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

AGENDA

Administrative Office Building (AOB) Conference Room, 200 Aviation Drive N., Naples, FL
Monday, October 30, 2023
9 a.m.

Commissioner Kerry C. Dustin – Chair
Commissioner Rick Ruppert – Vice Chair, Consultant Selection Committee Chair, Audit Committee Member
Commissioner Rita Cuddihy – NCC and TAC Liaison
Commissioner Robert P. Burns – Consultant Selection Committee Member, Audit Committee Member
Commissioner Terrence W. Cavanaugh – Audit Committee Chair
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

1. Determine Board of Commissioners Quorum

    a. In person attendance

    b. Action required by majority of in-person members to allow virtual attendance

B. PLEDGE OF ALLEGIANCE

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

D. DISCUSSION ITEM (Public comments accepted for each item; 5 minute limit)

1. Interviews Response to Request for Qualifications and Proposals (RFP) #23-5537, Full-Service Airspace Procedure Design Firm

    a. Hughes Aerospace

    b. Diverse Vector Aviation Consulting

    c. VMC, LLC

E. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

F. 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 Ruppert and Commissioner Burns. 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

By: Zachary Burch, Community Engagement/Communications Manager

Meeting Date: October 30, 2023

Re: **DISCUSSION ITEM**

1. **Interviews Response to Request for Qualifications and Proposals (RFP) #23-5537, Full Service Airspace Procedure Design Firm**

ACTION REQUESTED: Interview the three (3) shortlisted firms and make a ranked recommendation for the full Board for their meeting on November 16, 2023.

BACKGROUND:

A Request for Proposal (RFP) for the Full-Service Airspace Procedure Design Firm was issued on September 8, 2023. The RFP was advertised and posted to the www.flynaples.com website, the Naples Daily News, DemandStar and the Florida Airports Council. DemandStar broadcast to 50 registered consultants; 3 firms downloaded the documents; staff also sent notice of the RFP to the two supplemental vendors.

Prior to the submittal deadline of September 28, 2023, three (3) proposals were received in response to the RFP for the Full-Service Airspace Procedure Design Firm. Every submittal was carefully evaluated by NAA staff, and it has been determined at a public meeting held on October 12, 2023, that all submittals meet the required criteria contained in the RFP, and all three are especially well-suited for this work. Staff has requested that all three (3) firms move forward with presentations to the Consultant Selection Committee and ranked by the Staff Selection Committee:

1. Hughes Aerospace
2. Diverse Vector
3. VMC, LLC

The Consultant Selection Committee meeting is scheduled for Monday, October 30, 2023, at 9 a.m. The first five minutes of the meeting will allow time for Committee member comments and questions regarding the RFP and selection process. Once that is completed, the firm will have up to 15 minutes for their presentation followed by a 20-minute question and answer period.

Please see the enclosed supplemental information: (1) Summary of the RFP and addendums; (2) Historical expenditures; and (3) References. The entire RFP is available at: https://www.flynaples.com/rfp-airspace-procedure-design-firm/

After the presentation is complete, the Committee will be asked to provide a recommendation regarding the firm. The results of the Consultant Selection Committee will be presented to the full Board for approval on November 16, 2023.

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

Consultant Selection Committee Meeting of October 30, 2023

Supplemental Information

RFP 23-5537- Full Service Airspace Procedure Design Firm

Issued September 8, 2023

I. SCOPE OF SERVICES AND DELIVERABLES

The Authority reserves the right to modify this scope during negotiations for budgetary reasons.

The Authority anticipates that the services may include, but are not limited to the following:

- Develop airspace procedures including, but are not limited to:
    - Increase/remove the 2,000' hold down for departure procedures and remove associated airspace conflicts from all runways
    - Increased glideslope approach procedures for all runways
    - Optimized Profile Descent Procedures (OPDs) for all runways
    - Design multiple alternatives for a Runway "23 Bay Departure"
    - Design multiple alternatives for a Runway 32 "Goodlette Road Departure"
    - Additional information related to these items may be found in the NAA Part 150 Noise Compatibility Program here: https://www.flynaples.com/noisestudy/part-150-noise-study-documents/
- Design procedures that are FAA-compliant and submission-ready using FAA's Terminal Area Route Generation and Traffic Simulation (TARGETS) software; Consultant should have access and ability to use TARGETS
- Deliverables including technical reports, charts, coding tables, etc.
- Implementation plan that meets FAA guidelines and requirements for each procedure
- Assist with the Instrument Flight Procedure (IFP) Gateway submission for each procedure
- Safety Risk Management assessment
- Training materials for ATC Tower implementation

Coordinate with FAA, ATC (Naples Tower, RSW TRACON, Miami Center, etc.) as needed and briefings with the Authority Board of Commissioners and City.

ADDENDUM: 1

Thursday, September 14, 2023

Full-Service Airspace Procedure Design Firm

ADDENDUM No. 1

Section VII - Content of Responses, Paragraph B states: 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, billing rates, relevant licensing information, and any other documentation of experience with similar projects. List all subcontractors.

Q. 1 - Do you want the individual resumes, billing rates, relevant licensing information and documentation of experience for subcontractor's employees, or is the requirement just to list subcontractor company names that will be used?

A 1. YES THE SUBCONTRACTOR LIST IS ACCEPTABLE. RESUMES ARE ACCEPTABLE AND ANY PERTINENT LICENSING BUT NOT BILLING RATES, THOSE WILL BE ROLLED INTO THE AWARDED FIRM'S HOURLY RATE SCHEDULE WITH POSITION TITLES.

Q. 2 - Do you include Subject Matter Experts (SMEs) as subcontractors or as key personnel?

A 2. THEY MAY BE INCLUDED AS SUBCONTRACTORS IF THEY ARE NOT EMPLOYED BY THE FIRM.

Section VII - Content of Responses, Paragraph I states: Following the award of the contract, no additional subcontracting will be allowed without the express prior written consent of the Authority.

Q3 If SMEs are considered subcontractors, must they be identified by name in the proposal? If not identified, what is the processes to get them approved?

A3. THEY MAY BE IDENTFIED AS SUBCONTRACTORS IN THE PROPOSAL

Section X - Paragraph B - Responses and Deadline:

Q4- Do you have a preferred method of binding?

A4. YOU MAY USE A PRESENTATION FOLDER OR SIMPLY CLIP THE PROPOSALS, IDENTIFYING ONE AS THE "ORIGINAL" AND THE OTHERS AS "COPIES"

Q5 - Are double sided pages acceptable on the bound copies?

A5. THE ORIGINAL SHALL BE SINGLE SIDED; THE COPIES MAY BE DOUBLESIDED.

End of Addendum No.1

ADDENDUM: 2

RFP# 23-5537

Wednesday, October 4, 2023

ADDENDUM No. 2

NAA Consultant Selection Committee Scheduled Date

As Posted on Page 3 of the RFP:

Presentations and Interviews - NAA Consultant Selection Committee Meeting	**TBD will Advise via Addendum**

Updated

Presentations and Interviews- NAA Consultant Selection Committee Meeting	The NAA Consultant Selection Committee Meeting is scheduled for the morning of October 30, 2023.

The shortlisted firm(s) will be notified by letter, after the Staff Selection Committee meeting, to inform them of their scheduled presentation time.

End of Addendum No. 2

Historical Expenditures

Annual Budget for Full Service Airspace Procedure Design Amounts spent in past three years to five years for similar work: *No similar work prior.*

Cost Center/Department/Fund: Communications/Noise

Reference Checks – Reverse process.

A. The Proposers are to submit the ***Reference Questionnaire (Exhibit D-REF-1)*** to at least three recent (within the last five years) clients who can provide information and ranking of levels of service regarding the Firm's ability to manage similar contracts and quality and breadth of services provided on similar projects. *The referenced firms are to complete the Reference Questionnaire* and return to Linda Jackson Best, lbest@flynaples.com within three days from the date the proposer sends to the references, or on or before the scheduled due date of the proposals.

Highest score attainable is 100. Copies of the reference questionnaires are included.

Diverse Vector Aviation Consulting, LLC (DVAC)

1. Michael R. Rioux – JDA Aviation Technology Solutions- Overall Score 80% out of 100%

   One Project from 2019 which spanned 12 days, "Dubai UAM Air Space Integration Work Package"

   There were two categories that the reference listed as "NA"- They did not apply to the work that DVAC provided.

   - Professionalism and ability to manage personnel, and
   - Ability to manage risks and unexpected project changes or circumstances.

   The balance of the rankings were all 10's.

   Reference Comments: *Diverse was a subcontractor for JDA Aviation contract with Dubai.*

2. Grace Leung- City of Newport Beach – Overall Score 100%

   "On-Call Air Space and Air Traffic Consulting," ongoing, $100,000 over 3 years.

   Reference Comments: *Kevin is knowledgeable, proactive, and professional. He analyzes the noise data and traffic pattern of the local airport on our City and responds to constituent concerns/complaints, supports special projects from our Aviation Committee. We've had challenges finding consultants who have the expertise along with the customer service - Kevin's hits both marks.*

3. Michael Arnold – ESA- Overall Score 96% out of 100%

   Project Reference: "Noise procedure concepts;" Cost: $200,000; Completion: June 2023; Project Duration: six (6) months,

   - Received a score of 8 for Project Administration (completed documents, final invoice, final product turnover invoices; manuals or moving forward with documents such as "As Built's"
   - Received a score of 9 for Ability to verbally communicate and document information clearly and succinctly.
   - Reference Comments: None.

Hughes Aerospace Corporation

1. David Decoteau- King County Government- Overall Score 97% out of 100%

   Project Referenced: "Development of Approaches at KBFI," Start 2016, completion 2023; did not want to add costs to the form.

   Scored 9 out of 10 on three criteria:

   - Ability to manage project costs
   - Ability to maintain project costs
   - Ability to verbally communicate and document information clearly and succinctly.

   Reference comments: None.

2. Michael Safranek – DXR-Danbury Airport- Overall Score 63% out of 100%

   Project Referenced: "Design LPU"- (Private Money paid for this project) Cost: Did not include; Completion: June 2023; Project Duration: Less than one (1) year.

   Reference Comments: This was a private undertaking by an FBO. The airport only assisted in the project.

3. Michael Barkalow- City of Marion- Overall Score 98% out of 100%

   Project Referenced: "Instrument Flight Procedures;" Cost: $158,875.00; Completion: August 2023; Project Duration: 730 days.

   Scored 10 on 9 criteria. One with 8 was a delay but not at their doing; it was a delay from the FAA.

   Reference comments: None.

4. Wayne R. Toher- Reliant Air Charter, Inc. Overall Score 100%

   Project Referenced: "KDXR Runway 8 and 26 New Approaches"; Cost: $188,000, Completion July 1, 2023; Project Duration: 720 days.

   Reference Comments: Pleased to work with, professional, knowledgeable.

5. Steve Morton - LuxAir Aviation- Overall Score 100%

   Project Referenced: "Instrument Approach Development;" Cost: Did not reference; Completion: August 10, 2023; Project Duration: Did not reference.

6. Adam Lunn – Lakeland Linder International Airport- Overall Score 87% out of 100%

   Project Referenced: "PBN and Aerospace Design at LAL for Noise Mitigation;" Cost $201,150; Completion: Ongoing; Project number of days 360.

   Received three rankings of 9:

   1. Ability to maintain project schedule.
   2. Professionalism and ability to manage personnel.
   3. Ability to verbally communicate and document information clearly and succinctly.
   4. Project Administration was given a score of NA (Currently Ongoing)

   Reference Comments: NA

VMC, LLC (per LinkedIn, the Vice President, Robert Varani was the Director with Ricondo.)

1. Terry Ferrell- Clark County Department of Aviation- Overall Score 100%

   Project Referenced: "SNSA Airport Airspace Planning"; Cost: $215,908; Completion: On going; Project number of days: 420 so far.

   Reference comments: NA

2. Kent Duffy- FAA Airports Planning- Overall Score 77% out of 100%

   Project Reference: "Noise Abatement Charting;" Cost: $250,000: Completion: Estimate of January 31, 2025. Score is low as the work is not completed.

   Reference comments: Solid technical work for a complex iterative project.

3. Adam Floyd- Metro Nashville Airport Authority- Overall score 50% out of 100%

   Project reference: "Nashville SMS Implementation;" Cost: $157,200; Project completion: February 2024; Project duration: 86 days to date.

   VMC, LLC was given scores of 5% on all criteria at this early stage in the project.

   Reference comments: None.