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
Friday, January 6, 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

1. Interviews and Ranking of Responses for Qualifications and Proposals for Appraisal Services; RFP #22-5513, On-Call Real Estate Appraisal Services

   a. Slack, Johnston, Magenheimer

   b. Airport Business Solutions

E. PUBLIC COMMENTS (Public comments accepted for items not otherwise listed on the Agenda; 5 minute limit)

F. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

G. 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:	Heather LeDuc, Sr. Business Manager, and Linda Jackson Best, Procurement and Contracts Manager
Meeting Date:	January 6, 2023
Re:	**DISCUSSION ITEM**

1. **Interviews and Ranking of Responses to Request for Qualifications and Proposals (RFP) #22-5513, On-Call Real Estate Appraisal Services**

ACTION REQUESTED: Interview the two (2) shortlisted firms and make a rank-order recommendation to the full Board for their meeting on January 19, 2023.

BACKGROUND: RFP #22-5513, On-Call Real Estate Appraisal Services was issued on August 23, 2022. The RFP was advertised and posted to the www.flynaples.com website, the Naples Daily News, DemandStar and the Florida Airports Council. Prior to the submittal deadline of October 6, 2022, the City of Naples Airport Authority received four proposals in response to the RFP for the On-Call Real Estate Appraisal. Every submittal was carefully evaluated by select members of the NAA Staff at a public meeting held on October 14, 2022, and the following two (2) firms have been shortlisted for further consideration:

1. Slack, Johnston, Magenheimer
2. Airport Business Solutions

The Consultant Selection Committee meeting is scheduled for Friday, January 6, 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 complete, each firm will have up to 15 minutes for their presentation followed by a 15-minute question and answer period.

Supplemental information and a summary of the RFP which includes the scope of services being sought is included in this packet. The entire RFP comprises 31 pages, including Addenda and is available at https://www.flynaples.com/rfp-on-call-real-estate-appraisal-services/

After all presentations are complete, the Committee will be asked to provide a ranking of the firms interviewed. The results of the Consultant Selection Committee ranking will be presented to the full Board for approval on January 19, 2023.

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

CSC Meeting

Supplemental Information

RFP 22-5513, On-Call Real Estate Appraisal Services

Issued August 23, 2022

I. SCOPE OF SERVICES AND DELIVERABLES

Appraisal projects procured by the Authority in the past ten (10) years include, fair market annual land rent, reproduction cost and depreciated value of improved aeronautical property; fair market value of the remaining leasehold interest of an improved aeronautical property; market value and estimate of the present value of the future net rental income of improved aeronautical property; and fair market rent of improved aeronautical property. In addition to these types of appraisal projects, the Authority anticipates the need for appraisals for the establishment of apron, parking, building and terminal rents, the acquisition of avigation easements and off-airport property. This explanation of past and anticipated appraisal needs should not be considered to limit the types of appraisal projects desired by the Authority in the future. The Authority makes no representation as to the number of appraisals to be performed during the contract period.

Addendum 1 Issued September 16, 2022

1. The term of the awarded contract has been adjusted.

   Deleted:

   ~~**V. Scope of Services and Deliverables**~~

   ~~The firm selected from this RFQ process will be contracted for an initial one (1) year term with (4) one-year renewals~~

   Replaced With:

   V. Scope of Services and Deliverables

   The firm selected from this RFQ process will be contracted for a contract term of five (5) years.

   Staff Selection Committee Meeting: October 14, 2022

   Four firms submitted proposals, two firms were short listed:

   - Slack, Johnston, Magenheimer
   - Airport Business Solutions

Annual Budget for the Appraisal Services: $__60,000 FY23

Amounts spent in past three years to five years for similar work: $30,000 per year

Cost Center/Department/Fund: __6121-2000

Reference Checks

Airport Business Solutions (ABS):

1. Mr. Mario Evans, CM - Airport Director
   DeKalb Peachtree Airport
   Atlanta, GA

   - *Excellent knowledge of standards and procedures*
   - *Excellent experience and technical competence*
   - *Excellent capacity to accomplish the work*
   - *Excellent understanding of the project*
   - *They had knowledge of the project and area*
   - *We would use them again.*

2. Ms. Dawn M. Blair
   Real Estate Manager – Property Management
   Dallas Department of Aviation
   Dallas, TX

   - *Expert level, very thorough*
   - *Expert level of technical competence and experience*
   - *We have used ABS for about 10 years, never had any issues*
   - *Full understanding of our projects*
   - *ABS is currently under contract with the Dallas Airport and their vertiport.*

3. Mr. Greg Kelly, A.A.E.
   Executive Director
   Savannah/Hilton Head Int'l Airport
   Savannah, GA 31408

   - *They are experts*
   - *Fully understand Airport appraisals and FAA process*
   - *They have always met our deadlines*
   - *They have always grasped the requirements and nuances related to our projects*
   - *We just contracted them for another project.*

Slack Johnston, Magenheimer

1. Mr. Robert Warren Non responsive to emails or voice mails, advised Slack Johnston Magenheimer.
   Miami-Dade Aviation Department
   Miami, FL

2. Mr. Randy Forister
   Hillsborough County Airport Authority
   Tampa International Airport
   Tampa, FL

   - *They are very knowledgeable about appraisals on airports and the application of USPAP. They are also very knowledgeable in FAA requirements.*
   - *They have made aviation appraisals a central part of their business and publish a report every year on trends at Florida airports.*
   - *They have always performed in a timely manner without excuses.*
   - *They are very knowledgeable and we have not had any problem explaining a project.*
   - *Yes, we continue to use them on our projects.*

3. Ms. Clara Bennett
   Boca Raton Airport Authority
   Boca Raton, FL

   - *Andy Magenheimer has thorough knowledge of airport ground and building lease transactions and FAA requirements.*
   - *Andy Magenheimer specializes in airport lease transactions*
   - *Andy Magenheimer has always met our deadlines and delivered on the required scope*
   - *Andy Magenheimer dedicates time to thoroughly understand the scope of the project and the required deliverables.*
   - *Yes, they have knowledge of the project and area*
   - *We would use them again.*

REQUEST FOR PROPOSALS AND QUALIFICATIONS

(RFP)

No. 22-5513

On-Call Real Estate Appraisal Services

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

RFQ Issue Date
August 24, 2022

Submittal Date
October 6, 2022

I. NOTICE

The City of Naples Airport Authority ("Authority") is soliciting responses to a Request for Proposals and Qualifications ("RFP") from firms to provide on-call real estate appraisal services at and around the Naples Municipal Airport. The Authority is seeking firms whose combination of experience and personnel will provide timely, cost-effective, and quality professional services.

A copy of the detailed Request for Qualifications and Proposals, and instructions for submittal may be obtained from the Naples Airport Authority online at https://www.flynaples.com/doing-business-with-the-authority/open-bids/ as electronic files in PDF format. Responses are due no later than 2:00 pm local time, on Thursday, October 6, 2022.

Questions during the solicitation period may be submitted by 5:00 pm local time, Thursday, September 15, 2022, to Linda Jackson Best at lbest@flynaples.com. Proposers **shall not** contact City of Naples Airport Authority employees or agents, City of Naples elected officials to discuss the project. Answers to all questions will be compiled into an addendum and posted on the Naples Airport Authority website at https://www.flynaples.com/doing-business-with-the-authority/open-bids/ no later than 5:00 p.m., Tuesday, September 20. 2022. Proposers are encouraged to monitor the Naples Website for posting of Addenda up until submittal deadline.

The Authority reserves the right to waive any formalities, technicalities, or irregularities in; or reject any or all Proposals in part or in whole; or to re-advertise for Proposals and award or refrain from awarding the Contract for the services. All Proposers must be licensed in accordance with Florida Laws. The Authority recognizes fair and opencompetition as a basic tenet of public procurement. Respondents doing business with the Authority are prohibitedfrom discriminating on the basis of race, color, creed, national origin, handicap, age, or gender. The Authority 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 bid process. The Authority adheres to the American 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 to allow the Authority time to provide the requested services.

The City of Naples Airport Authority adheres to the Americans with Disabilities Act and will make reasonable accommodations 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 Authority time to provide the requested services.

II. TIMELINE

Scheduled Item	Scheduled Date
Request for Qualifications (RFQ) Issue Date	August 24, 2022
Requests for Information Deadline (Questions) emailed to lbest@flynaples.com in Microsoft WORD format	September 15, 2022, by 5:00 p.m. local time
Addendum posted on flynaples.com	September 20, 2022, by 5:00 p.m. local time
RFQ Submittal Deadline and Location *Naples Airport Authority* *General Aviation Terminal – 2nd Floor Reception Desk* *160 Aviation Drive North* *Naples Florida 34104*	October 6, 2022, by 2:00 p.m. local time
Public Meeting of Staff Evaluation Committee to Determine Short List *Naples Airport Authority* *General Aviation Terminal* *2nd Floor Larson Conference Room* *160 Aviation Drive North* *Naples Florida 34104*	October 14, 2022, at 1:30 p.m. local time
Publication of Shortlist on www.flynaples.com	October 17, 2022, by 5:00 p.m. local time
Presentations and Interviews – Naples Airport Authority Consultant Selection Committee Public Meeting	Week of October 24-28, 2022 Date and time to be determined.
Selection Committee Ranking Approval by the Naples Airport Authority Board of Commissioners	November 17, 2022, at 8:30 a.m. local time

III. CITY OF NAPLES AIRPORT AUTHORITY

The City of Naples is home to the Naples Municipal Airport ("APF"). Located in western Collier County (population 386,161[1]), Naples is the main metropolitan area on the Paradise Coast, which is world-renowned for its beaches, cultural activities, and outdoor recreational opportunities.

Originally established as an Army base during World War II, today APF is a first-class general aviation facility. The airport property is located approximately two (2) miles from downtown Naples and consists of approximately 732 acres, which are utilized for both aeronautical and non-aeronautical purposes that serve a mix of personal, leisure and business-related travel. APF is home to flight schools, air charter operators, corporate aviation, a military history museum, the Collier Mosquito Control District (also known as "Mosquito Control"), the Collier County Sheriff's aviation unit, car rental agencies and other aviation and non-aviation businesses.

[1] Collier County Economic Development Office. Retrieved from *https://www.collieredo.org/demographics*.

The Authority 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.

Airport facilities include two (2) intersecting, paved runways; a turf runway; a control tower; U.S. Customs and Border Protection; and an Aircraft Rescue and Fire Fighting (ARFF) station. Runway 5-23 is 6,600' x 150' and Runway 14-32 is 5,000' x 100'. The turf runway is 1,850' x 100'. Both paved runways have a dual-wheel weight bearing capacity of 75,000 pounds. During the 2019 fiscal year, APF had approximately 112,262 total operations and 394 based aircraft, of which approximately 96 were jets. During the 12-month period ending September 30, 2021, there were 113,137 flight operations, of which approximately 41% were jet activity. APF does not currently have scheduled air service; but does maintain FAA Part 139 certification and a security program following TSA standards.

The Authority 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 Authority. The Authority receives, for certain capital projects, state, and federal financial funds.

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

IV. MINIMUM RESPONDENT REQUIREMENTS

Respondents must meet or exceed the following minimum requirements to be considered:

a. Respondent shall have a minimum of five (5) years primary experience in providing airport appraisal services.

b. Respondent shall be a Certified General Real Property Appraiser listed on the National Registry of Appraisers who is licensed to provide appraisal services in the State of Florida.

V. SCOPE OF SERVICES AND DELIVERABLES

Appraisal projects procured by the Authority in the past ten (10) years include, fair market annual land rent, reproduction cost and depreciated value of improved aeronautical property; fair market value of the remaining leasehold interest of an improved aeronautical property; market value and estimate of the present value of the future net rental income of improved aeronautical property; and fair market rent of improved aeronautical property. In addition to these types of appraisal projects, the Authority anticipates the need for appraisals for the establishment of apron, parking, building and terminal rents, the acquisition of avigation easements and off-airport property. This explanation of past and anticipated appraisal needs should not be considered to limit the types of appraisal projects desired by the Authority in the future. The Authority makes no representation as to the number of appraisals to be performed during the contract period.

a. The firm selected from this RFQ process will be contracted for an initial one (1) year term with (4) one-year renewal options.

b. The selected appraisal firm will conduct assigned projects on an aggressive schedule. However, the Authority retains the right not to assign appraisal services for work under the Authority's current Lease Term Buy-Back Program to the selected appraisal firm.

c. The selected appraisal firm will comply with all provisions of the Uniform Standards of Professional Appraisal Practice (USPAP), the USPAP Competency Rule, as well as applicable local, state and federal laws, ordinances and regulations including the Authority's Rules and Regulations.

d. The selected appraisal firm will coordinate and provide supplemental professional and specialty support services, including, but not limited to, sign specialists, aerial photographers, fixture appraisers and general contractors, as necessary to support an appraisal assignment.

e. Upon request, the selected appraisal firm agrees to provide a verbal opinion of value to the Authority for discussion and comment prior to completing the written report. After the verbal value has been satisfactorily considered, the appraisal firm will receive authorization to proceed and complete the comprehensive written report.

f. Upon request, an unsigned draft of any written report shall also be provided to the Authority for review, comment, and discussion prior to submitting the final written report.

g. The final report shall be provided electronically in a format acceptable to the Authority.

VI. CONTENT OF RESPONSES

The following sections and contents are required:

a. A statement of qualifications accompanied by a brief transmittal letter prepared on the Respondent's company letterhead, with firm name, years in business, contact person, address, and telephone number and signed by an individual who is authorized to commit the firm to the services and requirements of this RFQ, the statement of qualifications and consequent task orders. The transmittal letter shall also acknowledge any addendums pertaining to this RFQ. Any exceptions to the terms and provisions of the Professional Services Agreement (please see Attachment A) must be noted in the transmittal letter. The Authority maintains the right to reject the Respondent's exceptions.

b. A list of personnel who will perform the appraisal services, along with individual resumes, relevant licensing information, and any other documentation to demonstrate experience with similar projects.

c. Experience of the firm in similar work and record of successful results of that work.

d. At least three (3) professional references from its clients who are capable of providing relevant information about the Respondent's ability to manage similar contracts, including the quality and breadth of such services. ***The City of Naples Airport Authority will be contacting references.*** Please provide the following:

   i. Reference name
   ii. Name and address of client
   iii. Phone number and e-mail
   iv. Summary of scope of services, including deliverables

e. The firm's ability to take on additional work, and the firm's ability to offer the breadth and

quality of services required for the work.

f. The firm's understanding of the services requested.

g. If subcontracting or joint proposals are to be done, that fact, and the name of the proposed subcontracting firms, must be clearly identified in the response. Following the award of the contract, no additional subcontracting will be allowed without the express prior written consent of the Authority.

h. Copies of applicable certification(s) and license(s) to perform appraisal services in the State of Florida.

i. Certificate of Insurance which meets the insurance requirements contained in the attached Professional Services Agreement.

j. The response to this RFQ shall be organized in the order set forth above.

VII. INSTRUCTIONS

Respondent shall carefully review and address all of the evaluation criteria outlined in this RFQ. In order to be considered, respondent will demonstrate the firm's ability to provide the required services as listed in this RFQ. A copy of the **Consultant Selection Committee Ranking** guidelines to be used in assessing each submittal, including guidance as to the relative importance of each evaluation factor, is attached for your reference as Attachment B. Any data furnished by the Authority is for information purposes only.

The full response shall not exceed ten pages, not including copies of licenses or other copies of specific documents required to be submitted.

a. Responses and Deadline

All responses to this RFQ shall be submitted **by October 6, 2022, at 2:00 pm local time** to:

City of Naples Airport Authority
Attention: Linda Jackson Best, Procurement and Contracts Manager
160 Aviation Drive North
Naples, FL 34104

Submittals shall be sealed and clearly marked on the outside "**RFQ 22-5513, On-Call Real Estate Appraisal Services**". The delivery of the response to the Authority prior to the deadline is solely and strictly the responsibility of the Respondent.

b. Number of Copies

One (1) unbound, one-sided, printed original submittal is required with six (6) bound printed copies and one (1) USB flash memory card (USB flash drive) containing the submittal, exactly like the printed original, in Adobe Acrobat pdf format. The electronic format copy shall be one continuous file. Submissions via email or facsimile will not be accepted.

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

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

d. Requests for Interpretation or Clarification

Questions concerning this RFQ shall be submitted in writing via email, in Microsoft Word format to Linda Jackson Best, Procurement and Contracts Manager, lbest@flynaples.com by 5:00 pm local time on September 15, 2022, respondents are encouraged to verify receipt of questions emailed to the Authority. Questions will be answered and posted online as an addendum on the Authority's website: http://flynaples.com/bids-and-employment/ by the close of business by 5:00 p.m. on September 20, 2022. Respondents are strongly advised to monitor this site for any additional information and/or addenda regarding this solicitation.

Only emailed questions will be addressed and answered. The issuance of such posted responses is the only official method by which interpretation, clarification or additional information will be given by the Authority. 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, respondents shall not contact any other Authority employees, agents, or Authority Board Members regarding this RFQ from advertisement date through Consultant Selection Committee recommendation to the City of Naples Authority Board of Commissioners.

e. Supplemental Information

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

VIII. SELECTION

An Authority Staff Evaluation Committee shall review, evaluate and short-list no more than three Respondents at a public meeting on October 14, 2022, at 1:30 p.m. local time at Naples Airport, General Aviation Terminal, 2nd Floor Larson Conference Room, 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/89402150259?pwd=S2dGQ3hlVXdNRFFTYy8vL2xIK0NMZz09.

A copy of the Submittal Review Guidelines is attached as Attachment B.

The short list shall be published on the Authority's website and presentations and evaluations by the

Authority's Consultant Selection Committee shall be scheduled for the short-listed Respondents. The short-listed respondents will be notified by letter of the date and their presentation time. The presenters for each Respondent will be limited to two individuals, to include the proposed lead Appraiser, and the responsible corporate individual. Presentations shall 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 presentations**.

The Consultant Selection Committee is tentatively scheduled to meet during the week of October 24-28, 2022. The exact date and time will be confirmed via Addendum posted on the Authority's website.

Upon conclusion of presentations by all short-listed firms, the Authority's Consultant Selection Committee will rank the presenting firms and submit the final ranking to the Authority's Board of Commissioners for approval at the November 17, 2022, Board meeting. Contract negotiations will then commence with the highest ranked firm. If successful negotiations with the highest ranked firm are not possible, staff will begin negotiations with the second ranked firm and continue as such until satisfactory negotiations are accomplished.

IX. ASSURANCES

By responding to this RFQ, the Respondent assures the Authority that, if selected, he or she will:

a. Not assign or transfer the Authority's account, or any portion of the Authority's business, without the Authority's prior written approval;

b. Act in the Authority's best interest at all times; and

c. Sign the Authority's Professional Services Agreement (sample attached) for the agreed-upon work.