

**SANFORD AIRPORT AUTHORITY  
NOTICE TO BIDDERS  
ECONOMIC DEVELOPMENT CONSULTING SERVICES  
AND GOVERNMENT AFFAIRS  
#2025-005-RFQ**

The Sanford Airport Authority, hereinafter called "Authority", hereby requests sealed Request for Qualifications (RFQ) for "**ECONOMIC DEVELOPMENT CONSULTING SERVICES**".

The project can be generally described as:

The SAA is seeking a relationship with a firm to supplement full-time staff on an on-call, as-needed basis for economic development-related services. The successful Team would provide ongoing advice and support to the SAA relative to its real estate-based economic development strategy.

**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 December 3, 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 October 30, 2024, 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, Director of Procurement, Phone: 407-585-4013; 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 Pre-Solicitation Conference will not be conducted for this solicitation.** All questions and clarification requests concerning these Solicitation Documents, such as discrepancies, omissions and exceptions to any term or condition of the Solicitation Documents, which incorporates all its addenda, appendices, exhibits and attachments, must be submitted via the Authority's e-Procurement Portal, located at <https://secure.procurenow.com/portal/flysfb> prior to the Question and Clarification Deadline of November 19, 2024. All answers to questions and clarification requests will be posted on the Authority's e-Procurement Portal. Respondents may also click "Follow" on the Solicitation, via the Authority's e-Procurement Portal, located at <https://secure.procurenow.com/portal/flysfb>, to receive an email notification when such answers and clarifications are posted. It is the responsibility of the Respondent to check the website for answers to questions and clarification requests.

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