

EC-21-407



Mayor Timothy M. Keller

**CITY OF ALBUQUERQUE**  
**Albuquerque, New Mexico**  
**Office of the Mayor**

**INTER-OFFICE MEMORANDUM**

June 1, 2021

**TO:** Cynthia Borrego, President, City Council

**FROM:** Timothy M. Keller, Mayor

**SUBJECT: Mayor's Recommendation of Award (ROA) for RFP No.: RFP-2021-143-AVI-RD "Aviation Sustainability Consultation Services"**

The City of Albuquerque Aviation Department, in conjunction with the Department of Finance and Administrative Services, Purchasing Division, issued the subject solicitation. The solicitation was posted on the purchasing website and advertised in the Albuquerque Journal.

The City received a total of two (2) proposal responses. The two (2) proposals were deemed responsive and were routed to the Evaluation Committee.

This solicitation is for the recommendation of award to C&S Companies for the Sustainability Consultation Services to be used by the Aviation Department of the City of Albuquerque.

**RFP-2021-143-AVI-RD, Aviation Sustainability Consultation Services:**

The Ad Hoc evaluation Committee evaluated and scored the responses, in accordance with the evaluation criteria published in the RFP and recommends an award of the contract to C&S Companies. I concur with this recommendation. C&S Companies is a qualified firm and its composite score is:

**Mayor's Recommendation of Award (ROA) for RFP No.: RFP-2021-143-AVI-RD  
"Aviation Sustainability Consultation Services"**


1. C & S Companies

865

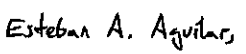
**Mayor's Recommendation of Award (ROA) for RFP No.: RFP-2021-143-AVI-RD  
"Aviation Sustainability Consultation Services"**

Approved:

Approved as to Legal Form:

  
\_\_\_\_\_  
Sarita Nair                      Date  
Chief Administrative Officer

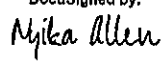
6/11/21

DocuSigned by:  
  
\_\_\_\_\_  
Esteban A. Aguilar, Jr.                      Date  
City Attorney

6/13/2021 | 10:01 AM MDT

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Recommended:

DocuSigned by:  
  
\_\_\_\_\_  
Nyika A. Allen, C.M.                      Date  
Aviation Department Director

6/2/2021 | 10:23 AM PDT

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## **Cover Analysis**

**1. What is it?**

Recommendation of Award: Mayor's Recommendation of Award (ROA) for RFP No.: RFP-2021-143-AVI-RD "Aviation Sustainability Consultation Services"

**2. What will this piece of legislation do?**

Approve the Recommendation of Award for the Aviation Sustainability Consultation Services On-call contract.

**3. Why is this project needed?**

The Aviation Department intends to utilize an on-call consultant to provide expert assistance with applying for Federal and State environmental and sustainability grant opportunities. The consultation services will include tasks such as performing studies to assist with project formulations and planning, computer modeling, technical data gathering and reporting, and the preparation and submittal of FAA, EPA, and State of New Mexico environmental and sustainability grant applications.

**4. How much will it cost and what is the funding source?**

This contract will be capped at a total of \$500,000.00. The Aviation Department has appropriated \$500,000.00 for this contract in Fund 613 and Activity 1178740.

**5. Is there a revenue source associated with this contract? If so, what level of income is projected?**

There is no revenue associated with this contract however, the consultant will be assisting the department with preparing and submitting grant applications which could result in the award of future grant funds for the Department of Aviation.

**6. What will happen if the project is not approved?**

If this Recommendation of Award is not approved, the Aviation Department's Environmental and Sustainability personnel will be tasked with pursuing grant opportunities and preparing applications without the assistance of a qualified consulting team. As a result, the number of grant opportunities the Department will seek will be limited due to the lack of personnel and expertise available within the Environmental and Sustainability Division.

**7. Is this service already provided by another entity?**

This service is not already provided by another entity.

FISCAL IMPACT ANALYSIS

TITLE: Recommendation of Award: Mayor's Recommendation of Award for RFP No.: RFP-2021-143-AVI-RD "Aviation Sustainability Consultation Services" R: O: FUND: 613 Activity: 1178740

- [x] No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- [ ] (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

|                                     | Fiscal Years |      |      |       |   |
|-------------------------------------|--------------|------|------|-------|---|
|                                     | 2022         | 2023 | 2024 | Total |   |
| Base Salary/Wages                   |              |      |      |       | - |
| Fringe Benefits at                  |              |      |      |       | - |
| Subtotal Personnel                  | -            | -    | -    |       | - |
| Operating Expenses                  |              | -    |      |       | - |
| Property                            |              | -    | -    |       | - |
| Indirect Costs                      | -            | -    | -    |       | - |
| Total Expenses                      | \$ -         | \$ - | \$ - | \$ -  | - |
| [X] Estimated revenues not affected |              |      |      |       |   |
| [ ] Estimated revenue impact        |              |      |      |       |   |
| Revenue from program                |              |      |      |       | 0 |
| Amount of Grant                     |              | -    | -    |       |   |
| City Cash Match                     |              |      |      |       |   |
| City Inkind Match                   |              |      |      |       |   |
| City IDOH                           | -            | -    | -    |       | - |
| Total Revenue                       | \$ -         | \$ - | \$ - | \$ -  | - |

These estimates do not include any adjustment for inflation.  
\* Range if not easily quantifiable.


Number of Positions created 0

COMMENTS: The Aviation Department will be contracting with an Environmental and Sustainability Consultant to assist the Department with preparing and applying for Environmental and Sustainability grant opportunities. The Department has previously appropriated \$500,000.00 for this contract in fund 613 with Activity 1178740.

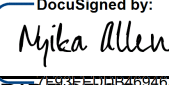
COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

Will help the Aviation Department continue to expand the Environmental and Sustainability efforts at the Sunport and the Double Eagle II Airports.

PREPARED BY:

DocuSigned by:  6/2/2021 | 9:10 AM MDT  
FISCAL ANALYST


APPROVED:

DocuSigned by:  6/2/2021 | 10:23 AM PDT  
DIRECTOR (date)

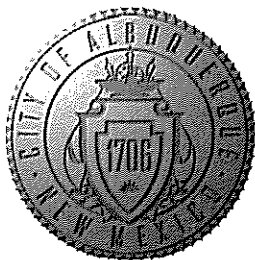
REVIEWED BY:

DocuSigned by:  6/2/2021 | 5:41 PM MDT  
EXECUTIVE BUDGET ANALYST

DocuSigned by:  6/2/2021 | 9:27 PM MDT  
BUDGET OFFICER (date)

DocuSigned by:  6/3/2021 | 9:59 AM MDT  
CITY ECONOMIST





# City of Albuquerque

## Department of Finance and Administrative Services

Timothy M. Keller, Mayor

### Memorandum

Date May 10, 2021

**TO:** Sarita Nair, Chief Administrative Officer

**FROM:** Nyika A. Allen, C.M., Aviation Department Director DS  
NAA

**SUBJECT:** **Recommendation of Award**  
RFP Number: RFP-2021-143-AVI-RD  
RFP Name: Aviation Sustainability Consultation Services

The Department of Finance and Administrative Services, Purchasing Division, issued the subject solicitation in conjunction with the Aviation Department.

This solicitation was posted on the Purchasing website and advertised in the Albuquerque Journal. The number of responses received for evaluation were two (2).

The ad Hoc Evaluation Committee evaluated and scored the responses in accordance with the evaluation criteria published in the RFP and recommends award of contract to C&S Companies.

I concur with this recommendation. Listed below are the composite scores for the top two (2) responses received.

| Company Name  | Score |
|---------------|-------|
| C&S Companies | 865   |
| RoVolus       | 823   |

The Department that will be managing this contract is Aviation Department.

Approved:

DocuSigned by:

5/13/2021 | 4:17 PM MDT

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Sarita Nair (Date)  
Chief Administrative Officer

Attachment: Scoring Summary

# **RFP-2021-143-AVI-RD - Aviation Sustainability Consultation Services**

## **Scoring Summary**

### **Active Submissions**

|                  | Total             | A -<br>Evaluation<br>Factors | A.1 - The<br>Offeror's<br>general<br>approach<br>and plans to<br>meet the<br>requirements<br>of the RFP. | A.2 - The<br>Offeror's<br>experience<br>with<br>obtaining<br>successfully<br>funded<br>grants. | A.3 -<br>Experience<br>and<br>qualification<br>s of the<br>Offeror and<br>personnel as<br>shown on<br>staff<br>resumes to<br>perform<br>tasks<br>described in<br>Part 3,<br>Scope of<br>Services. | A.4 -<br>Adequacy of<br>proposed<br>project<br>managemen<br>t and<br>resources to<br>be utilized<br>by the<br>Offeror. | A.5 - The<br>Offeror's<br>past<br>performance<br>on projects<br>of similar<br>scope and<br>size. | A.6 - The<br>overall ability<br>of the<br>Offeror, as<br>judged by the<br>evaluation<br>committee, to<br>successfully<br>complete the<br>services<br>identified in<br>the Scope of<br>Services.<br>This<br>judgment will<br>be based<br>upon factors<br>such as the<br>project<br>management<br>plan and<br>availability of<br>staff and<br>resources | A.7 -<br>Appendix A<br>Cost<br>Proposal | B.6 -<br>Vendor<br>Preference<br>Affidavit of<br>Eligibility<br>('NOTE) |
|------------------|-------------------|------------------------------|--|--|---|--|--|---|---|---|
| Supplier         | / 1,000.00<br>pts | / 1,000.00<br>pts            | / 100 pts  | / 150 pts  | / 200 pts   | / 150 pts  | / 200 pts  | / 125 pts   | / 75 pts                                | Pass/Fail   |
| C&S<br>Companies | 865               | 865                          | 92   | 122  | 161   | 134  | 167  | 114   | 75                                      | Pass  |
| RoVolus          | 823               | 823                          | 80   | 120  | 172   | 123  | 163  | 96  | 69                                      | Pass  |

\*NOTE: Neither company submitted a Vendor Preference Affidavit of Eligibility. No points were awarded.

# City of Albuquerque

## Request for Proposals

**Solicitation Number: RFP-2021-143-AVI-RD**

**Aviation Sustainability Consultation Services**  
**[March 10, 2021]**



**Deadline for Receipt of Proposals: April 12, 2021: 4:00 p.m. (Mountain Time)**  
**The City eProcurement System will not allow Proposals to be submitted after this date and time.**

**City of Albuquerque**  
**Department of Finance and Administrative Services**  
**Purchasing Division**  
**V2020.11.19.JLB**

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## INTRODUCTION

The City of Albuquerque is accepting proposals from qualified Offerors to provide Aviation Sustainability Consultation Services.

There are many grant funding opportunities through the Federal Aviation Administration (FAA), Federal Environmental Protection Agency (EPA), State of New Mexico, and local governments. These grant opportunities require very specific qualifications, expertise, and knowledge, and very short timelines to respond and submit a variable application for grant award.

Aviation is seeking an experienced and knowledgeable consultant to provide studies, project formulation, computer modeling, technical data, reports, updates, planning, preparation and submittal of these FAA, EPA, State of New Mexico, and local environmental and sustainability grant applications. In addition, to providing assistance in the development and implementation of sustainability management initiatives for Aviation to include Sunport and DEII.

The City of Albuquerque Aviation Department (Aviation) is the owner and operator of the Albuquerque International Sunport (Sunport) and Double Eagle II Airport (DEII). Aviation has established a sustainability program in 2008 with the goal of operating the “Greenest” airport system in the country and identified sustainable management as a tenet of a proactive approach to conducting business activities at both airports. This approach involves leading a Cultural change among Aviation staff and includes all operators doing business with both airports so that sustainability becomes increasingly integrated into daily decision-making.

Aviation’s Sustainability policy statement states that “The City of Albuquerque Aviation Department will be increasingly sustainable with regard to natural resource conservation, economic strength and community contributions”.

## **PART 1 INSTRUCTIONS TO OFFERORS**

**1.1 RFP Number and Title:** RFP-2021-143-AVI-RD, "Aviation Sustainability Consultation Services"

**1.2 Proposal Due Date:** April 12, 2021 - NLT 4:00 PM (Local Time)  
The time and date Proposals are due shall be strictly observed.

**1.3 Purchasing Division:** This Request for Proposals ("RFP") is issued on behalf of the City of Albuquerque by its Purchasing Division, which is the sole point of contact during the entire procurement process.

**1.4 Authority:** Chapter 5, Article 5 of the Revised Ordinances of the City of Albuquerque, 1994, ("Public Purchases Ordinance"). The City Council, pursuant to Article 1 of the Charter of the City of Albuquerque and Article X, Section 6 of the Constitution of New Mexico, has enacted this Public Purchases Ordinance as authorized by such provisions and for the purpose of providing maximum local self-government. To that end, it is intended that this Public Purchases Ordinance shall govern all purchasing transactions of the City and shall serve to exempt the City from all provisions of the New Mexico Procurement Code, as provided in Section 13-1-98K, NMSA 1978.

**1.5 Acceptance of Proposal:** Acceptance of Proposal is contingent upon Offeror's certification and agreement by submittal of its Proposal, to comply and act in accordance with all provisions of the following:

### **1.5.1 City Public Purchases Ordinance**

**1.5.2 City Purchasing Rules and Regulations:** These Rules and Regulations ("Regulations") are written to clarify and implement the provisions of the Public Purchases Ordinance. These Regulations establish policies, procedures, and guidelines relating to the procurement, management, control, and disposal of goods, services, and construction, as applicable, under the authority of the Ordinance.

**1.5.3 Civil Rights Compliance:** Acceptance of Proposal is contingent upon the Offeror's certification and agreement by submittal of its Proposal, to comply and act in accordance with all provisions of the Albuquerque Human Rights Ordinance, the New Mexico Human Rights Act, Title VII of the U.S. Civil Rights Act of 1964, as amended, and all federal statutes and executive orders, New Mexico statutes and City of Albuquerque ordinances and resolutions relating to the enforcement of civil rights and affirmative action. Questions regarding civil rights or affirmative action compliance requirements should be directed to the City of Albuquerque Human Rights Office.

**1.5.3.1 Title VI Solicitation Notice:** The City of Albuquerque, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC 7 §§

2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**1.5.4 Americans with Disabilities Act Compliance:** The Offeror certifies and agrees, by submittal of its Proposal, to comply and act in accordance with all applicable provisions of the Americans With Disabilities Act of 1990 and federal regulations promulgated thereunder.

#### **1.5.5 Title VI List of Pertinent Nondiscrimination Acts and Authorities:**

##### **Title VI List of Pertinent Nondiscrimination Acts and Authorities**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 et seq).

**1.5.6 Insurance and Bonding Compliance:** Acceptance of Proposal is contingent upon Offeror's ability to comply with the insurance requirements as stated herein. Please include a certificate or statement of compliance in your Proposal and bonds as required.

### **1.5.7 Ethics:**

**1.5.7.1 Fair Dealing.** The Offeror warrants that its Proposal is submitted and entered into without collusion on the part of the Offeror with any person or firm, without fraud and in good faith. Offeror also warrants that no gratuities, in the form of entertainment, gifts or otherwise, were, or will be offered or given by the Offeror, or any agent or representative of the Offeror to any officer or employee of the City with a view toward securing a recommendation of award or subsequent contract or for securing more favorable treatment with respect to making a recommendation of award.

**1.5.7.2 Conflict of Interest.** The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under the contract resulting from this RFP. The Offeror also warrants that, to the best of its knowledge, no officer, agent or employee of the City who shall participate in any decision relating to this RFP and the resulting contract, currently has, or will have in the future, a personal or pecuniary interest in the Offeror's business.

**1.5.8 Participation/Offeror Preparation:** The Offeror may not use the consultation or assistance of any person, firm company who has participated in whole or in part in the writing of these specifications or the Scope of Services, for the preparation of its Proposal or in the management of its business if awarded the contract resulting from this RFP.

**1.5.9 Debarment or Ineligibility Compliance:** By submitting its Proposal in response to this RFP, the Offeror certifies that (i) it has not been debarred or otherwise found ineligible to receive funds by any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States; and (ii) should any notice of debarment, suspension, ineligibility or exclusion be received by the Offeror, the Offeror will notify the City immediately.

Any Proposal received from an Offeror that is, at the time of submitting its Proposal or prior to receipt of award of a contract, debarred by or otherwise ineligible to receive funds from any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States, shall be rejected.



Upon receipt of notice of debarment of an Offeror awarded a contract as a result of this RFP (“Contractor”), or other ineligibility of the Contractor to receive funds from any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States, the City shall have the right to cancel the contract with the Contractor resulting from this RFP for cause in accordance with the terms of said contract.

**1.5.10 Goods Produced Under Decent Working Conditions:** It is the policy of the City not to purchase, lease, or rent goods for use or for resale at City owned enterprises that were produced under sweatshop conditions. The Offeror certifies, by submittal of its Proposal in response to this solicitation, that the goods offered to the City were produced under decent working conditions. The City defines “under decent working conditions” as production in a factory in which child labor and forced labor are not employed; in which adequate wages and benefits are paid to workers; in which workers are not required to work more than 48 hours per week (or less if a shorter workweek applies); in which employees are free from physical, sexual or verbal harassment; and in which employees can speak freely about working conditions and can participate in and form unions. [*Council Bill No. M-8, Enactment No. 9-1998*]

**1.5.11 Graffiti Free:** When required, the Contractor will be required to furnish equipment, facilities, or other items required to complete these services, that are graffiti-free. Failure of Contractor to comply with this requirement may result in cancellation of the contract resulting from this RFP.

**1.6 City Contact:** The sole point of contact for this RFP is the City of Albuquerque Purchasing Division. Questions regarding this RFP should be directed to the following Purchasing representative unless otherwise specified in the solicitation. Offerors who fail to abide by this instruction may be deemed nonresponsive.

- René Diaz, Aviation Purchasing Coordinator, Aviation Department and Department of Finance and Administrative Services, Purchasing Division
- Phone: (505) 244-7724 or E-Mail: rdiaz@cabq.gov
- Post Office Box 9948, Albuquerque, New Mexico 87119-1048

**1.7 Contract Management:** The contract resulting from this RFP will be managed by the Aviation Department, Environmental and Sustainability Division.

**1.8 Clarification:** Any explanation desired by an Offeror regarding the meaning or interpretation of this RFP must be requested in writing not less than ten (10) working days prior to the deadline for the receipt of Proposals to allow sufficient time for a reply to reach all Offerors before the submission of their Proposals. No extension of time will be granted based on submission of inquiries subsequent to the required date nor will such inquiries be answered. All inquiries must be directed to the Purchasing Division as stated herein and must be submitted through the City’s eProcurement system Bonfire. **The City will not respond to questions that are submitted by any other means than electronically through the City’s eProcurement system.** Oral explanations or instructions given before the award of the contract or at any time will not be binding. Purchasing

shall prepare answers to questions in the form of Addenda to this RFP and shall post all such Addenda to the online eProcurement System.

**1.9 Submission of Proposals.** The Offeror's sealed Proposal must be submitted **electronically** through the eProcurement system pursuant to the following requirements:

**1.9.1 Electronic Copy.** Submit your complete Proposal including all forms, attachments, exhibits, Technical Proposal, Cost Proposal, etc. using the eProcurement System at <https://cabq.bonfirehub.com/portal/?tab=openOpportunities>. Please allow a minimum of 24 hours to submit your proposal. If you do not have a username and password, please register as this is the only method to submit electronically on the Bonfire portal. Please note the City has a new eProcurement System as of September 16, 2019; please make sure to register on the new system in order to receive notices and submit a response to a bid or proposal. For assistance, please contact [support@gobonfire.com](mailto:support@gobonfire.com).

**1.9.2 Format.** Each file uploaded to the eProcurement System shall be in Optical Character Recognition (OCR) searchable PDF format unless otherwise indicated. Do not encrypt files and do not password protect the documents submitted.

**1.9.3 ALL PROPOSALS MUST BE RECEIVED BY THE CITY PURCHASING DIVISION AS SPECIFIED HEREIN. FAILURE TO COMPLY WITH THE SUBMISSION REQUIREMENTS SHALL BE CAUSE FOR THE CITY TO DEEM YOUR PROPOSAL NONRESPONSIVE.**

**1.9.4 No other methods of Proposal delivery.** Neither telephone, facsimile, nor telegraphic Proposals shall be accepted.

**1.9.5 Modification.** Proposals may be modified or withdrawn only by written notice, provided such notice is received prior to the Proposal Due Date.

**1.9.6 Receipt of Proposals.** The only acceptable evidence to establish the time of receipt of Proposals by City Purchasing Office is the time-date stamp of the EProcurement System.

**1.9.7 Acknowledgment of Addenda to the Request for Proposals.** Receipt of Addenda to this RFP by an Offeror must be acknowledged a) by signing and returning the Addenda, or b) by letter. Such acknowledgment must be submitted with the Proposal. **Failure to submit such acknowledgment may be cause for the City to deem your Proposal nonresponsive.**

**1.10 Modifications to Scope of Services:** In the event that sufficient funds do not become available to complete each task in the Scope of Services, the Scope of Services may be amended, based upon the cost breakdown required in the Cost Proposal.

**1.11 Draft Agreement:** A copy of the Draft Agreement to be entered into is included in the RFP. The Offeror certifies that it accepts the terms and conditions of the Draft Agreement, or has noted exceptions in its response. The City's receipt of exceptions in a response is not an acceptance of any requested changes to the Draft Agreement. The Draft Agreement may differ from the final

Agreement.

**1.12 Contract Term:** The contract resulting from this solicitation will have an initial term of three (3) years with possible extensions of one (1) two (2) years period or any part of that.

**1.13 Evaluation Period:** The City reserves the right to analyze, examine and interpret any Proposal for a period of ninety (90) days after the hour and date specified for the receipt of Proposals. The City reserves the right to extend the evaluation period if it feels, in its sole discretion, such an extension would be in the best interest of the City.

**1.14 Evaluation Assistance:** The City, in evaluating Proposals, reserves the right to use any assistance deemed advisable, including City contractors and consultants.

**1.15 Rejection and Waiver:** The City reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received.

**1.16 Award of Contract:**

**1.16.1 When Award Occurs:** Award of contract occurs when a Purchase Order is issued or other evidence of acceptance by the City is provided to the Offeror. A Recommendation of Award does not constitute award of contract.

**1.16.2 Award:** If a contract is awarded, it shall be awarded to the responsive and responsible Offeror whose Proposal conforming to this RFP will be most advantageous to the City as set forth in the Evaluation Criteria.

**1.17 Cancellation:** This RFP may be canceled for any reasons and any and all Proposals may be rejected in whole or in part when it is in the best interests of the City.

**1.18 Negotiations:** Negotiations may be conducted with the Offeror(s) recommended for award of contract.

**1.19 City-Furnished Property:** No material, labor, or facilities will be furnished by the City unless otherwise provided for in this RFP.

**1.20 Proprietary Data:**

**1.20.1** The file and any documents relating to this RFP, including the Proposals submitted by Offerors, shall be open to public inspection after the recommendation of award of a contract has been approved by the Mayor, or his designee. An Offeror may designate material as Trade Secrets, Proprietary Data, and/or other Confidential Data by clearly marking that material as “Trade Secret”, “Proprietary Data”, or “Confidential Data” within the Proposal submitted (uploaded) in response to this RFP. **Pricing and makes and models or catalog numbers of items offered, delivery terms, and terms of payment shall not be so designated. Further, any Proposal in which a majority of pages are designated as Trade Secret, Proprietary Data, or Confidential Data may be deemed nonresponsive.**

**1.20.2** The City will endeavor to restrict distribution of material designated as “Trade Secret”, “Proprietary Data”, or “Confidential Data” and provided separately to only those individuals involved in the review and analysis of the Proposals. However, Offerors are advised that, if a request for inspection of records under the New Mexico Inspection of Public Records Act (Sections 14-2-1 et seq, NMSA 1978) (“Act”) is received for such materials, and they are not exempt under the Act, the City is required to disclose those records. The City shall, to the extent possible under the Act, provide the Offeror with notice before any disclosure to allow the Offeror an opportunity, within the Act’s fifteen (15) day deadline, to initiate legal action (such as an injunction or other judicial remedy) to prevent the release of Trade Secret, Proprietary Data, or Confidential Data, should the Offeror wish to do so. **Notwithstanding anything to the contrary herein, the City shall not be responsible to the Offeror for any disclosure of records required by the Act or an order of a court or other tribunal with jurisdiction over the City.**

**1.21 Preferences:** Preferences may be available under the City of Albuquerque Public Purchases Ordinance for this procurement. See Part 5 of this RFP for additional information. **NO PREFERENCES ARE AVAILABLE FOR ANY SOLICITATION FOR WHICH ALL OR A PART OF THE FUNDS USED ARE FROM FEDERAL GRANT SOURCES.**

## **1.22 Request for Proposals Protest Process:**

**1.22.1 When:** If the protest concerns the specifications for a competitive solicitation or other matters pertaining to the solicitation documents, it must be received by the Chief Procurement Officer no later than 5:00 p.m. of the tenth (10<sup>th</sup>) business day prior to the deadline for the receipt of Proposals.

**1.22.2 Recommendation of Award:** If the protest concerns other matters relating to this solicitation, the protest must be filed with the Chief Procurement Officer no later than 5:00 p.m. of the tenth (10<sup>th</sup>) business day after the receipt of notice of the Recommendation of Award.

**1.22.3 Timely Protests:** Protests must be received by the Chief Procurement Officer prior to the appropriate deadline as set out herein, or they will not be considered valid. The Chief Procurement Officer may waive the deadline for good cause, including a delay caused by the fault of the City. Late delivery by the U.S. Postal Service or other carrier shall not be considered good cause.

**1.22.4 How to File:** Any Offeror who is aggrieved in connection with a competitive solicitation or recommendation of award of a contract may protest to the City Chief Procurement Officer. The protest shall be addressed to the Chief Procurement Officer, must be submitted in written form and must be legible. Protests may be electronically delivered via email or mailed. Facsimile, telephonic, telegraphic or any other type of electronic protests will not be accepted.

**1.22.5 Required Information:** The protest shall contain at a minimum the following;

- The name and address of the protesting party;

- The number of the competitive solicitation;
- A clear statement of the reason(s) for the protest detailing the provisions believed to have been violated;
- Details concerning the facts, which support the protest;
- Attachments of any written evidence available to substantiate the claims of the protest; and
- A statement specifying the ruling requested.

#### **1.22.6 Address Letters and Envelopes as Follows:**

- City of Albuquerque RFP Number
- Purchasing Division PROTEST
- Attn: Chief Procurement Officer

By Mail:

PO Box 1293  
Albuquerque, New Mexico 87103

In response to the COVID-19 pandemic the City will accept Protests via email during this period:

Jennifer Bradley, Chief Procurement Officer  
[jlbradley@cabq.gov](mailto:jlbradley@cabq.gov)

The message should clearly indicate “PROTEST” and the solicitation number in the subject line.

**1.22.7 Protest Response by Chief Procurement Officer:** The Chief Procurement Officer will, after evaluation of a protest, issue a response. Only the issues outlined in the written protest will be considered by the Chief Procurement Officer.

**1.22.8 Protest Hearing:** If a hearing is requested, the request must be included in the protest and received within the time limit. The filing fee of twenty dollars (\$20.00) is waived during the time of the COVID-19 public health emergency. Only the issues outlined in the protest will be considered by the Chief Procurement Officer, or may be raised at a protest hearing. The granting of a hearing shall be at the discretion of the Chief Procurement Officer following review of the request.

### **1.23 Insurance:**

**1.23.1 General Conditions:** The City will require the successful Offeror, referred to as the Contractor, to procure and maintain at its expense during the term of the contract resulting from the RFP, insurance in the kinds and amounts hereinafter provided with insurance companies authorized to do business in the State of New Mexico, covering all operations of the Contractor under the contract. Upon execution of the contract and on the renewal of all

coverages, the Contractor shall furnish to the City a certificate or certificates in form satisfactory to the City as well as the rider or endorsement showing that it has complied with these insurance requirements. All certificates of insurance shall provide that thirty (30) days written notice be given to the Risk Manager, Department of Finance and Administrative Services, City of Albuquerque, P.O. Box 470, Albuquerque, New Mexico, 87103, before a policy is canceled, materially changed, or not renewed. Various types of required insurance may be written in one or more policies. With respect to all coverages required other than professional liability or workers' compensation, the City shall be named an additional insured. All coverages afforded shall be primary with respect to operations provided.

**1.23.2 Approval of Insurance:** Even though the Contractor may have been given notice to proceed, it shall not begin any work under the contract resulting from this RFP until the required insurance has been obtained and the proper certificates (or policies) are filed with the City. Neither approval nor failure to disapprove certificates, policies, or the insurance by the City shall relieve the Contractor of full responsibility to maintain the required insurance in full force and effect. If part of the contract is sublet, the Contractor shall include any or all subcontractors in its insurance policies, or require the subcontractor to secure insurance to protect itself against all hazards enumerated herein, which are not covered by the Contractor's insurance policies.

**1.23.3 Coverage Required:** The kinds and amounts of insurance required are as follows:

**1.23.3.1 Commercial General Liability Insurance.** A commercial general liability insurance policy with combined limits of liability for bodily injury or property damage as follows:

|             |   |
|-------------|---|
| \$1,000,000 | Per Occurrence                          |
| \$1,000,000 | Policy Aggregate                        |
| \$1,000,000 | Products Liability/Completed Operations |
| \$1,000,000 | Personal and Advertising Injury         |
| \$ 50,000   | Fire Legal                              |
| \$ 5,000    | Medical Payments                        |

Said policy of insurance must include coverage for all operations performed for the City by the Contractor and contractual liability coverage shall specifically insure the hold harmless provisions of the contract resulting from this RFP.

**1.23.3.2 Reserved.**

**1.23.3.3 Workers' Compensation Insurance.** Workers' compensation insurance policy for the Contractor's employees, in accordance with the provisions of the Workers' Compensation Act of the State of New Mexico, (the "Act"). If the Contractor employs fewer than three employees and has determined that it is not subject to the Act, it will certify, in a signed statement, that it is not subject to the Act. The Contractor will notify the City and comply with the Act should it employ three or more persons during the term of the contract resulting from this RFP.

**1.23.4 Increased Limits:** During the life of the contract the City may require the Contractor to increase the maximum limits of any insurance required herein. In the event that the Contractor is so required to increase the limits of such insurance, an appropriate adjustment in the contract amount will be made.

**1.23.5 Additional Insurance:** The City may, as a condition of award of a contract, require a successful Offeror to carry additional types of insurance. The type and limit of additional insurance is dependent upon the type of services provided via the contract by the successful Offeror.

**1.24 Pay Equity Documentation.** All proposals shall include a Pay Equity Reporting Form or a valid Certificate which can be accessed at <https://www.cabq.gov/gender-pay-equity-initiative> or in the Solicitation Instructions. Offerors who believe they are exempt because they are an out-of-state contractor that have no facilities and no employees working in New Mexico are not required to report data, but must still submit a Pay Equity Reporting Form with the box verifying their exempt status checked. Any Proposal that does not include a Pay Equity Reporting Form or Certificate shall be deemed nonresponsive, as stated in the Public Purchases Ordinance, 5-5-31 (A). The gender pay equity task force will automatically issue pay equity certificates to qualifying vendors within two business days of submitting the pay equity reporting form. To ensure you have your form or certificate before the deadline for solicitation close, the link at least three (3) business days prior to the solicitation deadline. Please visit the website or contact the gender pay equity task force with questions: [OEI@CABQ.GOV](mailto:OEI@CABQ.GOV)

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## PART 2 PROPOSAL FORMAT

### 2.1 Technical Proposal Format, Section One

**2.1.1 Offeror Identification:** State name and address of your organization or office and nature of organization (individual, partnership or corporation, private or public, profit or non-profit). Subcontractors, if any, must be identified in a similar manner. Include name, email address and telephone number of person(s) in your organization authorized to execute the Draft Agreement. Submit a statement of compliance with all laws stated herein. Submit a statement of agreement of the terms and conditions of the Draft Agreement; state exceptions. Show receipt of Addenda if applicable. Provide a statement or show ability to carry the insurance specified.

#### 2.1.2 Experience:

**2.1.2.1 Current Experience.** State relevant experience of the company and person(s) who will be actively engaged in the proposed consultation services, including experience of subcontractors. Submit resumes from principal persons who will work with the City Aviation Department.

**2.1.2.2 Past Experience.** Describe a minimum of three (3) projects of similar scope and size, which are now complete; state for whom the work was performed, year completed, and a letter of reference for each regarding the work. References must be for work performed in the past ten (10) years. DO NOT use City employees or any City elected officials as a reference. The City will not contact and will not assign any evaluation points for references from City employees or elected officials. State relevant experience with other municipalities or government entities.

Experience in Writing Grant Proposals. State relevant experience in preparing grant proposals for Federal Aviation Administration (FAA), Airport Improvement Program (AIP) Voluntary Airport Low Emissions (VALE), Zero Emission Airport Vehicles (ZEV), Federal Environmental Protection Agency (EPA) environmental and sustainability and EPA Diesel Emission Reduction act (DERA) projects.

**2.1.3 Proposed Approach to Tasks:** Discuss fully your proposed approach to each task described in Part 3, Scope of Service. Include who will be performing each task [individual(s)/firm(s)]. Do this **without** stating the price structure.

**2.1.4 Management Summary:** Describe individual staff and subcontractor's responsibilities with lines of authority and interface with the City of Albuquerque staff. Describe resources to be drawn from in order to complete tasks.

### 2.2 Cost Proposal Format, Section Two

**2.2.1 Total Cost:** Submit your Cost Proposal (Appendix A) separately from your



Technical Proposal (upload Appendix A in the City's eProcurement system). **Failure to submit your cost separately from your Technical Proposal shall result in your proposal being deemed non-responsive.**

**2.2.2 The Cost Proposal should, at a minimum, contain the following information:**

- Estimated periodic billing to the City based on the cost of the deliverable items.
- Cost or pricing details should be shown by task. This might include, but is not limited to:
  - Hours by category, hourly rates, and total labor broken out by professional and other labor. Rates are to include all overhead and profit.
  - Purchased materials, unit costs, and quantities.
  - Travel, lodging, and other direct expenses.
  - Subcontract costs if applicable, and additional consulting beyond the scope of the described tasks (if requested).

**2.2.3 Offerors should show detailed costs** by task and number of hours dedicated to each task as listed in the specifications.

**2.2.4 All Costs:** All costs to be incurred and billed to the City should be described by the Offeror for each item, to allow for a clear evaluation and comparison, relative to other Proposals received. All costs should include any applicable gross receipts taxes. The Offeror should understand that the City will not pay for any amounts not included in the cost Proposal -- for example, insurance or taxes -- and that liability for items not included remains with the Offeror.

**2.2.5 An example** of the required preferred format is attached to this RFP. Your response to this section will be used in performing a cost/price analysis.

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### **PART 3**

### **SCOPE OF SERVICES**

If selected, the Consultant shall provide consulting services for the Environmental and Sustainability Division within the Albuquerque International Sunport Aviation Department. It is not the responsibility for the Consultant to find grants, rather to prepare and submit grants at the direction of the Aviation Department

The Scope of Services and tasks are described below:

**3.1** Project formulation, preparation and submittal of FAA environmental and sustainability grant applications to include:

3.1.1 The AIP VALE Program for the following projects:

3.1.1.1 Purchase of low-emission vehicles.

3.1.1.2 Preconditioned air units.

3.1.1.3 Chargers for electric ground support equipment like bag tugs and belt loaders.

3.1.1.4 Electric gates at the terminals, and

3.1.1.5 Other major infrastructure improvements.

3.1.2 The FAA AIP Program under Section 511 and ZEV for the following projects:

3.1.2.1 Vehicles that transport airport passenger and employees.

3.1.2.2 Light and heavy-duty trucks.

3.1.2.3 The construction or modification of infrastructure to facilitate fuel delivery to funded ZEV's that includes refueling stations, rechargers, on-site fuel storage tanks, and other equipment needed for station operation.

3.1.3 The FAA AIP program under Section 512 Energy Efficiency of Airport Power Sources or any other newly developed or implemented FAA grant funding sources for the following projects;

3.1.3.1 Energy efficiency measures in airport buildings.

3.1.3.2 Glycol recovery vehicles, and

3.1.3.3 Other projects as assigned.

**3.2** All project formulations, preparations, and submittals of FAA environmental and sustainability grants listed in TASK #3.1 above shall include, but not be limited to the following:

- 3.2.1 Coordinate with the City Project Manager, and others to discuss the scope of work for a specific project.
- 3.2.2 The preparation of final formal FAA grant applications and technical proposals for submission to the FAA shall be consistent with the most recent Technical Guidance Version for ZEV, VALE, and Section 512 and shall include the following:
  - 3.2.2.1 Preliminary draft submitted to City Aviation for review and comment.
  - 3.2.2.2 The project description to include the project's cost effectiveness and emission reduction estimates.
  - 3.2.2.3 Funding sources.
  - 3.2.2.4 Completion schedule.
  - 3.2.2.5 Appendices with all of the necessary ZEV, VALE, or other required program worksheets, emission support data, etc., as required by the Technical Guidance Appendices.
  - 3.2.2.6 Application for Federal Assistance SF-424.
- 3.2.3 Coordination will include all stakeholders involved in a project as necessary, including City of Albuquerque staff, City of Albuquerque Aviation staff, design engineers, Louisiana/New Mexico Airports District Office (ADO), FAA Southwest Region, and FAA Headquarters, and other potential stakeholders. The coordination shall include, but not be limited to the following:
  - 3.2.3.1 Participation in a kickoff meeting to ensure that all stakeholders are aware of the scope, schedule, milestones, and refinement of the scope of services
  - 3.2.3.2 Coordination with FAA headquarters, region, and district offices to ensure that the proposed ZEV project is clearly understood and funded through the ZEV Program.
- 3.2.4 Data collection will be coordinated with the City Project Manager and others to collect all data that is required for preparing the XEV, VALE, and Section 512 program grant application and technical proposal. At a minimum, the following data for input into the grant application should include, but not be limited to consultant and engineer's estimates, project bid cost, schedule, data including the detailed breakdown of the bid costs of infrastructure, equipment, and installation.

- 3.2.5 Emission reductions shall be estimated for the specific air pollutant(s) identified or required by the ZEV, VALE, and Section 512 grant application requirements. Ozone precursor air pollutants oxides of nitrogen (NO<sub>x</sub>) and volatile organic compounds (VOC's), carbon monoxide (CO) or other identified air pollutant(s) will be estimated utilizing the tools provided under the specific program technical guidance. Given that the ZEV, VALE, and Section 512 programs focus on maintenance and non-attainment (Level One) pollutants and ozone precursors.
- 3.2.6 Prepare and submit National Environmental Policy Act (NEPA) environmental documentation and that is required to follow FAA to approve this project. It is expected that most projects will qualify for a FAA categorical exclusion (CATEX) and will be deemed to be included on FAA's "Presumed to Conform List". The environmental documentation shall be provided to review and final version will also be prepared.

**3.3** Project formulation, preparation and submittal of Federal Environmental Protection Agency (EPA) environmental and sustainability grant applications include, but are not limited to the EPA Diesel Emission Reduction act (DERA) and other newly developed and implemented EPA grant funding.

**3.4** Project formulation, preparation and submittal of State, and Local environmental and sustainability grant applications.

**3.5** All project formulations, preparations, and submittals for EPA, State and Local environmental and sustainability grant listed in task 3.3 and 3.4 above shall include, but not be limited to the following:

- 3.5.1 Coordination with City Project Manager, and others to discuss the scope of work for a specific project.
- 3.5.2 The preparation of final format grant applications and technical proposals for submission shall be consistent with the most recent Technical Guidance available for the specific program and shall include the following:
  - 3.5.2.1 Preliminary draft submitted to City Aviation for review and comment.
  - 3.5.2.2 The project description to include the project's cost effectiveness and emission reduction estimates.
  - 3.5.2.3 Funding sources.
  - 3.5.2.4 Appendices with all the necessary or other required program worksheets, emission support data, etc. as required by the technical guidance.
  - 3.5.2.5 Application for Federal, State, or Local assistance.

- 3.5.3 Coordination with all stakeholders involved in a project as necessary, including City of Albuquerque staff, City of Albuquerque Aviation staff, design engineers, EPA Region 6, EPA Headquarters, State of New Mexico (State), city of Albuquerque (City), Bernalillo County (County), and other potential stakeholders. The coordination shall include, but not be limited to the following:

3.5.3.1 Participation in a kickoff meeting to ensure that all stakeholders are aware of the scope, schedule, milestones and refinement of the scope of services.

3.5.3.2 Coordination with EPA, State, City, County, and others to ensure that the proposed project is clearly understood and funded through the specific Program.

- 3.5.4 Data collection will be coordinated with the City Project Manager and others to collect all data that is required for preparing the program grant application and technical proposal. At a minimum, the following data for input into the grant application should include the following consultant and/or engineer's estimates, project bid cost and scheduled date; including a detailed breakdown of the bid costs of infrastructure, equipment, and installation.

- 3.5.5 Emission reduction shall be estimated for the specific air pollutant(s) identified or required by the specific grant application. Ozone precursor air pollutants oxides of nitrogen (NOx) and volatile organic compounds (VOC's), carbon monoxide (CO) or other identified air pollutant(s) will be estimated utilizing the tools, provided under the specific program technical guidance.

**3.6** Development and implementation of sustainability and environmental initiatives; including, but not limited to management plans, energy sufficiency, energy conservation and management, renewal energy, airport carbon accreditation, greenhouse gas emission reductions and inventory preparation. Specific scope of services for this task shall be determined and agreed upon by the City Project Manager.

## PART 4 EVALUATION OF PROPOSALS

**4.1 Selection Process.** The Mayor of Albuquerque shall name, for the purpose of evaluating the Proposals, an Ad Hoc Advisory Committee. On the basis of the evaluation criteria established in this RFP, the committee shall submit to the Mayor a list of qualified firms in the order in which they are recommended. Proposal documentation requirements set forth in this RFP are designed to provide guidance to the Offeror concerning the type of documentation that will be used by the Ad Hoc Advisory Committee. Offerors should be prepared to respond to requests by the Purchasing Office on behalf of the Ad Hoc Advisory Committee for oral presentations, facility surveys, demonstrations or other areas deemed necessary to assist in the detailed evaluation process. Offerors are advised that the City, at its option, may award this request on the basis of the initial Proposals.

**4.2 Evaluation Criteria.** The following general criteria, not listed in order of significance, will be used by the Ad Hoc Advisory Committee in recommending contract award to the Mayor. The Proposal factors will be rated on a scale of **0-1000** with weight relationships as stated below.

### **4.2.1 Evaluation Factors:**

**100 --** The Offeror's general approach and plans to meet the requirements of the RFP.

**150 --**The Offeror's experience with obtaining successfully funded grants.

**200 --** Experience and qualifications of the Offeror and personnel as shown on staff resumes to perform tasks described in Part 3, Scope of Services.

**150 --** Adequacy of proposed project management and resources to be utilized by the Offeror.

**200 --**The Offeror's past performance on projects of similar scope and size.

**125 --** The overall ability of the Offeror, as judged by the evaluation committee, to successfully complete the services identified in the Scope of Services. This judgment will be based upon factors such as the project management plan and availability of staff and resources.

**75 --** Cost Proposal – The costs proposed by the Contractor as described in Section 2.2 of this RFP to perform the tasks listed in Part 3, Scope of Services. The evaluation of this section will occur after the technical evaluation, based on a cost/price analysis.

**4.2.2 Cost/Price Factors:** The evaluation of cost factors in the selection will be determined by a cost/price analysis using your proposed figures. Please note that the lowest cost is not the sole criterion for recommending contract award.

**4.2.3 Cost Evaluation.** The cost/price evaluation will be performed by the City

Purchasing Division or designee. A preliminary cost review will ensure that each Offeror has complied with all cost instructions and requirements. In addition, Proposals will be examined to ensure that all proposed elements are priced and clearly presented. Cost Proposals that are incomplete or reflect significant inconsistencies or inaccuracies will be scored accordingly or may be rejected by the Ad Hoc Advisory Committee if lacking in information to determine the value/price/cost relative to the services proposed.


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**PART 5**

**Instructions for PREFERENCE CERTIFICATION FORM  
For City Local, Small, or Pay Equity Preferences and/or State Resident Business and Veteran Preferences  
(Goods & Services)**

1. **ALL INFORMATION MUST BE PROVIDED.** A 5% Small Business Preference, a 5% Local Business Preference, a 5% State Resident Business Preference, a 5% Pay Equity Preference and/or a 5% State Resident Veteran Business Preference (collectively the latter two, "State Preference") are available for this procurement. To qualify, an Offeror **MUST** complete and submit this Preference Certification Form **WITH ITS PROPOSAL**. For a Pay Equity Preference, the City Pay Equity Business Certificate **MUST** be attached. For State Preference the New Mexico State certification of eligibility **MUST** be attached. If a Proposal is received without this Preference Certification Form and any required certifications attached, completed, signed and certified, or if this Preference Certification Form is received without the required information, the preference shall not be applied. **NO FORM SHALL BE ACCEPTED AFTER THE DEADLINE FOR RECEIPT OF BIDS OR PROPOSALS.**
2. **PHYSICAL LOCATION MUST BE STATED.** To qualify for the Small business or Local Business Preference, a business must have its principal office and place of business in the Greater Albuquerque Metropolitan Area. The business location identified on the Preference Certification Form must be a physical location, street address or such. **DO NOT** use a post office box or other postal address.
3. **PREFERENCE CERTIFICATION FORM MUST BE COMPLETED BY PRINCIPAL OFFEROR.** This Preference Certification Form must be completed for the Principal Offeror, or one of the Principal Offerors if the Offeror is a joint venture or partnership, or by an individual authorized to sign for the Offeror. Subcontractors of the Offeror shall not be used to qualify a Proposal for a preference and should not complete or submit the Form.
4. **APPLICATION OF PREFERENCES.** The State Resident Business Preference or State Resident Veteran Business Preference shall be applied to any Proposals submitted that include a valid, State of New Mexico-issued, Resident Business or Resident Veteran Business Certification Number. The Small Business Preference, and the Local Business Preference shall be applied to all Proposals submitted by eligible small businesses. The local preference only will be applied to all Proposals submitted by eligible local businesses which are not small businesses. The Pay Equity Preference shall be applied to all Proposals submitted that include a City Pay Equity Business Certificate. The total percentage of all preferences awarded shall not exceed ten percent (10%).
5. **DEFINITIONS.** The following definitions apply:
  - The Greater Albuquerque Metropolitan Area includes all locations within the City of Albuquerque and Bernalillo County.
  - A Local Business is a business with its Principal Office and Place of Business in the Greater Albuquerque Metropolitan Area.
  - A Small Business is a Local Business that employs an average of fewer than fifty (50) full-time employees in a calendar year. The calendar year immediately prior to the request for the preference should be used.
  - A Place of Business is a business' location in the Greater Albuquerque Metropolitan Areas that is staffed and open to the public on a regular basis.
  - A full-time employee is an employee of the business who is hired to work at least forty (40) hours per week, whether in a permanent, temporary or seasonal status. If all full-time employees of the business are hired to work a shorter work week, the Chief Procurement Officer may reduce this requirement, upon receipt of adequate documentation.
  - Pay Equity Preference shall be applicable as provided in City Ordinance 5-5-31 (as amended by C/S O-17-33).
  - State Resident Business and State Resident Veteran Business shall be applicable as provided in 13-1-21 NMSA 1978.
6. **ADDITIONAL DOCUMENTATION.** If requested, a business shall provide, within three (3) working days of receipt of the request, documentation to substantiate the information provided on the Preference Certification Form. The Chief Procurement Officer shall determine the sufficiency of such documentation.
7. **NO PREFERENCES SHALL BE APPLIED IF FEDERAL FUNDS ARE USED.**



|  |   |   |
|--|---|---|
|   | <b>VENDOR<br/>PREFERENCE<br/>AFFIDAVIT OF ELIGIBILITY</b> |   |
|  | <b>City of Albuquerque<br/>Purchasing Division</b>        | One Civic Plaza – 7 <sup>th</sup> Floor<br>P.O. Box 1293 Room 7012<br>Albuquerque, NM 87103<br>Phone: (505) 768-3320<br>Fax: (505) 768-3355 |
| <b>Preference Type: (Check applicable preference/s)      <input type="checkbox"/> Local-City Business      <input type="checkbox"/> Small Business</b><br><b><input type="checkbox"/> State Resident Business Preference      <input type="checkbox"/> State Resident Veteran Business Preference      <input type="checkbox"/> Pay Equity Preference</b>  |   |   |
| Legal Name of Firm: _____  |   |   |
| Contact Person: _____  |   | Telephone: _____  |
| E-mail Address: _____  |   | Fax: _____  |
| <b>Mailing Address:</b> _____  |   |   |
| <b>Physical Address (if Different):</b> _____  |   |   |
| Number of <u>full-time</u> employees working in the city of Albuquerque: _____   |   |   |
| Attach 941 Tax Form  |   |   |
| Check all that apply:  |   |   |
| <input type="checkbox"/> <b>I certify my company meets the following qualifications to be eligible for Local Business Preference:</b> <ol style="list-style-type: none"> <li>1. <u>Is headquartered within the Greater Albuquerque Metropolitan Area (City of Albuquerque or Bernalillo County).</u> Attach 941 I.R.S. Tax Form.</li> <li>2. Such location is staffed with full-time employees.</li> <li>3. Such location is open to the public on a regular basis.</li> <li>4. The vendor is operating or performing its business from this location.</li> <li>5. Note: A post office box shall not be considered a physical business address.</li> </ol> |   |   |
| <input type="checkbox"/> <b>I certify my company meets the following qualifications to be eligible for Small Business Preference:</b> <ol style="list-style-type: none"> <li>1. Meets the requirements for a Local Business Preference (see above).</li> <li>2. Employs fewer than fifty (50) full-time employees in a calendar year. Attach 941 I.R.S. Tax Form</li> </ol>  |   |   |
| <input type="checkbox"/> <b>I certify that I am attaching the Pay Equity Business Certificate.</b> NOTE: The Pay Equity Form required in Section 1.24 of this RFP is not a Pay Equity Business Certificate, nor does it qualify you for the Pay Equity Preference. To obtain a certificate, please contact the Office of Equity and Inclusion by telephone: (505) 768-3512 or email: oei@cabq.gov.   |   |   |
| <input type="checkbox"/> <b>I certify that I am attaching the New Mexico State certification of Resident Business.</b>   |   |   |
| <input type="checkbox"/> <b>I certify that I am attaching the New Mexico State certification Resident Veteran's Business preference.</b>   |   |   |
| <input type="checkbox"/> <b>I certify that under the penalty of perjury, the foregoing statements are true and correct. I also acknowledge that any person, firm, corporation or entity intentionally submitting false information to the city in an attempt to qualify for a local or small preference shall be prohibited from bidding on City goods and/or services for a period of up to three (3) years.</b>  |   |   |
| Authorized Signature: _____ Date: _____  |   |   |
| Printed Name: _____ Title: _____   |   |   |
| ACKNOWLEDGMENT   |   |   |
| State of New Mexico<br>County of _____   |   |   |
| Signed and sworn to before me on _____ by _____.   |   |   |
|  |   | _____<br>Notary<br>My Commission expires on _____   |

**PART 6**  
**DRAFT AGREEMENT**

**THIS AGREEMENT** is made and entered into by and between the City of Albuquerque, New Mexico a municipal corporation, ("City"), and \_\_\_\_\_, ("Contractor"), a \_\_\_\_\_, whose address is \_\_\_\_\_.

**RECITALS**

**WHEREAS**, the City issued a Request for Proposals for the Aviation Department, RFP-2021-143-AVI-RD, titled "Aviation Sustainability Consultation Services", which is Exhibit A to this Agreement; and

**WHEREAS**, the Contractor submitted its Proposal, dated \_\_\_\_\_, in response to P \_\_\_\_\_, which Proposal is Exhibit B to this Agreement; and

**WHEREAS**, the City desires to engage the Contractor to render certain services in connection therewith, and the Contractor is willing to provide such services.

**NOW, THEREFORE**, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

**1. Scope of Services.** The Contractor shall perform the following services ("Services") in a satisfactory and proper manner, as determined by the City:

Provide consulting service consulting services for the Environmental and Sustainability Division with the Albuquerque International Sunport Aviation Department in accordance with Exhibit A as supplemented by Exhibit B. To the extent the Exhibits conflict with this Agreement, the terms of this Agreement shall govern.

**2. Time of Performance.** Services of the Contractor shall commence on the date of final execution of this Agreement and shall be undertaken and completed in such sequence as to assure their expeditious completion in light of the purposes of this Agreement; provided, however, that in any event, all of the Services required hereunder shall be completed within \_\_\_\_\_ years of the date of execution of this Agreement. This Agreement may be extended for up to \_\_\_\_\_ additional one-year periods upon written agreement of the parties.

**3. Compensation and Method of Payment.**

**A. Compensation.** For performing the Services specified in Section 1 hereof, the City agrees to pay the Contractor up to the amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_), which amount includes any applicable gross receipts taxes and which amount shall constitute full and complete compensation for the Contractor's Services under this Agreement,

including all expenditures made and expenses incurred by the Contractor in performing such Services.

**B. Method of Payment.** Such amount shall be paid to the Contractor in installments, which include any applicable gross receipts taxes, as follows: TBD. Payments shall be made to the Contractor upon completion of each task, upon receipt by the City of a properly documented requisition for payment as determined by the budgetary and fiscal guidelines of the City and on the condition that the Contractor has accomplished the Services to the satisfaction of the City.

**C. Appropriations.** Notwithstanding any other provisions in this Agreement, the terms of this Agreement are contingent upon the City Council of the City of Albuquerque making the appropriations necessary for the performance of this Agreement. If sufficient appropriations and authorizations are not made by the City Council, this Agreement may be terminated at the end of the City's then current fiscal year upon written notice given by the City to the Contractor. Such event shall not constitute an event of default. All payment obligations of the City and all of its interest in this Agreement will cease upon the date of termination. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

**4. Independent Contractor.** The Contractor is considered as an independent contractor at all times in the performance of the services described in Section 1. The Contractor further agrees that neither it nor its employees are entitled to any benefits from the City under the provisions of the Workers' Compensation Act of the State of New Mexico, or to any of the benefits granted to employees of the City under the provisions of the Merit System Ordinance as now enacted or hereafter amended.

**5. Personnel.**

**A.** The Contractor represents that it has, or will secure at its own expense, all personnel required in performing all of the Services required under this Agreement. Such personnel shall not be employees of or have any contractual relationships with the City.

**B.** All the Services required hereunder will be performed by the Contractor or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such Services.

**C.** None of the work or Services covered by this Agreement shall be subcontracted without the prior written approval of the City. Any work or Services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.

**6. Indemnity.** The Contractor agrees to defend, indemnify and hold harmless the City and its officials, agents and employees from and against any and all claims, actions, suits or proceedings of any kind brought against said parties because of any injury or damage received or sustained by any person, persons or property to the extent arising out of or resulting from the

negligent acts, errors, omissions, and performance by the Contractor under this Agreement or by reason of any asserted act or omission, neglect or misconduct of the Contractor or Contractor's agents or employees or any subcontractor or its agents or employees. The indemnity required hereunder shall not be limited by reason of the specification of any particular insurance coverage in this Agreement.

**7. Insurance.** The Contractor shall not commence any work under this Agreement until the insurances required in Exhibit A, Section 1.23 or the bonds per the attachments to Exhibit A have been obtained and the proper certificates and riders or endorsements (or policies) have been submitted to the City.

**8. Discrimination Prohibited.** In performing the Services required hereunder, the Contractor shall not discriminate against any person on the basis of race, color, religion, gender, sexual preference, sexual orientation, national origin or ancestry, age, physical handicap or disability, as defined in the Americans With Disabilities Act of 1990, as currently enacted or hereafter amended.

**9. ADA Compliance.** In performing the Services required hereunder, the Contractor agrees to meet all the requirements of the Americans With Disabilities Act of 1990 (the "ADA"), which are imposed directly on the Contractor or which would be imposed on the City as a public entity. The Contractor agrees to be responsible for knowing all applicable rules and requirements of the ADA and to defend, indemnify and hold harmless the City, its officials, agents and employees from and against any and all claims, actions, suits or proceedings of any kind brought against said parties as a result of any acts or omissions of the Contractor or its agents in violation of the ADA.

**10. Reports and Information.** At such times and in such forms as the City may require, there shall be furnished to the City such statements, records, reports, data and information, as the City may request pertaining to matters covered by this Agreement. Unless authorized by the City, the Contractor will not release any information concerning the work product including any reports or other documents prepared pursuant to the Agreement until the final product is submitted to the City.

**11. Open Meetings Requirements.** Any nonprofit organization in the City which receives funds appropriated by the City, or which has as a member of its governing body an elected official, or appointed administrative official, as a representative of the City, is subject to the requirements of §2-5-1 *et seq.* R.O.A. 1994, Public Interest Organizations. The Contractor agrees to comply with all such requirements, if applicable.

**12. Establishment and Maintenance of Records.** Records shall be maintained by the Contractor in accordance with applicable law and requirements prescribed by the City with respect to all matters covered by this Agreement. Except as otherwise authorized by the City, such records shall be maintained for a period of three (3) years after receipt of final payment under this Agreement.

**13. Audits and Inspections.** At any time during normal business hours and as often as the City may deem necessary, there shall be made available to the City for examination all of the

Contractor's records with respect to all matters covered by this Agreement. The Contractor shall permit the City to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement. The Contractor understands and will comply with the City's Accountability in Government Ordinance, §2-10-1 et seq. and Inspector General Ordinance, §2-17-1 et seq. R.O.A. 1994, and also agrees to provide requested information and records and appear as a witness in hearings for the City's Board of Ethics and Campaign Practices pursuant to Article XII, Section 8 of the Albuquerque City Charter.

**14. Publication, Reproduction and Use of Material.** No material produced in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country. The City shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement.

**15. Compliance with Laws.** In providing the Scope of Services outlined herein, the Contractor shall comply with all applicable laws, ordinances, and codes of the federal, State, and local governments.

**16. Changes.** The City may, from time to time, request changes in the Scope of Services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the City and the Contractor, shall be incorporated in written amendments to this Agreement.

**17. Assignability.** The Contractor shall not assign any interest in this Agreement and shall not transfer any interest in this Agreement (whether by assignment or novation), without the prior written consent of the City thereto.

**18. No Collusion.** The Contractor represents that this Agreement is entered into by the Contractor without collusion on the part of the Contractor with any person or firm, without fraud and in good faith. The Contractor also represents that no gratuities, in the form of entertainment, gifts or otherwise, were, or during the term of this Agreement, will be offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the City with a view towards securing this Agreement or for securing more favorable treatment with respect to making any determinations with respect to performing this Agreement.

**19. Interest of Contractor.** The Contractor agrees that it presently does not have, and shall acquire no direct or indirect interest which, conflicts in any manner or degree with the performance of the terms of this Agreement. The Contractor will not employ any

**20. Termination for Cause.** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligation under this Agreement or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving five (5) days written notice to the Contractor of such termination and specifying the effective date of such termination. In such event, all finished or unfinished documents, data, and reports prepared by the Contractor under this Agreement shall, at

the option of the City, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purposes of set-off until such time as the exact amount of damages due the City from the Contractor is determined.

**21. Termination for Convenience of City.** The City may terminate this Agreement at any time by giving at least fifteen (15) days' notice in writing to the Contractor. If the Contractor is terminated by the City as provided herein, the Contractor will be paid an amount which bears the same ratio to the total compensation as the Services actually performed bear to the total Services of the Contractor covered by this Agreement, less payments of compensation previously made. If this Agreement is terminated due to the fault of the Contractor, the preceding section hereof relative to termination shall apply.

**22. Construction and Severability.** If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion.

**23. Enforcement.** The Contractor agrees to pay to the City all costs and expenses including reasonable attorney's fees incurred by the City in exercising any of its rights or remedies in connection with the enforcement of this Agreement.

**24. Entire Agreement.** This Agreement contains the entire agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith. Exhibits A and B, attached hereto, are hereby made a part of this Agreement.

**25. Applicable Law and Venue.** This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of New Mexico, and the laws, rules and regulations of the City of Albuquerque. The venue for actions arising out of this Agreement is Bernalillo County, New Mexico.

**26. Debarment, Suspension, Ineligibility and Exclusion Compliance.** The Contractor certifies that it has not been debarred, suspended or otherwise found ineligible to receive funds by any agency of the executive branch of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States. The Contractor agrees that should any notice of debarment, suspension, ineligibility or exclusion be received by the Contractor, the Contractor will notify the City immediately.

**27. Force Majeure.** The City shall not be liable for failure to perform its obligations under this Agreement due to causes beyond the control and without the fault or negligence of the City which would render such performance impossible or hazardous. Such causes include, but are not restricted to, acts of God or the public enemy, acts of State or Federal governments, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults

of subcontractors due to any of the above (hereinafter "Force Majeure Event"). If a Force Majeure Event causes any failure to perform, the City shall promptly inform the Contractor in writing of such event, indicating the expected duration thereof and the period for which suspension in performance is requested. The parties shall consult with each other in good faith with respect to modification of this Agreement to reflect such suspension or other changes (if any) desired by the City as a result thereof. The rights and remedies of the City provided in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this Agreement.

**29. Electronic Signatures.** The parties agree that this Agreement may be electronically signed and that the electronic signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

**30. Approval Required.** This Agreement shall not become binding upon the City until approved by the highest approval authority of the City required under this Agreement.

**IN WITNESS WHEREOF**, the City and the Contractor have executed this Agreement as of the date first above written.

**CITY OF ALBUQUERQUE**

**CONTRACTOR:**

**Approved By:**

**By:** \_\_\_\_\_

\_\_\_\_\_  
**Chief Administrative Officer**

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_, **Director**

**Department** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX A**  
**COST PROPOSAL FORM**  
**(THIS FORM MUST BE SUBMITTED SEPARATE FROM PROPOSAL RESPONSE**  
**FORMAT)**

| <b>Position</b>   | <b>Rate per Hour</b>                                |
|---|---|
| Project Manager   | \$_____ per hour                                    |
| Grant Writer  | \$_____ per hour                                    |
| Administrative Support Staff                                    | \$_____ per hour                                    |
| Additional staff can be listed as appropriate                   |   |
| Other Staff (Please Specify)                                    | \$_____ per hour                                    |
| Other Staff (Please Specify)                                    | \$_____ per hour                                    |
| Other Staff (Please Specify)                                    | \$_____ per hour                                    |
| Other Staff (Please Specify and add as many lines as necessary) | \$_____ per hour                                    |
| Other Cost (Please Itemize and add as many lines as necessary)  | \$_____ per UOM ____<br>(UOM = Unit of Measurement) |



Exhibit A  
Request for Proposals

Exhibit B  
Proposal

## Exhibit C Federal Civil Rights Provisions

### GENERAL CIVIL RIGHTS PROVISION

The Contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

### TITLE VI CLAUSES FOR COMPLIANCE WITH NONDISCRIMINATION REQUIREMENTS

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

**Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

**Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

**Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

**Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

**Sanctions for Noncompliance:** In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
- b. Cancelling, terminating, or suspending a contract, in whole or in part.

**Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

## TITLE VI LIST OF PERTINENT NONDISCRIMINATION ACTS AND AUTHORITIES

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 *et seq.*).

## Pay Equity Report Form



City of Albuquerque  
www.cabq.gov



Bernalillo County  
www.bernco.gov



Water Authority  
www.abcwua.org

### Company Details

|               |  |                 |   |
|---------------|--|-----------------|---|
| Company Name  | C&S Companies                                      | Mailing Address | 499 Col. Eileen Collins Blvd.<br>Syracuse, NY 13212 |
| Phone         | (877) 277-6583                                     |                 |   |
| Email Address | <a href="mailto:wylu@cscos.com">wylu@cscos.com</a> | NM Employees    | 0   |

| Job Category                           | No. Females | No. Males | Gap (Abs. %)  |
|--|-------------|-----------|---------------|
| 1.1 Exec/Senior Level Officials/Mgrs   | 2           | 14        | 1.59%         |
| 1.2 First/Mid Level Officials/Managers | 10          | 76        | 8.50%         |
| 2 Professionals                        | 74          | 231       | 10.25%        |
| 3 Technicians                          | 18          | 64        | 3.35%         |
| 4 Sales Workers                        | 4           | 7         | 0.40%         |
| 5 Office and Admin. Support            | 30          | 13        | 13.57%        |
| 6 Craft Workers (Skilled)              | 0           | 0         | N/A           |
| 7 Craft Workers (Semi-Skilled)         | 0           | 0         | N/A           |
| 8 Laborers (Unskilled)                 | 0           | 2         | N/A           |
| 9 Service Workers                      | 0           | 0         | N/A           |
| Overall Total                          | 138         | 407       | Average 8.74% |

|                                     |     |  |     |
|-------------------------------------|-----|--|-----|
| Total # of Females (all categories) | 138 | Total # of Males Only (all categories) | 407 |
| Total # Female Only Job Categories  | 0   | Total # of Male Only Job Categories    | 1   |
| Total # Part Time Females           | 19  | Total # Part Time Males                | 33  |

CITY OF ALBUQUERQUE

# Aviation Sustainability Consultation Services

Solicitation Number: RFP-2021-143-AVI-RD

Request for Proposal

April 12, 2021

## Section 1: Technical Proposal

C&S Engineers, Inc.  
2575 E. Camelback Road  
Suite 740  
Phoenix, AZ 85016  
[www.cscos.com](http://www.cscos.com)







C&S Engineers, Inc.  
2575 E. Camelback Road,  
Suite 740  
Phoenix, AZ 85016  
www.cscos.com

April 12, 2021

René Diaz, Purchasing Coordinator  
City of Albuquerque, Aviation Department  
P.O. Box 9948  
Albuquerque, NM 87119

Re: Request for Proposals - Aviation Sustainability Consultation Services

C&S is a national leader in airport sustainability, specifically excelling in identifying and securing integral funding to offset upfront investments in capital-intensive projects. **To date, we have obtained for our clients over \$74 million in sustainability funding from the Federal Aviation Administration (FAA) Voluntary Airport Low Emissions (VALE) and Zero Emissions Vehicle (ZEV) programs, and the Environmental Protection Agency (EPA) Diesel Emissions Reduction Act (DERA) program.** In a time of limited resources, this experience and our long-standing relationships with funding agencies will be invaluable to the City of Albuquerque Aviation Department (Aviation Department).

**By partnering with C&S, you will receive:**

### Unparalleled expertise in grant funding

In addition to our in-house grants administration staff who are regularly engaged by airports for their FAA Airport Improvement Program (AIP) application needs, **C&S leads the industry in sustainability-related funding**, including the technical analyses required to assess projected benefits (emissions reductions, energy savings, etc.) and cost effectiveness. This experience makes us agile; we have produced successful grant applications for major airport sustainability projects with less than 12 hours notice!

### Considerable depth of experience

We have integrated sustainability into airports ranging from General Aviation (GA) to large hub, including airport systems like yours. We enjoy the chance to work within systems as each airport can offer different opportunities if approached correctly, uniquely contributing to an overarching set of sustainability goals. **We have planning experience at both of your airports**, having served on the master plan team at Double Eagle II (DEII). C&S also formulated a real estate strategy for the repositioning of airport land assets associated with the former Runway 17-35 at the Sunport (ABQ).

### The cutting edge of the industry

C&S is actively engaged in aviation sustainability organizations such as the Airports Council International - North America's (ACI-NA) Sustainability Working Group and the Transportation Research Board's (TRB) Environmental Impacts of Aviation Committee. **Our team's expertise is sought after for new and evolving topics**; for instance, we have several members of staff serving on ACI-NA's expert group for facility adaptation in response to COVID-19.

### Proactive planning and support

**We pride ourselves on being our clients' eyes and ears** so you can take care of your day-to-day needs while we track new opportunities and assess resources that will contribute to your objectives. These may include new funding programs, alternative financing options, participation offerings for industry groups and initiatives, and lessons learned from other airports that can directly benefit the Aviation Department.

Our team is carefully crafted to offer the Aviation Department the ideal balance of industry leadership and local knowledge. We have engaged Albuquerque-based SWCA, with which we often team for similar contracts.

Please feel free to contact our clients listed in Section 1.2 for a firsthand account of C&S's technical competence, past performance in meeting expedited deadlines, demonstrated quality of work, and ability to meet project budgets.

The C&S team looks forward to supporting the Aviation Department with this important contract. If you have any questions regarding this qualifications package, please contact Corey Johnson at (603) 706-0041 or [csjohnson@cscos.com](mailto:csjohnson@cscos.com).

Sincerely,

C&S ENGINEERS. INC.



Corey Johnson, CEM, ENV SP  
Project Manager



Rich Graham, PE-NEW MEXICO LICENSED  
Principal in Charge | Engineering Support







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Under Separate Cover   Cost Proposal

## Section

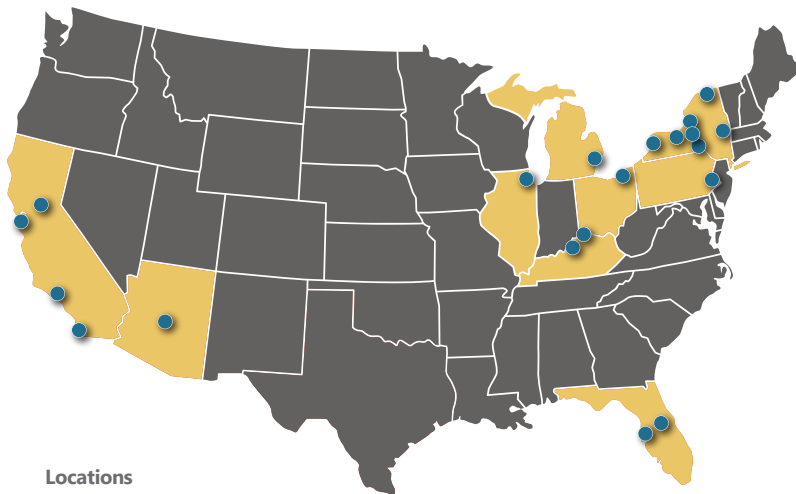
## 1.1

## Offeror Identification

50+  
*years in  
business*

## C&amp;S Background

Since 1968, the C&S Companies have earned a solid reputation for quality engineering, construction, architectural, and planning services. C&S Companies is a C-Corporation. Our Arizona office is located at 2575 E. Camelback Road, Suite 740, Phoenix, AZ 85016. Your main point of contact will be Corey Johnson, CEM, ENV SP, Project Manager, at (603) 706-0041 or csjohnson@cscos.com. The individual authorized to execute the Draft Agreement will be Rich Graham, Principal In Charge, who can be reached at (602) 422-8626 or rgraham@cscos.com.



## Locations

|                   |                 |                   |                  |
|-------------------|-----------------|-------------------|------------------|
| Syracuse, NY (HQ) | Watertown, NY   | San Diego, CA     | Hebron, KY       |
| Albany, NY        | Plattsburgh, NY | Sacramento, CA    | Louisville, KY   |
| Rochester, NY     | Orlando, FL     | Los Angeles, CA   | Detroit, MI      |
| Buffalo, NY       | Tampa, FL       | San Francisco, CA | Cleveland, OH    |
| Binghamton, NY    | Phoenix, AZ     | Wheeling, IL      | Philadelphia, PA |

## Our Partner

C&S has teamed with **SWCA**, an Albuquerque-based firm, located at 5647 Jefferson St. NE, Albuquerque, NM 87109.



## Statement of Compliance with All Laws

C&S Engineers, Inc., to the best of its knowledge and belief, complies with the laws stated within the Request for Proposal RFP-2021-143-AVI-RD; Aviation Sustainability Consultation Services.

## Statement of Agreement with Terms and Conditions

C&S is in agreement with terms and conditions with no exceptions.

## Insurance Requirements

A copy of C&S's insurance coverage can be found on the following pages.

## Acknowledgement of Addenda

There is no addenda posted in Bonfire for this solicitation.



On January 1, 1968, professional engineers Mike Calocerinos and Frank Spina opened for business in Syracuse, New York. Their goal was to provide engineering services in a more personalized, high-quality manner. The six-person firm, named Calocerinos and Spina Consulting Engineers, concentrated on civil engineering for local municipalities.

Over the past 53 years, C&S has expanded from our roots as small municipal engineering firm to a full-service national design, planning, and construction services firm.

Now some 500-people strong and providing a wide array of service solutions across 20 offices nationwide, the C&S Companies continue to emphasize a very personal, customer-centric approach to business.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/29/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |  |  |  |
|---|--|--|--|
| <b>PRODUCER</b><br>Haylor, Freyer & Coon, Inc.<br>P.O. Box 4743<br>Syracuse NY 13221  |  | <b>CONTACT</b><br>NAME: Ashley Franczak<br>PHONE (A/C, No, Ext): 315-800-1796<br>FAX (A/C, No):<br>E-MAIL ADDRESS: afranczak@haylor.com  |  |
| <b>INSURED</b><br>C&S Engineers, Inc., C&S Architects<br>Engineers & Landscape Architect, PLLC<br>499 Col Eileen Collins Blvd.<br>Syracuse NY 13212 |  | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A: Travelers Indemnity Company<br>INSURER B: Charter Oak Fire Ins. Co.<br>INSURER C: Travelers Prop. Cas. Co. of America<br>INSURER D:<br>INSURER E:<br>INSURER F: |  |
|   |  | <b>NAIC #</b><br>25658<br>25615<br>25674   |  |

**COVERAGES** **CERTIFICATE NUMBER:** 971387423 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDITIONAL SUBROGATION | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |  |
|----------|--|------------------------|---------------|-------------------------|-------------------------|----------|--|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> Contractual<br><input type="checkbox"/> Liability<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: | Y                      | Y             | 6307E874377IND20        | 7/1/2020                | 7/1/2021 | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMPI/OP AGG \$ 2,000,000 |
| B        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY  | Y                      | Y             | 8101N6679802026G        | 7/1/2020                | 7/1/2021 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$  |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$  | Y                      | Y             | ZUP15S4388120NF         | 7/1/2020                | 7/1/2021 | EACH OCCURRENCE \$ 25,000,000<br>AGGREGATE \$ 25,000,000   |
| C        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y                      | N/A           | UB7K696397              | 7/1/2020                | 7/1/2021 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 See Attached Acord 101

|   |  |
|---|--|
| <b>CERTIFICATE HOLDER</b><br><br>Sample | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br>AUTHORIZED REPRESENTATIVE<br> |
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Client#: 25451 CSWORLDW

**ACORD™ CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
6/22/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

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| <b>PRODUCER</b><br>Greyling Ins. Brokerage/EPIC<br>3780 Mansell Road, Suite 370<br>Alpharetta, GA 30022 |  | <b>CONTACT NAME:</b> Katie Kresner<br><b>PHONE (A/C No, Ext):</b> 770.552.4225 <b>FAX (A/C, No):</b> 866.550.4082<br><b>E-MAIL ADDRESS:</b> Katie.Kresner@greyling.com   |  |
| <b>INSURED</b><br>C&S Engineers, Inc.<br>499 Col. Eileen Collins Blvd<br>Syracuse, NY 13212             |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Berkley Assurance Company <b>NAIC #</b> 39462<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |  |

**COVERAGES** **CERTIFICATE NUMBER: 20-21** **REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL SUBR INSR WVD | POLICY NUMBER   | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|--------------------|-----------------|-------------------------|-------------------------|---|
|          | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: |                    |                 |                         |                         | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMPI/OP AGG \$<br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY                                   |                    |                 |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                     |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION \$   |                    |                 |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$  |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                         |                    |                 |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                          |
| <b>A</b> | <b>Professional Liab</b><br><b>Incl. Pollution Liability</b>  |                    | PCAB50120900720 | 07/01/2020              | 07/01/2021              | <b>Per Claim \$5,000,000</b><br><b>Aggregate \$5,000,000</b>  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

For Professional Liability coverage, the aggregate limit is the total insurance available for all covered claims presented within the policy period.

For Professional Liability coverage, the aggregate limit is the total insurance available for all covered claims presented within the policy period.

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| <b>CERTIFICATE HOLDER</b><br>Sample Certificate | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br>AUTHORIZED REPRESENTATIVE<br> |
|---|---|

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## Section

## 1.2 Experience

current  
experience**C&S—National Aviation Experts**

Airport services have been the cornerstone of C&S's professional practice since our founding in 1968. We have worked at nearly 150 airports, ranging from commercial service and large hub to general aviation and military facilities. Many of our airport projects are conducted as part of on-call contracts similar to this one. In fact, more than 80 sponsors have retained C&S as their on-call or general airport consultant for environmental, planning, and design services. Many of these on-calls are for airport systems such as the City of Albuquerque Aviation Department. We value the role that each airport plays—both GA and commercial—and carefully consider their unique conditions and differences when approaching sustainability and environmental projects. With staff dedicated to sustainability, air quality, environmental planning, airfield and landside engineering, grants administration, and other specialized disciplines, we have the necessary resources to help clients such as City of Albuquerque Aviation Department establish and achieve their environmental and sustainability goals.

We have successfully completed more than 250 separate airport planning, environmental, design and construction projects during the past five years and well over 2,500 during our 50 years serving airport clients. Our national aviation group features 110 staff dedicated completely to airport assignments. They are supported by hundreds of additional experts who regularly contribute their specialized technical skills to airport projects.

**Services**

C&S provides full in-house aviation planning and engineering services. We view every airport project as part of a complete life cycle, offering a comprehensive list of services to help clients meet their needs efficiently. Our services include:

- ◆ Sustainability and resilience consulting
- ◆ Airport planning
- ◆ Strategic advising and business planning
- ◆ Grants administration
- ◆ Revenue creation and economic analysis
- ◆ Fuel facilities
- ◆ Sound attenuation
- ◆ Airfield engineering & design
- ◆ Energy management & renewables
- ◆ Stormwater management & water reuse
- ◆ Centralized receiving and distribution centers
- ◆ Environmental planning & reviews

**Our Partner**

The SWCA team of biologists, wetland specialists, cultural resources specialists, historians, National Environmental Policy Act (NEPA) planners, stormwater permitting engineers, and noise specialists is experienced in project design and development, field execution, data analysis, permitting requirements, mitigation strategies, and documentation. SWCA is a "one-stop shop" team composed of a diverse pool of technical resource specialists to provide on-call responsiveness that is scalable to the level of effort needed for each specific project task.

SWCA will play an important local role on this project by providing on-site data collection services and as-needed support on topics related to NEPA and other environmental specialties.







## Corey Johnson, CEM, ENV SP, PRIVATE PILOT

### Project Manager | Sustainability Funding | Energy | Airport Carbon Accreditation

- ◆ Your single point of contact coordinating all efforts
- ◆ 10+ years of experience in sustainability, aviation, and energy
- ◆ Specialties includes airport sustainability funding (VALE, ZEV, DERA, Section 512), airport renewable energy development, vehicle electrification, alternative aircraft fuels, and data-driven approaches to sustainability management

#### Education

Master of Environmental Management,  
Yale University

B.S. Business Administration, University  
of New Hampshire

#### Organizations

American Association of Airport  
Executives

Airports Council International—North  
America

Airports Consultants Council  
Association of Energy Engineers

Salt Lake City Int'l Airport Carbon Management Plan, GHG Tracking, and ESG Reporting | Ongoing | Project manager responsible for developing enhanced sustainability tracking tools and the Airport's first environmental, social, and governance (ESG) report. Lead technical developer for SLC's Carbon Management & Stakeholder Engagement Plan, a core component of their Airport Carbon Accreditation process.

[United Airlines Grant Funding Overview | 2021](#) | Developed a Grant Funding Summary document to support United Airlines' conversion of GSE and shuttle buses to electric; provided technical guidance on relevant funding opportunities, including VALE, ZEV, DERA, and VW Environmental Mitigation Trust.

[Cherry Capital Airport Renewable Energy Development and Electric Vehicle Funding | 2020](#) | As project manager, successfully secured ZEV funding for electric utility vehicles and charging infrastructure, including development of all application materials and coordination of procurement processes. Led Airport through solar energy development, including technical processes (e.g., economic modeling, glare analyses), coordination with stakeholders, and procurement. Developed documentation to support future pursuits of FAA Section 512 energy efficiency funding.

[Portland Int'l Airport Solar Energy Siting Assessment | 2020](#) | Served as project manager and technical lead; evaluated siting options and conducted technical analysis for development of a large scale solar energy system.

[Las Vegas McCarran Int'l Airport Shuttle Bus Analysis | 2020](#) | Technical lead for the evaluation of alternative fuel shuttle bus options to serve the rental car center and analysis of potential federal funding sources, including VALE, ZEV, DERA, and VW Environmental Mitigation Trust.

[Indianapolis Int'l Airport On-Call Aviation Sustainability Consulting | Ongoing](#) | Developed ZEV pre-application materials for electric shuttle buses; provide energy and data management expertise, including development of a hydrogen infrastructure investment roadmap and comprehensive sustainability toolkit for integration of sustainability into construction.

[Philadelphia Int'l Airport On-Call Aviation Sustainability Consulting | Ongoing](#) | Support energy and emissions related tasks, including renewable energy development, VALE applications for PCA, and data management support for sustainability reporting processes.

[San Diego Int'l Airport On-Call Environmental Planning | 2020](#) | Technical lead for multiple deliverables, including a strategic electric vehicle grant funding roadmap and evaluation of sustainability tracking and data management tools; provided support for VALE application for eGSE charging infrastructure.

[US Marine Corps Installation Energy Planning | 2018](#) | As Task Lead, managed development of strategic energy/sustainability plans for seven U.S. Marine Corps installations and air stations; oversaw the creation of planning frameworks, data collection and analysis, and plan development; collaborated with stakeholders to forecast energy demand and infrastructure requirements; identified renewable and energy efficiency projects and evaluated their compatibility with master plans; developed budgets and timelines for the deployment of cost-effective, energy-saving technologies.

[Amtrak Penn Station Microgrid | 2017](#) | Researched and recommended optimal financing mechanisms to develop an integrated renewable energy microgrid project, providing traction power in the event of electric grid outages.



- ◆ A decade of experience with sustainability management and sustainable master plans, carbon management and reduction strategies, energy master plans, waste reduction and diversion efforts, and stakeholder engagement
- ◆ Led the first five Envision-awarded airfield projects
- ◆ Carly also helps lead C&S's internal sustainability efforts aimed at reducing the firm's carbon footprint and maximizing its value to surrounding communities

#### Education

Master's of Regional and Urban Planning, Sustainability Concentration, University of Florida

B.S., Environmental Geoscience, Boston College

#### Organizations

Co-Chair, Transportation Research Board's (TRB) Climate & Sustainability Sub-Committee

At-Large Member, ACI-NA Sustainability Integration and Advisory Council

Past Member, LEED for Airports Materials & Resources Working Group

Member, ACC Planning and Environmental Committee

Past Chair, ACC Young Professionals Forum

Indianapolis Airport Authority, On-Call Sustainability & Sustainability Management Plan | Ongoing | As a program manager, Carly works closely with the Indianapolis Airport Authority to integrate sustainability and resilience into improvements and development at its six airports.

Philadelphia Int'l Airport, Sustainability Planning | Ongoing | Program manager for the on-call sustainability contract. Carly has applied her stakeholder engagement skills to establish and update their sustainability action plan, address major challenges like waste management, and to develop strategies around energy and resilience.

San Diego Int'l Airport, On-call Environmental Consulting Services | Ongoing | As project manager, Carly leads her team in a number of tasks, including sustainability data collection and analysis, feasibility analyses, emerging issues research, industry best practices review, programmatic design, and policy recommendations. Recent support includes Airport Carbon Accreditation support, recommendations for their SAN Green Concessions Program, funding support, and managing their annual sustainability report preparation. Under a separate C&S contract, Carly is leading the integration of sustainability into SAN's Airport Development Program's airfield projects.

Indianapolis Regional Airport, Sustainable Airport Master Plan | Ongoing | C&S is developing a sustainable airport master plan for Indianapolis Regional Airport. The project will set a foundation for integrating sustainability into future planning efforts within the airport system. Carly is helping integrate sustainability into the project.

Salt Lake City International Airport, Carbon Management & Stakeholder Engagement Plan | Ongoing | Years after working on the Airport's Sustainability Management Plan, Carly and her team were engaged to prepare a Carbon Management & Stakeholder Engagement Plan necessary to pursue Airport Carbon Accreditation (ACA) Level 3. C&S also calculated aircraft-related Greenhouse Gas (GHG) emissions and criteria pollutants and is developing projections and new targets for the Department of Aviation's consideration.

United Airlines DERA Grant | 2018 | Grant application preparation and review. Carly led the documentation of sustainability and social equity benefits, which helped secure this grant.

Nashville Int'l Airport, Sustainability Management Plan Update | 2017 | Carly led several key tasks, including identification and evaluation of funding opportunities for potential strategies, research of and recommendations for sustainability targets, and assistance with the sustainability performance monitoring and tracking system.

Phoenix Sky Harbor International Airport Sustainability Planning and Implementation | 2017 | As part of the on-call sustainability contract, Carly served as Project Manager for PHX's first update to its Sustainability Management Plan, which involved significant stakeholder engagement and outreach. Carly has also provided LEED training for the City's staff and assisted in researching and pursuing ZEV funding.

## John Trendowski, PE, LEED AP, Certified Carbon Reduction Manager Air Quality | VALE & DERA Expert



- ◆ National leader in the field of airport air quality
- ◆ Coordinates the successful completion of projects related to air quality, energy, and sustainability
- ◆ Specializes in emission mitigation projects and maximizing funding opportunities
- ◆ Project manager for air quality grant funding projects at airports throughout the United States
- ◆ VALE expert

### Education

B.S., Chemical Engineering,  
Clarkson University

Certified Carbon Reduction  
Manager, Association of Energy  
Engineers

### Organization

ACI-NA Air Quality Working Group  
Co-Chair

Philadelphia International Airport (PHL), General Conformity and Air Quality NEPA Analysis for the Cargo City Development and Expansion Plan, Philadelphia, PA | Ongoing | John was the Air Quality lead for the development of a General Conformity and NEPA analysis for a proposed 1 million+ square foot cargo development at PHL. The analysis included an assessment of the project's annual increase in emissions, including aircraft, ground support equipment, auxiliary power units, cargo traffic, stationary sources, and construction emissions.

Logan International Airport and Worcester Regional Airport, VALE Grants for Boston, Massachusetts Port Authority, Various | Ongoing | As part of the air quality and funding project, John prepared a White Paper of potential Federal and State funding opportunities as well as evaluated the emission reductions for the installation of electric charging stations at Boston Logan International Airport as well as gate electrification and pre-conditioned air (PCA) at Worcester Regional Airport. Since these airports are located in areas considered as maintenance for carbon monoxide, C&S prepared a successful VALE application for three separate projects.

Portland International Airport, Sustainable Aviation Fuel Infrastructure Evaluation, Portland, OR | 2018 | The Port of Portland retained C&S to evaluate the existing infrastructure at Portland International Airport (PDX) and the needed modifications to handle sustainable aviation fuel (SAF). John served as project manager documenting the existing jet fuel delivery system to PDX, evaluating the existing jet fuel storage and distribution system, identifying potential drop-in locations for SAF, and recommending a course of action to incorporate SAF into operations.

VALE Application for Installation of Electric Ground Support Equipment (eGSE) Charging Stations and VALE Compliance Plans, Port of Oakland, Oakland, CA | 2018 | John provided

technical assistance with preparation of VALE grant application for the installation of 25 dual-port chargers. In addition, John developed VALE compliance plans outlining the monitoring, recordkeeping and reporting for the dual port electric rechargers, eight PCA units and the ground power to eighteen (18) remote hardstands.

Gerald R. Ford International Airport, Air Quality Analysis, Grand Rapids, MI | 2018 | John prepared an air quality analysis to evaluate impacts associated with an apron expansion and terminal renovation at the Gerald R. Ford International Airport to meet the Clean Air Act conformity and NEPA review requirements for development projects in 2011 and 2018. Work included calculation of emissions associated with aircraft, auxiliary power units (APUs), GSE, stationary sources, and vehicular traffic. In addition, construction emissions associated with the development project were evaluated based on potential equipment mix, operating hours, and available emission factors.

Technical Evaluation of the Conversional to Electric Ground Support Equipment (eGSE), San Antonio Airport System | 2019 | As a subconsultant, John was project manager in the evaluation and strategy development to convert petroleum-based GSE to electric. This included an inventory of existing equipment, emission reduction estimates, needed electrical infrastructure improvements, and the total capital cost estimates for the project. In addition, a White Paper summarizing applicable federal and state funding opportunities was also prepared to potentially assist San Antonio Airport System achieve its sustainable and emission reduction goals. Based on this analysis, C&S designed the necessary electrical charging infrastructure and prepared a VALE grant application for calendar year 2019.





#### Education

B.S., Environmental Science, City and Regional Planning, Cornell University, 2014

#### Organizations

American Association of Airport Executives

Member of Airport Consultants Council - Young Professionals Forum

ACI-NA - Environmental Committee and Sustainability Working Group

- ◆ National experience tailoring sustainability efforts at airports
- ◆ Facilitates stakeholder engagement aimed at helping airports achieve full and continued implementation of sustainability initiatives
- ◆ Focuses on finding value-driven solutions and has put this to use incorporating sustainability into airport design and construction projects and the development of airport specific integration tools

Sustainability Integration for Detroit Metro Airport, Taxiway Y North Reconstruction, Detroit, MI | Ongoing | Kailey is leading the integration of sustainability and resilience into the design of the Taxiway Y North Reconstruction project, which involves stakeholder engagement, development of a sustainability special provision, and application of the C&S-developed toolkit for airfield projects.

Sustainability Plan; Philadelphia International and Northeast Philadelphia Airports, Philadelphia, PA | Ongoing | Kailey is supporting development of the airports' first-ever, comprehensive sustainability management plan building on past and ongoing efforts. This project will establish a holistic vision and goals for both airports considering stakeholder input, emerging issues, and new challenges facing the industry. C&S is

closely coordinating with an ongoing climate adaptation and resilience planning effort, as well as the master plan update to align objectives and achieve efficiencies.

On-Call Sustainability, Indianapolis Airport Authority, Indianapolis, IN | Ongoing | Planner working with the Airport Authority to integrate sustainability and resiliency into future improvements and development. C&S was selected in 2018 for the on-call sustainability contract and renewed in 2019. Tasks included the development of recommendations to Specifications and design/construction processes, a review of available rating systems that may provide value to the system of airports, and the identification of rating system applicability to upcoming projects.



#### Kara Young, ENV SP

##### Air Quality | AEDT and Emissions Modeling

- ◆ Preparing environmental documentation that meets National Environmental Policy Act (NEPA) and state regulatory requirements for airport development projects
- ◆ Expert in air quality modeling that includes the preparation of criteria pollutant and greenhouse gas inventories
- ◆ Expert in running a number of Federal Aviation Administration (FAA) and state mandated models

#### Education

B.S., Environmental Engineering, Syracuse University, 2008

#### Organization

ACI-NA - Noise and Air Quality Working Groups

JetBlue Funding Opportunities Assistance | 2017 | Assisted with preparation of VALE grant application and used AEDT to model emissions in accordance with FAA guidelines for the installation of 77 dual-port, common-use electric charging stations at John F. Kennedy International Airport (JFK) to support the use of eGSE.

Port of Portland VALE Grant Application Assistance | 2016 | Using AEDT in support of a VALE application, modeled emission reductions related to installation of PCA and electric charging stations to enable airline conversion to eGSE at Portland International Airport (PDX).

San Antonio Airport System Air Quality Services | 2017 | Responsible for development of a white paper covering potential funding sources for emission reduction properties at San Antonio International Airport (SAT). The white paper identified federal and state funding programs, projects that could be implemented, and a recommended strategy for the airport. Conducted technical evaluation to determine possible emission reductions that would occur by converting the entire GSE fleet to electric GSE; modeled emissions using AEDT and summarized results in a technical report.



## Kelly Moulton, CM, ENV SP

### Quality Control | Airport Environmental Planning

- ◆ Expert in aviation environmental, planning, and project management
- ◆ Technical background includes airport master plans, airport layout plans, land use and facility planning, environmental planning and NEPA, regional system planning, sustainability planning, FAA grant coordination, alternative project delivery, and airport capital improvement planning
- ◆ Experience with both general aviation and commercial service airports

#### Education

B.S., Mechanical Engineering and Material Science and Engineering, University of California at Davis

#### Organizations

Airports Council International  
American Association of Airport Executives

Indianapolis Regional Airport Indianapolis Regional Airport Sustainable Master Plan | Ongoing | Project manager developing a sustainable airport master plan for Indianapolis Regional Airport, the Indianapolis Airport Authority's major reliever airport. The project will set a foundation for integrating sustainability into future planning efforts among the airport system.

Port of Oakland On-Call Air Quality Services | Ongoing | Project manager for on-call

air quality support for Oakland's airport and maritime port. Support include local, regional, state and federal regulations and compliance, California Environmental Quality Act (CEQA), NEPA, and other as needed air quality support.

Indianapolis Int'l Airport Sustainability Integration | Ongoing | Quality control for development of sustainability guidelines for integration into aviation projects. A sustainability toolkit was developed to incorporate advancements in sustainability on future projects, depending on the project type and opportunities available.



## Rich Graham, PE-LICENSED IN NEW MEXICO

### Principal in Charge | Engineering Support

- ◆ Design and construction management
- ◆ Engineering experience including from initial site investigations, project planning and scope development with sponsors to complete design and budgeting
- ◆ Construction management projects including grant applications, grant reimbursements, bidding services, construction observation, coordination with the FAA, and project closeout

#### Education

B.S. Civil Engineering University of California at Davis

#### Organizations

American Society of Civil Engineers  
Arizona Airports Association

Sierra Vista Municipal Airport Hangar Development Area | 2020 | Project manager for the design of earthwork improvements to remove a large mound of spoil material from past airport project excavations.

Nogales International Airport Runway 3-21 Rehabilitation and Apron Connector Taxiways Reconstruction | 2020 | Project manager for the design and construction management of a runway crack seal and seal coat treatment followed by new markings.

Livermore Municipal Airport Airfield Geometry Improvements | 2020 | Project manager for the design of airfield geometry and electrical improvements to help eliminate hot spots and reduce incursions and the airport.

Oceanside Municipal Airport Runway Rehabilitation | 2019 | Project manager for the design and construction of a runway rehabilitation project consisting of milling and replacing asphalt pavement.

**Jesse Smuck, MS****Local Data Collection | NEPA | Water Management**

- ◆ Environmental scientist with experience in Clean Water Act regulatory compliance, riparian studies, and threatened and endangered species evaluations
- ◆ Well versed in wetland delineation studies, Section 404/401 permitting, and the National Pollutant Discharge Elimination System process
- ◆ Coordinated with government agencies including New Mexico Department of Transportation (DOT) and New Mexico Department of Game and Fish for monitoring and utilities projects in New Mexico

**Education**

M.S., Fisheries and Wildlife Management; Texas Tech University; 2004

B.S., Biology; University of Minnesota, Duluth; 2000

New Mexico Statewide Environmental Services On-Call | 2020, 2016, 2011 | Completed 58 individual task orders under these two successive contracts. In general, tasks focused on biological and cultural resources, waters of the U.S., and NEPA documentation. Services have included development of categorical exclusions (CATEX), general biological survey reports, southwestern willow flycatcher surveys, protected fish salvage, wetland and ordinary high-water mark delineations, Clean Water Act (CWA) permit support, cultural resources surveys, facilitating public meetings, and preparing a public involvement report summary.

New Mexico Statewide Cultural Resource Services On-Call | 2019, 2015, 2013, 2010, 2009, 2008, 2004, 2003, 2002 | Completed more than 200 individual statewide task orders under these contracts. Tasks have ranged from 1-day inventories to large-scale excavation projects. Tasks have resulted in numerous Class III surveys, survey reports, testing and data recovery plans, interim reports, final reports, Historic American Buildings Survey (HABS) and Historic American Engineering Record (HAER) documentation, and public outreach and education efforts.

## Putting our Industry Leadership to Work for You

- ◆ C&S is on the front lines of aviation sustainability, with key members of your project team serving in leadership roles throughout the industry. Our visibility into industry trends and challenges will provide the Aviation Department with timely insights into technology and funding availability.
- ◆ Your Project Manager, Corey Johnson, routinely speaks on aviation sustainability topics at conferences such as the Transportation Research Board (TRB) Annual Meeting and for industry groups such as the Airport Consultants Council.
- ◆ Carly Shannon serves as co-chair of TRB's Aviation Sustainability and Climate Change Sub-Committee and is an at-large member of ACI-NA's Sustainability Integration Advisory Council.
- ◆ John Trendowski is co-chair of ACI-NA's Air Quality Working Group.





## Renewable Energy , VALE Funding, and Sustainable Aviation Fuels (SAF)

### Portland International Airport (PDX)

#### Renewable Energy

Contact: Sean Loughran  
Director, Planning & Development  
p: (503) 415-6067  
email: sean.loughran@portofportland.com

Completion: 2020

#### Air Quality Consulting

Contact: David Breen  
Air Quality Program/  
Environmental Manager  
p: (503) 415-6067  
email: david.breen@portofportland.com

Completion: Tasks described below are complete as of 2020, with additional tasks ongoing as part of our on-call contract with the Airport

### Renewable Energy Siting Assessment

**C&S conducted a solar energy siting assessment for a large-scale solar array at PDX.** The airport sought to understand how to use its available land to meet aggressive renewable energy goals while maintaining alignment with the Airport's long-term development plans. The airport also sought to understand which of its available parcels might have other economically favorable uses aside from solar. C&S completed the study in two phases. The first phase involved a high level screening of potential sites and factored in a variety of airport planning considerations such as compatibility with airport operations, access to electrical infrastructure, environmental constraints, alternative economic uses of land, and others. Based on the results of the screening, the project team selected a subset of sites for inclusion in a more detailed analysis. The detailed analysis included solar glare modeling to ensure compliance with FAA glint and glare guidelines. The project resulted in a prioritized list of sites and associated development considerations that the Airport could use to move forward with its renewable energy initiatives.

### Aviation Air Quality Consulting

C&S completed numerous task orders under our air quality and GHG consulting term contracts with the Port of Portland, including the following:

- ◆ **Evaluated criteria pollutant and GHG emission reduction estimates for installation of pre-conditioned air (PCA) at 27 gates at Portland International (PDX) to promote a business case to pursue funding through FAA's VALE program.** Carbon dioxide reductions were

past  
experience

calculated using typical aircraft fuel burn and standard CO2 emission factors. C&S then assisted the Port in securing more than \$5 million in additional funding from the FAA.

- ◆ **Evaluated the technical feasibility of installing electric charging infrastructure to convert petroleum-based ground support equipment (GSE) to electric at PDX.** The feasibility study identified the advantages, challenges, emission reductions, and capital costs. Potential funding programs were identified, including grants and tax incentives. The study allowed the Port of Portland to develop a business case for moving forward with installation of electric charging stations and work with airlines to convert to eGSE based on economic feasibility, emission reductions, and benchmarks from other airports across the country. The second phase evaluated the existing electrical infrastructure, the number and potential location of electric charging stations, and associated costs for several different scenarios of GSE conversion.
- ◆ **Prepared plans and a database to track emission reduction initiatives at PDX.** The database is a concise means to document equipment usage and associated emission reductions.
- ◆ **Conducted a business case analysis to replace four diesel shuttle buses with electric equivalents and the cost effectiveness of this conversion based on dollars per ton of contaminant reduced.**
- ◆ **Conducted a sustainable aviation fuel (SAF) infrastructure assessment.** C&S analyzed the current fuel infrastructure, including pipelines and tank farms, and we evaluated necessary upgrades for delivering SAF in the most cost effective manner. This evaluation included identification of potential drop-in locations for SAF into the existing fuel delivery system.



## Client Reference

Our clients were asked to provide feedback on their project experience with C&S. Their comments are included below.

|                      |  |
|----------------------|--|
| Your organization:   | Port of Portland                                     |
| Your name and title: | David Breen, Manager, Air Quality, Energy, and Noise |

Please give us your thoughts on the questions below with 1 or more sentences describing your experience with and opinion about C&S and our staff. (Answer whichever questions you prefer.)

|  |   |
|--|---|
| What project(s) did C&S deliver for you?                       | The Port of Portland selected C&S to perform a variety of task orders under air quality and greenhouse gas consulting contracts (e.g., assisting with a VALE application, conducting a sustainable aviation fuel infrastructure study, supporting installation of electric ground support equipment infrastructure, developing a database to track emission reductions). C&S also supported the Port with a renewable energy siting assessment and most recently is supporting us with planning for climate risks and vulnerabilities and future public health scenarios. |
| Why did you select C&S to perform this work?                   | C&S is a recognized leader on the forefront of Aviation Environmental issues.   |
| What was your experience with C&S's project manager and staff? | Excellent, all around. Consistent quality, on-time delivery, and reasonable budgets.  |
| How did C&S handle unique or complicated technical issues?     | They provided tremendous information on eGSE infrastructure planning for a complex airport layout. Also, they delivered a highly informative report on fueling infrastructure for PDX SAF planning, on an extremely meager budget.  |
| What stood out to you about working with C&S?                  | They know their stuff and they listen. They deliver quality work that meets our needs and exceeds expectations.   |
| What are a few of C&S's best traits or skills?                 | Great staff that are subject matter experts that deliver great products.  |
| Would you recommend C&S to others?                             | Absolutely!   |
| Is there anything else about C&S you'd like to comment on?     | Top tier subject matter experts.  |



## Sustainability Management Plan, VALE Application, and Additional Services

### Salt Lake City International Airport (SLC)

Contact: Kevin Staples, PE, LEED AP  
Environmental & Sustainability Coordinator  
p: (801) 575-3470  
email: kevin.staples@slc.gov.com

Completion: Tasks described below are complete as of 2021, with the exception of the ongoing ESG Report task.

**C&S helped develop Salt Lake City International Airport's first-ever Sustainability Management Plan (SMP).** This FAA-funded project placed SLC's broad-reaching sustainability initiatives into a framework that allows airport leadership to assess performance and make informed choices about capital and other investments. The study included a sustainability baseline assessment of key issues related to airport infrastructure, natural resources, financial viability, and the internal and external community. The SMP also included specialized assessments on air quality and GHG emissions, waste management and diversion, and governance/airport management that were led by C&S. Sustainability strategies were evaluated based on feasibility, cost-effectiveness, and impacts or benefits to the operational efficiency of SLC. The team developed an implementation plan for the SMP that includes milestones and responsibilities, and developed a mechanism for tracking performance and achievements.

**In addition to the resource-specific assessments, C&S assisted with data collection for a number of focus areas, report preparation, and stakeholder engagement.** As part of the baseline assessment, C&S developed a comprehensive protocol for an on-site waste audit that was facilitated and led by our staff. The methodology was shared with the FAA and used in their guidance documents on this topic. C&S's air quality emissions inventory quantified criteria pollutants and GHGs, which helped the Airport determine which areas are in need of improvement and where their efforts should be focused.

C&S led the governance, organizational capacity, and procedures effort that reviewed existing organizational structures and processes to assist the Airport in determining how initiatives could be implemented and what changes need to be made to integrate sustainability systematically.

**In the years following the SMP, C&S has been reengaged by SLC to support a number efforts**



## Carbon Management & Stakeholder Engagement Plan May 2020

Prepared by



**including a VALE application for electric ground support equipment (eGSE) charging stations, and development of a Carbon Management & Stakeholder Engagement Plan.** The latter effort was recently completed and will support SLC's participation in Level 3 of the **Airport Carbon Accreditation Program (ACA)**. C&S conducted a comprehensive review of ongoing, completed, and planned carbon management initiatives at the Airport and identified new value-added initiatives in line with industry best practices. C&S also identified potential funding opportunities and proven strategies for stakeholder engagement. To enable the Airport's achievement of Level 3, **C&S conducted a Scope 3 emissions inventory** including aircraft emissions using both ACI's Airport Carbon and Emissions Reporting Tool (ACERT) and the Aviation Environmental Design Tool (AEDT). C&S then developed projections and targets for Scope 1 and 2 emissions based on anticipated growth and implementation of planned initiatives.

**In 2020, C&S redesigned SLC's sustainability initiative and greenhouse gas tracking tools.** The user-friendly Excel-based tools enabled the Airport to more efficiently track progress towards sustainability goals. They also provided the Airport with a more automated process for summarizing utility data for input into emissions inventories.

Currently, C&S is developing SLC's first ever Environmental, Social, and Governance (ESG) report to provide enhanced sustainability disclosures to key stakeholder audiences, particularly the investor community.





April 12, 2021

To Whom It May Concern:

This letter confirms that C&S Engineers, Inc. has provided the following services for the Salt Lake City Department of Airports (SLCDA):

- Sustainability Management Plan development
- Airport Carbon Accreditation support, including development of a Carbon Management & Stakeholder Engagement Plan
- Greenhouse gas tracking & reporting support (Ongoing)
- Environmental, Social, and Governance Report development (Ongoing)

The services listed were or continue to be provided on-time, on-budget, and within scope.

I would be happy to answer any questions that you may have.  
Thank you,

A handwritten signature in black ink. It consists of a large, stylized 'K' followed by a series of loops and a long horizontal line extending to the right.

Kevin E. Staples, P.E. LEED AP  
Senior Environmental and Sustainability Coordinator  
Salt Lake City Department of Airports  
(801) 575-3470  
kevin.staples@slcgov.com





## Renewable Energy Development and Electric Vehicle Funding

### Cherry Capital Airport (TVC)

Contact: Kevin Klein

Airport Director

p: (231) 947-2250

email: kevin.klein@tvcairport.com

Completion: 2020

C&S supported the Cherry Capital Airport in its pursuit of renewable energy and electric vehicles, including a successful project funded by the Federal Aviation Administration (FAA) Zero Emissions Vehicle (ZEV) Program.

**C&S evaluated the potential to generate renewable energy at the Airport.** In the first phase of the project, C&S developed an Energy Assessment and Renewable Energy Roadmap, which included an energy baseline and elements necessary for pursuing certain federal funding streams in the future (including the FAA's Section 512 funding program). C&S conducted a detailed review of the Airport's existing energy profile and renewable energy potential, including energy consumption, climatic conditions, and available land and rooftop locations. C&S also reviewed planning documents to determine how the airport's energy profile might evolve and evaluated siting locations for conflicts with aeronautical activity.

**C&S identified solar photovoltaic as the most promising renewable energy technology for the Airport.** Accordingly, C&S developed a suite of scenarios that featured various siting locations, generation capacities, resilience considerations, and financing structures. The scenarios enabled the airport and key stakeholders to identify a path forward that optimizes outcomes and balances project capabilities with affordability. C&S refined the preferred scenario and conducted a glare analysis using FAA-approved procedures to ensure that the preferred siting locations would not cause unacceptable glare to air traffic controllers or aircraft. C&S also supported the Airport in the procurement phase of the project, supporting coordination with the utility, bidder selection, and the negotiation process.

**To further support the Airport's sustainability efforts, C&S led the ZEV application process to fund two electric utility vehicles and related charging infrastructure.** C&S coordinated all elements of the pre- and final applications, including project formulation, bidding processes, Buy American documentation, emissions modeling, the SF 424, and all coordination with the selected vendor and regulatory agencies.



TVC Energy Assessment and  
Renewable Energy Roadmap



Cherry Capital Airport  
Traverse City, MI

Energy Assessment and  
Renewable Energy Roadmap

Prepared by:  
C&S Companies

August 8, 2019





## Client Reference

Our clients were asked to provide feedback on the their project experience with C&S. Their comments are included below.

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Your organization: **Northwestern Regional Airport Commission – Cherry Capital Airport - TVC**

---

Your name and title: **Kevin C. Klein A.A.E., Airport Director**

---

Please give us your thoughts on the questions below with 1 or more sentences describing your experience with and opinion about C&S and our staff. (Answer whichever questions you prefer.)

|  |  |
|--|--|
| What project(s) did C&S deliver for you? | Sustainable Energy Study Phase 1, Solar RFP Phase 2, ZEV Grant |
|--|--|

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|  |  |
|--|--|
| Why did you select C&S to perform this work? | Through the RFP process they demonstrated the quality of expertise when compared to the other consultants. |
|--|--|

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|  |   |
|--|---|
| What was your experience with C&S's project manager and staff? | Outstanding! All team members have been great from subject expertise and knowledge to thoroughness of the report. Follow through and meeting of deadlines is a true asset this group excels in! |
|--|---|

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|  |  |
|--|--|
| How did C&S handle unique or complicated technical issues? | They have the experts to handle any issues that arose. |
|--|--|

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|   |   |
|---|---|
| What stood out to you about working with C&S? | The team's knowledge and willingness to get the job done on time, in budget, with the best product. |
|---|---|

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|  |             |
|--|-------------|
| What are a few of C&S's best traits or skills? | The people! |
|--|-------------|

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|                                    |      |
|------------------------------------|------|
| Would you recommend C&S to others? | Yes! |
|------------------------------------|------|

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|  |   |
|--|---|
| Is there anything else about C&S you'd like to comment on? | It has been wonderful to work with C&S. |
|--|---|

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**Northwestern Regional Airport Commission**



April 12, 2021

To Whom It May Concern:

The Cherry Capital Airport (TVC) and the Northwestern Regional Airport Commission (NRAC) would like to provide this letter of support for C&S Engineers, Inc. The excellent work that C&S and their team of expert consultants has provided the NRAC has proven their outstanding knowledge of the industry. This letter confirms that C&S Engineers, Inc. has provided the following services for the NRAC:

- ZEV Application and Project Support
- Energy Assessment and Renewable Energy Roadmap
- Solar Energy Project Development and Procurement Support

The services were provided on-time, on-budget, and within scope. The Airport Commission values C&S as a trusted advisor and holds them in high regards. I would highly recommend C&S for your consulting needs.

Please feel free to contact me if you would like additional details.

Sincerely,

Kevin C. Klein, A.A.E.  
Airport Director  
Northwestern Regional Airport Commission  
(231) 947-2250  
kevin.klein@tvcairport.com



## DERA Application for Electric Buses at Los Angeles International Airport and Grant Funding Overview

### United Airlines

Contact: James Cummins  
 Manager, Facilities & Energy  
 p: (303) 348-3329  
 email: james.cummins1@united.com  
 Completion: 2021

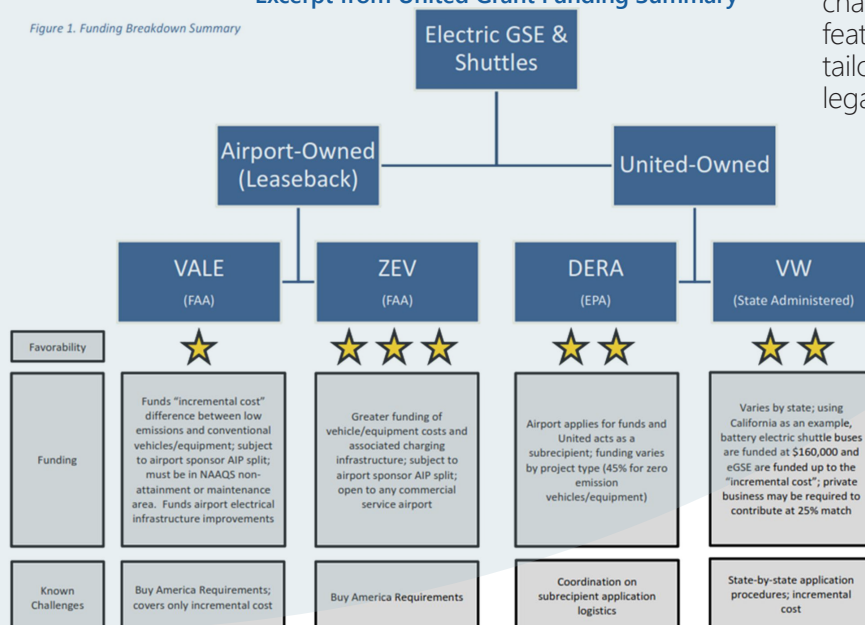


**In 2018, C&S worked with United Airlines to successfully secure approximately \$675,000 in funding through Diesel Emissions Reduction Act (DERA) programs.** The project involved the replacement of 3 diesel buses with new electric buses at Los Angeles International Airport (LAX), which transported airline employees from designated parking lots to the Airport. Because private companies are not eligible to apply for DERA funding, C&S coordinated extensively with Los Angeles World Airports (LAWA), which was the actual grant applicant. C&S supported United Airlines with its arrangements to purchase the buses with pass through DERA funding, thus enabling the Airline to benefit from the successful funding application. C&S's familiarity with the DERA program and the complexities associated with pass through mechanisms led to a smooth application process, resulting in emission reductions and cost savings.

**In 2021, C&S developed a Grant Funding Summary document to support United Airlines' conversion of GSE and shuttle buses to electric.** The report provided an overview of relevant funding opportunities, including VALE, ZEV, DERA, and VW Environmental Mitigation Trust. For each funding program, C&S provided summaries of applicant eligibility, project eligibility, available funding amounts and determinants for grant awards, application processes and timelines, project reporting and maintenance requirements, and known challenges associated with the programs. The report featured user-friendly summary graphics and sections tailored to particular departments at the Airline, such as legal, fleet managers, and ground maintenance crews.

### Excerpt from United Grant Funding Summary

Figure 1. Funding Breakdown Summary





**James "Brad" Cummins**  
Manager – Facilities & Energy  
DENEN

April 12, 2021

To Whom It May Concern:

This letter confirms that C&S Engineers, Inc. has provided the following services for United Airlines:

- DERA Application Support at Los Angeles International Airport (LAX)
- Grant Funding Summary for VALE, ZEV, DERA, and Volkswagen Environmental Mitigation Trust

The services listed were provided on-time, on-budget, and within scope. C&S has provided quality services and continues to be a trusted vendor with United. I would be happy to answer any questions that you may have.

Thank you,

A handwritten signature in black ink, appearing to be "J. Cummins", written over a horizontal line.

James "Brad" Cummins  
Manager, Facilities & Energy  
United Airlines  
(303) 348-3329  
james.cummins1@united.com

## Experience Writing Grant Proposals

C&S is a national leader in helping airports secure sustainability funding, including from FAA and EPA program such as VALE, ZEV, and DERA. As shown in the table below, we have established a track record of success, helping to secure over \$74 million for our clients' projects since the programs' founding. C&S is experienced in leading all elements of the grant application process, including application strategy, project formulation, project design, emissions modeling, stakeholder coordination, and development of application materials.

|             |  |
|-------------|--|
| <b>VALE</b> | C&S has developed 23 successful applications for projects including electric charging infrastructure, pre-conditioned air (PCA), gate power, and hydrant fueling. C&S has secured \$72 million in VALE funding for our clients, with three additional projects and \$14.5 million currently in the preliminary approval stage. |
| <b>ZEV</b>  | C&S staff have developed three successful applications covering electric buses, utility vehicles, and charging infrastructure. These projects have been awarded \$2.2 million in funding, with two additional projects worth \$1.7 million in the preliminary approval stage.  |
| <b>DERA</b> | C&S was successful in helping United Airlines secure DERA funding for electric shuttle buses at the Los Angeles International Airport, with a total grant award of approximately \$675,000.  |

In addition to these programs, C&S develops sustainability-related applications for a wide range of grant opportunities. For example, C&S recently completed a \$100+ million Department of Transportation Infrastructure For Rebuilding America (INFRA) grant application for a medium hub airport. The project involved a runway reconstruction with innovative sustainability elements such as carbon-sequestering concrete. **C&S completed this application within two weeks**, including development of sustainability benefit/cost analyses that quantified the carbon benefits of the project.

The table on the following page provides details about C&S's history of success with VALE, ZEV, and DERA applications.

## Successful VALE/ZEV/DERA Applications Led by C&S

| FAA Voluntary Airport Low Emission (VALE) Program |  |   |               |
|---|--|---|---------------|
| Year  | Airport                                    | Project   | Grant Amount  |
| 2021  | Preliminary Approval for Multiple Airports | Electric infrastructure and chargers, PCA, and geothermal heating/cooling | \$ 14,500,000 |
| 2020  | Indianapolis Int'l                         | Electric infrastructure and chargers                                      | \$ 1,874,000  |
| 2020  | Philadelphia Int'l                         | Electric infrastructure and chargers                                      | \$ 1,037,450  |
| 2020  | Reno Int'l                                 | Electric infrastructure and chargers                                      | \$ 1,239,000  |
| 2020  | Boston Logan Int'l                         | Electric infrastructure and chargers                                      | \$ 1,365,716  |
| 2019  | Boston Logan Int'l                         | Electric infrastructure and chargers                                      | \$ 3,051,925  |
| 2019  | San Antonio Int'l                          | Electric infrastructure and chargers                                      | \$ 2,330,850  |
| 2019  | McCarran Int'l                             | Electric infrastructure and chargers                                      | \$ 4,274,843  |
| 2018  | Boston Logan Int'l                         | Electric infrastructure and chargers                                      | \$ 1,880,335  |
| 2018  | Worcester Regional                         | Gate Power and PCA  | \$ 462,529    |
| 2017  | John F. Kennedy                            | Electric infrastructure and chargers                                      | \$ 3,973,320  |
| 2017  | Oakland Int'l                              | Electric infrastructure and chargers                                      | \$ 3,171,438  |
| 2016  | Portland Int'l                             | PCA   | \$ 5,700,600  |
| 2015  | Cleveland Hopkins Int'l                    | Gate power and PCA  | \$ 1,125,000  |
| 2015  | Phoenix Sky Harbor Int'l                   | Electric infrastructure and chargers                                      | \$ 1,019,900  |
| 2015  | Port Columbus Int'l                        | Gate power and PCA  | \$ 2,696,206  |
| 2013  | San Diego Int'l                            | Gate power and PCA  | \$ 3,109,162  |
| 2013  | Syracuse Hancock Int'l                     | Gate power and PCA  | \$ 2,885,400  |
| 2011  | General Mitchell Int'l                     | Gate power and PCA  | \$ 1,258,545  |
| 2011  | San Diego Int'l                            | Gate power and PCA  | \$ 1,896,831  |
| 2011  | Seattle Tacoma Int'l                       | PCA   | \$ 3,612,679  |
| 2010  | Seattle Tacoma Int'l                       | PCA   | \$ 18,300,000 |
| 2009  | Cincinnati-Northern Kentucky Int'l         | Gate power and PCA  | \$ 140,605    |
| 2007  | Detroit Metro                              | Gate power, PCA, and hydrant fueling                                      | \$ 5,099,970  |
| Total   |  |   | \$ 86,006,304 |

| FAA Zero Emission Vehicle (ZEV) Program |  |                                      |              |
|---|--|--------------------------------------|--------------|
| Year                                    | Airport                                    | Project                              | Grant Amount |
| 2021                                    | Preliminary Approval for Multiple Airports | Electric Buses, Vehicles & Chargers  | \$ 1,700,000 |
| 2020                                    | Cherry Capital Airport                     | Electric Utility Vehicles & Chargers | \$ 72,421    |
| 2020                                    | Los Angeles County Airports                | Electric Utility Vehicles & Chargers | \$ 75,000    |
| 2017                                    | Sacramento Int'l                           | Electric Buses & Chargers            | \$ 2,056,805 |
| Total                                   |  |                                      | \$ 3,904,226 |

| EPA Diesel Emissions Reduction Act (DERA) Program |  |                           |              |
|---|--|---------------------------|--------------|
| Year  | Airport/Client                                       | Project                   | Grant Amount |
| 2018  | United Airlines at Los Angeles International Airport | Electric Buses & Chargers | \$ 674,865   |
| Total   |  |                           | \$ 674,865   |



# Section 1.3 Proposed Approach to Tasks

**long-term**  
*strategic partner*

C&S will be leading all task areas with local support, as needed, from SWCA. C&S's approach to the contract is based on over a decade of helping airports develop world-class sustainability programs and obtaining grant funding for airports and airlines from the Federal Aviation Administration (FAA) and Environmental Protection Agency (EPA). We focus on maximizing grant awards and minimizing the Aviation Department's cost for grant preparation. C&S has used this approach to successfully secure VALE, ZEV, and Diesel Emissions Reduction Act (DERA) grants. Likewise, we emphasize cost effectiveness in our efforts to develop and implement sustainability initiatives at airports like ABQ and DEIL.

The following sections outline C&S's technical approach to assist the Aviation Department in securing sustainability funding and provide overall sustainability planning support. C&S will tailor our services to the Aviation Department's evolving needs as identified during the contract kickoff meeting and ongoing communication over the course of the contract.

## Funding Support -Tasks 3.1 - 3.5 (as requested in Part 3, Scope of Services in the RFP)

C&S proposes the following approach to completing Tasks 3.1, 3.2, 3.3, 3.4, and 3.5. Although there are differences between funding programs, this general approach is tested and proven. C&S will tailor our approach to each unique funding opportunity to maximize the Aviation Department's grant success.

### Understanding Project and Funding Needs

Early in the contract period, C&S will meet with Aviation Department staff to understand which projects the Aviation Department is interested in pursuing. Based on our history of success helping airport clients secure funding for a wide range of projects, C&S can provide guidance about the most appropriate funding sources for each project need. If desired, C&S can support the Aviation Department with developing a funding strategy to maximize external resources, considering those funding streams that are most appropriate for the Sunport vs. DEIL.

### Preparing Winning Grant Applications

As directed by the Aviation Department, C&S will develop grant applications with the objective of securing adequate funding with the lowest possible local match requirements. C&S will support the Aviation Department in its grant pursuits for, but not limited to, FAA Programs (e.g., VALE, ZEV, Section 512), EPA programs (e.g., DERA, other newly developed funding sources), DOT Programs, and State and local environmental and sustainability programs (e.g., Volkswagen Environmental Mitigation Trust, utility programs and rebates). C&S is experienced in applying to many other potentially relevant funding sources, such as those offered through the Department of Transportation (DOT) that increasingly focus on climate change impacts (e.g., Infrastructure For Rebuilding America [INFRA] Grants, Better Utilizing Investments to Leverage Development [BUILD] Grants).

Each funding program has its own requirements related to documentation, stakeholder engagement, emission modeling methodologies, and procurement. Additionally, each program is unique in terms of process, both for timelines/deadlines but also the manner in which the Aviation Department would engage with applicable regulatory agencies. C&S will guide the Aviation Department through the nuances of each program's requirements and processes. Generally, C&S follows the approach described below to prepare winning grant applications for our clients. For each grant opportunity, we emphasize flexibility in our approach with clients, and we will tailor this approach as needed to fit the funding program, the project, and any additional requirements of the Aviation Department.

**Local funding opportunities are an important component of airport sustainability strategies, particularly for airports like DEIL without commercial service (a requirement for programs like VALE). C&S will assist the Aviation Department in navigating and applying for local funding opportunities, including coordination with Public Service Company of New Mexico (PNM) regarding net metering, the Customer Solar Renewable Energy Certificates (REC) Purchase Program, and energy efficiency rebates.**

## 1. Kickoff and Coordination with the City Project Manager

For each grant pursuit, C&S will schedule and facilitate a kickoff meeting (in-person or virtual, as appropriate) with the City Project Manager to fully understand the applicable project, desired funding program, and relevant stakeholders to engage. Based on this discussion, C&S will develop an application plan containing the timeline, applicable milestones, recommended stakeholder meetings, and other critical path items to ensure a smooth process. C&S will seek feedback on this plan from the City Project Manager and will use the plan as the basis for coordination moving forward. Throughout the grant application process, C&S will hold regular check-in meetings with the City Project Manager to provide updates on project status, solicit information, or seek feedback.

## 2. Coordination with Stakeholders

Strategic and tailored stakeholder coordination is critical to successful grant application processes. Securing funding through FAA, EPA, and state/local programs requires coordination with a variety of stakeholders, including potential project partners (e.g., airlines, tenants), various departments with the City of Albuquerque, design engineers, and regulatory agencies (e.g., EPA, FAA, State of New Mexico, Bernalillo County).

At the appropriate points throughout the application development process, based on the application plan, C&S will coordinate and facilitate stakeholder meetings to ensure all stakeholders understand the scope of the project and prevent surprises. These stakeholder meetings will include discussion of data or documents that are required to be submitted in the application, such as commitment letters, letters of assurances, or operational data for equipment/vehicles.

Certain funding programs, such as VALE, require coordination with state entities. In accordance with the EPA Guidance on Emission Reduction Credits for Early Measures through Voluntary Low Emission Programs, dated September 2004, measures for early emission reductions that can be applied to general conformity or New Source Review cannot interfere with the requirements of the Clean Air Act and must be consistent with the State Implementation Plan (SIP). To be eligible for airport emission reduction credits (AERCs), the emission reductions must be quantifiable, surplus, enforceable, permanent, and adequately supported. C&S will describe how the Aviation Department's relevant projects comply with these requirements and meet the SIP. For VALE applications, C&S will also work with the Air Quality Bureau (AQB) of the New Mexico Environment Department (NMED) and the City of Albuquerque Environmental Health Department to obtain a Letter of Assurance from the appropriate agency.

Coordination with NMED will also be required for applications under the Clean Diesel Program funded through the EPA, Diesel Emission Reduction Act (DERA), as well as the Volkswagen Environmental Mitigation Trust.

## 3. Data Collection

C&S will lead data collection efforts to ensure that all data required for the application is collected and organized in a timely manner. Data points will include, but may not be limited to, engineers estimates, project schedules, and bid costs including detailed breakdowns for infrastructure, equipment, installation, and design fees.

Certain funding programs have unique data collection requirements. For example:

- ◆ VALE applications require (among other items) detailed information about equipment to be replaced, which often necessitates an on-site assessment. C&S is proud to be partner with SWCA, our local teammate, to collect this information at minimal cost and without substantial burden on Aviation Department staff.

### C&S's Approach to Engaging Stakeholders

Many funding programs require coordination with other stakeholders, such as airline partners for eGSE charging infrastructure using VALE or an airport's electric utility for energy funding like the FAA's Section 512 Program. C&S has experience engaging stakeholders early in the process to gain buy-in, secure commitment letters, and prevent surprises. C&S also prioritizes early and frequent coordination with the Airport District Office (ADO) and FAA headquarters (if needed) to discuss the project, emission reductions, schedule, and funding availability.



- ◆ ZEV applications require (among other items) information about the vehicles being replaced, the type of fuel used in the original vehicles, the number of miles driven each year, etc.
- ◆ Section 512 applications require (among other items) information about the Airport's energy profile, such as total energy consumption, energy demand, and backup power requirements.

Although using actual data is preferable for grant applications, C&S will apply best practices for engineering estimates or use industry-accepted default values for any modeling purposes where data availability is limited.

#### 4. Emission Reduction & Cost Effectiveness Calculations

Many programs require estimated emission reduction calculations to justify funding and later determine cost effectiveness. C&S will use the most recent version of the FAA's Aviation Environmental Design Tool (AEDT) software (for VALE) or program guidance (for ZEV and others) to calculate emissions reductions as required for each program. Emissions covered by the calculation methodology may include ozone precursors oxides of nitrogen (NOx) and volatile organic compounds (VOCs), as well as other criteria pollutants such as carbon monoxide (CO), for which Bernalillo County is in maintenance under the National Ambient Air Quality Standards (NAAQS).

Grant applications typically require a cost effectiveness analysis, for which C&S uses the following process:

- ◆ Determine the useful life of the various projects based on grant program guidance listed in the program documentation or manufacturer's data.
- ◆ Calculate lifetime emission reductions using emissions modeling outputs and divide this into the engineering estimates and/or bids for each criteria pollutant and GHGs.
- ◆ Compare cost effectiveness to FAA, EPA, or other guidance.
- ◆ Summarize the analysis in a narrative form with tables and appendices as appropriate.

Where appropriate and beneficial, C&S can also conduct benefit/cost analyses to justify projects and further reinforce the case for funding. By quantifying and monetizing the sustainability benefits of projects, C&S can help strengthen the Aviation Department's applications for highly competitive funding sources.

#### 5. Prepare NEPA Documentation (As Required)

C&S will advise the Aviation Department on any necessary NEPA documentation or processes to support the grant application, and our team will complete all required documentation (led by our teammate SWCA). In many cases, sustainability projects funded by VALE, ZEV, Section 512, etc. only require a Categorical Exclusion (CATEX). If an Environmental Assessment (EA) or Environmental Impact Statement (EIS) is required, C&S will advise the Aviation Department on the recommended approach and gain consensus before moving forward with that process if desired. For all NEPA documentation, C&S will provide a draft for the Aviation Department's review, followed by a final version for the Aviation Department's submittal to the appropriate regulatory agency.

#### 6. Preparation of Grant Applications and Technical Proposals

C&S will prepare the required pre-application and final application submittals for grant funding. Application documents will feature the data and analysis covered under previously discussed steps, and they will be consistent with the technical guidance issued by the relevant funding agency. Applications will include the SF 424,

### Our Approach to Airport Systems

Airport systems like ABQ and DEll present a unique opportunity to improve sustainability outcomes efficiently by leveraging shared resources and strategies. C&S has supported sustainability implementation at airport systems across the country, including Los Angeles County Airports, Indianapolis Airport Authority and the Philadelphia Division of Aviation. We consider the unique priorities and constraints of each facility while also seeking common threads that enable efficient implementation.

supporting emissions calculations, cost effectiveness calculations, letters of assurance, commitment letters, etc.

In general, grant applications must describe how the project will be funded, including the local share (if applicable). Programs such as VALE and ZEV typically require a local match (e.g. 15.71% for ABQ). However, C&S will monitor any relevant changes to the local cost share that apply to emission reduction funding streams, such as the 100% federal share for AIP projects implemented as part of recent federal legislation. Applications will detail the requested grant amount as well as the source of matching funding. C&S will also advise the Aviation Department on potential opportunities to stack funding sources to reduce the local match required. Although stacking is not permitted with all programs, this can be a valuable strategy to advance projects forward at minimal cost.

A draft of each application will be submitted to the Aviation Department for review and comment.

Following submittal of the pre-application and application, C&S will be available to answer any questions or concerns with the application that may arise during review by the relevant agency.

### Sustainability Program Support - Task 3.6

C&S is a national leader in aviation sustainability. Our approach is rooted in applying lessons learned from other airports while also customizing solutions to ensure that recommendations reflect the unique priorities and constraints of each and every airport with which we work. C&S will support the Aviation Department in its sustainability strategizing and implementation in the following areas, and others as requested.

#### Management Plans

C&S's sustainability planning and implementation approach considers each element of ACI-NA's "EONS" definition of sustainability (**E**conomic viability, **O**perational efficiency, **N**atural resource conservation, and **S**ocial responsibility). Any recommendations we make represent a holistic prioritization process aimed at cost savings, operational improvements, social benefits, and improved environmental performance. ***A sustainability strategy or project should not cost the organization more.*** If particular initiatives require up-front capital investment, this must be justified by a clearly defined return on investment.

To help advance sustainability at ABQ and DEll, we will:

- ◆ **Develop plans and strategies that reflect the unique character of Albuquerque's aviation community.** The C&S team considers the hurdles of operating a 24-hour facility to determine strategies that can achieve sustainability objectives while enabling airport operations. We integrate our understanding of your organization with an unmatched expertise in airport operations, FAA design standards, grant assurances, and environmental regulations.
- ◆ **Identify and evaluate new initiatives and measures that contribute to your priorities.** Our knowledge of other airports' lessons learned (through past work, Airport Cooperative Research Program [ACRP] involvement, and other industry groups like ACI-NA) will greatly benefit the Aviation Department so you can skip the learning curve. Our team excels at identifying initiatives and prioritizing them to achieve maximum value. We seek to "multi-solve" by implementing initiatives that contribute to multiple objectives or support other non-sustainability priorities.
- ◆ **Support the integration of sustainability into your decision-making frameworks.** We have developed processes and toolkits that support planning decisions to ensure they are viewed through a balanced EONS lens, starting at the capital improvement program (CIP) development phase and continuing through

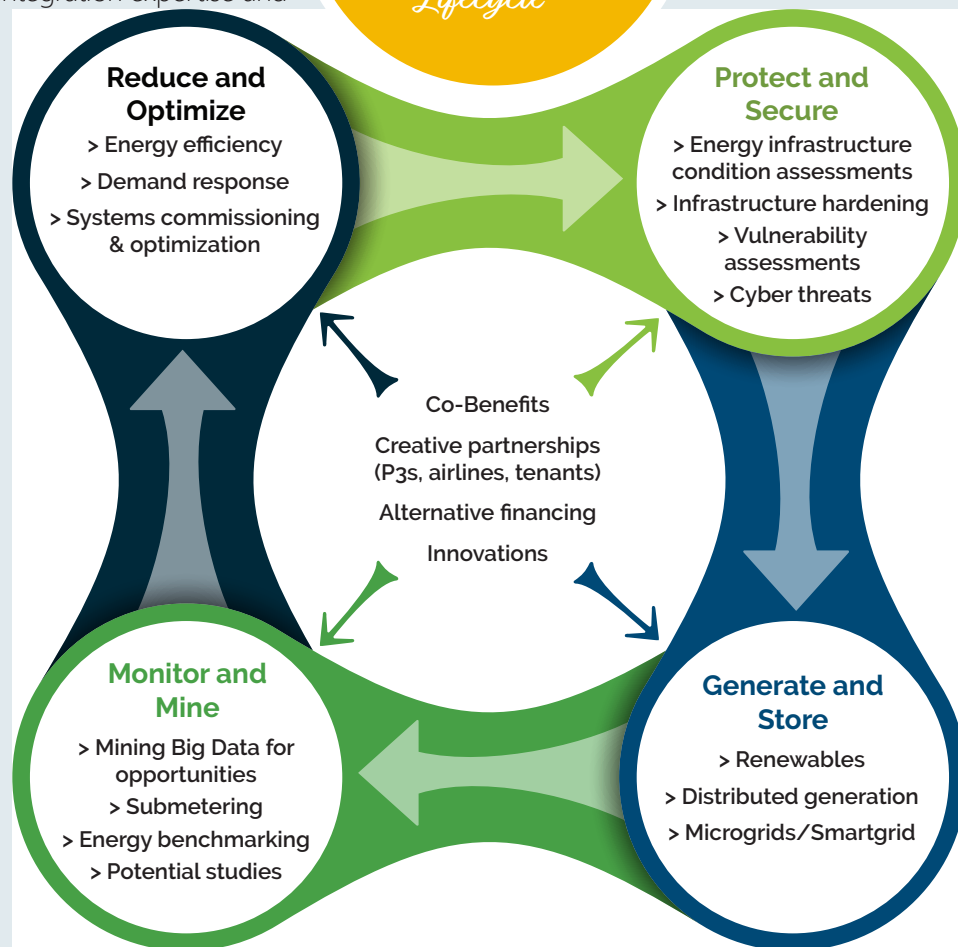


## C&S Approach to the Energy Management Lifecycle

project-specific alternative options. The C&S team is nationally recognized for its sustainability integration expertise and is frequently engaged to review project designs and construction/implementation plans. For example, on the T.F. Green Airport Runway Extension in Rhode Island, C&S's sustainability specialists helped save \$2 million just in construction costs by reevaluating the taxiway and hold bay reconfiguration and determining ways to reduce pavement without sacrificing operational efficiency.

### Energy Management & Renewables

C&S tailors our approach to energy management for each client, and we customize our process to support other work streams, such as emissions reduction and water conservation. For any energy project evaluated by C&S, we will provide expert assessment on overall feasibility and cost-benefit. And, we will leverage our experience across the entire spectrum of airport sustainability services to help the Aviation Department understand any complexities or tradeoffs, placing particular emphasis on balancing lifecycle costs and maintenance concerns.



C&S will guide the Aviation Department through the evaluation and selection of energy technology, which will be necessary as “low-hanging fruit” becomes increasingly rare. Other stressors such as limited land availability will demand an eye for innovation. As the topics of energy sufficiency and resilience gain traction in the industry, C&S will help the Aviation Department look toward the future and evaluate technologies objectively, without exposing the Department to undue financial burden or liability.

Building on the Department's existing parking structure solar projects and its location within a thriving renewable energy market, C&S can support the development of additional renewable projects to provide secure, cost-effective energy. We understand the unique safety and operational constraints of siting renewable energy at airports, and we are experienced in helping airports evaluate compatibility with Airport Layout Plans (ALP), maximizing economic benefits of land use, and ensuring compliance with FAA glare guidelines using robust glare modeling software. Further, we have experience supporting airports through the design and procurement of renewable energy systems, including facilitation of third party financing (power purchase agreements), Request for Proposal (RFP) processes, and pursuing Section 512 funding from the FAA.

### Air Quality & Greenhouse Gas Emission Management

Over the last 10 years, C&S has become an aviation air quality leader, working with airlines and hub airports, including San Diego International, Detroit Metro, Phoenix Sky Harbor, Seattle-Tacoma, Sacramento, Indianapolis, Boston Logan, and Salt Lake City, to small commercial and GA facilities like Fresno Yosemite International and Hayward Executive. C&S also has experience guiding airports through innovative approaches to managing GHGs and air quality. For example, we worked with the Port of Portland in evaluating infrastructure modifications to allow for the drop-in of sustainable bio jet fuel. As requested by the Aviation Department, we will develop air

quality management plans, emissions inventories, emission reduction feasibility studies, and conduct conformity analysis and NEPA compliance analysis. As an engineering-focused firm, C&S is able to evaluate emission reduction projects based on their technical feasibility and cost effectiveness, allowing airport management to make informed business decisions in planning the path to reduce emissions.

### Airport Carbon Accreditation (ACA)

C&S is one of the few firms nationwide with ACA experience. We have advised airports on certification including San Diego International Airport, which has achieved Level 3+ carbon neutrality. We have also provided ACA support to the Indianapolis Airport Authority system of airports and Salt Lake City International Airport. We have a thorough understanding of the complexities associated with certification and can advise the Aviation Department on strategies for achieving progressively higher levels of certifications and fulfilling the commitments associated with them. As noted, C&S's John Trendowski is the ACI-NA Air Quality Working Group Co-Chair and leads regular ACA working sessions with membership.

## Section

## 1.4 Management Summary

your  
experts

In the professional consulting business, the most important asset a firm can provide to its clients is its people. At the end of the day, you want to work with individuals who are proven leaders in their field, but also those you truly enjoy working with and have your best interests in mind. Our highly respected team will respond to your needs in a timely and cost effective manner. An organization chart illustrating the key personnel is shown below.



Aviation Department

**Richard Graham, PE**

- ◆ Principle in Charge
- ◆ Engineering Support

**Corey Johnson, CEM, ENV SP,  
Private Pilot**

- ◆ Project Manager
- ◆ Sustainability Funding
- ◆ Energy
- ◆ Airport Carbon Accreditation

**Kelly Moulton, CM, ENV SP**

- ◆ Quality Control
- ◆ Airport Environmental Planning

**Carly Shannon, LEED AP BD+C, ENV SP, TRU  
Advisor**

- ◆ Sustainability Lead
- ◆ Initiatives Identification
- ◆ Management Plans

**Kara Young, ENV SP**

- ◆ Funding Support
- ◆ Air Quality
- ◆ AEDT Modeling

**John Trendowski, PE, LEED AP**

- ◆ Funding Support
- ◆ Air Quality
- ◆ VALE & DERA Expert

**Jesse Shuck, MS**

- ◆ Local Data Collection
- ◆ NEPA
- ◆ Water Management

**Kailey Eldredge, LEED AP BD+C, ENV SP**

- ◆ Management Plans
- ◆ Initiatives Identification
- ◆ Sustainability Integration into Design & Construction





## Our Approach to Efficient Project Management

Following award and execution of the agreement, C&S recommends a kickoff conference meeting (which can be held via Zoom or other electronic platform for efficiency purposes) with the City Project Manager to discuss the scope of support, covering both funding opportunities and desired sustainability needs. Based on the kickoff, a communication plan and schedule will be developed to identify the communication protocol, project tasks, and timeframes. The plan will specify the information needed and the critical path items.

As the term contract proceeds, Carly will provide updates through monthly status reports, which will include the project progress, critical path items, project costs, schedule, planned activities, and any potential concerns. Following submittal of the monthly status report, your project manager will be available to discuss any questions or concerns, if needed.

## Cost Control

Your project manager will oversee all aspects of each project's budget and communicate key pieces of budgetary information to the project team and the Aviation Department. In addition, C&S will establish an internal budget control procedure to prevent any cost overruns, which includes weekly budget monitoring to compare actual expenditures (both labor and direct expenses) with scheduled and projected expenditures. The Aviation Department will be updated on budgetary matters on a monthly basis as part of project status reports and invoicing procedures.

Beyond our internal cost management procedures, C&S plans all projects with cost effectiveness in mind. For example, we have engaged SWCA, a local teammate, not only for their robust experience but also as a resource for helping with on-site data gathering needs, helping to reduce travel expenses on the contract. While we embrace in-person meetings as public health conditions allow, we also support teleconferences for routine check-in meetings as another method to control project costs. Finally, C&S commits to providing the Aviation Department with an efficient project execution approach honed over years of experience working with other airports on sustainability efforts. C&S is ready to hit the ground running on this contract and will leverage the most efficient and knowledgeable combination of team members to serve you in a cost effective way.




on time  
on budget

## Quality Assurance & Quality Control (QA/QC)


QA/QC is a major component of project management processes. C&S integrates a mandatory QA/QC process throughout all phases of our projects. Our formal process provides the steps necessary to audit the quality of all deliverables and helps monitor specific aspects of the project for consistency with established procedures and technical standards. Our control procedures include the preliminary and final review of all deliverables, major communications, and presentations. In most cases, we seek to involve non-core team members in our QA/QC process to ensure that all deliverables are reviewed by "fresh eyes" and can be understood by those without deep experience or background in the subject at hand. In addition, our QA/QC procedures provide for the involvement of specialists, as needed, to participate in the review of particularly complex technical topics.




Ensure  
consistency in  
voice/message



Ensure  
required scope  
tasks/items  
are included



Ensure  
technical  
accuracy  
(QA/QC  
Checklist)

## Availability

Workload management is a very important aspect of any client/consultant relationship. At C&S, we are very selective about the opportunities we pursue. We feel that it is about quality of services, not quantity of clients. It is vital to provide excellent customer service to all of our clients. Our goal is to develop successful working relationships and serve as an extension of Aviation Department staff.

Because we serve a number of clients as on-call consultants, we have developed an internal approach that ensures we maintain availability to our clients. We understand the nature of on-call assignments and have the flexibility to adapt to project needs when they arise. **C&S and our teammates are available to begin any assigned projects immediately and we will perform all assignments in a timely fashion.** Upon selection, we will start working on your behalf and will set up times that are convenient to you and your staff to discuss your immediate needs and how we can help you meet the vision you have for your facilities.

# Acronyms

**ABQ** – Albuquerque International Sunport  
**ACA** – Airport Carbon Accreditation  
**ACI-NA** – Airports Council International, North America  
**ACRP** – Airport Cooperative Research Program  
**ADO** – Airport District Office  
**AEDT** – Aviation Environmental Design Tool  
**AERC** – Airport Emission Reduction Credit  
**AIP** – Airport Improvement Program  
**ALP** – Airport Layout Plan  
**AQB** – Air Quality Bureau  
**C&S** – C&S Engineers, Inc.  
**CIP** – Capital Improvement Program  
**CO** – Carbon monoxide  
**CO<sub>2</sub>** – Carbon dioxide  
**DEII** – Double Eagle II Airport  
**DERA** – Diesel Emissions Reduction Act  
**DOT** – Department of Transportation  
**eGSE** – Electric Ground Support Equipment  
**EONS** – Economic Vitality, Operational Efficiency, Natural Resource Conservation, and Social Responsibility  
**EPA** – Environmental Protection Agency  
**FAA** – Federal Aviation Administration  
**GA** – General Aviation  
**GHG** – Greenhouse Gas  
**GSE** – Ground Support Equipment  
**NAAQS** – National Ambient Air Quality Standards  
**NEPA** – National Environmental Policy Act  
**NM** – New Mexico  
**NMED** – New Mexico Environment Department  
**NO<sub>x</sub>** – Oxides of nitrogen  
**PCA** – Pre-Condition Air  
**PNM** – Public Service of New Mexico  
**REC** – Renewable Energy Certificate  
**RFP** – Request for Proposal  
**SAF** – Sustainable Aviation Fuel  
**Section 512** – Section 512 of the FAA Modernization and Reform Act of 2012 (FMRA), “Increasing the Energy Efficiency of Airport Power Sources”  
**SF 424** – Application for Federal Assistance  
**SIP** – State Implementation Plan  
**SMP** – Sustainability Management Plan  
**TRB** – Transportation Research Board  
**VALE** – Voluntary Airport Low Emissions Program  
**VOCs** – Volatile organic compounds  
**ZEV** – Zero Emissions Vehicle Grant Program



CITY OF ALBUQUERQUE

# Aviation Sustainability Consultation Services

Solicitation Number: RFP-2021-143-AVI-RD

Request for Proposal

April 12, 2021

## Section 2: Cost Proposal

C&S Engineers, Inc.  
2575 E. Camelback Road  
Suite 740  
Phoenix, AZ 85016  
[www.cscos.com](http://www.cscos.com)



# A Cost Proposal Form

## C&S Engineers, Inc.

### Aviation Planning Billing Rate Schedule

Effective 01/01/2021 - 12/31/2021

On-call contracts are unique and C&S is well-versed in serving clients via this mechanism as a result of hundreds of term agreements held over our history. We recognize the need to be responsive, provide the Aviation Department with a clear and simplified method to access the required expertise within our organization, communicate thoroughly and effectively, and be flexible and adaptable. Just as each task is unique, so is our approach. We will work closely with Aviation Department staff to quickly and accurately develop project scopes and fees that are tailored to your airports. While the nature of the specific tasks identified in the RFP are currently too broad to accurately develop a scope and fee, our rate structure is as follows:

| POSITION  | RATE/HOUR |
|---|-----------|
| Project Manager   | \$189.00  |
| Grant Writer  | \$189.00  |
| Administrative Support Staff  | \$116.00  |
| ADDITIONAL STAFF  |           |
| Service Group Manager   | \$315.00  |
| Managing Director   | \$305.00  |
| Director  | \$231.00  |
| Chief Engineer (Principal in Charge)  | \$226.00  |
| Associate Director  | \$210.00  |
| Principal Consultant  | \$189.00  |
| Senior Consultant   | \$137.00  |
| Consultant  | \$116.00  |
| Intern  | \$70.00   |
|  |           |
| Environmental Specialist  | \$123.00  |