CITY OF NAPLES AIRPORT AUTHORITY (NAA)
Board of Commissioners
Notice of Consultant Selection Committee Meeting

AGENDA

Airport Office Building, 2nd Floor Conference Room
200 Aviation Drive North
Naples, Florida

Wednesday, December 4, 2019
9 a.m.

Commissioner Donna M. Messer – Chair and NCC Liaison
Commissioner Michael Lenhard – Vice Chair and Consultant Selection Committee Chair
Commissioner James Rideoutte – Audit Committee Chair, Consultant Selection Committee Member
Commissioner Ted Brousseau – Legal Liaison
Commissioner Kerry C. Dustin, Audit Committee Member
Executive Director: Christopher A. Rozansky
Authority Attorney: William L. Owens, Esq. of Bond, Schoeneck & King, PLLC

Welcome. If you wish to address the Consultant Selection Committee regarding an item listed on the Agenda, please complete a Speaker Registration form and hand it to the Executive Assistant prior to consideration of that item. We ask that speakers limit comments to 5 minutes and that large groups name a spokesperson whenever possible. All written, audio-visual, and other materials distributed to Committee members or staff during this meeting will become the property of NAA and will be a public record. Thank you for your interest and participation.

NOTICE

Formal action may be taken on any item listed on the Agenda below, or added to the Agenda before or during the meeting, or discussed during the meeting without being added to the Agenda. Also, the sequence of items may be changed as the meeting progresses.

Any person who decides to appeal a decision of this Committee with respect to any matter considered at this meeting (or hearing) will need a record of the proceeding and may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be heard.

Any person with a disability requiring auxiliary aids or services in order to participate in this proceeding for meetings at the City Council Chamber may call the City Clerk's Office at 213-1015, or for meetings at the Airport Office Building, the NAA Executive Assistant's Office at 643-0733, with requests at least two business days before the meeting.

Information on Action Items and other items which has been provided in advance of this meeting may be inspected at the office of the Executive Assistant, General Aviation Terminal Building, 2nd Floor, 160 Aviation Drive North. Minutes of this meeting will be prepared for Board approval, usually at the next Regular Meeting.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. AGENDA (Add, delete or re-sequence items)

D. DISCUSSION ITEM

1. **Interviews and Rankings of Qualified Respondents to North GA Ramp Rehabilitation - Design, Permitting, Bidding and Construction Administration Services - Request For Qualifications**

a. AVCON, INC.	9:05 A.M.
b. Hanson Professional Services Inc.	9:45 A.M.
c. American Infrastructure Development, Inc. (AID)	10:25 A.M.
d. Hole Montes, Inc.	11:05 A.M.

E. PUBLIC COMMENTS (Public comments accepted for items not otherwise listed on the Agenda; 5 minute limit)

F. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

G. ADJOURN

Information on Discussion Items and other items which has been provided in advance of this meeting may be inspected at the office of the Executive Assistant, General Aviation Terminal Building, 2nd Floor, 160 Aviation Drive North. Minutes of this meeting will be prepared for Board approval, usually at the next Regular Meeting.

NOTE: The Consultant Selection Committee is comprised of Vice Chair Lenhard and Commissioner Rideoutte. All NAA Commissioners are welcome to attend and can "opt in" to participate and vote.

Naples AIRPORT AUTHORITY

To: Honorable Chair of the Consultant Selection Committee and Commissioners

From: Christopher A. Rozansky, Executive Director CR

By: Kerry Keith, Senior Director of Airport Development and Facilities KDK

Meeting Date: December 4, 2019

Re: **DISCUSSION ITEM**

1. **Interviews and Ranking of Responses to Engineering Services for North GA Ramp Rehabilitation – Design, Permitting, Bidding, and Construction Administration Services - Request for Qualifications (RFQ)**

ACTION REQUESTED: Interview the four (4) responding firms and make a rank-order recommendation to the full Board for their meeting on December 19, 2019.

BACKGROUND: In compliance with State of Florida requirements, an RFQ for the engineering consultant services was issued on October 14, 2019. The RFQ was advertised and posted to our website.

Respondents had until November 12, 2019 to submit their response. Four (4) submittals were received and determined to be responsive to the RFQ. They included: Hole Montes, Inc., Hanson Professional Services Inc., AVCON, Inc., and American Infrastructure Development, Inc. The submittals are attached.

The first 10 minutes of the meeting will allow time for Commissioner comments and questions for staff regarding the RFQ and selection process followed by consultant presentations, Commissioner questions and presentation discussion. Each firm will have 15 minutes for their presentation.

After all presentations, the Committee will be asked to provide a ranking of the firms interviewed. With Board approval, staff will work with the selected firm and Authority legal counsel to finalize a contract. The results of the Consultant Selection Committee will be presented to the full Board for approval on December 19, 2019.

COMMUNICATIONS PLAN: The firms will be notified of the final ranking, and the results will be posted on our web site.

SUMMARY

REQUEST FOR QUALIFICATIONS

Professional Engineering Services

North GA Ramp Rehabilitation
Design, Permitting, Bidding and Construction Administration

INTRODUCTION:

The City of Naples Airport Authority (NAA) is interested in acquiring Professional Engineering Services from firms with demonstrated expertise in airport pavement rehabilitation design, permitting, bidding and construction administration for the North General Aviation Ramp Rehabilitation Project.

SCOPE OF SERVICES AND DELIVERABLES:

In general, the selected professional is expected to perform the following services:

A. Preliminary Design to include:

1. Inventory and preliminary investigation, including all permitting requirements;
2. Design surveys and topographic mapping;
3. Conduct geotechnical investigation and analysis;
4. Estimates of quantities, costs, schedule and preparation of Engineer's Report.

B. Design Phase to include:

1. Design and development of construction plans;
2. Preparation of construction specifications and bid documents;
3. Preparation of Construction Safety and Phasing Plan (CSPP);
4. Bidding Services, including conducting Pre-Bid, any project addenda, evaluate bids and recommend award.

C. Construction Phase Services to include:

1. General administration of the construction contract, including bookkeeping, billing and coordination with project stakeholders;
2. Hold pre-construction conference;
3. Submittal and RFI reviews and approval; change orders;
4. Coordination of a QA testing program;
5. Site visits as required to design the project and document the construction;
6. Attend substantial completion and final inspections and compile punch list;
7. Preparation of conformed documents, as-built drawings and project close-out.

Naples Airport
North GA Ramp Rehabilitation
Project Area

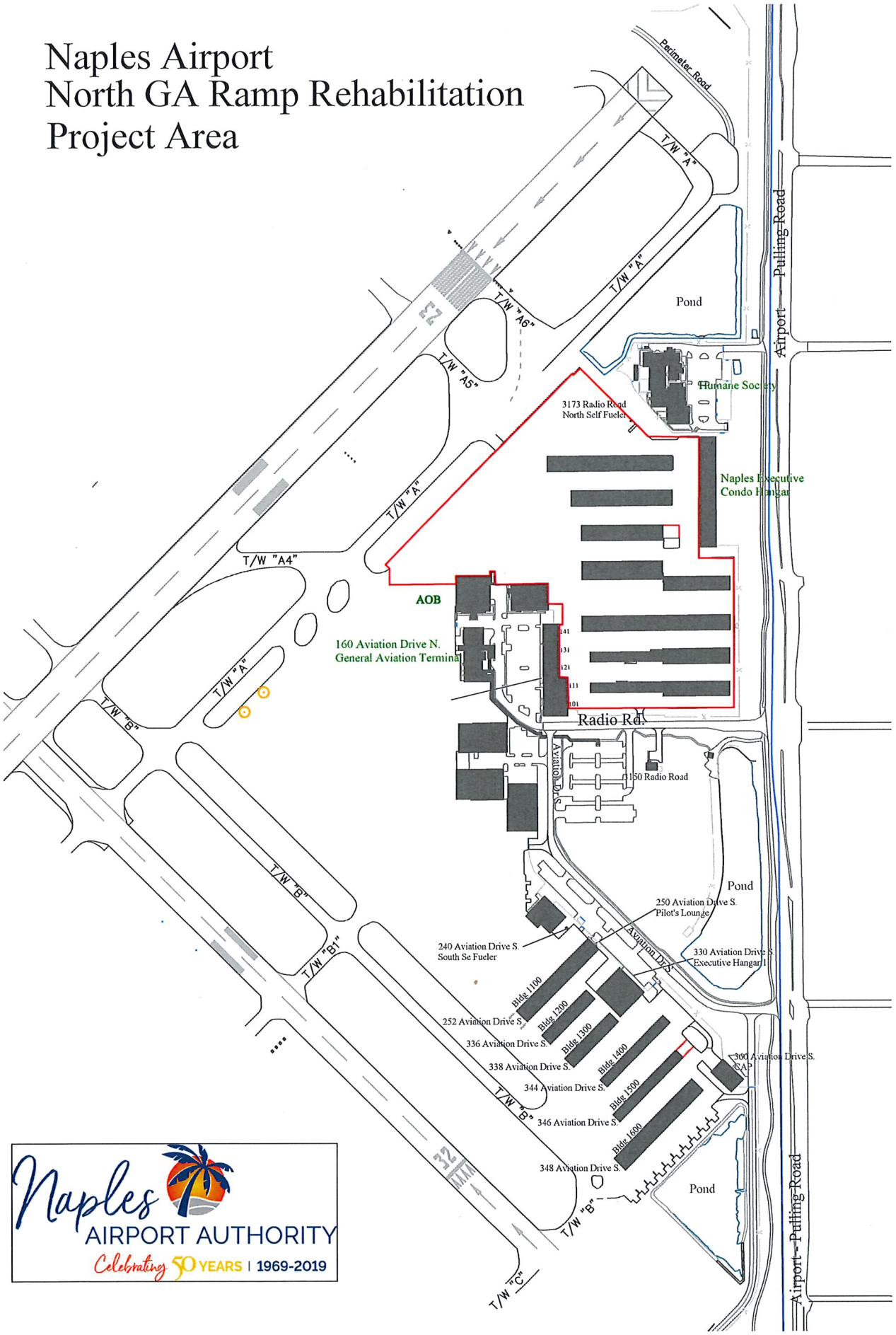

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Exhibit B

Submittal Review Guidelines

RESPONSE RANKING	YOUR SCORE	%
Quality of Submittal (A)		**7.5**
Experience and Qualifications (B) • Project Manager and key team members are qualified to perform the work categories of the project		**20**
Specialized experience and technical competence in the type of work required (C) • Consultant has provided comparable projects with which they have been involved • References and past performance evaluations		**20**
Consultant has demonstrated understanding of key elements of the Project (D): • Consultant has provided a logical approach to the tasks and issues of the Project, including willingness to meet time requirements • Plan for Cost Control • Approach to construction safety and phasing plan		**25**
The capacity to accomplish the work in the required time (E) • Consultant has adequate staff for this project • Current workload of the consultant		**15**
Location of the Consultant and knowledge of the area and local issues; location criteria cannot be based on a political boundary (e.g. city or county limits) • Location of Project Manager		**5**
Disadvantaged Business Enterprise (DBE) goal		**7.5**
TOTAL		**100**