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

AGENDA

General Aviation Terminal, Larson Conference Room, 160 Aviation Drive N., Naples, FL
Wednesday, June 14, 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

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) #22-5519, North Road Terminal Apron Improvements Design Consultant

   a. AVCON, Inc. 9:10 a.m.

   b. Michael Baker International 9:45 a.m.

   Short Recess

   c. Hole Montes, Inc. 10:30 a.m.

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: Kerry Keith, Senior Director of Airport Development

Meeting Date: June 14, 2023

Re: **DISCUSSION ITEM**

1. **Interviews Response to Request for Qualifications and Proposals (RFP) #22-5519, North Road Terminal Apron Improvements Design Consultant**

ACTION REQUESTED: Interview the three shortlisted firms and make a ranked recommendation for the full Board for their meeting on August 17, 2023.

BACKGROUND:

A Request for Proposal (RFP) for the North Road Terminal Apron Improvements Design was issued on February 1, 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 411 registered consultants; 15 firms downloaded the documents; staff also sent notice of the RFP to the NAA vendor database of 82 consultants.

Prior to the submittal deadline of March 8, 2023, three (3) proposals were received in response to the RFP for the North Road Terminal Apron Improvements Design. Every submittal was carefully evaluated by NAA staff, and it has been determined at a public meeting held on March 15, 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.

The Consultant Selection Committee meeting is scheduled for Wednesday, June 14, 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 15-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-nrt-apron-improvements-design/

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 August 17, 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 June 14, 2023

Supplemental Information

RFP 22-5519 North Road Terminal Apron Improvements Design Consultant

Issued February 1, 2023

I. Public Records Request

On Friday, May 19, 2023, a public records request was received from Michael Baker International. They requested copies of the other proposals submitted prior to the ranking of the Staff Selection Committee. Staff sought Legal Counsel guidance to ensure we were complying or had the authority to decline the records request.

As set forth in 119.071 (2) we are required to comply with the request; the proposals were opened on March 8th and shortlisted by the Staff Selection Committee on March 15th. The final step in the ranking process is the Board Consultant Selection Committee (CSC) which was rescheduled to June 14, 2023, which put us past the 30-day milestone.

At the direction of Legal Counsel the proposals were sent; the Authority blind copied all three firms to offer up a level playing field. The other two firms were contacted by staff to advise of the request prior to fulfilling the request. They were not advised which firm requested.

FL Stat 119.071 (2) ...Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or ***until 30 days after opening the bids, proposals, or final replies, whichever is earlier.***

Staff will be prudent when scheduling CSC meetings in the future to ensure they are within the 30-day window to avoid this type of request.

II. SCOPE OF SERVICES AND DELIVERABLES

This project is the design phase for the rehabilitation of the existing North Road Terminal, (also known as the Commercial Airline Terminal) apron pavement as well as improvements for the queuing areas, which are needed for the safe and efficient movement of aircraft to/from the active runway. The project also includes the removal of Taxiway T and the reconfiguration of entrance/exit taxiways to meet the current FAA standards. Design elements will include the mill and overlay, or other measures as required for the rehabilitation of the existing pavement; grading, drainage, propose specific apron drainage recommendations, new pavement areas; and lighting and marking for the new areas. With the impacts of Hurricane Ian, this project can be used to develop and deliver a more resilient airport.

1. **Preliminary Phase.** This phase involves those activities required for defining the scope of a project and establishing preliminary requirements. Some examples of activities within this phase of a project include, but are not limited to:

    a) Coordinating with the Sponsor on project scope requirements, finances, schedules, operational safety and phasing considerations, site access and other pertinent matters.

b) As applicable, coordinating project with interested stakeholders to identify potential impacts to their operations.
c) Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and architectural and engineering studies required for design considerations.
d) Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.
e) Preparing project design criteria and other bridging documents commonly used for alternative project delivery methods such as design/build contracting.

2. **Design Phase.** This phase includes all activities required to undertake and accomplish a full and complete project design. Examples include, but are not limited to, those below:

a) Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters. 9/25/2015 AC 150/5100-14E Change 1 1-3
b) Preparing necessary engineering reports and recommendations.
c) Preparing detailed plans, specifications, cost estimates, and design/construction schedules.
d) Preparing Construction Safety and Phasing Plan (CSPP).
e) Printing and providing necessary copies of engineering drawings and contract specifications.
f) Providing FAA/FDOT grant application assistance.

3. **Bidding and Negotiation Phase.** These activities are sometimes considered part of the construction phase. They involve assisting the Sponsor in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on the award of contracts, and preparing contract documents.

4. **Construction Phase.** This phase may include all basic services rendered after the award of a construction contract, including, but not limited to, the following activities:

a) Providing consultation and advice to the Sponsor during all phases of construction.
b) Representing the Sponsor at preconstruction conferences.
c) Inspecting work in progress periodically and providing appropriate reports to the Sponsor.
d) Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concept/drawings.
e) Reviewing, analyzing, and accepting laboratory and mill test reports of materials and equipment.
f) Assisting in the negotiation of change orders and supplemental agreements.
g) Observing or reviewing performance tests required by specifications.
h) Determining amounts owed to contractors and assisting Sponsors in the preparation of payment requests for amounts reimbursable from grant projects.
i) Making final inspections and submitting punch-lists and a report of the completed project to the Sponsor.
j) Reviewing operations and maintenance manuals. 9/25/2015 AC 150/5100-14E Change 1.

5. **Project Closeout Phase.** This phase includes all basic services rendered after the completion of a construction contract, including, but not limited to, the following activities:

a) Making final inspections and submitting punch-lists and a report of the completed project to the Sponsor.
b) Providing record drawings.
c) Preparing summary of material testing report
d) Preparing summary of project change orders

e) Preparing grant amendment request and associated justification, if applicable.
f) Preparing final project reports including financial summary.
g) Obtaining release of liens from all contractors.

This list is not inclusive and is subject to change as priorities and funding change. Should any project that is active extend past the contract termination date, that contract shall be extended until completion of such project.

Addendum No. 1 - Issued February 15, 2023

Questions and Answers

The total amount of numbered pages per proposal has been clarified via Addendum No.1

Q1. Can you confirm the number of pages allowed for this submittal? Page 5 of 13 of the RFP states: "The full response shall not exceed **thirty** (20) numbered pages and shall include a cover letter and all resumes requested in section F. B.; however, the transmittal letter does not count towards the 20-page limit and all DBE confirmation letters requested in Section X.A. may be included as an appendix at the end of the submittal."

A1. The full response shall not exceed twenty ~~thirty~~ (20) *numbered* pages and shall include a cover letter and all resumes requested in section F. B.; however, the transmittal letter does not count towards the 20-page limit and all DBE confirmation letters requested in Section X.A. may be included as an appendix at the end of the submittal.

END: Addendum No. 1

TIMELINE:

Scheduled Item	Scheduled Date
Request for Qualifications (RFP) Issue Date	Wednesday, February 1, 2023
Requests for Information Deadline (Questions) emailed to lbest@flynaples.com Microsoft WORD format	Wednesday, February 15, 2023, by 5:00 p.m. local time.
Final Addendum Issued on www.flynaples.com	Thursday, February 16, 2023, by 5:00 p.m. local time.
RFP Submittal Deadline and Location Naples Airport GA Terminal- 2nd Floor Receptionist Desk 160 Aviation Drive North, Naples Florida 34104	Wednesday, March 8, 2023, by 3:00 p.m. local time
Staff Committee Evaluation of Submittals to Determine Shortlist Public Meeting - Naples Airport Larson Conference Room 160 Aviation Drive North, Naples, FL 34104 and ZOOM (see page 8)	Wednesday, March 15, 2023, at 9:00 a.m. local time
Publication of Shortlist on www.flynaples.com	Thursday, March 16, 2023, by 5:00 p.m. local time
Presentations and Interviews -NAA Consultant Selection Committee Public Meeting – Larson Conference Room, 160 Aviation Drive North, General Aviation Terminal, 2nd floor.	~~Thursday, April 6~~, Wednesday, June 14, 2023, at 9:00 a.m. Larson Conference Room
Selection Committee Ranking Approval by NAA Board	April 20, 2023
Contract Negotiations Begin With #1 Ranked Firm	April 20, 2023

Historical Expenditures

Annual Budget for Consulting Services: $ 100,000

Amounts spent in past three years to five years for similar work: $ no historical amount

Cost Center/Department/Fund: Capital Improvement Budget (CIP)

Reference Checks

AVCON, Inc.

A. *Treasure Coast International Airport – Stan Payne, Economic Development Advisor*

1. Consultant's knowledge of standards and procedures: Knowledge is top-notch but most importantly, if there are nuances or the need for additional information, they aren't afraid to wait until they can give the best answer
2. Specialized experience and technical competence in the variety of types of work required under an on-call based agreement: Our agreement with Avcon is not on-call but Avcon manages to respond as if it were, which is unique and quite valuable to us
3. Capacity to accomplish the work in the required time: Turnaround time is quick on every issue/project
4. Understanding of key elements of your project, approach to project, plan for cost control, construction safety and phasing plans: They know how to run a project from the client's perspective, which includes cost containment and timely delivery
5. Did the Consultant have knowledge of the project and the area and local permitting knowledge? They always do the background work so that they know what needs to be done and why
6. Would you use AVCON, Inc. again? Without hesitation

B. *Sebring Airport Authority – Mike Willingham, Executive Director*

1. Consultant's knowledge of standards and procedures: Excellent
2. Specialized experience and technical competence in the variety of types of work required under an on-call based agreement: Excellent and broad-based
3. Capacity to accomplish the work in the required time: Always on time for SAA
4. Understanding of key elements of your project, approach to project, plan for cost control, construction safety and phasing plans: This has been a key to their success at SAA.
5. Did the Consultant have knowledge of the project and the area and local permitting knowledge? Yes.
6. Would you use AVCON, Inc. again? Absolutely

C. *City of Marianna, Jim Dean, City Manager*

1. Consultant's knowledge of standards and procedures: Very Good- Good with support.
2. Specialized experience and technical competence in the variety of types of work required under an on-call based agreement: Very Good
3. Capacity to accomplish the work in the required time: Good
4. Understanding of key elements of your project, approach to project, plan for cost control, construction safety and phasing plans: Very Good.
5. Did the Consultant have knowledge of the project and the area and local permitting knowledge? Yes.
6. Would you use AVCON again? Yes

Michael Baker International

A. *Charlotte County Airport Authority, Ron D. Ridenour, Director of Projects*

1. Consultant's knowledge of standards and procedures: Very Good – MB is up to speed on FAA, FDOT and Local standards, practices, and procedures. MB is very involved with Florida Airport Council (FAC).
2. Specialized experience and technical competence in the variety of types of work required under an on-call based agreement: MB is a multiple disciplined firm. They have contracted with PGD on civil, building, environmental and other airport related projects.
3. Capacity to accomplish the work in the required time: For the most part MB maintains project schedules. However, like all firms I have ever worked with, they get behind at times. Being behind is not the norm for MB.
4. Understanding of key elements of your project, approach to project, plan for cost control, construction safety and phasing plans: Very Good. MB develops a detailed scope of work so everyone is clear on the project approach. MB is not a nickel and dime firm. MB only submits amendments for true out of scope work or new work as added by the Owner. Safety Plans are coordinated with Operations and Air Traffic Control in advance.
5. Did the Consultant have knowledge of the project and the area and local permitting knowledge? MB had good knowledge of the project and area. MB came up to speed on local permitting requirement fast.
6. Would you use Michael Baker International again? Yes, we continue to issue MB contract under the continuing services contract.

B. *St. Pete-Clearwater International Airport – Mark E. Sprague, C.M.*

1. Consultant's knowledge of standards and procedures: Meets Standards and Procedures
2. Specialized experience and technical competence in the variety of types of work required under an on-call based agreement: MBI has performed several vertical and horizontal projects for PIE with very few issues.
3. Capacity to accomplish the work in the required time: Exceeds
4. Understanding of key elements of your project, approach to project, plan for cost control, construction safety and phasing plans: Exceeds
5. Did the Consultant have knowledge of the project and the area and local permitting knowledge? Yes
6. Would you use Michael Baker International again? Yes

C. *Florida Airport, Justin Hopman, Deputy Director of Operations and Maintenance*

Resent 3/24 and 3/28. Unable to contact Mr. Hopman advised Michael Baker – if Mr. Hopman responds after, will make a note of receipt and advise CSC members.

Hole Montes, Inc.

A. *Lee County Port Authority - Scott C. Sheets,*

1. Consultant's knowledge of standards and procedures: Hole Montes have always demonstrated themselves to be subject matter experts in this area.
2. Specialized experience and technical competence in the variety of types of work required under an on-call based agreement: The Hole Montes staff has significant experience and technical knowledge when it comes to airside pavements. We have utilized their expertise in the rehabilitation of both runways and numerous apron projects over the years.
3. Capacity to accomplish the work in the required time: Hole Montes has always responded in a timely manner.
4. Understanding of key elements of your project, approach to project, plan for cost control, construction

safety and phasing plans: Hole Montes excels in all of these areas and is willing and able to think outside when required to do so on complex projects.

5. Did the Consultant have knowledge of the project and the area and local permitting knowledge? With numerous SW Florida airport projects under their belt, Hole Montes has intimate knowledge of the local permitting process.
6. Would you use Hole Montes Inc. again? Absolutely.

B. *Collier County Airport Authority, Andrew Bennett, Executive Manager*

1. Consultant's knowledge of standards and procedures: Hole Montes, Inc. served as the design team and Engineer of Record for three recent projects: Runway 18-36 Rehabilitation (IMM), New Taxiway Charlie Extension (IMM), and Runway 15-33 Reconstruction (XO1).
2. Specialized experience and technical competence in the variety of types of work required under an on-call based agreement: In addition to the above referenced projects, Hole Montes, Inc. has provided support for environmental mitigation compliance, hangar construction evaluation, estimation calculations, and CEI services.
3. Capacity to accomplish the work in the required time: Hole Montes, Inc. bring a hands-on approach with superb attention to details. All projects were completed within budget and responses to inquiries were always provided within 24 hours.
4. Understanding of key elements of your project, approach to project, plan for cost control, construction safety and phasing plans: There was never a circumstance where Hole Montes's understanding of the project elements or CSPP was questioned.
5. Did the Consultant have knowledge of the project and the area and local permitting knowledge? Hole Montes had through knowledge of the project areas and local permitting requirements.
6. Would you use Hole Montes again? Absolutely, Hole Montes, Inc. is currently designing a 12K sq/ft community hangar at MKY

C. *OAK Florida – Abel Natali, Director of Preconstruction*

1. Consultant's knowledge of standards and procedures: Hole Montes is very knowledgeable as it pertains to standards and procedures for the aviation industry. We have worked with Hole Montes on a number of occasions, and each time they have delivered successfully.
2. Specialized experience and technical competence in the variety of types of work required under an on-call based agreement: Hole Montes has completed a wide variety of a range of different project scopes in the site/civil and aviation environments. They are very knowledgeable as it pertains to the codes and regulations for these industries.
3. Capacity to accomplish the work in the required time: Hole Montes understands time constraints and works great to work within specified timeframes
4. Understanding of key elements of your project, approach to project, plan for cost control, construction safety and phasing plans: Hole Montes fully understands all requirements for aviation related projects. Taking into account phasing, cost controls, safety are common themes that their firm understands very well.
5. Did the Consultant have knowledge of the project and the area and local permitting knowledge? Yes, Hole Montes has a great depth of knowledge with regard to permitting and local conditions specifically with regard to the aviation environment.
6. Would you use Hole Montes Inc. again? Yes, absolutely.

REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFP)
No. 22-5519

North Road Terminal Apron Improvements (Commercial Airline Terminal)

Design Consultant

City of Naples Airport Authority
160 Aviation Drive North
Naples, FL 34104

RFP Issue Date
Wednesday, February 1, 2023

Submittal Date
Wednesday, March 8, 2023

A. NOTICE

In accordance with Florida Statute 287.055, Consultant's Competitive Negotiation Act, the City of Naples Airport Authority (NAA) is seeking responses to a Request for Proposals and Qualifications ("RFP") from qualified and experienced engineering firms for professional design services for the NAA, with the intent of obtaining proposals from interested and qualified Consultants in accordance with the terms, conditions and specifications stated or attached. The Consultant, at a minimum, must achieve the requirements of the Specifications or Scope of Work stated.

B. TIMELINE

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Selection Committee Ranking Approval by NAA Board	April 20, 2023
Contract Negotiations Begin With #1 Ranked Firm	April 20, 2023

C. CITY OF NAPLES AIRPORT AUTHORITY

The NAA was created under Laws of Florida 69-1326, as amended, as an independent authority responsible for the operation of the Naples Municipal 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 NAA 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 NAA. The NAA receives, for certain capital projects, state and federal financial funds.

General information about the Naples Airport Authority can be obtained from our official website http://www.flynaples.com/.

It is anticipated that the project *may* be funded by Federal grants from the Federal Aviation Administration (FAA) under its Airport Improvement Program, State grants from the Florida Department of Transportation (FDOT) and/or by the Authority (non-grant) funds. This will require

the Consultant to provide input and guidance to the Authority about said programs and to ensure the Authority's compliance with all applicable standards, advisory circulars and regulations of the FAA, State of Florida and the City of Naples as set forth in the sample Professional Services Agreement attached to this RFP as Exhibit A.

D. PROJECT DESCRIPTION

This project is the design phase for the rehabilitation of the existing North Road Terminal, (also known as the Commercial Airline Terminal) apron pavement as well as improvements for the queuing areas, which are needed for the safe and efficient movement of aircraft to/from the active runway. The project also includes the removal of Taxiway T and the reconfiguration of entrance/exit taxiways to meet the current FAA standards. Design elements will include the mill and overlay, or other measures as required for the rehabilitation of the existing pavement; grading, drainage, propose specific apron drainage recommendations, new pavement areas; and lighting and marking for the new areas. With the impacts of Hurricane Ian, this project can be used to develop and deliver a more resilient airport.

PROJECT JUSTIFICATION

The existing North Road Terminal apron has a branch area weighted average PCI rating of 57 (fair) with some areas rated very poor (PCI 26-40) in the 2022 FDOT Airport Pavement and Evaluation Report for APF. The pavement has experienced additional distress due to the more frequent activity. Attachment 1: GAT Apron Diagram from FDOT Report, Attachment 2: Airport Pavement Evaluation Report, and Attachment 3: APF Apron Utilization Plan Future South Quadrant

Attachment A and A-1 are excerpts from the FDOT report specific to the CAT Terminal Apron.

The rehabilitation and safety improvements of the North Road Terminal apron are a priority as documented in the February 2021 Master Plan.

E. SCOPE OF SERVICES AND DELIVERABLES

In general, the selected professional is expected to perform the following services:

1. **Preliminary Phase.** This phase involves those activities required for defining the scope of a project and establishing preliminary requirements. Some examples of activities within this phase of a project include, but are not limited to:

    a) Coordinating with the Sponsor on project scope requirements, finances, schedules, operational safety and phasing considerations, site access and other pertinent matters.
    b) As applicable, coordinating project with interested stakeholders to identify potential impacts to their operations.
    c) Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and architectural and engineering studies required for design considerations.
    d) Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.
    e) Preparing project design criteria and other bridging documents commonly used for alternative project delivery methods such as design/build contracting.

2. **Design Phase.** This phase includes all activities required to undertake and accomplish a full and

complete project design. Examples include, but are not limited to, those below:

a) Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters. 9/25/2015 AC 150/5100-14E Change 1 1-3
b) Preparing necessary engineering reports and recommendations.
c) Preparing detailed plans, specifications, cost estimates, and design/construction schedules.
d) Preparing Construction Safety and Phasing Plan (CSPP).
e) Printing and providing necessary copies of engineering drawings and contract specifications.
f) Providing FAA/FDOT grant application assistance.

3. **Bidding and Negotiation Phase.** These activities are sometimes considered part of the construction phase. They involve assisting the Sponsor in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on the award of contracts, and preparing contract documents.

4. **Construction Phase.** This phase may include all basic services rendered after the award of a construction contract, including, but not limited to, the following activities:

a) Providing consultation and advice to the Sponsor during all phases of construction.
b) Representing the Sponsor at preconstruction conferences.
c) Inspecting work in progress periodically and providing appropriate reports to the Sponsor.
d) Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concept/drawings.
e) Reviewing, analyzing, and accepting laboratory and mill test reports of materials and equipment.
f) Assisting in the negotiation of change orders and supplemental agreements.
g) Observing or reviewing performance tests required by specifications.
h) Determining amounts owed to contractors and assisting Sponsors in the preparation of payment requests for amounts reimbursable from grant projects.
i) Making final inspections and submitting punch-lists and a report of the completed project to the Sponsor.
j) Reviewing operations and maintenance manuals. 9/25/2015 AC 150/5100-14E Change 1.

5. **Project Closeout Phase.** This phase includes all basic services rendered after the completion of a construction contract, including, but not limited to, the following activities:

a) Making final inspections and submitting punch-lists and a report of the completed project to the Sponsor.
b) Providing record drawings.
c) Preparing summary of material testing report
d) Preparing summary of project change orders
e) Preparing grant amendment request and associated justification, if applicable.
f) Preparing final project reports including financial summary.
g) Obtaining release of liens from all contractors.

This list is not inclusive and is subject to change as priorities and funding change. Should any project that is

active extend past the contract termination date, that contract shall be extended until completion of such project.

F. CONTENT OF RESPONSES

Respondents are encouraged to keep their proposals concise and to exclude marketing materials, binders and section tabs. The following sections and contents *are* required:

A. COVER LETTER: Provide a one-page transmittal letter introducing the Engineering Team, prepared on the Team Lead's company letterhead, with firm name, including any alias, years in business, contact person, address, telephone number, email address, signed by an individual who is authorized to commit the firm to the services and requirements of the RFP and consequent task orders. The transmittal letter shall also acknowledge any addenda pertaining to this RFP. Any exceptions to the terms and provisions of the sample Service Agreement must be addressed in the RFP Response Transmittal Letter. The Authority maintains the right to reject the respondent's exceptions.

B. TEAM INTRODUCTION AND RESUMES: Provide the resumes and qualifications of the key personnel who will perform the work, relevant licensing information, and any other documentation of experience. This will demonstrate the ability of professional team personnel as shown by their level of experience on projects of similar type, size, and complexity and will measure how well the team is staffed to address all facets of the project. It measures how well the team is organized to deliver the project. Preference will be given to teams with knowledge and experience with local construction and regulatory conditions and who demonstrate a strong commitment to team collaboration proximate to the project site.

C. SPECIALIZED EXPERIENCE, TECHNICAL COMPETENCE AND REFERENCES: Provide examples of similar projects completed within the past five years. Complete the ***Reference Information Form (REF-1/Exhibit D*)** and include at least three recent (within the last five years) professional references from clients who can provide information regarding the Firm's ability to manage similar contracts and quality and breadth of services provided on similar projects. **NAA must be able to contact your references.**

D. PROJECT UNDERSTANDING: Demonstrate an understanding of the key elements of the Project by providing a project/program management and implementation strategy, including a plan for value engineering, cost control and the approach to the construction safety and phasing plan.

E. WORKLOAD: Describe the Team's ability to take on additional projects and ability to offer the breadth and quality of services required for the project.

F. Feel free to provide any additional appropriate information that may help us in understanding how your experience and qualifications relate to an organization such as the Naples Airport Authority and any additional services that your firm may provide.

The response to this RFP should be organized in the order set forth above.

G. INSTRUCTIONS FOR PROPOSERS

Respondent shall carefully review and address all of the evaluation criteria outlined in this request. In order to be considered, respondent will demonstrate the firm's ability to provide the required services as listed in this RFP. A copy of the Selection Committee Ranking guideline to be used in assessing each submittal including guidance as to the relative importance we place on each evaluation factor is attached for your information (please see Attachment B). Any data furnished by the NAA is for informational purposes only.

The full response shall not exceed thirty (20) *numbered* pages and shall include a cover letter and all resumes requested in section F. B.; however, the transmittal letter does not count towards the 20-page limit and all DBE confirmation letters requested in Section X.A. may be included as an appendix at the end of the submittal.

1. Responses and Deadline
   All responses to this RFP must be submitted to:
   Linda Jackson Best
   Procurement and Contracts Manager
   City of Naples Airport Authority
   160 Aviation Drive North
   Naples, FL 34104

   No later than Wednesday, March 8, 2023, by 3:00 P.M.

   Submittals shall be sealed and clearly marked on the outside:

RFP No. 22-5519- North Road Terminal Apron Improvements (Commercial Airline Terminal)- Design Consultant

The delivery of the response to the NAA prior to the deadline is solely and strictly the responsibility of the responder.

2. Number of Copies

One (1) unbound, one-sided, printed original submittal is required, along with five (5) unbound two-sided copies, and one (1) USB flash memory card (USB flash drive), containing the submittal, exactly like the unbound printed original in Adobe Acrobat pdf format. Electronic format copy shall be one continuous file. Submissions via facsimile will not be accepted.

3. Rejection of Responses, Cost of Preparation, Public Disclosure

Responding to this RFP will in no way be construed as a commitment on the part of the NAA. The NAA reserves the right to reject any or all responses. The NAA may waive any irregularities in the RFP or the submitted responses and may cancel, re-advertise, postpone, or modify the RFP schedule at any time. The NAA is not responsible for any costs incurred during the preparation and submittal of a response to this RFP. All submittals will become the property of the NAA. The NAA adheres to open records requirements of Florida State Statute Chapter 119, and as such, all materials submitted by the Respondent to the NAA are subject to public disclosure. The Respondent specifically waives any claims against the NAA related to the disclosure of any materials.

4. Requests for Interpretation or Clarification

Questions concerning this RFP shall be submitted in writing via email, in Microsoft Word format to Linda Jackson Best, Procurement and Contracts Manager at lbest@flynaples.com by Wednesday, February 15, 2023 by 5:00 P.M. Respondents are encouraged to verify receipt of questions emailed to the NAA. Questions will be answered and posted online as an addendum on the NAA's website: https://www.flynaples.com/doing-business-with-the-authority/open-bids/ by the close of business on Thursday, February 16 by 5:00 P.M. Responders are strongly advised to monitor this site for any additional information and/or addenda regarding this solicitation right up to submittal date.

Only emailed questions will be addressed and answered as an addendum. The issuance of such posted responses is the only official method by which interpretation, clarification or additional information will be given by the NAA. Only requests answered by formal written responses will be binding. Oral and other interpretations or clarifications will be without legal effect. **In order to protect the professional integrity of this procurement process by shielding it from undue influences prior to the recommendation of contract award, responders shall not contact any other City of Naples Airport Authority Employees, Agents, City of Naples Elected Officials, City of Naples Employees or Naples Airport Authority Board Members regarding this RFP from advertisement date through Selection Committee Recommendation to the NAA Board.**

5. Supplemental Information

The NAA reserves the right to request any supplementary information it deems necessary to evaluate responder's experience, qualifications, or clarify or substantiate any information contained in the responder response.

6. Disadvantaged Business Enterprise

The NAA recognizes fair and open competition as a basic tenet of public procurement. Respondents doing business with the NAA 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 RFP process. All responding parties are required to make all efforts reasonably necessary to ensure that Disadvantaged, Minority and Women-Owned Business Enterprises have a full and fair opportunity to compete for this contract.

7. Americans with Disabilities

The NAA adheres to the Americans with Disabilities Act and will make reasonable modifications for access to Airport services, programs and activities. Please call (239) 643- 0733 for further information. Requests must be made at least 48 hours in advance of the event in order to allow the NAA time to provide the requested services.

H. SELECTION PROCEDURE

An Authority Staff Committee shall evaluate responses to this RFP and short-list no more than three firms at a public meeting on Wednesday, March 15, 2023, 9:00 a.m. in the Naples Airport, Larson Conference Room 2nd Floor at 160 Aviation Drive North, Naples FL 34104. The Public may participate in person or via ZOOM at the following link:
https://us06web.zoom.us/j/83584273689?pwd=VHBKalg0VTY3dmpZTWJaTTlVMUp6UT09

A copy of the Submittal Review Guidelines is attached (Exhibit "B").

The short list shall be published on the Authority's website and short-listed team presentations by close of business on Thursday March 16, 2023.

Evaluations by the NAA Board Consultant Selection Committee are scheduled for Thursday, April 6th starting at 9:00 a.m. in the Larson Conference Room, located at 160 Aviation Drive North, 2nd Floor of the General Aviation Terminal. The presenters for each team will be limited to three individuals, including the

proposed Lead Engineering Professional, and the responsible corporate individual. Your presentation will be limited to **15 minutes with an additional 15 minutes for questions and answers.** Do not provide hard copies of presentations and/or hand-out materials for Board presentations.

Short-listed firm presentations and evaluations by the NAA Board Consultant Selection Committee will be scheduled and advised via Addendum of the specific date and time.

Upon conclusion of presentations by all short-listed firms, the NAA Board Consultant Selection Committee will rank the presenting firms and submit the final ranking to the NAA Board of Commissioners at a Board meeting for approval, the exact date will be advised via Addendum. Contract negotiations will then commence with the ranked firm(s). If successful negotiations with the highest ranked firm(s) are not possible, staff will begin negotiations with the second ranked firm and continue, as such, until satisfactory negotiations are accomplished.

I. ASSURANCES

By responding to this RFP, the firm assures the NAA that, if selected, it will:

- Not assign or transfer the NAA's account, or any portion of the NAA's business, without the NAA's prior written approval.
- Act in the NAA's best interest at all times.
- Sign the NAA's Professional Services Agreement for the agreed-upon work.

J. REQUIRED CONTRACTUAL PROVISIONS

1. FAA REQUIRED PROVISIONS

General Civil Rights Provisions:

The Successful Respondent agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision binds the Successful Respondent and subtier contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

Title Vi Solicitation Notice

The 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 any contract entered into pursuant to this Request for Proposal, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Federal Fair Labor Standards Act (Federal Minimum Wage)

All contracts and subcontracts that result from this Request for Proposal incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The Successful Respondent has full responsibility to monitor compliance to the referenced statute or regulation. The Successful Respondent must address any claims or disputes that arise from this requirement directly with the U.S.

Department of Labor – Wage and Hour Division.

Occupational Safety and Health Act Of 1970

All contracts and subcontracts that result from this Request for Proposal incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The Successful Respondent must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Successful Respondent retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The Successful Respondent must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

Access to Records and Reports

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the Owner, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

Breach of Contract Terms

Any violation or breach of terms of this contract on the part of the [Contractor | Consultant] or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

Owner will provide [Contractor | Consultant] written notice that describes the nature of the breach and corrective actions the [Contractor | Consultant] must undertake in order to avoid termination of the contract. Owner reserves the right to withhold payments to Contractor until such time the Contractor corrects the breach or the Owner elects to terminate the contract. The Owner's notice will identify a specific date by which the [Contractor | Consultant] must correct the breach. Owner may proceed with termination of the contract if the [Contractor | Consultant] fails to correct the breach by the deadline indicated in the Owner's notice.

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

Clean Air and Water Pollution Control

Contractor agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 USC §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 USC §§ 1251-1387). The Contractor agrees to report any violation to the Owner immediately upon discovery. The Owner assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

Contractor must include this requirement in all subcontracts that exceed $150,000.

Certification of Bidder Regarding Debarment

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

Certification of Lower Tier Contractors Regarding Debarment

The successful bidder, by administering each lower tier subcontract that exceeds $25,000 as a "covered transaction", must confirm each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally-assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: http://www.sam.gov.

2. Collecting a certification statement similar to the Certification of Offeror /Bidder Regarding Debarment, above.

3. Inserting a clause or condition in the covered transaction with the lower tier contract.

If the Federal Aviation Administration later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

Texting When Driving (Distracted Driving)

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", (10/1/2009) and DOT Order 3902.10, "Text Messaging While Driving", (12/30/2009), the Federal Aviation Administration encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or subgrant.

In support of this initiative, the Owner encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding $10,000 that involve driving a motor vehicle in performance of work activities associated with the project.

Certification Regarding Domestic Preferences for Procurements

The Bidder or Offeror certifies by signing and submitting this bid or proposal that, to the greatest extent practicable, the Bidder or Offeror has provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products) in compliance with 2 CFR § 200.322

Trade Restriction Certification

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror –

1) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);

2) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and

3) has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC § 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR § 30.17, no contract shall be awarded to an Offeror or subcontractor:

1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR; or

2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list; or

3) who incorporates in the public works project any product of a foreign country on such USTR list.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and

information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

Certification Regarding Lobbying

The Bidder or Offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)].

Certification of Bidder Regarding Tax Delinquency and Felony Convictions

The applicant must complete the following two certification statements. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (ü) in the space following the applicable response. The applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

Certifications:

1) The applicant represents that it is (ü) is not (ü) a corporation that has any unpaid Federal tax liability that has

been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

2) The applicant represents that it is (ü) is not (ü) a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

Veteran's Preference

In the employment of labor (excluding executive, administrative, and supervisory positions), the Contractor and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 USC § 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

2. FLORIDA STATE PROCUREMENT LAW REQUIRED PROVISIONS

Anti-Collusion Statement

Under no circumstances shall any prospective proposer, or any person or persons acting for or on behalf of any said prospective Respondent, seek to influence or gain the support of any member of the Authority favorable to the interest of any prospective Respondent or seek to influence or gain the support of any member of the Authority against the interest of any prospective Respondent. Any such activities shall result in the exclusion of the prospective proposer from consideration by the Authority.

Convicted Vendor List

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

Discriminatory Vendor List

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

Invoice Compliance

All invoices, bills, fees or other requests for compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and post audit thereof.

Travel Expenses

Bills for any travel expenses shall be submitted in accordance with Florida Stat. 112.061. A state agency may establish rates lower than the maximum provided in s. 112.061.

Public Records

The Authority may unilaterally cancel the Service Agreement if the Successful Respondent refuses to allow

the public access to all documents, papers, letters, or other material made or received by Successful Respondent in conjunction with the Service Agreement, unless the records are exempt from s. 24(a) of Art. 1 of the Florida State Constitution and s. 119.07(1).

No Contact

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Duty To Cooperate With Inspector General

Respondent agrees to comply with s.20.055(5), Florida Statutes and to incorporate in all subcontracts the obligation to comply with s.20.055, Florida Statutes.

No Boycott/Prohibited Business

Respondent hereby certifies that it has not been placed on the Iran Petroleum Energy Sector List, does not have business operations in Cuba or Syria, has not been placed on the Scrutinized Companies with Activities in Sudan List, has not been placed on the Scrutinized Companies that Boycott Israel List, and is not engaged in a boycott of Israel.

E-Verify

The successful Respondent who becomes the Contractor shall utilize the U.S. Department of Homeland Security E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the terms of the Agreement and. shall expressly require any subcontractors performing work or providing services hereunder to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the term of this Agreement.

3. FLORIDA PUBLIC RECORDS LAW REQUIRED PROVISIONS

(a) IF THE SUCCESSFUL RESPONDENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUCCESSFUL RESPONDENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE SERVICE AGREEMENT OR THIS REQUEST FOR PROPOSAL, CONTACT THE AUTHORITY'S CUSTODIAN OF PUBLIC RECORDS AT (239) 643-0733, administration@flynaples.com and/or 160 Aviation Drive North, Naples, Florida 34104.

(b) The Successful Respondent acknowledges and agrees that the Successful Respondent shall be required to comply with Florida's Public Records Laws, Chapter 119, Florida Statutes. Specifically, the Successful Respondent hereby covenants and agrees that it shall:

(i) keep and maintain public records required by the Authority to perform the services under the Service Agreement;

(ii) upon request from the Authority's custodian of public records, provide the Authority with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(iii) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of the Service Agreement and following completion of the Service Agreement if the Successful Respondent does not transfer the records to the Authority; and

(iv) upon completion of the Service Agreement, transfer, at no cost, to the Authority all public records in possession of the Successful Respondent or keep and maintain public records required by the Authority to perform the services under the Service Agreement. If the Successful Respondent transfers all public records to the Authority upon completion of the Service Agreement, The Successful Respondent shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Successful Respondent keeps and maintains public records upon completion of the Service Agreement, the Successful Respondent shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Authority, upon request from the Authority's custodian of public records, in a format that is compatible with the information technology systems of the Authority.

K. ATTACHMENTS

ATTACHMENT 1: GAT Apron Diagram from FDOT Report

ATTACHMENT 2: Airport Pavement Evaluation Report

ATTACHMENT 3: APF Apron Utilization Plan Future South Quadrant

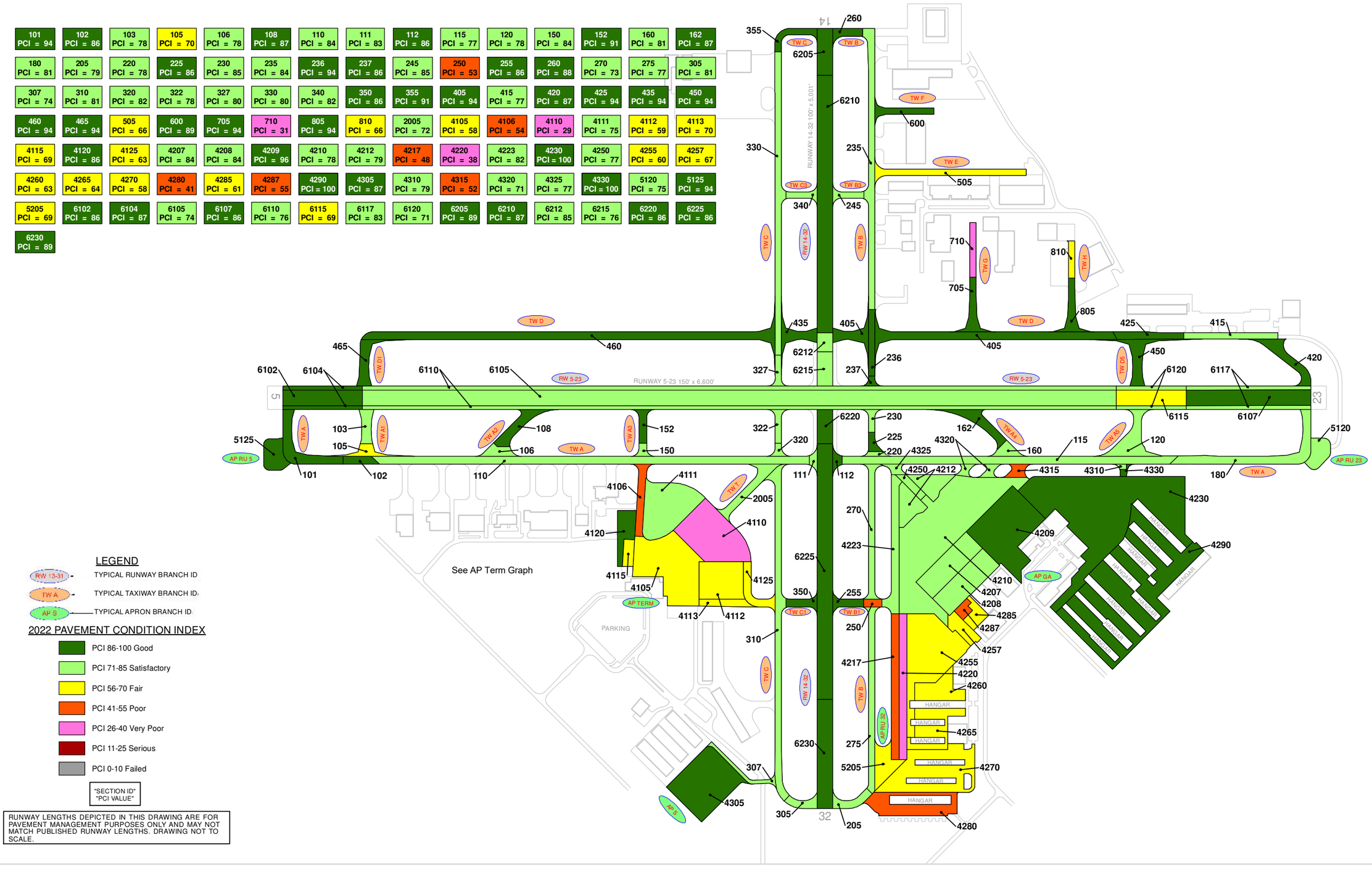
EXHIBIT A: NAA Sample Professional Services Agreement

EXHIBIT B: Selection Committee Ranking Guidelines

EXHIBIT C: E-Verify Eligibility Form

EXHIBIT D: References

RFP 22-5519, Attachment -1 GAT Apron Diagram from FDOT Report



APF

AIRFIELD PAVEMENT CONDITION INDEX EXHIBIT

Statewide Airfield Pavement Management Program

NAPLES MUNICIPAL AIRPORT

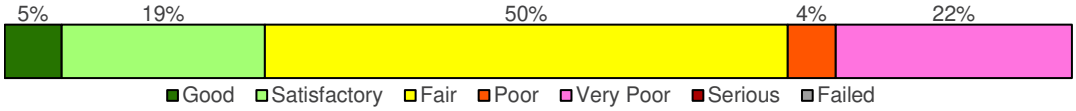
FDOT

2022

AP TERM

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
AP TERM	APRON	9	529,582	57	Fair

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 5% Good (86-100 PCI), 19% Satisfactory (71-85 PCI), 50% Fair (56-70 PCI), 4% Poor (41-55 PCI), 22% Very Poor (26-40 PCI).



Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
4105	AC	142,784	58	Fair
4106	AC	23,810	54	Poor
4110	AC	117,284	29	Very Poor
4111	AC	100,910	75	Satisfactory
4112	AC	68,137	59	Fair
4113	AC	15,081	70	Fair
4115	AC	11,594	69	Fair
4120	AC	28,211	86	Good
4125	AC	21,771	63	Fair

AP TERM consists of 9 flexible pavement sections, totaling 529,582 sf. The last major construction dates range from 1977 to 2012, resulting in an area-weighted average age at inspection of 36 years old. Overall, AP TERM is in Fair condition with an area-weighted average PCI of 57.

Attachment 3- APF Apron Utilization Plan Future South Quad

TAXIWAY A3 WILL BE RELOCATED PRIOR TO APRON IMPROVEMENTS

TAXIWAY T

TAXIWAY A

TAXIWAY A3

TAXIWAY C

TAXIWAY C1

93.0'
ADG III
TOFA

81.0'
ADG III
TLOFA

115.0'
ADG II
TLOFA

93.0'
ADG II
TOFA

CUSTOMS AND BORDER PROTECTION STERILE AREA

0 125'

2021 AERIAL IMAGERY

ABBREVIATIONS

ADG	AIRPLANE DESIGN GROUP
FTOFA	FUTURE TAXILANE OBJECT FREE AREA
FTLOFA	FUTURE TAXIWAY OBJECT FREE AREA
RVZ	RUNWAY VISIBILITY ZONE
SY	SQUARE YARDS
TLOFA	TAXILANE OBJECT FREE AREA
TOFA	TAXIWAY OBJECT FREE AREA

LEGEND

- EXISTING ITINERANT AIRCRAFT PARKING AREAS (±14,100SY)
- PARKING AREA RESTRICTED TO TOWER HOURS ONLY DUE TO OVERLAP WITH RVZ (±1,800 SY)
- FUTURE ITINERANT AIRCRAFT PARKING AREAS (±31,000 SY)
- PARKING AREA RESTRICTED TO TOWER HOURS ONLY DUE TO OVERLAP WITH RVZ (±4,000 SY)
- BASED AIRCRAFT PARKING (±3,500 SY)
- APRON TAXIWAYS/TAXILANES

NOTES

1. WHEN ENTERING THE APRON AREA, ARRIVING ITINERANT AIRCRAFT AIRCRAFT WILL BE MET BY AIRPORT OPERATIONS PERSONNEL AND MARSHALED TO PARKING LOCATION BASED UPON AIRCRAFT SIZE AND PARKING AVAILABILITY
2. TAXIWAY/TAXILANE OFA DIMENSIONS SHOWN ARE BASED ON FAA AC 150-5300-13A. (SAME AS CURRENT ALP OF RECORD) WILL BE UPDATED TO STANDARDS OF FAA AC 150-5300-13B DURING DESIGN.

Oct 28, 2022 - 4:35pm
C:\Users\jholisky\Documents\Aviation Planning\Airports\APF\05 Graphics-GIS-Modeling\Drawings\Apron Utilization Study\APF Apron Figure 4 - Future South.dwg

Source: ESA, 2022.

Naples Airport Master Plan

FIGURE 4

FUTURE APRON UTILIZATION PLAN - SOUTH QUAD