

**SANFORD AIRPORT AUTHORITY  
NOTICE TO BIDDERS  
AIRPORT PLANNING & CONSULTING  
PROFESSIONAL SERVICES  
#2024-002-RFQ**

The Sanford Airport Authority, hereinafter called "Authority", hereby requests sealed Request for Qualifications (RFQ) for "**AIRPORT PLANNING & CONSULTING PROFESSIONAL SERVICES**".

The project can be generally described as:

SFB is requesting statements of qualifications for the purpose of selecting Firms to provide On-Call Planning Services ("Services") for Airport projects such as those listed in the Statement of Work/Potential Task Order Assignments in the solicitation documents. It is anticipated that SFB will choose one or two Firms based on qualifications in response to this RFQ. Selected Firms will provide professional planning support and consulting services to SFB on an as-needed basis pursuant to and in accordance with the terms of a Professional Services Agreement.

**The Sanford Airport Authority is only accepting electronic sealed response submissions. Respondents shall create a FREE account with OpenGov by signing up at <https://flysfb.com/procurement/solicitations/>. Once you have completed account registration, browse back to the Project page, click on "Submit Response", and follow the instructions to submit the electronic response. Responses will be accepted up to January 16, 2024 @ 2:00 p.m., at which time all responses received will be publicly opened, the contents noted and read aloud. The opening will take place at the Sanford Airport Authority, 2<sup>nd</sup> Floor Boardroom, 1200 Red Cleveland Blvd., Sanford, FL 32773.**

On and after December 7, 2023, Solicitation Documents will be available electronically and may be obtained on the Sanford Airport Authority's webpage: <https://flysfb.com/procurement/solicitations/> or by contacting Roberta Stanton, Procurement Manager, Phone: 407-267-5782; Email: [procurement@osaa.net](mailto:procurement@osaa.net) (hard copies are not available). Respondents must be registered through OpenGov Procurement on the Sanford Airport Authority's online procurement webpage @ <https://www.flysfb.com/procurement> **to be eligible to submit a response for the project**. A complete examination and understanding of the specifications contained in the solicitation documents is necessary in order for the Respondent to properly submit a response. All RFQ submittals shall be prepared in accordance with the solicitation documents. The failure to comply with any requirement contained in the solicitation documents may result in the rejection of the response as non-responsive or a finding that the Respondent is not qualified for this Project.

**A MANDATORY Pre-Solicitation Conference will be conducted at the Orlando Sanford International Airport, Sanford Airport Authority Board Room, 1200 Red Cleveland Boulevard, Sanford, Florida 32773 on December 14, 2023, at 1:30 p.m., local time.** The Pre-Solicitation Conference is the primary opportunity that Respondents will have to address with the Authority questions about the solicitation.

The Sanford Airport Authority in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all Respondents that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit responses to this request and will not be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age or disability in consideration for an award.

*Nicole Martz*

Nicole Martz, Esq., AICP, President and CEO  
Sanford Airport Authority