

Exhibit “A”

**Request for Qualifications Process Matrix
On-Call Engineering, Planning, Environmental, and
Architectural Services for San Carlos and Half Moon Bay Airport Projects
County of San Mateo Department of Public Works – Airports Division**

1.	General Description of RFP	Provide on-call engineering, planning, environmental, and architectural professional services for San Carlos and Half Moon Bay Airport projects. The selection process was completed in accordance with FAA guidance on Architectural, Engineering and Planning Consultant Services for Airport Grant Funded Projects (FAA 150/5100-14).	
2.	List of key evaluation criteria	Experience and qualifications in airport engineering, planning, environmental and/or architectural services; experience and qualifications of assigned staff and quality of references; demonstrated approach to providing the requested services; evidence of successfully performing similar services for airports; demonstration of past performance on similar projects including successful outcomes and key achievements; evidence of technical capabilities and resources relevant to airport engineering, planning, environmental, or architectural services.	
3.	Where advertised	The RFQ was posted on the Department of Public Works “Projects Out To Bid” webpage, Airports Division webpage, and the Southwest Chapter of the American Association of Airport Executives (SWAAAE) website.	
4.	In addition to any advertisement, list others to whom RFP was sent	The RFQ was sent via email to five (5) aviation consulting firms.	
5.	Total number of RFP’s sent to prospective proposers	Five (5) consulting firms were emailed with a link to download the RFP from the Airports Division webpage.	
6.	Number of proposals received	A total of five (5) proposals were received.	
7.	Who evaluated the proposals	Representatives from the Department of Public Works.	
8.	In alphabetical order, names of proposers (or finalists, if applicable), contract dollar amount, and work category recommended for On-Call Services	<p>Firm Name and Address</p> <ul style="list-style-type: none"> ▪ BKF Engineers 2100 Franklin Street, Suite 4C Oakland, CA 94612 ▪ C&S Companies 2355 Northside3 Dr. Suite 350 San Diego, CA 92108 ▪ Coffman Associates 12920 Metcalf Ave., Suite 200 Overland Park, KS 66213 ▪ The KPA Group 6700 Koll Center Pkwy, Suite 125 Pleasanton, CA 94566 	<p>Contract – (Dollar Amount)</p> <ul style="list-style-type: none"> ▪ Not awarded ▪ \$2,000,000 for airport engineering and planning services ▪ \$750,000 for airport planning and environmental services ▪ \$750,000 for architectural services
		<u>Total Contract Amount: \$3,500,000</u>	