

**THE SANFORD AIRPORT AUTHORITY  
ORLANDO SANFORD INTERNATIONAL AIRPORT (SFB)**

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
PROFESSIONAL AIRPORT ENGINEERING SERVICES**

Sanford Airport Authority  
1200 Red Cleveland Blvd.  
Sanford, FL 32773  
(407) 585-4000

October 7, 2019

In accordance with the Consultants' Competitive Negotiation Act, Section 287.055, Florida Statutes, and Federal Aviation Administration (FAA) Advisory Circular 150/5100-14~~DE~~, the Sanford Airport Authority (SAA) is seeking Statements of Qualifications (SOQ) from Florida registered firms qualified to provide comprehensive professional airport engineering, planning and consulting services required in connection with the development and improvement of the Orlando Sanford International Airport. The type of services may include, but not be limited to, civil, environmental, traffic, structural, mechanical, and electrical engineering design/build; communications/information technology design; geotechnical engineering and materials testing; land use planning; GIS; computer modeling and simulation; computer architectural design; utilities and infrastructure design; storm water and drainage system design; aviation planning; surveying; preparation of plans, specifications, and engineer's reports; cost estimating and scheduling; technical studies; permitting; bidding and award; construction administration and resident engineering inspection; project record-keeping and close-out services; and all other related services.

The professional services may be required for various projects, including, but not limited to:

Airfield improvements, such as: runway and taxiway extensions; aircraft parking aprons and ramps; pavement rehabilitation and reconstruction; airfield signage, lighting, and navigational aids; electrical system improvements;

Utility infrastructure, drainage/storm water systems;

Environmental assessments, noise studies, investigations, permit preparation, reports, and other services;

Security and access control systems;

Baggage systems;

Land acquisition and tenant relocation assistance;

Aircraft hangar development;

Airline terminal development;

Other aviation and non-aviation related development;

Roadway and parking systems; and

Any additional projects, as may be related to the above.

The scope of work for each future project will be negotiated with the successful firm(s) as the need for each project arises. The schedule for the projects is subject to the availability of funding from the FAA, the State of Florida, local and other sources and is, therefore, unknown at this time. The Authority, in good faith, believes that the proposed activities meets or exceeds the threshold amounts as referenced in Section 287.017 and Section 287.055, Florida Statutes. Any or all of the above projects may not receive funding and therefore, may not be undertaken, and/or some of the services may not be required.

The Sanford Airport Authority reserves the right to:

1. Select one or more firms to perform services from among the respondents to this RFQ and to award work among selected firms as the Authority sees fit;
2. Competitively procure services for any portion of the project. Neither this RFQ nor any subsequent agreements shall be construed to guarantee any work for the selected firm or firms;
3. Accept or reject any response or proposal. The Authority may, for any reason, deem it in the best interest of the Authority to withdraw from performing any work, to competitively procure these services in another manner consistent with law, or to perform any work in-house or with other resources after a response is received from any firm;
4. Make a reasonable objection to the use of any individual, sub-consultant, sub-contractor, or supplier, in which event, the Consultant shall use an alternate individual, sub-consultant, sub-contractor or supplier reasonably acceptable to the Authority.

In order to be considered, firms must be able to demonstrate significant knowledge and experience in providing the type of consulting services requested and shall have considerable experience with FAA standards of design and construction, airport development criteria, and advisory circulars, as well as Florida Department of Transportation (FDOT) airport project requirements.

Interested firms are invited to indicate their interest in providing the requested services by submitting five (5) copies [one (1) original and four (4) copies] of their SOQ, twenty-five (25) pages or less [not including: SF-330, resumes, table of contents, letter (no more than two (2) pages for letter), cover, required firms and dividers], on or before 2:00 p.m. (Eastern Daylight Time), **Friday, November 1, 2019**, to:

**Diane H. Crews, President/CEO**  
Sanford Airport Authority  
1200 Red Cleveland Boulevard  
Sanford, FL 32773

Any SOQ sent by fax, email or other electronic means will not be accepted. Submittals must be clearly marked "Consultant Statement of Qualifications" on the outside of the sealed envelope. Under no circumstances will a SOQ delivered after the specified deadline be considered. A late SOQ will be returned to the Consultant unopened with the notation "This Statement of Qualifications was received after the specified deadline." The Authority is not liable for any costs incurred by the Consultant in connection with its submittal of the SOQ.

Submittals shall include and address, at a minimum: the firm's experience related to the areas of services requested, project team composition, key personnel to be assigned to the projects and their qualifications, familiarity and experience with FAA and FDOT airport design and construction criteria and policies, past performance on similar projects, the firm's ability to meet time and budget requirements, Disadvantaged Business Enterprise (DBE) capabilities, and references from current or previous clients. Copies of Standard Form 330 (SF-330) shall also be included in the submittal package.

Forms can be obtained on-line at the SAA website: [www.flysfb.com](http://www.flysfb.com) and FAA website: <https://faaco.faa.gov/index.cfm/attachment/download/10672>.

Firms must be able to provide professional liability insurance coverage in the amount of \$1,000,000.00 and shall submit proof of the ability to obtain these coverages along with their qualifications package.

Following submittal, each firm's SOQ will be reviewed and evaluated by the Authority's Consultant Selection Committee based on the following evaluation criteria. The SAA shall negotiate a contract with the most qualified firm(s) for professional services at a compensation level the Authority determines is fair, competitive and reasonable. It is anticipated that the firm selected will provide the necessary services for an initial contract period of three (3) years, with an option on two (2) additional one (1) year extensions. Should the committee determine from its evaluations that there are less than three (3) qualified firms submitting Statement of Qualifications, it shall provide the Board with such recommendation(s) as it deems appropriate under the circumstances.

**QUALIFICATIONS BASED SELECTION OBJECTIVE. (From FAA Advisory Circular 150/5100-14DE)**

The selection of consultants must be made on the basis of fair negotiations and equitable fees and through selection procedures that are professionally acceptable, ensure maximum open and free competition, and avoid any suggestion of unfair or unethical conduct.

Consultants employed for work on projects involving airport grants must be responsible and possess the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration should be given to such matters as integrity, record of past performance, extent of experience with the type of services required by the SAA, technical resources, and accessibility to other necessary resources.

**QUALIFICATIONS BASED SELECTION PROCEDURES.**

Consultants must be engaged on the basis of their qualifications and experience, with fees determined through negotiations following selection. This can be accomplished by means of qualifications-based selection procedures, whereby SOQ are requested from a number of consultants. The qualifications of consultants responding are evaluated and the best qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

**POLICY FOR SELECTION. (From FAA Advisory Circular 150/5100-14DE)**

The selection of an engineering consultant must be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the service required. Moreover, the selection process must satisfy requirements for open and free competition. SAA may procure a consultant for several grant projects through one procurement action provided the following conditions are met (FAA Order 5100.38, Chapter 9):

- a. The Consultant is selected using the qualifications-based selection procedures described in Figure 2-2.
- b. The parties competing for the work must be advised that the work is expected to be accomplished during the course of several grant projects. The expected schedule of projects must be defined, together with the Scope of Work and the required services. The scope of work should be described in sufficient detail so that all parties are adequately informed of the items to be accomplished.
- c. All parties are advised that some of the services may not be required and that SAA reserves the right to initiate additional procurement action for any of the services included in the initial procurement.

- d. The services are limited to those projects that can reasonably be expected to be initiated within five (5) years of the date the contract is signed by the Consultant.
- e. The negotiation of the fee is limited to the services expected to be performed under the initial grant (first grant funded project negotiated during the contract period). The contract must be limited to the services covered by the negotiated fee. The negotiation of the fee for subsequent services, i.e., services included in the procurement action but not in the initial contract, must occur at the time those services are needed. A fee estimate must be performed for each of these negotiations. If a fee cannot be agreed upon between SAA and the selected firm, then negotiations are terminated with that firm. However, rather than entering negotiations with the firm ranked next in place at the time the initial contract was negotiated, a new procurement action must be initiated (Order 5100.38, Chapter 9).

**PUBLIC ANNOUNCEMENT AND QUALIFICATION PROCEDURES. (From Florida State Statutes)**

- (3) (a) 1. The SAA shall publicly announce when professional services must be purchased where the basic construction cost of which is estimated by SAA to exceed the threshold amount provided in s. 287.017 for FDOT CATEGORY FIVE (\$325,000) or for a planning or study activity when the fee for professional services exceeds the threshold amount provided in s. 287.017 for FDOT CATEGORY TWO (\$35,000), except in cases of valid public emergencies certified by the SAA President and the SAA Board of Directors. The public notice must include a general description of the likely projects and must indicate how interested consultants may apply for consideration. Publication will be in the Sanford Herald and on the SAA website: [www.flysfb.com](http://www.flysfb.com).
- 2. SAA shall provide a good faith estimate in determining whether the proposed activity meets the threshold amounts referred to in this paragraph.
- (b) SAA shall encourage firms engaged in the lawful practice of their professions that desire to provide professional services to SAA to submit statements of qualifications and performance data.
- (c) Any firm or individual desiring to provide professional services to SAA must first be certified by SAA as qualified pursuant to law and the regulations of SAA. SAA must find that the firm or individual to be employed is fully qualified to render the required service. Among the factors to be considered in making this finding are the capabilities, adequacy of personnel, past record, and experience of the firm or individual.
- (d) SAA shall evaluate professional services, including capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, and other factors determined by SAA to be applicable to its particular requirements. When securing professional services, SAA must endeavor to meet the minority business enterprise procurement goals under s. 287.09451.
- (e) The public must not be excluded from the proceedings under this section.

**COMPETITIVE SELECTION. (From Florida State Statutes)**

- (4) (a) SAA shall evaluate current statements of qualifications and performance data, together with those that may be submitted by other firms regarding the proposed projects, and shall conduct discussions with, and may require public presentations by, no fewer than three (3) firms regarding their qualifications, approach to the project(s), and ability to furnish the required services.

- (b) SAA shall select and rank in order of preference no fewer than three (3) firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, SAA shall consider such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by SAA, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. SAA may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations.
- (c) This subsection does not apply to a professional service contract for a project the basic construction cost of which is estimated by SAA to be not in excess of the threshold amount provided in s.287.017 for FDOT CATEGORY FIVE (\$325,000) or for a planning or study activity when the fee for professional services is not in excess of the threshold amount provided in s. 287.017 for FDOT CATEGORY TWO (\$35,000). However, if, in using another procurement process, the majority of the compensation proposed by firms is in excess of the appropriate threshold amount, SAA shall reject all proposals and reinstate the procurement pursuant to this subsection.
- (d) Nothing in this act shall be construed to prohibit a continuing contract between a firm and SAA.

**SELECTION CRITERIA. (From FAA Advisory Circular 150/5100-14~~DE~~)**

Based on the proposed scope of service(s) and prior to evaluating consultants, SAA(s) must develop an agreed-upon list of selection criteria to be used in evaluating potential consultants. Numerical rating factors (ranges) should be assigned to each criterion on the basis of SAA's priorities and conception of the importance of each factor in the attainment of a successful project. SAA should include the criteria with a RFQ in advance of the selection process.

Based on a SAA's goals/objectives for each type project, the list of selection criteria will vary for each RFQ and must be appropriate for the proposed scope of services. Suggested selection criteria include, but are not limited to, the following:

- a. Capability to perform all or most aspects of the project and recent experience in airport projects comparable to the proposed task.
- b. Key personnel's professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures.
- c. Current workload and demonstrated ability to meet schedules or deadlines.
- d. Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns.
- e. Qualifications and experience of outside consultants regularly engaged by the consultant under consideration.
- f. Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office. The use of geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

- g. Ability to furnish qualified inspectors for construction inspection if applicable.
- h. Demonstrated understanding of the project's potential problems and the SAA's special concerns.
- i. Degree of interest shown in undertaking the project and their familiarity with and proximity to the geographic location of the project.
- j. Capability to incorporate and blend aesthetic and architectural concepts with the project design while accomplishing the basic requirements that transportation facilities be functional, safe, and efficient.
- k. Evidence that the consultant has made good faith efforts in meeting DBE goals (49 CFR, § 26.53).
- l. Capability to conduct a Value Engineering (VE) study for projects that are particularly complex or have unique features. Order 5100.38, Chapter 10, AC 150/5300-15, *Use of Value Engineering for Engineering and Design of Airport Grant Projects*, and AC 150/5370-10, *Standards for Specifying Construction of Airports*, contain additional guidance on VE studies.

**COMPETITIVE NEGOTIATION. (From Florida State Statutes)**

- (5) (a) SAA shall negotiate a contract with the most qualified firm for professional services at a compensation level which SAA determines is fair, competitive, and reasonable. In making such determination, SAA shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For any lump-sum or cost-plus-a-fixed-fee professional service contract over the threshold amount provided in s. 287.017 for CATEGORY FOUR (\$195,000), SAA shall require the firm receiving the award to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required must contain a provision that the original contract price and any additions thereto will be adjusted to exclude any significant sums by which SAA determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments must be made within one (1) year following the end of the contract.
- (b) Should SAA be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price SAA determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. SAA shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, SAA must terminate negotiations. SAA shall then undertake negotiations with the third most qualified firm.
- (c) Should SAA be unable to negotiate a satisfactory contract with any of the selected firms, SAA shall select additional firms in the order of their competence and qualification and continue negotiations in accordance with this subsection until an agreement is reached.

The SAA reserves the right to waive any informality in the submitted Statements of Qualifications, to reject any and all Statements of Qualifications, or to re-advertise for additional Statements of Qualifications.

It is the policy of the SAA that DBEs shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds and/or state funds. All firms providing professional services for the SAA shall take all necessary and reasonable steps in accordance with 49 CFR, Part 23, to insure that DBEs have the maximum opportunity to compete for and perform contracts without discrimination on the basis of race, creed, color, national origin, handicap, or gender.

The Consultant shall disclose any circumstance where the conduct of the Consultant is being investigated or has been investigated in the past three (3) years by any legal or administrative body.

All firms are hereby placed on notice that the SAA Board Directors and staff do not wish to be lobbied, either individually or collectively, regarding the RFQ. During the entire procurement process, all firms and their subcontractors, subconsultants or agents are hereby placed on notice that they are not to contact any persons listed above for such purposes as holding meetings of introduction, dinners, etc., if they intend to submit or have submitted a SOQ for these services. Any firm contacting members or staff of the Authority in violation of this provision shall be automatically disqualified from further consideration for this RFQ.

Federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein shall apply. Lack of knowledge by the firms will be no cause for relief from responsibility. Firms are to be in full compliance with all applicable laws and regulations, specifically including, but not limited to:

1. FAA Regulations;
2. Conflict of Interest;
3. Government in the Sunshine Laws;
4. Florida Public Records Law;
5. FDOT Rules and Regulations; and
6. ADA Rules and Regulations.

## **ADDITIONAL INFORMATION**

**Insurance Requirements.** Include evidence of the proposer's ability to provide the following insurance coverage, either by means of an existing policy or other verifiable proof (Agent/Broker commitment letter):

- a. Commercial General Liability (CGL)- Minimum of \$1,000,000 per occurrence and annual aggregate, with maximum deductible or self-insured retention in an amount not exceeding \$100,000. Any deductible or self-insurance retention should be indicated on the proposer's certificate of insurance.
- b. Automobile Liability – Minimum of \$1,000,000 per occurrence, with maximum deductible or self-insured retention in an amount not exceeding \$100,000 for contracts equal to or exceeding \$1,000,000. Any deductible or self-insurance retention should be indicated on the Proposer's certificate of insurance.
- c. Pollution Liability – Minimum of \$1,000,000 with a maximum deductible or self-insured retention of \$100,000.
- d. Worker's Compensation – (statutory limit)
- e. Employer's Liability:
  - \$100,000 – each accident
  - \$500,000 disease – policy limit
  - \$100,000 disease - each agent/employee

Policy terms must be acceptable to the SAA and must comply with the SAA's requirements for insurance.

**Financial Statements.** Proposers must submit a copy of their most recent audited annual financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP) for the last two years. If audited annual GAAP financial statements are not available, provide unaudited balance sheets, income

statements, and cash flow statements for the last two years prepared in accordance with GAAP. This financial documentation shall be submitted in a sealed envelope and included in only one copy of the printed Letter of Qualifications. The sealed envelope should be clearly labeled as follows: **“Confidential Financial Records Submitted under Seal and Exempt from Florida Public Records Disclosure”**. **Include the proposer’s firm name on the sealed envelope.**

**Claim Information.** Disclose all lawsuits, arbitrations and claims filed or raised by or against the firm over the last five (5) years, specifically identifying:

- The project involved
- The parties involved
- The nature of the litigation or arbitration
- Amount at issue
- Disposition or status
- Litigation, case style, number, and jurisdiction

Responses to this RFQ are public records available for inspection by the public upon issuance of the Authority’s Notice of Intended Decision or ten (10) days after the opening of the sealed SOQ, whichever is sooner, pursuant to Section 119.071, Florida Statutes.

Consultants responding to this RFQ understand and agree that any resulting contractual relationship is non-exclusive, and the Authority reserves the right to contract with more than one consultant or seek similar or identical services elsewhere if deemed in the best interest of the Authority.

The issuance of this RFQ constitutes only an invitation to present SOQ. The Authority reserves the right to determine, in its sole discretion, whether any aspect of the response satisfactorily meets the criteria established in the RFQ, the right to seek additional information and/or clarification from any firm submitting a response, the right to negotiate with any firms or individuals submitting a response, and the right to reject any or all responses with or without cause. In the event that the RFQ is withdrawn by the Authority for any reason, including but not limited to, the failure of any of those things or events set forth herein to occur, the Authority shall have no liability for any costs or expenses incurred in connection with this RFQ or otherwise.

**Americans with Disabilities Act Notice:** Any person needing special accommodations for attendance at the SAA Board of Directors meeting for the oral presentation should contact the Sanford Airport Authority, 1200 Red Cleveland Boulevard, Sanford, FL 32773, (407) 585-4000, at least seven (7) days before the scheduled meeting.

For further information on this Request for Qualifications, please contact Diane H. Crews at [dcrews@osaa.net](mailto:dcrews@osaa.net).