

**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

**Monday, March 9, 2020
9 a.m.**

**Commissioner Michael Lenhard – Chair and Consultant Selection Committee Member
Commissioner Kerry C. Dustin – Vice Chair and Audit Committee Chair
Commissioner Donna M. Messer – NCC Liaison
Commissioner James Rideoutte – Consultant Selection Committee Chair and
Audit Committee Member
Commissioner Ted Brousseau – Legal Liaison
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 Quadrant Site Preparation Design, Permitting, Bidding and Construction Administration Services - Request For Qualifications**
 - a. AECOM Technical Services, Inc. 9:05 a.m.
 - b. EG Solutions, Inc. 9:55 a.m.
 - c. Hanson Professional Services Inc. 10:45 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 Committee Chair Rideoutte and NAA Chair Lenhard. All NAA Commissioners are welcome to attend and can “opt in” to participate and vote.



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: March 9, 2020

Re: DISCUSSION ITEM

1. **Interviews and Ranking of Responses to the North Quadrant Site Preparation Design, Permitting, Bidding, and Construction Administration Services - Request for Qualifications (RFQ)**

ACTION REQUESTED: Interview the three (3) responding firms and make a rank-order recommendation to the Board for their meeting on March 19, 2020.

BACKGROUND: In compliance with State of Florida requirements, an RFQ for the engineering consultant services was issued on January 6, 2020. The RFQ was advertised and posted to our website.

Respondents had until February 6, 2020 to submit their response. Three (3) submittals were received and determined to be responsive to the RFQ. They included: AECOM Technical Services Inc., Hanson Professional Services Inc., and EG Solutions. The submittals are attached.

The first 5 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 20 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 Board for approval on March 19, 2020.

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

Exhibit B

Submittal Review Guidelines

RESPONSE RANKING	YOUR SCORE	%
Quality of Submittal (A)		7.5
Experience and Qualifications (B) <ul style="list-style-type: none">• 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) <ul style="list-style-type: none">• 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): <ul style="list-style-type: none">• 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) <ul style="list-style-type: none">• 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) <ul style="list-style-type: none">• Location of Project Manager		5
Disadvantaged Business Enterprise (DBE) goal		7.5
TOTAL		100

REQUEST FOR QUALIFICATIONS

Professional Engineering Services

North Quadrant Site Preparation Design, Permitting, Bidding and Construction Administration



**Naples Airport Authority
160 Aviation Drive North
Naples, FL 34104**

**RFQ Issue Date
January 6, 2020**

**RFQ Submittal Date
February 6, 2020
10:00 A.M. EST**

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NAPLES AIRPORT – OCTOBER 19, 2005

LEGAL ADVERTISEMENT

Request for Qualifications

January 6, 2020

Professional Engineering Services

In accordance with Florida Statute 287.055, Title 49, United States Code, section 47105(d), Title 49, Code of Federal Regulations (CFR) Part 18, and FAA Advisory Circular 150/5100-14e, the City of Naples Airport Authority (NAA) invites the submission of Letters of Interest and Statements of Qualifications from all interested and qualified parties with demonstrated expertise in civil engineering design, including landfill excavation and reclamation, site layout design, stormwater design, taxiway extension design, permitting, bidding and construction administration. A copy of the detailed Request for Qualifications and instructions for submittal may be obtained from the Naples Airport Authority online at <https://flynaples.com/doing-business-with-the-authority/open-bids/> beginning January 6, 2020. Responses are due no later than 10:00 a.m. EST, February 6, 2020.

The NAA reserves the right to accept or reject any or all proposals and to waive any formalities or irregularities in the best interest of the Authority and is not liable for any costs incurred by the responding parties. All Respondents must be licensed in accordance with Florida Laws. The Authority recognizes fair and open competition as a basic tenet of public procurement. Respondents doing business with the Authority are prohibited from discriminating on the basis of race, color, creed, national origin, handicap, age or sex. The NAA has a progressive Disadvantaged, Minority, and Women-Owned Business Enterprises Program in place and encourages Disadvantaged, Minority, and Women-Owned Business Enterprises to participate in its RFQ process.

PROSPECTIVE RESPONDENTS SHALL NOT CONTACT ANY CITY OF NAPLES AIRPORT AUTHORITY OFFICIALS OR STAFF REGARDING THIS REQUEST FOR QUALIFICATIONS, OTHER THAN THE SPECIFIED CONTACT PERSON LISTED IN THE RFQ.

City of Naples Airport Authority
160 Aviation Drive North
Naples, FL 34104
www.flynaples.com

REQUEST FOR QUALIFICATIONS

I. INTRODUCTION

The City of Naples Airport Authority (NAA) is interested in acquiring Professional Engineering Services from firms with demonstrated expertise in civil engineering design, including landfill excavation and reclamation, site layout design, stormwater design, taxiway extension design, permitting, bidding and construction administration for the North Quadrant Site Preparation Project. It is anticipated that the Task Order will include design, bidding and construction management. Thorough knowledge of SFWMD, DEP, FAA and FDOT regulations will be necessary to successfully complete this project.

II. TIMELINE

Scheduled Item	Scheduled Date
Request for Qualifications (RFQ) Issue Date	January 6, 2020
Requests for Information Deadline (Questions)	January 30, 2020
Addendum Issued	January 31, 2020
RFQ Submittal Deadline	February 6, 2020 – 10:00 A.M. EST
Evaluation of Submittals to Determine Shortlist	February 7 - 14, 2020
Publication of Shortlist	February 14, 2020
Presentations and Interviews -NAA Consultant Selection	Tentative March 2 or 3, 2020
Selection Committee Ranking Approval by NAA Board	March 19, 2020
Contract Negotiations With #1 Ranked Firm	March 20 – April 1, 2020
Services Agreement Approval by NAA Board	April 16, 2020

III. NAPLES AIRPORT AUTHORITY

The Authority was created under Chapter 69-1326 Laws of Florida, as amended, as an independent Authority responsible for the operation of the Naples Airport. It is governed by a five (5) member volunteer Board of Commissioners who are appointed by the Naples City Council. Under their direction, an Executive Director manages the airport and its programs.

The Authority financially supports itself directly from aviation fuel sales and airport user fees, and indirectly by airport user taxes. No local, state or federal general taxes, such as property, utility, sales, intangible or income taxes directly support the Authority. The Authority receives, for certain capital projects, state and federal financial funds. General information regarding the Authority can be obtained from our official website <http://www.flynaples.com/>.

IV. SCOPE OF SERVICES AND DELIVERABLES

This project consists of redevelopment of the North Quadrant former Continental site, two areas of the former City of Naples landfill site, the removal of sections of Corporate Flight Drive west of the intersection of Corporate Flight Drive and Patriot Way, and development of an updated water management pond on the northern border of the property. The final design will include design of an approximate 10 – 12 acre campus with buildings and ramp and a proposed extension of Taxiway “B” as an access to the new ramp.

The plans should include suggestions of methods to process the landfill, road and former hangar site, using best management practices, for the remediation and recycling of the landfill, road, and hangar pad materials. The project will include the design for the placement and fill of material, up to and including the proposed subgrade elevations for the ramp and building sites. Additionally, adjustments will need to be made to the location of the Gordon River One (GR1) outfall, creating additional storm water storage capacity.

In general, following all SFWMD, DEP, FAA and FDOT regulations, the selected professional is expected to perform the following services:

A. Preliminary Design to include:

1. Using best management practices, evaluation and suggestions of options and methods for removal and remediation of the landfill material to be sorted and moved to the western end of the landfill site along Citation Point.
2. Survey to determine estimates of quantities and costs.
3. Using best management practices, provide suggestions for methods to process the road and former hangar pad materials.
4. Preparation of Engineer's Report.

B. Design Phase to include:

1. Site design to include stormwater, site layout, and TW B Extension;
2. Preparation of construction specifications and bid documents;
3. Preparation of Construction Safety and Phasing Plan (CSPP);
4. Bidding Services, including conducting Pre-Bid, responding to questions, publication of addenda, evaluation of bids and recommendation of 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.

V. CONTENT OF RESPONSES

The following sections and contents are required:

- A. A statement of qualifications, to include any applicable certificates, registrations, and licensing pertinent to the work to be performed. This should be accompanied by a one-page transmittal letter prepared on the respondent's company letterhead, with firm name, including any alias, years in business, contact person, address, telephone number and email address, and which is signed by an individual who is authorized to commit the firm to the services and requirements of the RFQ. The transmittal letter shall also acknowledge any addenda pertaining to this RFQ. Any exceptions to the terms and provisions of the Professional Services Agreement (Exhibit A) must be noted in the transmittal letter. The Authority maintains the right to reject the respondent's exceptions.

- B. Provide the resume and qualifications of the Project Manager assigned to the project, along with the list of key personnel who will perform the work, their individual resumes, relevant licensing information, and any other documentation of experience with similar projects. List all Subcontractors.
- C. List recent (within five years) projects of similar scope and record of successful results of that work. For each project, list the contact who is capable of providing information regarding Project Manager's ability and attention to the project. Required information:
 - i. Company name and address
 - ii. Reference name, phone number and e-mail
 - iii. Brief summary of scope of services including deliverables.
- D. Provide the following:
 - i. Firm's understanding of the services requested;
 - ii. Approach to accomplishing the scope of work and willingness to meet time requirements;
 - iii. Plan for cost control;
 - iv. Unique approach to construction safety and phasing in a busy airport environment.
- E. Describe the firm's ability to take on additional projects and ability to offer the breadth and quality of services required for the project.
- F. DBE Commitment. Indicate whether the firm is certified under the Florida Unified Certification Program as a disadvantaged business enterprise under the federal program. Also indicate the firm's willingness to assist the NAA in accomplishing established DBE goals. DBE participation of 8.95% of total contract values is desired. All goals shall be obtained through 2.25% Race-Neutral and 6.7% Race-Conscious means. Submittal of the Demonstration of Good Faith Efforts form in Appendix A is required.
- G. Include required forms from Appendix A:
 - A. Good Faith Efforts
 - B. Statement of Drug-Free Workplace
 - C. Scrutinized Companies Certification
 - D. Non-Collusion Affidavit
 - E. Truth in Negotiation Certificate

The response to this RFQ should be organized in the order set forth above. If subcontracting or joint proposals are to be submitted, that fact, and the name of the proposed subcontracting firms, must be clearly identified in the proposal. Following the award of the contract, no additional subcontracting will be allowed without the express prior written consent of the Authority.

Naples Airport (APF) Naples, Florida North Quadrant Site Preparation

Site Map

