amount of ~~$5,032,644~~ $4,372,350, including the AIRPORT'S $15,000 Maintenance Account, for a new total amount not to exceed ~~$47,512,356~~ $46,852,062 for the 11 years and 5 months of the AGREEMENT.

E. Revision on page 3 – Renumber Article 4 to Article 5:

~~4.~~ [redacted]. Pursuant to Section 6 of the AGREEMENT, OCFA will provide AIRPORT with a detailed written estimate of proposed Fiscal Year 2013-14 monthly charges by February 1, 2013, and the final charge will be provided by June 1, 2013.

F. Revision on page 3 – Renumber Article 5 to Article 6:

~~5.~~ 6. Except as amended herein, all terms and conditions, and any amendments/modifications are incorporated by this reference as if fully set forth herein and shall remain in force.

Revise Attachment B – Request for Statement of Qualifications for ARFF Services:

A. On page 2, change Release Date from October 18, 2012 to October 31, 2012.

B. On page 2, change "All Questions or Requests for Interpretation must be received by ~~November 8, 2012~~ November 20, 2012 at 4:00 p.m."

C. On page 6 – Section E. Proposed Time Schedule change as shown below:

E. **PROPOSED TIME SCHEDULE**

~~10/18/12~~ 10/31/12	RELEASE OF SOQ
~~11/08/12~~ 11/20/12	WRITTEN QUESTIONS DUE BY 4:00 P.M.

Add Exhibit A – Redlined Version of Amendment Number Six with Orange County Fire Authority

Add Exhibit B – Redlined Version of the Request for Statement of Qualifications for ARFF Services

CC: County Executive Office

Attachments:

Attachment A – Revised Amendment Number Six with Orange County Fire Authority

Attachment B – Revised Request for Statement of Qualifications for ARFF Services

Exhibit A – Redline of Amendment Number Six with Orange County Fire Authority

Exhibit B – Redline of Request for Statement of Qualifications for ARFF Services

AMENDMENT NUMBER SIX
TO
AGREEMENT NO. S1000000270
BETWEEN
COUNTY OF ORANGE, JOHN WAYNE AIRPORT
AND
ORANGE COUNTY FIRE AUTHORITY
FOR AIRCRAFT RESCUE FIRE FIGHTING SERVICES

THIS AMENDMENT Number Six, hereinafter referred to as "AMENDMENT", is made and entered into as of the date fully executed by and between the County of Orange, John Wayne Airport (JWA), a political subdivision of the State of California, hereinafter referred to as "COUNTY", and Orange County Fire Authority, hereinafter referred to as "OCFA", which are sometimes individually referred to as "PARTY" or collectively referred to as "PARTIES".

RECITALS

WHEREAS, COUNTY and OCFA entered into Agreement S1000000270 effective July 1, 2002 through June 30, 2005 for Aircraft Rescue Fire Fighting Services (ARFF) with actual charges of $10,317,009, hereinafter referred to as "AGREEMENT"; and,

WHEREAS, PARTIES executed Amendment Number One to modify the overhead rate and to extend the AGREEMENT for one (1) additional year, effective July 1, 2005 through and including June 30, 2006, with actual charges of $3,994,977; and,

WHEREAS, PARTIES executed Amendment Number Two to extend the AGREEMENT for two (2) additional months, effective July 1, 2006 through and including August 31, 2006, with actual charges of $667,815; and,

WHEREAS, PARTIES executed Amendment Number Three to further modify the overhead rate, to institute a 4% cap on annual adjustments, and to extend the AGREEMENT for five (5) additional years, effective September 1, 2006 through and including August 31, 2011, with actual charges of $21,488,863; and,

WHEREAS, PARTIES executed Amendment Number Four to extend the AGREEMENT for three (3) additional months, effective September 1, 2011 through and including November 30, 2011, with an Agreement amount of $1,186,391; and,

WHEREAS, PARTIES executed Amendment Number Five to extend the AGREEMENT for one (1) additional year, effective December 1, 2011 through and including November 30, 2012, in an amount not to exceed $4,824,657; and,

WHEREAS, both PARTIES are desirous to extend the TERM OF AGREEMENT for one (1) additional year, modify Exhibit A – Section IV – ARFF STAFFING and modify Exhibit A – Section IX – FACILITIES to include a Maintenance Fund.

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and OCFA agree as follows:

ARTICLES

1. Extend TERM OF AGREEMENT expiration date through and including November 30, 2013.

2. Amend Exhibit A – Section IV – STAFFING to read as follows:

   A. Regular Daily Staffing

   The following is the constant staffing level of OCFA ARFF personnel assigned to JWA ARFF pursuant to this AGREEMENT.

   Classification

Fire Captain	1
Fire Apparatus Engineer	2*
Firefighter	3

   * Reduction of one (1) Fire Apparatus Engineer per shift due to purchase of a Rapid Intervention Vehicle (RIV) by JWA for OCFA use.

3. Amend Exhibit A – Section IX – FACILITIES to read as follows:

   A. Fire Station:

   AIRPORT will provide a suitable fire station for use by OCFA in the provision of ARFF services. This facility including all utility services and repairs will be provided at no cost to OCFA.

   B. Fire Station Equipment and Furnishings:

   AIRPORT will provide necessary equipment and furnishings for the operation of the fire station and these items shall be the property of the AIRPORT.

   OCFA, at its option and cost, may provide at its discretion additional equipment or replacement items necessary for the operation of the fire station. Such items shall remain the property of OCFA.

   The property and inventory tracking and management procedures of the AIRPORT and OCFA will be used, as appropriate to ownership, for all designated property.

   C. Fire Station Supplies:

   OCFA will provide all facility supplies utilized at the fire station. Supplies are defined as non-controlled expendable items and housekeeping equipment. The cost of such items will be paid for by AIRPORT.

   D. Facilities Maintenance:

   AIRPORT will maintain the fire station to a standard acceptable to AIRPORT Management and OCFA.

   E. Maintenance Fund:

   AIRPORT shall provide a maintenance fund for the purpose of providing OCFA the ability to repair/replace AIRPORT owned fire station equipment and furnishing and perform minor repairs on the fire station building.

   AIRPORT shall make an initial payment to OCFA of $15,000. This account shall be referred to as "AIRPORT'S $15,000 Maintenance Fund". Funds shall be expended in accordance with the following procedure:

   1) OCFA shall submit a quote to AIPORT Deputy Airport Director, Operations and AIRPORT Maintenance Manager for approval prior to any purchases or repairs.

   2) Minor maintenance or repairs costing less than $1,000 will be funded through the

AIRPORT'S base Service Charge and, therefore, shall be paid by OCFA out of its General Fund. These repairs will not be charged to AIRPORT'S $15,000 Maintenance Account.

3) Maintenance, repair, alteration, or improvement projects greater than $1,000 but less than the remaining balance in AIRPORT'S Maintenance Account shall be paid from AIRPORT'S Maintenance Account.

4) Actual final invoice(s) will be submitted with the next OCFA monthly invoice.

5) It shall be the responsibility of OCFA to not exceed the $15,000 in the AIRPORT'S Maintenance Account.

6) At the end of the CONTRACT period, an accounting of the AIRPORT'S $15,000 Maintenance Fund will be conducted by the AIRPORT. Any funds remaining in the fund will be deducted from the OCFA final invoice for the CONTRACT period.

F. Facilities Capital Projects:

Capital projects associated with Fire Station 33 will be planned, budgeted and completed by AIRPORT in consultation with ARFF Program Manager (Battalion Chief) according to AIRPORT procedures.

4. Increase AGREEMENT by a not to exceed amount of $4,372,350, including the AIRPORT'S $15,000 Maintenance Account, for a new total amount not to exceed $46,852,062 for the 11 years and 5 months of the AGREEMENT.

5. Pursuant to Section 6 of the AGREEMENT, OCFA will provide AIRPORT with a detailed written estimate of proposed Fiscal Year 2013-14 monthly charges by February 1, 2013, and the final charge will be provided by June 1, 2013.

6. Except as amended herein, all terms and conditions, and any amendments/modifications are incorporated by this reference as if fully set forth herein and shall remain in force.

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IN WITNESS WHEREOF, PARTIES hereto have executed this CONTRACT on the dates shown below their respective signatures below.

ORANGE COUNTY FIRE AUTHORITY:

Signature	Print Name	Title	Date

Signature	Print Name	Title	Date

COUNTY AUTHORIZED SIGNATURE:

Signature	Roy K. Freeman Print Name	Deputy Airport Director Title	Date

APPROVED AS TO FORM:
Orange County Fire Authority

David Kendig — Date: 10/18/12

APPROVED AS TO FORM:
Office of the County Counsel
County of Orange, California

Paul Albarian, Deputy — Date: 10/22/2012

Approved by Board of Supervisors on: _____

JOHN WAYNE AIRPORT
ORANGE COUNTY

Request for Statement of Qualifications For Aircraft Rescue and Fire Fighting Services for John Wayne Airport

SUBMITTAL DUE DATE: December 4, 2012 by 4:00 p.m.

County of Orange/John Wayne Airport
Eddie Martin Administration Building
3160 Airway Avenue
Costa Mesa, CA 92626

COUNTY OF ORANGE
JWA/Purchasing
3160 Airway Ave.
Costa Mesa, CA 92626

RESPONSES MUST BE RECEIVED ON OR BEFORE

December 4, 2012
By 4:00 p.m. Pacific Standard Time

SOQ Number
280-A01037-JA

File Folder No: A01037

INSTRUCTIONS:

1. SUBMIT 1 ORIGINAL, 3 COPIES OF YOUR RESPONSE PACKAGE AND 4 SOFT COPIES.
2. RETURN THIS PAGE SIGNED, WITH RESPONSE.
3. ALL RESPONSES ARE TO BE IDENTIFIED WITH SOQ #, AND RETURNED IN A SEALED ENVELOPE OR PACKAGE.
4. FOR FURTHER INFORMATION, CONTACT: **Holly Felipe at HFelipe@ocair.com**

Release Date: October 31, 2012

REQUEST FOR STATEMENT OF QUALIFICATIONS COVER PAGE

The County of Orange, John Wayne Airport (JWA) hereinafter referred to as "County", is requesting Statements of Qualifications from organizations, hereinafter referred to as "Respondent", for Aircraft Rescue and Fire Fighting Services for JWA. Qualified Respondents may be requested to participate in a potential Request for Proposal, conducted under separate cover.

This Request for Statement of Qualifications, hereinafter referred to as "SOQ" or "Response," is set out in the following format:

SECTION I: Introduction
SECTION II: Instructions to Respondents
SECTION III: Response Requirements
SECTION IV: Exhibit A – Examples of Aircraft Rescue Fire Fighting Duties and Responsibilities

ALL QUESTIONS OR REQUESTS FOR INTERPRETATION MUST BE RECEIVED BY NOVEMBER 20, 2012 AT 4:00 P.M.

RESPONSES ARE DUE AT THE DATE AND TIME SPECIFIED ABOVE.

Responses must be submitted in sealed packages. See complete instructions in Section II, Item B, #1 on page 10.

All questions and inquiries related to this SOQ must be directed to: Holly Felipe, Deputy Purchasing Agent, hereinafter referred to as assigned "DPA", through www.BidSync.com under Bid #280-A01037-JA. See complete instructions in Section II, Item B, #2 on page 11.

Respondents are not to contact other County personnel with any questions or clarifications concerning this SOQ. JWA/Purchasing will provide all official communication concerning this SOQ. Any County response relevant to this SOQ other than through or approved by the JWA/Purchasing Department is unauthorized and will be considered invalid.

☐ I HAVE READ, UNDERSTAND AND AGREE TO ALL STATEMENTS IN THIS REQUEST FOR STATEMENTS OF QUALIFICATIONS, AND TO THE TERMS, CONDITIONS AND ATTACHMENTS REFERENCED HEREIN.

Date:_____ Organization Legal Name:_____

*Authorized Signature	Name	Title
*Authorized Signature	Name	Title

** If a corporation, this document must be signed by two (2) corporate officers. The first signature must be one of the following: a) Chairman of the Board, b) President, or c) any Vice President. The second signature must be one of the following: a) Secretary, b) Chief Financial Officer; c) any Assistant Secretary, or d) any Assistant Treasurer. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signator to bind the corporation.*

RETURN THIS SHEET WITH YOUR RESPONSE

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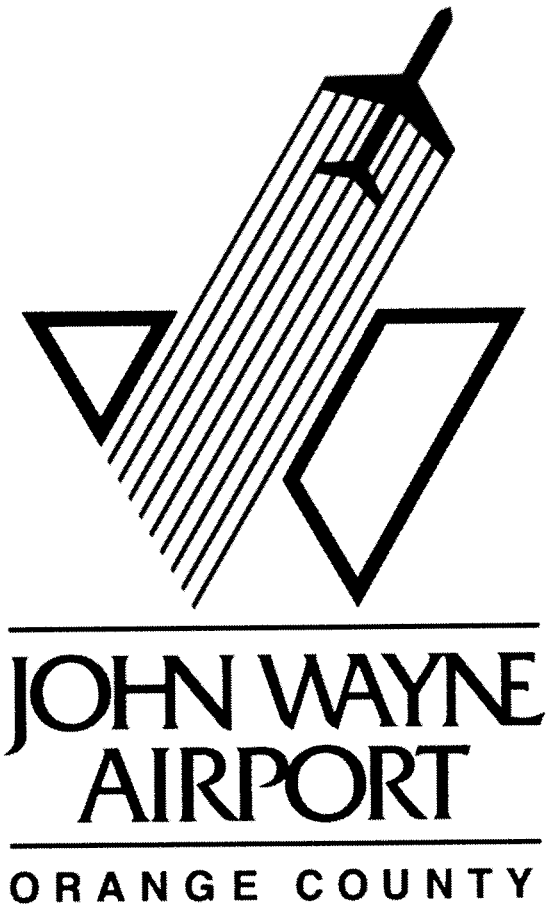
I. INTRODUCTION



SECTION I: INTRODUCTION

A. OVERVIEW

JWA is seeking responses to this SOQ from qualified Respondent(s) in order to establish a list of qualified organizations to participate in a potential Request for Proposal (RFP) process for Aircraft Rescue and Fire Fighting (ARFF) Services and Emergency Medical Services (EMS). JWA's intent is to contract with an organization for the purpose of administration, management, staffing and operation of ARFF services, equipment and facilities. The final selected Respondent shall be responsible for providing all labor required for these services.

B. BACKGROUND

JWA currently has an agreement with the Orange County Fire Authority (OCFA) for ARFF services that provides ARFF Index C services which expires November 30, 2013. Federal Aviation Regulations (FAR) Part 139 – Certification of Airports, requires that commercial service airports, including JWA, provide a minimum level of ARFF services. The level of ARFF services is based on the type of commercial aircraft in operation and the level of activity.

All ARFF equipment/apparatus and the ARFF station, is owned by JWA; funding is derived from Airport revenues and/or Federal Aviation Administration (FAA) grant funds.

The existing services include: (1) aircraft fire fighting and rescue services related to aircraft incidents; (2) medical aid response; (3) operation of JWA's 40-ton Link-Belt crane and Lektro aircraft tug for disabled aircraft removal; (4) fuel spill mitigation; and (5) emergency planning and services delivery. In addition, in the event of a major aircraft incident or accident, OCFA and surrounding municipalities provides supplemental emergency resources, as needed, under automatic and mutual aid agreements.

C. ABOUT JOHN WAYNE AIRPORT

JWA is owned and operated by the County of Orange and is the only commercial service airport in Orange County, California. The Orange County Board of Supervisors oversees the management of the County government. JWA is accounted for as a self-supporting enterprise fund and is managed by the Airport Director (who is appointed by the County Executive Officer) and his staff. A five-member Airport Commission, appointed by the County Board of Supervisors, acts in an advisory capacity to the Board on airport and air transportation matters.

JWA is located in Santa Ana, approximately 35 miles south of Los Angeles, between the cities of Costa Mesa, Irvine, and Newport Beach. The service area includes 3 million people within the 34 cities and unincorporated areas of Orange County. Operating primarily as an origination and destination facility for the traveling public, JWA is a medium-hub commercial service airport served by nine major, one commuter and two all cargo air carriers, which handled approximately 8.6 million passengers and 15,000 tons of cargo respectively in 2011. The largest commercial passenger aircraft serving JWA is the Boeing 757-200 and the largest cargo aircraft is the Airbus A300-600. Some 460 General aviation aircraft based at JWA are served by three (3) fixed-based operators, which provide fuel, supplies, aircraft maintenance, flying instruction, and other related services.

JWA is 1 of 5 airports providing commercial air transportation services in the Southern California, Los Angeles basin and is operated 24 hours a day/7 days a week/365 days a year. Commercial aircraft operations are permitted from 7:00 a.m. to 11:00 p.m. Monday through Saturday and 8:00 a.m. to 11:00 p.m. on Sundays.

D. TERM OF CONTRACT

The term of any potential Contract may be for 5 years with 5 one-year options to renew for a total of 10 years, at the sole discretion of the County.

E. PROPOSED TIME SCHEDULE

10/31/12	RELEASE OF SOQ
11/20/12	WRITTEN QUESTIONS DUE BY 4:00 P.M.
12/04/12	RESPONSES DUE BY 4:00 P.M.
12/10/12 – 12/14/12	EVALUATION OF RESPONSES
12/17/12 (ESTIMATED)	SEND OUT NOTICES OF SCORING TO RESPONDENTS

F. MINIMUM QUALIFICATIONS AND REQUIREMENTS

1. ORGANIZATION REQUIREMENTS

Respondent's organization shall possess a minimum of 10 years experience providing fire fighting services.

Respondent chosen under any future RFP shall provide fully trained ARFF personnel prior to services provided under the final Contract.

2. ORGANIZATION STAFFING LEVEL REQUIREMENTS

Respondent must be able to fulfill Staffing Level Requirements if chosen to participate in the future RFP. Requirements are listed below:

a. Supply sufficient staffing levels to support all services continuously and has additional staff fully trained to cover sick days and vacations.

b. Provide the following staffing levels, per shift, for ARFF services that commensurate with the ARFF Index C. In the event Airport activity increases significantly and the County is required to increase the County's ARFF Index, Respondent may be required to provide for these services as well. County will provide 60 days notice for any increase in County's ARFF Index Level. Staffing requirements are detailed below for each 24 hour period. ARFF Chief Officer position listed below is expected to work an administrative shift.

REGULAR/DAILY STAFFING	
Classification	**Schedule**
1 Chief Officer	Administrative position
1 Fire Captain	Each Shift
5 Fire Fighters and/or Engineers*	Each Shift
* One (1) must be State of California Certified Crane Operator	
All staff positions must be EMT-Basic certified	

3. **QUALIFICATIONS FOR PERSONNEL**

Respondent shall demonstrate their ability to provide qualified staff that meets the minimum qualifications required by the County listed below. Respondent may require additional qualifications for all personnel above and beyond County's requirements at the discretion of Respondent. Examples of ARFF duties and responsibilities under any potential RFP for all positions are listed in Section IV – Exhibit A.

a. **GENERAL REQUIREMENTS OF ALL PERSONNEL**

1. Must hold required State of California fire fighter certification.
2. Must be State of California Emergency Medical Technician (EMT)-Basic (see Item e on page 8).
3. Must possess a valid State of California - Class B vehicle operator's license with Firefighter, Airbrake and Tank endorsements.
4. Must be at least 18 years of age.
5. Must possess a high school diploma or equivalent.
6. Must be fluent in English, both verbal and written.

b. **CHIEF OFFICER REQUIREMENTS**

1. Experience

Must have at least 10 years of fire fighting experience, including 5 years supervisory experience.

2. Skills and Knowledge

a) Must have knowledge and understanding of Federal, State and local laws, regulations and procedures governing fire fighting responsibilities.

b) Must have knowledge of fire fighting and rescue techniques.

c) Must have the ability to make decisions under emergency conditions that affect lives, safety and property of others.

d) Must have the ability to supervise personnel and to direct and coordinate all public safety personnel.

e) Must have the ability to prepare explicit reports on public safety work.

f) Must have the ability to establish and maintain professional working relationships with other County and Airport employees, emergency responders, Airport tenants, outside agencies, and the general public.

c. **FIRE CAPTAIN REQUIREMENTS**

1. Experience

a) Five (5) years experience as a fire fighter.

b) Two (2) years experience serving in a supervisory or lead role directing staff responding to emergency situations.

2. Skills and Knowledge

a) Knowledge of fire fighting techniques.

b) Knowledge of the operation of fire fighting vehicles and equipment.

c) Knowledge of fire prevention safety principles, methods, rules, codes, regulations and ordinances.

d. **FIRE FIGHTER AND/OR ENGINEER REQUIREMENTS**

1. Experience

Minimum one (1) year experience in performing fire suppression duties, and operating and maintaining fire fighting vehicles and equipment.

2. Skills and Knowledge

a) Knowledge of fire fighting techniques.

b) Knowledge of the operation of fire fighting vehicles and equipment.

c) Knowledge of fire prevention safety principles, methods, rules, codes, regulations and ordinances.

e. **EMT-BASIC REQUIREMENTS (ALL STAFF POSITIONS MUST BE CERTIFIED)**

1. Experience

Minimum one (1) year experience as a certified EMT-Basic.

2. Skills and Knowledge

a) Must be certified as State of California EMT-Basic.

b) Must be physically able to respond to medical emergencies.

f. **CRANE OPERATOR REQUIREMENTS**

1. Experience

Minimum one (1) year experience as a certified Crane Operator.

2. All Respondent's Crane operators must be in compliance with California Department of Industrial Relations (DIR) Subchapter 7 – General Industry Safety Orders, Group 13, Cranes and Other Hoisting Equipment:

- Article 98: Operating Rules, Section 5006.1 "Mobile Crane and Tower Crane-Operator Qualifications and Certification"
- Article 99: Testing, Section 5021 "Equipment over Three Tons Rated Capacity".

II. INSTRUCTIONS TO RESPONDENTS

JOHN WAYNE AIRPORT

SECTION II: INSTRUCTIONS TO RESPONDENTS

A. EVALUATION AND SELECTION PROCESS

Written responses shall be evaluated solely on the quality of the responses to all questions and requirements set forth in Section I – Item F - Minimum Qualifications and Requirements. Responses will be evaluated and receive a pass or fail score. A determination that a Respondent's response fails shall be stated in writing explaining the basis for the determination and shall not be afforded the opportunity to amend its response. Only those Respondents that receive a passing score will advance to the potential RFP process.

B. INSTRUCTIONS TO RESPONDENTS AND PROCEDURES FOR SUBMITTAL

1. **SOQ Package Delivery**: All SOQ Packages, regardless of the manner of delivery, are due no later than the due date and time specified within this solicitation. Late Responses will not be accepted regardless of reason.

   a. Mailed SOQ packages must be received, date and time-stamped on the outside of sealed package, by the JWA Receptionist prior to 4:00 p.m. on the due date.

   b. Hand-Delivered Responses must be given to JWA Receptionist; **DO NOT LEAVE RESPONSES AT ANY OTHER DEPARTMENT LOCATED AT JWA.** The entrance to the JWA Administration Building is located at the front of the building (alongside Airway Ave.); see Response Submittal Location Map. All hand delivered Responses must be time and date stamped, on the outside of sealed package, by JWA receptionist on or prior to 4:00 p.m. on the due date. Receipts are available upon request.

   c. **Facsimile/faxed or e-mailed SOQ Packages are not allowed.**

Clearly identified Response packages, regardless of manner of delivery, must be placed in sealed packages and received by JWA Reception, at the address specified below, on or prior to 4:00 p.m. on the date as specified on Cover Page. Sealed packages must be marked clearly with the SOQ number, date and time of the SOQ closing and assigned DPA's name. It is Respondent's responsibility to verify that the closing date on the SOQ matches the closing date of the SOQ. SOQ may be submitted via mail or hand delivered to:

Re: SOQ: 280-A01037-JA
Aircraft Rescue and Fire Fighting Services

Attn: Holly Felipe, DPA
JWA, Purchasing
3160 Airway Ave, Costa Mesa, CA 92626

JWA/Purchasing regular business hours: Monday through Friday
8:00 a.m. to 5:00 p.m.

JWA/Purchasing will be closed on the remaining 2012 County holidays:

2012
November 12 – Veterans Day
November 22 – Thanksgiving
November 23 – Day after Thanksgiving
December 25 – Christmas

2. **Questions and Addenda**: County has attempted to provide all information available. It is the responsibility of each Respondent to review, evaluate, and, where necessary, request any clarification prior to submission of a Response. If any person contemplating submitting a Response is in doubt as to the true meaning of any part of this SOQ or finds discrepancies in or omissions from the specifications, they may submit a written request for clarification to the DPA via www.BidSync.com (Bid #280-A01037-JA). For BidSync assistance, please contact BidSync Vendor Support Team at 800-990-9339, Option 1.

   Respondents shall post their questions on BidSync and the assigned DPA will respond to all questions. Questions directly emailed to the DPA will not be answered but Respondents will be directed to BidSync. All questions or requests for interpretations must be received by **the date and time listed on the Cover Page.** The person submitting the request will be responsible for its prompt and timely submission.

   If clarification or interpretation of this SOQ is considered necessary by the County, an addendum will be posted to BidSync. Any interpretation of, or correction to this SOQ, will be made only by an addendum. It is the Respondent's responsibility to ensure that they have received and reviewed any and all addenda to this SOQ. County will not be responsible for any other explanations, corrections to, or interpretations of the documents, including any oral information.

   All addenda will be posted on BidSync and it is the Respondent's responsibility to ensure all addenda is submitted with their response.

3. **Quantity of Submittals Required**: Each Respondent must provide: **One (1) original signed copy, three (3) copies and four (4) soft (electronic) copies** of their Response. The original signature copy is to be clearly marked as "ORIGINAL" on the outside cover and contain **original ink signatures**. All copies should be clearly marked "COPY".

4. **Proposal Response Instructions**: All Responses shall be submitted on standard 8.5" x 11" paper. All pages must be numbered and identified sequentially by section. Responses must be tabbed and indexed in accordance with the information requested in Section III – Response Requirements. It is imperative that all Respondents responding to this SOQ comply exactly and completely, with the instructions set forth herein. All responses to this SOQ shall be typewritten or word-processed (except where otherwise provided or noted), concise, straightforward, and must fully address each requirement and question.

   Electronic versions of the Response shall be submitted on CD-ROM, DVD, or USB Flash Drive. Electronic versions must include all Response requested requirements (Microsoft Word or PDF format)

5. **Confidential or Proprietary Responses**: Responses are not to be marked as confidential or proprietary. County may refuse to consider any Response so marked. Responses submitted in response to this SOQ may become subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Additionally, all Responses shall become the property of the County.

6. **Respondent SOQ Examination**: By submitting a Response, Respondent represents that it has thoroughly examined County's requirements and is familiar with the services required under this SOQ and that it is qualified and capable of providing the services to achieve County's objectives.

7. **Response Submission**: Each Respondent must submit its Response in strict accordance with all requirements of this SOQ and compliance must be stated in the Response. Deviations, clarifications and/or exceptions must be clearly identified and listed separately as alternative items for the County's consideration.

8. **Negotiations**: County reserves the right to negotiate modifications with any Respondent as necessary to serve the best interests of the County. Any Response may be rejected if it is conditional, incomplete, or deviates from specifications in this SOQ. County reserves the right to waive, at its discretion, any procedural irregularity, immaterial defects, or other improprieties which County deems reasonably correctable or otherwise not warranting rejection of the. Any waiver will not excuse a proponent from full compliance.

9. **Lobbyists**: County does not require and neither encourages nor discourages the use of lobbyists or other consultants for the purpose of securing business.

10. **INSTRUCTIONS – PROTEST PROCEDURES**

In the event a Respondent believes that County's solicitation is unfairly restrictive or ambiguous or contains conflicting provisions, or where a timely and complete response results in a rating below that necessary to advance to the potential RFP, an appeal can be made. Respondent must file a written protest with assigned DPA.

a. **Procedure**

All protests shall be typed under Protester's letterhead and submitted in accordance with the provisions stated herein. All protests shall include at a minimum the following information:

1. Name, address and telephone number of the Protester;
2. Signature of the protester or the Protester's representative;
3. Solicitation number;
4. A detailed statement of the legal and/or factual grounds for the protest; and
5. The form of relief requested.

b. **Protest of Solicitation Specifications**

All protests related to the solicitation specifications must be submitted to the assigned DPA no later than five (5) business days prior to the close of the solicitation. Protests received after the five (5) business day deadline will not be considered by County.

In the event the protest of specifications is denied and Protester wishes to continue in the solicitation process, they must still submit a response to the solicitation prior to the close of the solicitation in accordance with the solicitation submittal procedures provided in the solicitation.

c. **Protest Process**

1. Upon receipt of a timely protest, assigned DPA will within 10 business days of the receipt of the protest, issue a decision in writing which shall state the reasons for the actions taken.
2. If the Protester disagrees with the decision of assigned DPA, Protestor may submit a written notice to the Office of the County Purchasing Agent requesting an appeal to the Procurement Appeals Board, in accordance with the process stated below.

d. **Appeal Process**

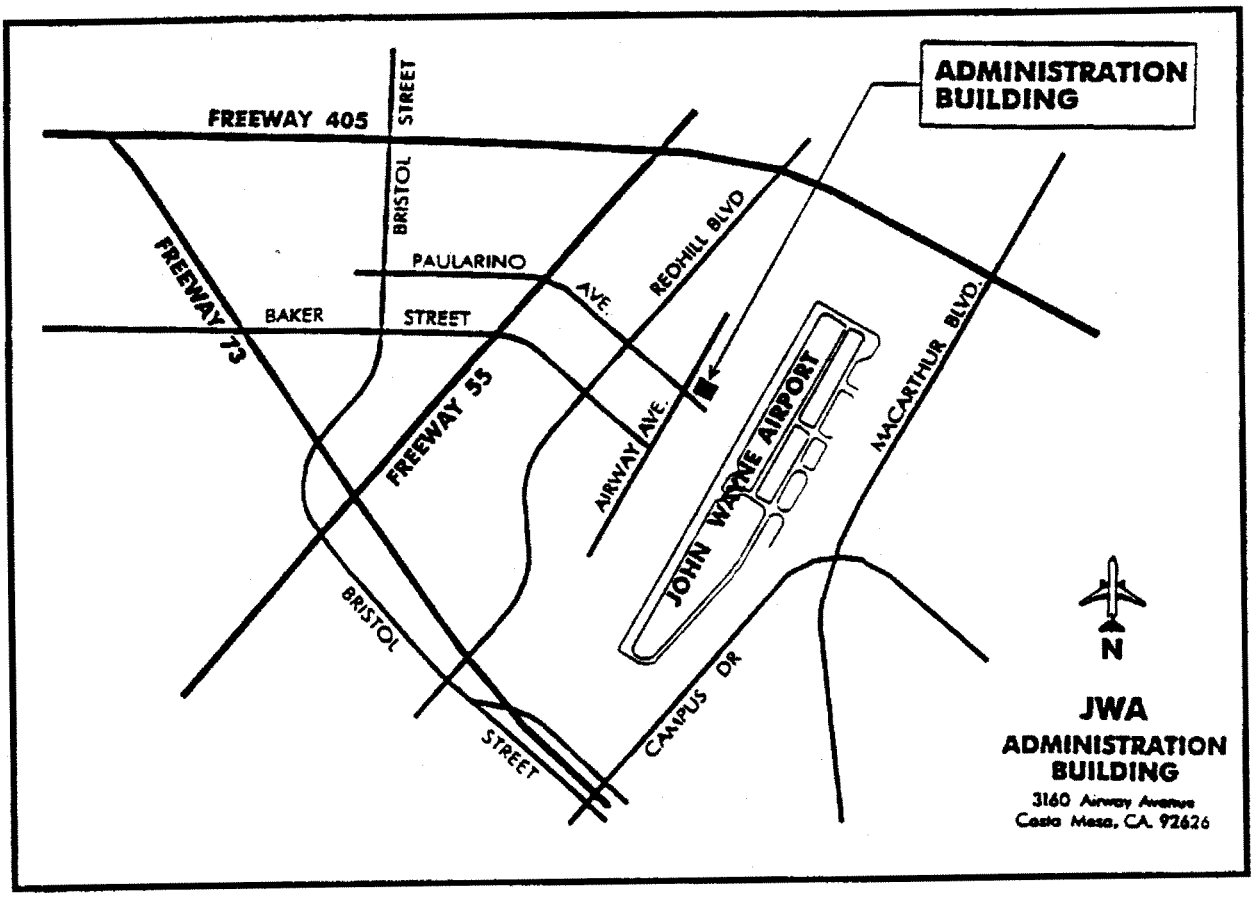
If the Protester wishes to appeal the decision of assigned DPA, the Protester must submit, within three (3) business days from receipt of assigned DPA's decision, a written appeal to the Office of the County Purchasing Agent.

Within 15 business days, County Purchasing Agent will review all materials in connection with the grievance, assess the merits of the protest and provide a written determination that shall contain his or her decision on whether the protest shall be forwarded to the Procurement Appeals Board.

Decision of County Purchasing Agent on whether to allow the appeal to go forward will be final and there shall be no right to any administrative appeals of this decision.

C. RESPONSE SUBMITTAL LOCATION MAP

John Wayne Airport
Eddie Martin Administration Building
Airport Commission Hearing Room
3160 Airway Avenue, Costa Mesa, CA 92626



DIRECTIONS:

From the southbound 405 Freeway
Take the Bristol Street Exit
Turn left on Paularino Avenue
After Paularino crosses Airway Avenue (4-way stop)
stop)
Turn left into the parking lot behind the building

From the northbound 405 Freeway
Transition to the 55 Freeway south
Turn left on Paularino Avenue
After Paularino crosses Airway Avenue (4-way stop)
Paularino
Turn left into the parking lot behind the building

From the southbound 55 Freeway
Take the Baker Street Exit
Turn left on Paularino Avenue
After Paularino crosses Airway Avenue (4-way

Turn left into the parking lot behind the building

From the northbound 55 Freeway
Take the Baker Street Exit
Turn right on Baker and go to Airway Avenue
Turn left on Airway Avenue and right on

Turn left into the parking lot behind the building

III. RESPONSE REQUIREMENTS

JOHN WAYNE AIRPORT
ORANGE COUNTY

SECTION III: RESPONSE REQUIREMENTS

Responses must be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of this SOQ. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.

Responses must include tabbed sections and must be indexed in the order outlined below. List questions and your responses and/or attachment as numbered and listed within each section:

Part 1:

A. Letter of Introduction, signed

B. Cover page, signed

C. Addenda (if issued), signed

Part 2:

Organization Profile, Background and Data

Part 3:

Organization Experience

Part 4:

Organizational Chart

Part 5:

Organization Key Personnel Qualifications

Part 1:

(Complete this section and submit as ***Part 1*** in the first tabbed section of SOQ)

A. **Letter of Introduction**

All Responses must be accompanied by a cover letter of introduction and executive summary of the Response. Cover letter must be signed by person(s) with authority to bind the Respondent. **If the Respondent is a corporation, then the signatures of two corporate specific officers are required as follows**:

- The first signature **must** be one of the following: a) Chairman of the Board; b) President; or c) any Vice President.
- The second signature **must** be one of the following: a) Secretary; b) Chief Financial Officer; c) any Assistant Secretary; or d) any Assistant Treasurer.
- **In the alternative**, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signator to bind the corporation.

An unsigned or improperly signed Response submission is grounds for rejection of the Response and disqualification from further participation in this SOQ process.

B. **Cover Page**

SOQ Cover Page shall be included in this section and must be signed by person(s) with authority to bind the Respondent.

C. **Addenda**

Any issued addenda to this SOQ shall be placed in this section and must be signed by person(s) with authority to bind the Respondent.

Part 2

Organization Profile, Background and Data

(Complete this form and submit as ***Part 2*** in the second tabbed section of Response)

A. **Company Information**:

COMPANY LEGAL NAME:			
BUSINESS ADDRESS:			
TELEPHONE NUMBER:		FACSIMILE NUMBER:	
WEBSITE ADDRESS:			
LENGTH OF TIME COMPANY HAS BEEN IN BUSINESS:			
LENGTH OF TIME AT CURRENT LOCATION:			
YEARS OF SERVICE PROVIDING FIRE FIGHTING SERVICES:			
IS YOUR FIRM A SOLE PROPRIETORSHIP?			
IS YOUR FIRM A SOLE PROPRIETORSHIP DOING BUSINESS UNDER A DIFFERENT NAME?			
IF YES, STATE SOLE PROPRIETOR'S NAME AND THE NAME YOU ARE DOING BUSINESS UNDER:			
IS YOUR FIRM INCORPORATED?			
IF YES, STATE OF INCORPORATION:			
FEDERAL TAXPAYER ID NUMBER:			
REGULAR BUSINESS HOURS:			
REGULAR HOLIDAYS AND HOURS WHEN BUSINESS IS CLOSED:			
CONTACT PERSON IN REFERENCE TO THIS SOLICITATION:			
TELEPHONE NUMBER:		WIRELESS NUMBER:	
E-MAIL ADDRESS:			
CONTACT PERSON IN ACCOUNTS RECEIVABLE:			
TELEPHONE NUMBER:		FACSIMILE NUMBER:	
E-MAIL ADDRESS:			
NAME OF PROJECT MANAGER:			
TELEPHONE NUMBER:		WIRELESS NUMBER:	
E-MAIL ADDRESS:			
IN THE EVENT OF AN EMERGENCY OR DECLARED DISASTER, THE FOLLOWING INFORMATION IS REQUIRED:			
CONTACT NAME DURING NON-BUSINESS HOURS:			
TELEPHONE NUMBER:		WIRELESS NUMBER:	
E-MAIL ADDRESS:			

B. **Size of Company**:

_____

C. **Date of inception**:

_____

_____

D. **Address of office from which services will be provided**:

_____

1. Include number of employees in office: _____

2. Last Fiscal Period revenue for this office: _____

E. If incorporated, furnish state of incorporation and provide name and titles of principle officers, and names of individuals or organizations owning 5% or more of the business, **or** if sole proprietorship, indicate sole proprietor's name and the name(s) under which that person is doing or has done business as (DBA) or (AKA), **or** if partnership, list names of partners and indicate which individuals or organizations hold more than 5% of the business.

Part 3

Organization Experience

(Complete this form and submit as ***Part 3*** in the third tabbed section of Response)

Respondent will be evaluated on the following information provided:

This section will establish the ability of Respondent to satisfactorily perform the required work by reasons of experience in performing fire fighting services, demonstrated competence in the services to be provided, strength and stability of the team, and work load at other facilities.

Experience: Respondent shall include a detailed summary of their qualifications describing organization's experience in providing fire fighting services experience within the past 10 years.

List prior fire fighting experience at similar size facilities and include:

A. Organization Name and address

B. Contact Person and phone number

C. Dates services were performed

D. Type and size of facility

E. Number and classifications of personnel assigned

F. Annual contract/budgeted amount

G. Brief project description

Part 4

Organizational Chart

(Complete this form and submit as ***Part 4*** in the fourth tabbed section of Response)

Respondent will be evaluated on the following information provided:

Organizational Chart: Respondent shall provide an organizational chart that reflects the title of key staff and management of each individual assigned to provide the services. 11" x 17" foldout pages are permissible for the table.

Part 5

Organization Key Personnel Qualifications

(Complete this form and submit as ***Part 5*** in the fifth tabbed section of Response)

Respondent will be evaluated on the following information provided:

This section will establish the ability of Respondent to satisfactorily perform the required work by reasons of staffing capability.

Describe experience/expertise of key personnel who may be assigned to the proposed Contract.

REGULAR/DAILY STAFFING	
Classification	**Schedule**
1 Chief Officer	Administrative position
1 Fire Captain	Each Shift
All staff positions must be EMT-Basic certified	

IV. EXHIBIT A

JOHN WAYNE AIRPORT
ORANGE COUNTY

SECTION IV: EXHIBIT A

Examples of knowledge and duties and responsibilities under any potential RFP for ARFF Services may include, but are not limited to:

A. **GENERAL ARFF REQUIREMENTS OF ALL PERSONNEL**

1. Must be Hazardous Materials First Responder certified.
2. Must be able to pass a fingerprint based criminal history investigation in accordance with 49 CFR 1542 and TSA Security Threat Assessment (i.e. SIDA Badge eligibility).
3. Must be able to complete National Incident Management System (NIMS) Incident Command System (ICS) 100, 200, 700, and 800 training.

B. **CHIEF OFFICER**

1. ARFF Skills and knowledge
   a. Must have knowledge and understanding of Federal, State and local laws, regulations and procedures governing ARFF responsibilities.
   b. Must have knowledge of aircraft fire fighting and rescue techniques.
2. ARFF Duties and Responsibilities
   a. Under the general oversight of County, serve as the ARFF Chief Officer at JWA.
   b. Be subject to emergency recall in the event of an incident requiring ARFF services. ARFF Chief Officer must possess a cellular phone internet/e-mail accessible handheld device in order to be contacted by and respond to County management 24 hours per day, 7 days per week.
   c. Attend and participate in County designated safety and security meetings.
   d. Be able to deal effectively with the public, airline management, tenants, concessionaires, County user groups, employees and County management.
   e. Investigate and resolve all complaints made against Respondent's personnel, keep detailed records of all actions taken, and regularly submit written reports to County staff.
   f. Layout, assign, schedule and coordinate the work of firefighter staff.
   g. Supervise ARFF staff in the care and routine maintenance of the Fire Station and all ARFF Equipment.
   h. In conjunction with County staff, develop standard operating procedures.
   i. Respond to incidents and take command of public safety activities, including assessment of the techniques to be employed in ARFF related incidents.
   j. Recommend and implement new or revised departmental regulations and procedures.
   k. Assist in developing and updating mutual aid plans for public safety operations with County staff and local officials.
   l. Assist County staff in the development of technical specifications for any equipment or supplies not covered under this agreement and required as a result of changing regulations.
   m. Keep records and prepare reports as directed.
   n. Coordinate, assist with and direct activities as required by Federal, State and local agencies in matters relating to ARFF activities.

o. Ensure the appropriate training of all ARFF personnel, and maintain documentation of all training.

p. Schedule and conduct special training and drills to ensure the readiness of all ARFF personnel.

q. Conduct and make available to all Airport tenants and outside agencies a mobile fueler training course.

C. **FIRE CAPTAIN**

1. ARFF Skills and Knowledge

a. Knowledge of technical ARFF techniques.

b. Knowledge of the operation of ARFF vehicles and equipment.

c. Must be able to successfully complete and remain current with all FAA mandated training requirements.

d. Knowledge of the FAA regulations governing ARFF services at a commercial service airport.

e. Knowledge of FAA requirements for ARFF training and record management.

2. ARFF Duties and Responsibilities

a. Respond to aircraft incidents at the Airport; make decisions determining the best method of response.

b. Serve as the Incident Commander until relieved, implementing command and control while exercising ICS principles.

c. Respond to hazardous materials (HAZMAT) incidents and make decisions determining the best method of response.

d. Assure continuous ARFF Program readiness including equipment, personnel and training.

e. Provide direction to subordinate personnel on the assigned shift.

f. Provide effective supervision of employees and staff responding to emergency situations.

g. Train, document and continuously test ARFF personnel to ensure compliance with FAA requirements.

h. Ensure, at minimum, quarterly inspections of mobile fueling equipment, fuel storage facilities and provide related training to County and Airport staff and tenants as directed.

D. **FIREFIGHTER AND/OR ENGINEER**

1. ARFF Skills and Knowledge

a. Knowledge of technical ARFF techniques.

b. Knowledge of the operation of ARFF fire fighting vehicles and equipment.

c. Must be able to successfully complete and remain current with all FAA mandated training requirements.

d. Knowledge of aircraft and airport operating environments.

2. ARFF Duties and Responsibilities

   a. Respond to aircraft incidents and other related emergency situations and perform life safety and property preservation duties.

   b. Serve as driver-operator of crash trucks at the Airport.

   c. Drive and be able to maneuver a fire apparatus into the most advantageous position for fire fighting.

   d. Operate pumps, booms, nozzles, or similar equipment.

   e. Perform fire fighting, rescue, and salvage operations at fires, accidents, and emergencies.

   f. Respond to HAZMAT incidents such as fuel spills and ensures proper cleanup techniques are employed. This may include assisting with the cleanup activities.

   g. Perform at a minimum daily shift inspections of ARFF vehicles and equipment to ensure continuous readiness.

   h. Perform at minimum quarterly inspections of mobile refueling equipment, fuel storage facilities and documents inspections in a manner acceptable to the Airport.

   i. Compile and submit technical reports.

E. **EMT-BASIC (ALL STAFF POSITIONS MUST BE CERTIFIED)**

1. ARFF Skills and Knowledge

   a. Possess current licenses/certifications and credentials as required by the State of California and County of Orange.

   b. Must be able to complete FAR 139.319 training.

2. ARFF Duties and Responsibilities

   EMT-Basic certified staff may be required to respond to various locations throughout the Airport within minimum response times to provide medical services, including Basic Life Support, to County and Airport staff, tenants or passengers.

AMENDMENT NUMBER SIX
TO
AGREEMENT NO. S1000000270
BETWEEN
COUNTY OF ORANGE, JOHN WAYNE AIRPORT
AND
ORANGE COUNTY FIRE AUTHORITY
FOR AIRCRAFT RESCUE FIRE FIGHTING SERVICES

THIS AMENDMENT Number Six, hereinafter referred to as "AMENDMENT", is made and entered into as of the date fully executed by and between the County of Orange, John Wayne Airport (JWA), a political subdivision of the State of California, hereinafter referred to as "COUNTY", and Orange County Fire Authority, hereinafter referred to as "OCFA", which are sometimes individually referred to as "PARTY" or collectively referred to as "PARTIES".

RECITALS

WHEREAS, COUNTY and OCFA entered into Agreement S1000000270 effective July 1, 2002 through June 30, 2005 for Aircraft Rescue Fire Fighting Services (ARFF) with actual charges of $10,317,009, hereinafter referred to as "AGREEMENT"; and,

WHEREAS, PARTIES executed Amendment Number One to modify the overhead rate and to extend the AGREEMENT for one (1) additional year, effective July 1, 2005 through and including June 30, 2006, with actual charges of $3,994,977; and,

WHEREAS, PARTIES executed Amendment Number Two to extend the AGREEMENT for two (2) additional months, effective July 1, 2006 through and including August 31, 2006, with actual charges of $667,815; and,

WHEREAS, PARTIES executed Amendment Number Three to further modify the overhead rate, to institute a 4% cap on annual adjustments, and to extend the AGREEMENT for five (5) additional years, effective September 1, 2006 through and including August 31, 2011, with actual charges of $21,488,863; and,

WHEREAS, PARTIES executed Amendment Number Four to extend the AGREEMENT for three (3) additional months, effective September 1, 2011 through and including November 30, 2011, with an Agreement amount of $1,186,391; and,

WHEREAS, PARTIES executed Amendment Number Five to extend the AGREEMENT for one (1) additional year, effective December 1, 2011 through and including November 30, 2012, in an amount not to exceed $4,824,657; and,

WHEREAS, both PARTIES are desirous to extend the TERM OF AGREEMENT for one (1) additional year, modify Exhibit A – Section IV – ARFF STAFFING and modify Exhibit A – Section IX – FACILITIES to include a Maintenance Fund.

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and OCFA agree as follows:

ARTICLES

1. Extend TERM OF AGREEMENT expiration date through and including November 30, 2013.

2. Amend the Regular Daily Staffing identified in Exhibit A – Section IV – STAFFING to read as follows:

A. Regular Daily Staffing

The following is the constant staffing level of OCFA ARFF personnel assigned to JWA ARFF pursuant to this AGREEMENT.

Classification

Fire Captain	1
Fire Apparatus Engineer	2*
Firefighter	3

* Reduction of one (1) Fire Apparatus Engineer per shift due to purchase of a Rapid Intervention Vehicle (RIV) by JWA for OCFA use.

~~2.~~ 3. Amend Exhibit A – Section IX – FACILITIES to read as follows:

A. Fire Station:

AIRPORT will provide a suitable fire station for use by OCFA in the provision of ARFF services. This facility including all utility services and repairs will be provided at no cost to OCFA.

B. Fire Station Equipment and Furnishings:

AIRPORT will provide necessary equipment and furnishings for the operation of the fire station and these items shall be the property of the AIRPORT.

OCFA, at its option and cost, may provide at its discretion additional equipment or replacement items necessary for the operation of the fire station. Such items shall remain the property of OCFA.

The property and inventory tracking and management procedures of the AIRPORT and OCFA will be used, as appropriate to ownership, for all designated property.

C. Fire Station Supplies:

OCFA will provide all facility supplies utilized at the fire station. Supplies are defined as non-controlled expendable items and housekeeping equipment. The cost of such items will be paid for by AIRPORT.

D. Facilities Maintenance:

AIRPORT will maintain the fire station to a standard acceptable to AIRPORT Management and OCFA.

E. Maintenance Fund:

AIRPORT shall provide a maintenance fund for the purpose of providing OCFA the ability to repair/replace AIRPORT owned fire station equipment and furnishing and perform minor repairs on the fire station building.

AIRPORT shall make an initial payment to OCFA of $15,000. This account shall be referred to as "AIRPORT'S $15,000 Maintenance Fund". Funds shall be expended in accordance with the following procedure:

1) OCFA shall submit a quote to AIPORT Deputy Airport Director, Operations and AIRPORT Maintenance Manager for approval prior to any purchases or repairs.

2) Minor maintenance or repairs costing less than $1,000 will be funded through the AIRPORT'S base Service Charge and, therefore, shall be paid by OCFA out of its General Fund. These repairs will not be charged to AIRPORT'S $15,000 Maintenance Account.

3) Maintenance, repair, alteration, or improvement projects greater than $1,000 but less than the remaining balance in AIRPORT'S Maintenance Account shall be paid from AIRPORT'S Maintenance Account.

4) Actual final invoice(s) will be submitted with the next OCFA monthly invoice.

5) It shall be the responsibility of OCFA to not exceed the $15,000 in the AIRPORT'S Maintenance Account.

6) At the end of the CONTRACT period, an accounting of the AIRPORT'S $15,000 Maintenance Fund will be conducted by the AIRPORT. Any funds remaining in the fund will be deducted from the OCFA final invoice for the CONTRACT period.

F. Facilities Capital Projects:

Capital projects associated with Fire Station 33 will be planned, budgeted and completed by AIRPORT in consultation with ARFF Program Manager (Battalion Chief) according to AIRPORT procedures.

~~3.~~ 4. Increase AGREEMENT by a not to exceed amount of ~~$5,032,644~~ $4,372,350, including the AIRPORT'S $15,000 Maintenance Account, for a new total amount not to exceed ~~$47,512,356~~ $46,852,062 for the 11 years and 5 months of the AGREEMENT.

~~4.~~ 5. Pursuant to Section 6 of the AGREEMENT, OCFA will provide AIRPORT with a detailed written estimate of proposed Fiscal Year 2013-14 monthly charges by February 1, 2013, and the final charge will be provided by June 1, 2013.

~~5.~~ 6. Except as amended herein, all terms and conditions, and any amendments/modifications are incorporated by this reference as if fully set forth herein and shall remain in force.

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IN WITNESS WHEREOF, PARTIES hereto have executed this CONTRACT on the dates shown below their respective signatures below.

ORANGE COUNTY FIRE AUTHORITY:

Signature	Print Name	Title	Date
Signature	Print Name	Title	Date

COUNTY AUTHORIZED SIGNATURE:

Signature	Roy K. Freeman Print Name	Deputy Airport Director Title	Date

APPROVED AS TO FORM:
Orange County Fire Authority

David Kendig Date

APPROVED AS TO FORM:
Office of the County Counsel
County of Orange, California

Paul Albarian, Deputy Date

Approved by Board of Supervisors on: _____

JOHN WAYNE AIRPORT
ORANGE COUNTY

Request for Statement of Qualifications For Aircraft Rescue and Fire Fighting Services for John Wayne Airport

SUBMITTAL DUE DATE: December 4, 2012 by 4:00 p.m.

County of Orange/John Wayne Airport
Eddie Martin Administration Building
3160 Airway Avenue
Costa Mesa, CA 92626

REDLINE VERSION

COUNTY OF ORANGE
JWA/Purchasing
3160 Airway Ave.
Costa Mesa, CA 92626

RESPONSES MUST BE RECEIVED ON OR BEFORE

December 4, 2012
By 4:00 p.m. Pacific Standard Time

SOQ Number
280-A01037-JA

File Folder No: A01037

INSTRUCTIONS:

1. SUBMIT 1 ORIGINAL, 3 COPIES OF YOUR RESPONSE PACKAGE AND 4 SOFT COPIES.
2. RETURN THIS PAGE SIGNED, WITH RESPONSE.
3. ALL RESPONSES ARE TO BE IDENTIFIED WITH SOQ #, AND RETURNED IN A SEALED ENVELOPE OR PACKAGE.
4. FOR FURTHER INFORMATION, CONTACT: **Holly Felipe at HFelipe@ocair.com**

Release Date: ~~**October 18, 2012**~~ **October 31, 2012**

REQUEST FOR STATEMENT OF QUALIFICATIONS COVER PAGE

The County of Orange, John Wayne Airport (JWA) hereinafter referred to as "County", is requesting Statements of Qualifications from organizations, hereinafter referred to as "Respondent", for Aircraft Rescue and Fire Fighting Services for JWA. Qualified Respondents may be requested to participate in a potential Request for Proposal, conducted under separate cover.

This Request for Statement of Qualifications, hereinafter referred to as "SOQ" or "Response," is set out in the following format:

SECTION I: Introduction
SECTION II: Instructions to Respondents
SECTION III: Response Requirements
SECTION IV: Exhibit A – Examples of Aircraft Rescue Fire Fighting Duties and Responsibilities

ALL QUESTIONS OR REQUESTS FOR INTERPRETATION MUST BE RECEIVED BY ~~NOVEMBER 8, 2012~~ NOVEMBER 20, 2012 AT 4:00 P.M.

RESPONSES ARE DUE AT THE DATE AND TIME SPECIFIED ABOVE.

Responses must be submitted in sealed packages. See complete instructions in Section II, Item B, #1 on page 10.

All questions and inquiries related to this SOQ must be directed to: Holly Felipe, Deputy Purchasing Agent, hereinafter referred to as assigned "DPA", through www.BidSync.com under Bid #280-A01037-JA. See complete instructions in Section II, Item B, #2 on page 11.

Respondents are not to contact other County personnel with any questions or clarifications concerning this SOQ. JWA/Purchasing will provide all official communication concerning this SOQ. Any County response relevant to this SOQ other than through or approved by the JWA/Purchasing Department is unauthorized and will be considered invalid.

☐ I HAVE READ, UNDERSTAND AND AGREE TO ALL STATEMENTS IN THIS REQUEST FOR STATEMENTS OF QUALIFICATIONS, AND TO THE TERMS, CONDITIONS AND ATTACHMENTS REFERENCED HEREIN.

Date:_____ Organization Legal Name:_____

*Authorized Signature	Name	Title
*Authorized Signature	Name	Title

** If a corporation, this document must be signed by two (2) corporate officers. The first signature must be one of the following: a) Chairman of the Board, b) President, or c) any Vice President. The second signature must be one of the following: a) Secretary, b) Chief Financial Officer; c) any Assistant Secretary, or d) any Assistant Treasurer. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signator to bind the corporation.*

RETURN THIS SHEET WITH YOUR RESPONSE

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I. INTRODUCTION

JOHN WAYNE AIRPORT
ORANGE COUNTY

SECTION I: INTRODUCTION

A. OVERVIEW

JWA is seeking responses to this SOQ from qualified Respondent(s) in order to establish a list of qualified organizations to participate in a potential Request for Proposal (RFP) process for Aircraft Rescue and Fire Fighting (ARFF) Services and Emergency Medical Services (EMS). JWA's intent is to contract with an organization for the purpose of administration, management, staffing and operation of ARFF services, equipment and facilities. The final selected Respondent shall be responsible for providing all labor required for these services.

B. BACKGROUND

JWA currently has an agreement with the Orange County Fire Authority (OCFA) for ARFF services that provides ARFF Index C services which expires November 30, 2013. Federal Aviation Regulations (FAR) Part 139 – Certification of Airports, requires that commercial service airports, including JWA, provide a minimum level of ARFF services. The level of ARFF services is based on the type of commercial aircraft in operation and the level of activity.

All ARFF equipment/apparatus and the ARFF station, is owned by JWA; funding is derived from Airport revenues and/or Federal Aviation Administration (FAA) grant funds.

The existing services include: (1) aircraft fire fighting and rescue services related to aircraft incidents; (2) medical aid response; (3) operation of JWA's 40-ton Link-Belt crane and Lektro aircraft tug for disabled aircraft removal; (4) fuel spill mitigation; and (5) emergency planning and services delivery. In addition, in the event of a major aircraft incident or accident, OCFA and surrounding municipalities provides supplemental emergency resources, as needed, under automatic and mutual aid agreements.

C. ABOUT JOHN WAYNE AIRPORT

JWA is owned and operated by the County of Orange and is the only commercial service airport in Orange County, California. The Orange County Board of Supervisors oversees the management of the County government. JWA is accounted for as a self-supporting enterprise fund and is managed by the Airport Director (who is appointed by the County Executive Officer) and his staff. A five-member Airport Commission, appointed by the County Board of Supervisors, acts in an advisory capacity to the Board on airport and air transportation matters.

JWA is located in Santa Ana, approximately 35 miles south of Los Angeles, between the cities of Costa Mesa, Irvine, and Newport Beach. The service area includes 3 million people within the 34 cities and unincorporated areas of Orange County. Operating primarily as an origination and destination facility for the traveling public, JWA is a medium-hub commercial service airport served by nine major, one commuter and two all cargo air carriers, which handled approximately 8.6 million passengers and 15,000 tons of cargo respectively in 2011. The largest commercial passenger aircraft serving JWA is the Boeing 757-200 and the largest cargo aircraft is the Airbus A300-600. Some 460 General aviation aircraft based at JWA are served by three (3) fixed-based operators, which provide fuel, supplies, aircraft maintenance, flying instruction, and other related services.

JWA is 1 of 5 airports providing commercial air transportation services in the Southern California, Los Angeles basin and is operated 24 hours a day/7 days a week/365 days a year. Commercial aircraft operations are permitted from 7:00 a.m. to 11:00 p.m. Monday through Saturday and 8:00 a.m. to 11:00 p.m. on Sundays.

D. TERM OF CONTRACT

The term of any potential Contract may be for 5 years with 5 one-year options to renew for a total of 10 years, at the sole discretion of the County.

E. **PROPOSED TIME SCHEDULE**

~~10/18/12~~ 10/31/12	RELEASE OF SOQ
~~11/08/12~~ 11/20/12	WRITTEN QUESTIONS DUE BY 4:00 P.M.
12/04/12	RESPONSES DUE BY 4:00 P.M.
12/10/12 – 12/14/12	EVALUATION OF RESPONSES
12/17/12 (ESTIMATED)	SEND OUT NOTICES OF SCORING TO RESPONDENTS

F. **MINIMUM QUALIFICATIONS AND REQUIREMENTS**

1. **ORGANIZATION REQUIREMENTS**

   Respondent's organization shall possess a minimum of 10 years experience providing fire fighting services.

   Respondent chosen under any future RFP shall provide fully trained ARFF personnel prior to services provided under the final Contract.

2. **ORGANIZATION STAFFING LEVEL REQUIREMENTS**

   Respondent must be able to fulfill Staffing Level Requirements if chosen to participate in the future RFP. Requirements are listed below:

   a. Supply sufficient staffing levels to support all services continuously and has additional staff fully trained to cover sick days and vacations.

   b. Provide the following staffing levels, per shift, for ARFF services that commensurate with the ARFF Index C. In the event Airport activity increases significantly and the County is required to increase the County's ARFF Index, Respondent may be required to provide for these services as well. County will provide 60 days notice for any increase in County's ARFF Index Level. Staffing requirements are detailed below for each 24 hour period. ARFF Chief Officer position listed below is expected to work an administrative shift.

REGULAR/DAILY STAFFING	
Classification	**Schedule**
1 Chief Officer	Administrative position
1 Fire Captain	Each Shift
5 Fire Fighters and/or Engineers*	Each Shift
* One (1) must be State of California Certified Crane Operator	
All staff positions must be EMT-Basic certified	

3. **QUALIFICATIONS FOR PERSONNEL**

Respondent shall demonstrate their ability to provide qualified staff that meets the minimum qualifications required by the County listed below. Respondent may require additional qualifications for all personnel above and beyond County's requirements at the discretion of Respondent. Examples of ARFF duties and responsibilities under any potential RFP for all positions are listed in Section IV – Exhibit A.

a. **GENERAL REQUIREMENTS OF ALL PERSONNEL**

1. Must hold required State of California fire fighter certification.
2. Must be State of California Emergency Medical Technician (EMT)-Basic (see Item e on page 8).
3. Must possess a valid State of California - Class B vehicle operator's license with Firefighter, Airbrake and Tank endorsements.
4. Must be at least 18 years of age.
5. Must possess a high school diploma or equivalent.
6. Must be fluent in English, both verbal and written.

b. **CHIEF OFFICER REQUIREMENTS**

1. Experience

Must have at least 10 years of fire fighting experience, including 5 years supervisory experience.

2. Skills and Knowledge

a) Must have knowledge and understanding of Federal, State and local laws, regulations and procedures governing fire fighting responsibilities.

b) Must have knowledge of fire fighting and rescue techniques.

c) Must have the ability to make decisions under emergency conditions that affect lives, safety and property of others.

d) Must have the ability to supervise personnel and to direct and coordinate all public safety personnel.

e) Must have the ability to prepare explicit reports on public safety work.

f) Must have the ability to establish and maintain professional working relationships with other County and Airport employees, emergency responders, Airport tenants, outside agencies, and the general public.

c. **FIRE CAPTAIN REQUIREMENTS**

1. Experience

a) Five (5) years experience as a fire fighter.

b) Two (2) years experience serving in a supervisory or lead role directing staff responding to emergency situations.

2. Skills and Knowledge

a) Knowledge of fire fighting techniques.

b) Knowledge of the operation of fire fighting vehicles and equipment.

c) Knowledge of fire prevention safety principles, methods, rules, codes, regulations and ordinances.

d. **FIRE FIGHTER AND/OR ENGINEER REQUIREMENTS**

1. Experience

Minimum one (1) year experience in performing fire suppression duties, and operating and maintaining fire fighting vehicles and equipment.

2. Skills and Knowledge

a) Knowledge of fire fighting techniques.

b) Knowledge of the operation of fire fighting vehicles and equipment.

c) Knowledge of fire prevention safety principles, methods, rules, codes, regulations and ordinances.

e. **EMT-BASIC REQUIREMENTS (ALL STAFF POSITIONS MUST BE CERTIFIED)**

1. Experience

Minimum one (1) year experience as a certified EMT-Basic.

2. Skills and Knowledge

a) Must be certified as State of California EMT-Basic.

b) Must be physically able to respond to medical emergencies.

f. **CRANE OPERATOR REQUIREMENTS**

1. Experience

Minimum one (1) year experience as a certified Crane Operator.

2. All Respondent's Crane operators must be in compliance with California Department of Industrial Relations (DIR) Subchapter 7 – General Industry Safety Orders, Group 13, Cranes and Other Hoisting Equipment:

- Article 98: Operating Rules, Section 5006.1 "Mobile Crane and Tower Crane-Operator Qualifications and Certification"
- Article 99: Testing, Section 5021 "Equipment over Three Tons Rated Capacity".

II. INSTRUCTIONS TO RESPONDENTS

JOHN WAYNE AIRPORT

SECTION II: INSTRUCTIONS TO RESPONDENTS

A. EVALUATION AND SELECTION PROCESS

Written responses shall be evaluated solely on the quality of the responses to all questions and requirements set forth in Section I – Item F - Minimum Qualifications and Requirements. Responses will be evaluated and receive a pass or fail score. A determination that a Respondent's response fails shall be stated in writing explaining the basis for the determination and shall not be afforded the opportunity to amend its response. Only those Respondents that receive a passing score will advance to the potential RFP process.

B. INSTRUCTIONS TO RESPONDENTS AND PROCEDURES FOR SUBMITTAL

1. **SOQ Package Delivery**: All SOQ Packages, regardless of the manner of delivery, are due no later than the due date and time specified within this solicitation. Late Responses will not be accepted regardless of reason.

    a. Mailed SOQ packages must be received, date and time-stamped on the outside of sealed package, by the JWA Receptionist prior to 4:00 p.m. on the due date.

    b. Hand-Delivered Responses must be given to JWA Receptionist; **DO NOT LEAVE RESPONSES AT ANY OTHER DEPARTMENT LOCATED AT JWA.** The entrance to the JWA Administration Building is located at the front of the building (alongside Airway Ave.); see Response Submittal Location Map. All hand delivered Responses must be time and date stamped, on the outside of sealed package, by JWA receptionist on or prior to 4:00 p.m. on the due date. Receipts are available upon request.

    c. **Facsimile/faxed or e-mailed SOQ Packages are not allowed.**

Clearly identified Response packages, regardless of manner of delivery, must be placed in sealed packages and received by JWA Reception, at the address specified below, on or prior to 4:00 p.m. on the date as specified on Cover Page. Sealed packages must be marked clearly with the SOQ number, date and time of the SOQ closing and assigned DPA's name. It is Respondent's responsibility to verify that the closing date on the SOQ matches the closing date of the SOQ. SOQ may be submitted via mail or hand delivered to:

Re: SOQ: 280-A01037-JA
Aircraft Rescue and Fire Fighting Services

Attn: Holly Felipe, DPA
JWA, Purchasing
3160 Airway Ave, Costa Mesa, CA 92626

JWA/Purchasing regular business hours: Monday through Friday
8:00 a.m. to 5:00 p.m.

JWA/Purchasing will be closed on the remaining 2012 County holidays:

2012
November 12 – Veterans Day
November 22 – Thanksgiving
November 23 – Day after Thanksgiving
December 25 – Christmas

2. **Questions and Addenda**: County has attempted to provide all information available. It is the responsibility of each Respondent to review, evaluate, and, where necessary, request any clarification prior to submission of a Response. If any person contemplating submitting a Response is in doubt as to the true meaning of any part of this SOQ or finds discrepancies in or omissions from the specifications, they may submit a written request for clarification to the DPA via www.BidSync.com (Bid #280-A01037-JA). For BidSync assistance, please contact BidSync Vendor Support Team at 800-990-9339, Option 1.

   Respondents shall post their questions on BidSync and the assigned DPA will respond to all questions. Questions directly emailed to the DPA will not be answered but Respondents will be directed to BidSync. All questions or requests for interpretations must be received by **the date and time listed on the Cover Page.** The person submitting the request will be responsible for its prompt and timely submission.

   If clarification or interpretation of this SOQ is considered necessary by the County, an addendum will be posted to BidSync. Any interpretation of, or correction to this SOQ, will be made only by an addendum. It is the Respondent's responsibility to ensure that they have received and reviewed any and all addenda to this SOQ. County will not be responsible for any other explanations, corrections to, or interpretations of the documents, including any oral information.

   All addenda will be posted on BidSync and it is the Respondent's responsibility to ensure all addenda is submitted with their response.

3. **Quantity of Submittals Required**: Each Respondent must provide: **One (1) original signed copy, three (3) copies and four (4) soft (electronic) copies** of their Response. The original signature copy is to be clearly marked as "ORIGINAL" on the outside cover and contain **original ink signatures**. All copies should be clearly marked "COPY".

4. **Proposal Response Instructions**: All Responses shall be submitted on standard 8.5" x 11" paper. All pages must be numbered and identified sequentially by section. Responses must be tabbed and indexed in accordance with the information requested in Section III – Response Requirements. It is imperative that all Respondents responding to this SOQ comply exactly and completely, with the instructions set forth herein. All responses to this SOQ shall be typewritten or word-processed (except where otherwise provided or noted), concise, straightforward, and must fully address each requirement and question.

   Electronic versions of the Response shall be submitted on CD-ROM, DVD, or USB Flash Drive. Electronic versions must include all Response requested requirements (Microsoft Word or PDF format)

5. **Confidential or Proprietary Responses**: Responses are not to be marked as confidential or proprietary. County may refuse to consider any Response so marked. Responses submitted in response to this SOQ may become subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Additionally, all Responses shall become the property of the County.

6. **Respondent SOQ Examination**: By submitting a Response, Respondent represents that it has thoroughly examined County's requirements and is familiar with the services required under this SOQ and that it is qualified and capable of providing the services to achieve County's objectives.

7. **Response Submission**: Each Respondent must submit its Response in strict accordance with all requirements of this SOQ and compliance must be stated in the Response. Deviations, clarifications and/or exceptions must be clearly identified and listed separately as alternative items for the County's consideration.

8. **Negotiations**: County reserves the right to negotiate modifications with any Respondent as necessary to serve the best interests of the County. Any Response may be rejected if it is conditional, incomplete, or deviates from specifications in this SOQ. County reserves the right to waive, at its discretion, any procedural irregularity, immaterial defects, or other improprieties which County deems reasonably correctable or otherwise not warranting rejection of the. Any waiver will not excuse a proponent from full compliance.

9. **Lobbyists**: County does not require and neither encourages nor discourages the use of lobbyists or other consultants for the purpose of securing business.

10. **INSTRUCTIONS – PROTEST PROCEDURES**

In the event a Respondent believes that County's solicitation is unfairly restrictive or ambiguous or contains conflicting provisions, or where a timely and complete response results in a rating below that necessary to advance to the potential RFP, an appeal can be made. Respondent must file a written protest with assigned DPA.

a. **Procedure**

All protests shall be typed under Protester's letterhead and submitted in accordance with the provisions stated herein. All protests shall include at a minimum the following information:

1. Name, address and telephone number of the Protester;
2. Signature of the protester or the Protester's representative;
3. Solicitation number;
4. A detailed statement of the legal and/or factual grounds for the protest; and
5. The form of relief requested.

b. **Protest of Solicitation Specifications**

All protests related to the solicitation specifications must be submitted to the assigned DPA no later than five (5) business days prior to the close of the solicitation. Protests received after the five (5) business day deadline will not be considered by County.

In the event the protest of specifications is denied and Protester wishes to continue in the solicitation process, they must still submit a response to the solicitation prior to the close of the solicitation in accordance with the solicitation submittal procedures provided in the solicitation.

c. **Protest Process**

1. Upon receipt of a timely protest, assigned DPA will within 10 business days of the receipt of the protest, issue a decision in writing which shall state the reasons for the actions taken.
2. If the Protester disagrees with the decision of assigned DPA, Protestor may submit a written notice to the Office of the County Purchasing Agent requesting an appeal to the Procurement Appeals Board, in accordance with the process stated below.

d. **Appeal Process**

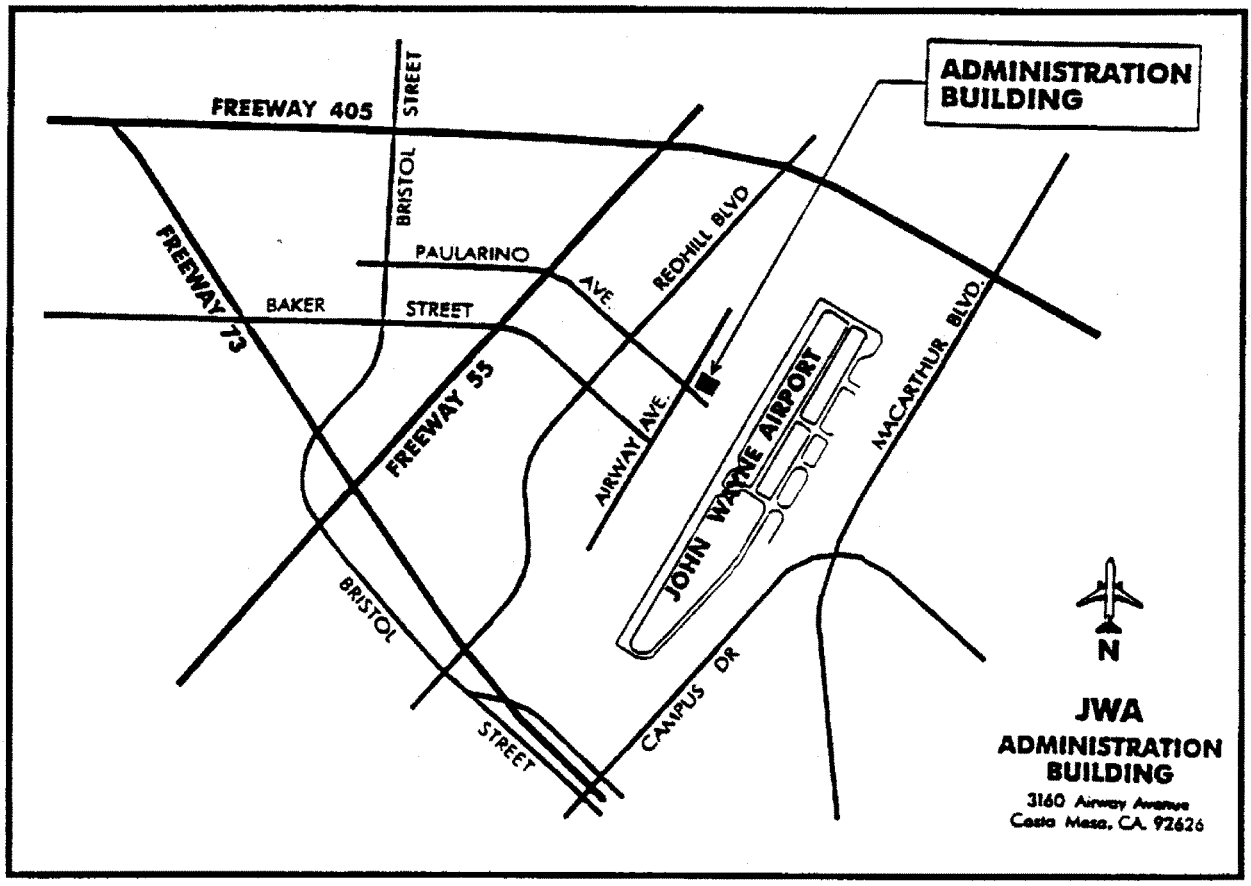
If the Protester wishes to appeal the decision of assigned DPA, the Protester must submit, within three (3) business days from receipt of assigned DPA's decision, a written appeal to the Office of the County Purchasing Agent.

Within 15 business days, County Purchasing Agent will review all materials in connection with the grievance, assess the merits of the protest and provide a written determination that shall contain his or her decision on whether the protest shall be forwarded to the Procurement Appeals Board.

Decision of County Purchasing Agent on whether to allow the appeal to go forward will be final and there shall be no right to any administrative appeals of this decision.

C. RESPONSE SUBMITTAL LOCATION MAP

John Wayne Airport
Eddie Martin Administration Building
Airport Commission Hearing Room
3160 Airway Avenue, Costa Mesa, CA 92626



DIRECTIONS:

From the southbound 405 Freeway
Take the Bristol Street Exit
Turn left on Paularino Avenue
After Paularino crosses Airway Avenue (4-way stop)
stop)
Turn left into the parking lot behind the building

From the northbound 405 Freeway
Transition to the 55 Freeway south
Turn left on Paularino Avenue
After Paularino crosses Airway Avenue (4-way stop)
Paularino
Turn left into the parking lot behind the building

From the southbound 55 Freeway
Take the Baker Street Exit
Turn left on Paularino Avenue
After Paularino crosses Airway Avenue (4-way

Turn left into the parking lot behind the building

From the northbound 55 Freeway
Take the Baker Street Exit
Turn right on Baker and go to Airway Avenue
Turn left on Airway Avenue and right on

Turn left into the parking lot behind the building

III. RESPONSE REQUIREMENTS

JOHN WAYNE AIRPORT
ORANGE COUNTY

SECTION III: RESPONSE REQUIREMENTS

Responses must be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of this SOQ. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.

Responses must include tabbed sections and must be indexed in the order outlined below. List questions and your responses and/or attachment as numbered and listed within each section:

Part 1:

A. Letter of Introduction, signed

B. Cover page, signed

C. Addenda (if issued), signed

Part 2:

Organization Profile, Background and Data

Part 3:

Organization Experience

Part 4:

Organizational Chart

Part 5:

Organization Key Personnel Qualifications

Part 1:

(Complete this section and submit as ***Part 1*** in the first tabbed section of SOQ)

A. **Letter of Introduction**

All Responses must be accompanied by a cover letter of introduction and executive summary of the Response. Cover letter must be signed by person(s) with authority to bind the Respondent. **If the Respondent is a corporation, then the signatures of two corporate specific officers are required as follows**:

- The first signature **must** be one of the following: a) Chairman of the Board; b) President; or c) any Vice President.
- The second signature **must** be one of the following: a) Secretary; b) Chief Financial Officer; c) any Assistant Secretary; or d) any Assistant Treasurer.
- **In the alternative**, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signator to bind the corporation.

An unsigned or improperly signed Response submission is grounds for rejection of the Response and disqualification from further participation in this SOQ process.

B. **Cover Page**

SOQ Cover Page shall be included in this section and must be signed by person(s) with authority to bind the Respondent.

C. **Addenda**

Any issued addenda to this SOQ shall be placed in this section and must be signed by person(s) with authority to bind the Respondent.

Part 2

Organization Profile, Background and Data

(Complete this form and submit as ***Part 2*** in the second tabbed section of Response)

A. **Company Information**:

COMPANY LEGAL NAME:			
BUSINESS ADDRESS:			
TELEPHONE NUMBER:		FACSIMILE NUMBER:	
WEBSITE ADDRESS:			
LENGTH OF TIME COMPANY HAS BEEN IN BUSINESS:			
LENGTH OF TIME AT CURRENT LOCATION:			
YEARS OF SERVICE PROVIDING FIRE FIGHTING SERVICES:			
IS YOUR FIRM A SOLE PROPRIETORSHIP?			
IS YOUR FIRM A SOLE PROPRIETORSHIP DOING BUSINESS UNDER A DIFFERENT NAME?			
IF YES, STATE SOLE PROPRIETOR'S NAME AND THE NAME YOU ARE DOING BUSINESS UNDER:			
IS YOUR FIRM INCORPORATED?			
IF YES, STATE OF INCORPORATION:			
FEDERAL TAXPAYER ID NUMBER:			
REGULAR BUSINESS HOURS:			
REGULAR HOLIDAYS AND HOURS WHEN BUSINESS IS CLOSED:			
CONTACT PERSON IN REFERENCE TO THIS SOLICITATION:			
TELEPHONE NUMBER:		WIRELESS NUMBER:	
E-MAIL ADDRESS:			
CONTACT PERSON IN ACCOUNTS RECEIVABLE:			
TELEPHONE NUMBER:		FACSIMILE NUMBER:	
E-MAIL ADDRESS:			
NAME OF PROJECT MANAGER:			
TELEPHONE NUMBER:		WIRELESS NUMBER:	
E-MAIL ADDRESS:			
IN THE EVENT OF AN EMERGENCY OR DECLARED DISASTER, THE FOLLOWING INFORMATION IS REQUIRED:			
CONTACT NAME DURING NON-BUSINESS HOURS:			
TELEPHONE NUMBER:		WIRELESS NUMBER:	
E-MAIL ADDRESS:			

B. **Size of Company**:

_____

C. **Date of inception**:

_____

_____

D. **Address of office from which services will be provided**:

_____

1. Include number of employees in office: _____

2. Last Fiscal Period revenue for this office: _____

E. If incorporated, furnish state of incorporation and provide name and titles of principle officers, and names of individuals or organizations owning 5% or more of the business, **or** if sole proprietorship, indicate sole proprietor's name and the name(s) under which that person is doing or has done business as (DBA) or (AKA), **or** if partnership, list names of partners and indicate which individuals or organizations hold more than 5% of the business.

Part 3

Organization Experience

(Complete this form and submit as ***Part 3*** in the third tabbed section of Response)

Respondent will be evaluated on the following information provided:

This section will establish the ability of Respondent to satisfactorily perform the required work by reasons of experience in performing fire fighting services, demonstrated competence in the services to be provided, strength and stability of the team, and work load at other facilities.

Experience: Respondent shall include a detailed summary of their qualifications describing organization's experience in providing fire fighting services experience within the past 10 years.

List prior fire fighting experience at similar size facilities and include:

A. Organization Name and address

B. Contact Person and phone number

C. Dates services were performed

D. Type and size of facility

E. Number and classifications of personnel assigned

F. Annual contract/budgeted amount

G. Brief project description

Part 4

Organizational Chart

(Complete this form and submit as ***Part 4*** in the fourth tabbed section of Response)

Respondent will be evaluated on the following information provided:

Organizational Chart: Respondent shall provide an organizational chart that reflects the title of key staff and management of each individual assigned to provide the services. 11" x 17" foldout pages are permissible for the table.

Part 5

Organization Key Personnel Qualifications

(Complete this form and submit as ***Part 5*** in the fifth tabbed section of Response)

Respondent will be evaluated on the following information provided:

This section will establish the ability of Respondent to satisfactorily perform the required work by reasons of staffing capability.

Describe experience/expertise of key personnel who may be assigned to the proposed Contract.

REGULAR/DAILY STAFFING	
Classification	**Schedule**
1 Chief Officer	Administrative position
1 Fire Captain	Each Shift
All staff positions must be EMT-Basic certified	

IV. EXHIBIT A

JOHN WAYNE AIRPORT
ORANGE COUNTY

SECTION IV: EXHIBIT A

Examples of knowledge and duties and responsibilities under any potential RFP for ARFF Services may include, but are not limited to:

A. **GENERAL ARFF REQUIREMENTS OF ALL PERSONNEL**

1. Must be Hazardous Materials First Responder certified.
2. Must be able to pass a fingerprint based criminal history investigation in accordance with 49 CFR 1542 and TSA Security Threat Assessment (i.e. SIDA Badge eligibility).
3. Must be able to complete National Incident Management System (NIMS) Incident Command System (ICS) 100, 200, 700, and 800 training.

B. **CHIEF OFFICER**

1. ARFF Skills and knowledge
   a. Must have knowledge and understanding of Federal, State and local laws, regulations and procedures governing ARFF responsibilities.
   b. Must have knowledge of aircraft fire fighting and rescue techniques.
2. ARFF Duties and Responsibilities
   a. Under the general oversight of County, serve as the ARFF Chief Officer at JWA.
   b. Be subject to emergency recall in the event of an incident requiring ARFF services. ARFF Chief Officer must possess a cellular phone internet/e-mail accessible handheld device in order to be contacted by and respond to County management 24 hours per day, 7 days per week.
   c. Attend and participate in County designated safety and security meetings.
   d. Be able to deal effectively with the public, airline management, tenants, concessionaires, County user groups, employees and County management.
   e. Investigate and resolve all complaints made against Respondent's personnel, keep detailed records of all actions taken, and regularly submit written reports to County staff.
   f. Layout, assign, schedule and coordinate the work of firefighter staff.
   g. Supervise ARFF staff in the care and routine maintenance of the Fire Station and all ARFF Equipment.
   h. In conjunction with County staff, develop standard operating procedures.
   i. Respond to incidents and take command of public safety activities, including assessment of the techniques to be employed in ARFF related incidents.
   j. Recommend and implement new or revised departmental regulations and procedures.
   k. Assist in developing and updating mutual aid plans for public safety operations with County staff and local officials.
   l. Assist County staff in the development of technical specifications for any equipment or supplies not covered under this agreement and required as a result of changing regulations.
   m. Keep records and prepare reports as directed.
   n. Coordinate, assist with and direct activities as required by Federal, State and local agencies in matters relating to ARFF activities.

o. Ensure the appropriate training of all ARFF personnel, and maintain documentation of all training.

p. Schedule and conduct special training and drills to ensure the readiness of all ARFF personnel.

q. Conduct and make available to all Airport tenants and outside agencies a mobile fueler training course.

C. **FIRE CAPTAIN**

1. ARFF Skills and Knowledge

a. Knowledge of technical ARFF techniques.

b. Knowledge of the operation of ARFF vehicles and equipment.

c. Must be able to successfully complete and remain current with all FAA mandated training requirements.

d. Knowledge of the FAA regulations governing ARFF services at a commercial service airport.

e. Knowledge of FAA requirements for ARFF training and record management.

2. ARFF Duties and Responsibilities

a. Respond to aircraft incidents at the Airport; make decisions determining the best method of response.

b. Serve as the Incident Commander until relieved, implementing command and control while exercising ICS principles.

c. Respond to hazardous materials (HAZMAT) incidents and make decisions determining the best method of response.

d. Assure continuous ARFF Program readiness including equipment, personnel and training.

e. Provide direction to subordinate personnel on the assigned shift.

f. Provide effective supervision of employees and staff responding to emergency situations.

g. Train, document and continuously test ARFF personnel to ensure compliance with FAA requirements.

h. Ensure, at minimum, quarterly inspections of mobile fueling equipment, fuel storage facilities and provide related training to County and Airport staff and tenants as directed.

D. **FIREFIGHTER AND/OR ENGINEER**

1. ARFF Skills and Knowledge

a. Knowledge of technical ARFF techniques.

b. Knowledge of the operation of ARFF fire fighting vehicles and equipment.

c. Must be able to successfully complete and remain current with all FAA mandated training requirements.

d. Knowledge of aircraft and airport operating environments.

2. ARFF Duties and Responsibilities

   a. Respond to aircraft incidents and other related emergency situations and perform life safety and property preservation duties.

   b. Serve as driver-operator of crash trucks at the Airport.

   c. Drive and be able to maneuver a fire apparatus into the most advantageous position for fire fighting.

   d. Operate pumps, booms, nozzles, or similar equipment.

   e. Perform fire fighting, rescue, and salvage operations at fires, accidents, and emergencies.

   f. Respond to HAZMAT incidents such as fuel spills and ensures proper cleanup techniques are employed. This may include assisting with the cleanup activities.

   g. Perform at a minimum daily shift inspections of ARFF vehicles and equipment to ensure continuous readiness.

   h. Perform at minimum quarterly inspections of mobile refueling equipment, fuel storage facilities and documents inspections in a manner acceptable to the Airport.

   i. Compile and submit technical reports.

E. **EMT-BASIC (ALL STAFF POSITIONS MUST BE CERTIFIED)**

1. ARFF Skills and Knowledge

   a. Possess current licenses/certifications and credentials as required by the State of California and County of Orange.

   b. Must be able to complete FAR 139.319 training.

2. ARFF Duties and Responsibilities

   EMT-Basic certified staff may be required to respond to various locations throughout the Airport within minimum response times to provide medical services, including Basic Life Support, to County and Airport staff, tenants or passengers.