

REQUEST FOR QUOTATION (RFQ)

UAS PILOT TRAINING & FAA CERTIFICATION

RFQ Number: 2024-Q10

Issuance Date: May 6, 2024

Closing Date: May 24, 2024

Contact Person: Debra Ohlde

Contact Email: communitydevelopmentadvisor@ncrpc.org

Contact Phone: 785-275-2499 – direct line; 785-738-2218 office main number

Introduction

The North Central Regional Planning Commission (NCRPC), 109 N. Mill St., Beloit, Kansas 67420, as recipient of a Department of Transportation SMART (Strengthening Mobility and Revolutionizing Transportation) Grant entitled Smart Counties in Kansas (Grant), seeks to arrange UAS pilot training for a minimum of eight (8) people in accordance with FAA rules and regulations. Those involved will be county-level officials responsible for using the drones to inspect and monitor local transportation infrastructure.

This project is funded by Federal grants and is therefore subject to rules and regulations attached herein as well as others which govern the program and are pertinent to 2 CFR 200.

Written quotations are due by Friday, May 24, 2024, where they will be publicly announced at 109 N. Mill St, Beloit, Kansas, and initially reviewed. Contractor selection will take place no later than Friday, May 31, 2024. The selected contractor must be able to provide the training in June 2024. Preference will be given to those offering in-person training in one gathering, but not to the exclusion of any contractor who can show how an on-line course can achieve the desired certification of those enrolled.

Scope of Services Requested

Background

The NCRPC is working with four (4) separate counties, each of which is interested in acquiring two (2) drone systems which require the counties to have licensed UAS pilots on staff. Each county is thus seeking to qualify at least two (2) of its employees as UAS pilots. Some, but not all, counties may ask that more of their employees to be trained.

Project Specifications and Timelines

Questions concerning project specifications can be directed to:

- Deb Carlson Ohlde, Project Manager
- **Contact Email:** communitydevelopmentadvisor@ncrpc.org
- **Contact Phone:** 785-275-2499 – direct line; 785-738-2218 office main number

Addendum(s):

Addendums to this RFQ may be issued. In such cases, they will be posted on the NCRPC website when they occur up until 12:00 PM (CT) on Wednesday, May 22, 2024. We ask all contractors / vendors who wish to submit a quotation to notify the Project Manager of that intent. Those doing so will be notified directly of all such addendums no later than that same date and time.

Contract Start Date: June 2024 – Specific dates to be determined later.

Contract End Date: Upon UAS pilot certification.

Following quotation reviews the NCRPC may conduct telephone interviews. If the latter are deemed necessary, the internal Project Committee will rank the Contractor Quotations based on ability and on price. The NCRPC reserves the right to reject all Quotations and to negotiate the work plan and fees with the selected contractor.

Budget and Contract:

The North Central Regional Planning Commission (NCRPC), as the grant recipient, will enter into a contract with the successful contractor. Contractors will outline proposed costs including personnel, fringe, travel (if proposed), and indirect costs as part of their Quotation if not otherwise included in the cost per person trained. See more below. All portions of this RFQ will become part of the contract between the NCRPC and the contractor.

Directions for Submission of Quotations

Interested individuals, firms and/or organizations may submit their quotations either by email or envelope, the latter to be delivered by hand or by USPS / UPS / FedEx to the following address:

Attn: Deb Carlson Ohlde
North Central Regional Planning Commission
109 N. Mill Street, P.O. Box 565
Beloit, KS 67420
Email: communitydevelopmentadvisor@ncrpc.org

DEADLINE: ALL QUOTATIONS MUST BE RECEIVED BY FRIDAY, MAY 24, 2024. POSTMARKED ON THAT DATE IS NOT SUFFICIENT.

WARNING: All delivery services run scheduled daily routes to Beloit. The timing of their delivery schedules do not always ensure Quotations are received by a deadline like that set above even if such Quotations are sent “Next Day Delivery”.

It is the sole responsibility of the contractor to make certain the response is received in its entirety by the deadline.

Quotation Criteria

Quotations must show the contractor is an FAA-approved trainer with the appropriate qualifications and/or experience reflecting the services needed and illustrate they have previously provided services similar to those specified herein.

Please use form on page 8 when submitting your response.

Quotation Scoring

NCRPC will review responses and prioritize and rank quotations for project support and implementation. The maximum total score possible is **100 points**.

- Demonstrated knowledge and experience in drone pilot training (20 pts)
- Ability to provide realistic timeline/milestones (20 pts)
- Ability to provide training in a convenient single location (10 pts)
- References (10 pts)
- Cost quotation, budget quotation (40 pts.)

Anticipated NCRPC RFQ Review & Award Timeline

- Review of RFQs – May 24 to May 31, 2024
- Award Announcement – June 3, 2024

***Note:** NCRPC cannot be held responsible for any changes to this proposed schedule.*

Notice of Award

Notice of award letter or purchase order resulting from this RFQ will be furnished to each successful contractor and shall result in a binding contract without further action by either party. NCRPC will draft and provide an agreement for services to be executed by both parties. No additions, deletions or changes of any kind shall be made to this contract without prior approval of NCRPC.

All entities awarded and/or entering contracts with the North Central Regional Planning Commission shall be subject to and required to comply with all applicable state and federal provisions pertaining to non-discrimination, Equal Employment Opportunity and Affirmative Action including, but not limited to the items below. Responsive contractors should be familiar with information listed at the [NCRPC](#)

[procurement portal](#). Click on the drop down for the SMART program and general procurement obligations related to this opportunity.

Program and Grant Award Specifics

This project is designated as a project that is not considered “projects for infrastructure” and will be subject to requirements of the Buy America Act (“BAA”) (Pub. L. No. 72–428, as codified at 41 U.S.C. §§ 8301–8303).

More information can be found here: [Guidance on Domestic Preference Requirements for the SMART Grants Program](#).

The North Central Regional Planning Commission (NCRPC) and all sub-recipients, contractors, successors, transferees, and/or assignees must comply with all applicable provisions governing DOT/OST’s access to records, accounts, documents, information, facilities, and staff. In addition, NCRPC and all sub-recipients, contractors, successors, transferees, and/or assignees recognizes the requirement to comply with any program or compliance reviews, and/or complaint investigations conducted by DOT/OST, the requirement to keep records, reports, and submit the material for review upon request to DOT/OST, or its designee in a timely, complete, and accurate way. Additionally, the NCRPC and all sub-recipients, contractors, successors, transferees, and/or assignees must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance. All program guidance and the requirements laid out in this RFP are hereby incorporated into any contract entered between the NCRPC and all sub-recipients, contractors, successors, transferees, and/or assignees.

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:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 C.F.R. Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 C.F.R. Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 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, 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 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. Parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 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 U.S.C. § 1681 et seq.)
- *Workplace Safety*: In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving (Oct. 1, 2009) and DOT Order 3902.10, Text Messaging While Driving (Dec. 30, 2009), the Recipient, subrecipients, contractors, and subcontractors are encouraged to:
 1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving—
 - Company-owned or -rented vehicles or Government-owned, leased or rented vehicles; or
 - Privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government.
 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as—
 - Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

Additional Requirements:

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest agrees as follows:

1. Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally assisted programs of the U.S.

Department of Transportation, Maritime Administration (DOT/OST), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Non-discrimination:** 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 Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 C.F.R. Part 21.

3. **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 Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. **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 Recipient or DOT/OST to be pertinent to ascertain compliance with such Acts, Regulations, 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 Recipient or DOT/OST, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or DOT/OST 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.

6. **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 Recipient or DOT/OST 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 Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Termination of Contract

The contract is subject to termination by either party with 60 days' written notice.

Conflict of Interest

The Invitation to Bid hereunder is subject to the provisions of the Kansas Statutes. All suppliers must disclose with the bid the name of any officer, director or agency that is also an employee of North Central Regional Planning Commission or any of its agencies. Further, all suppliers must disclose the name of any Employee who owns, directly or indirectly, any interest of twenty-five percent (25%) or more in the supplier's firm or any of its branches.

UAS PILOT TRAINING QUOTATION

Contractor Name: _____

Contract Address: _____

Principal Contact: _____

Tel Number: _____ Email: _____

Brief history of organization and range of service capabilities.

Training course outline, time schedule, and a list of any required equipment (e.g., drones) trainees are to bring. (Can be included as an addendum to this form.)

Price per trainee: \$_____ (minimum eight trainees anticipated)

FAA licensing fee: _____

Location where training is to occur: _____

List of proposed dates: Preferred - _____

Optional - _____

Any additional cost and service justification. Attach additional page if necessary.
