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
Tuesday, April 4, 2023
8:30 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) #23-5528, Airfield Lighting Replacement Consultant

   a. AVCON, Inc. 8:40 a.m.

   b. Hanson Professional Services 9:15 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: April 4, 2023

Re: **DISCUSSION ITEM**

1. **Interviews Response to Request for Qualifications and Proposals (RFP) #23-5528, Airfield Lighting Replacement Consultant**

ACTION REQUESTED: Interview the two shortlisted firms and make a ranked recommendation for the full Board for their meeting on April 20, 2023.

BACKGROUND:

A Request for Proposal (RFP) for the Airfield Lighting Replacement Consultant was issued on February 16, 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 453 firms; 6 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 16, 2023, the Naples Airport Authority (NAA) received three (3) proposals in response to the RFP for the Airfield Lighting Replacement Consultant. Every submittal was carefully evaluated by NAA Staff, and it has been determined at a public meeting held on March 22, 2023, that although all submittals meet the required criteria contained in the RFP, two are especially well-suited for this work. Staff shortlisted two (2) firms to move forward with presentations to the Consultant Selection Committee.

The Consultant Selection Committee meeting is scheduled for Tuesday, April 4, at 8:30 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/request-for-qualifications-and-proposals-rfp-airfield-lighting-replacement-consultant/

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 April 20, 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 April 4, 2023

Supplemental Information

RFP 23-5528, Airfield Lighting Replacement Consultant

Issued February 16, 2023

I. SCOPE OF SERVICES AND DELIVERABLES

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

This project consists of the design of replacement airfield lighting systems at the Naples Airport. The existing airfield lighting system was affected by recent storm events at the airport which resulted in significant flooding of the airport and inundation of the system by saltwater, causing damage to the existing lighting system, as further outlined in the attached damage engineering assessment report, attached as Exhibit E. The project will include replacement of runway and taxiway edge lights, runway threshold and end lights, airfield taxi guidance signs, lighting cables, conduits, and associated project elements. Various options for rehabilitation or replacement and/or relocation of the existing electrical vault to improve resiliency and increase capacity of the vault will also be explored. Not included in this project are the NAVAID electrical systems, including the PAPIs and REILs, which are to be upgraded as part of a different project.

Time is of the essence in the execution of the project. The responding firm should demonstrate their ability to expedite the project phases as outlined below, to the extent feasible. Consideration will also be given to various design strategies that may be proposed which aim to improve resilience of the lighting infrastructure to mitigate against future storm events.

The project will follow applicable FAA requirements and guidance for airfield lighting installations and will comply with applicable codes for the proposed work. In addition, the professional shall comply with FDOT, City of Naples, or other agency regulations that may apply. 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) Data collection and field investigations for existing airfield lighting systems.
    c) Provide recommendations for improvements or modifications to airfield lighting systems.
    d) Conduct pre-design meeting.

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) Airfield lighting design to include replacement of light fixtures, conduit, cabling, electrical vault rehabilitation/replacement, and other pertinent items.
    b) Conduct design meetings with NAA staff.
    c) Preparation of detailed construction drawings. Develop Project Specifications to include General Contract Provisions, Technical Provisions, and Special Provisions Specifications pertaining to the project being constructed.
    d) Provide FAA/FDOT/FEMA grant application assistance, as required.
    e) Procure all required regulatory, governmental, and construction permits.
    f) Preparation of bid documents.
    g) Preparation of Construction Safety and Phasing Plan (CSPP).
    h) Preparation of Engineer's Report.
    i) Preparation of cost estimates and design/construction schedules.
    j) Agency Coordination.
    k) Bidding Services, including conducting Pre-Bid meeting, responding to questions, publication of addenda, evaluation of bids, and recommendation of award.

3. **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 NAA during all phases of construction.
    b) General administration of the construction contract, including bookkeeping, billing, and coordination with project stakeholders.
    c) Hold pre-construction conference and weekly progress meetings.
    d) Preparation and delivery of conformed documents.
    e) Reviewing, analyzing, and accepting laboratory reports of materials and equipment, if applicable.
    f) Observing or reviewing performance tests required by specifications, if applicable.
    g) Submittal and RFI reviews and approval.
    h) Assisting in the negotiation of change orders and supplemental agreements.
    i) Preparation of work directives.
    j) Review and approval of pay applications.
    k) Site visits as required to inspect and document the construction.
    l) Perform substantial completion and final inspections and compile punch list.
    m) Construction observation and documentation including providing a construction Resident Project Representative (RPR) to observe regular construction activities related to the project.

4. **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 NAA.

b) Providing record drawings, both in CAD and PDF format, as well as certifications.
c) Preparing summary of material and equipment testing reports, if applicable.
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.
h) Reviewing and compiling all operations and maintenance manuals.

5. **Other Services:** Additional Services (only as authorized in writing) in accordance with the contract or purchase order, in the event that other services may arise during the course of the work but were not envisioned as part of the original or amended scope of work; Professional team shall submit a proposal to perform Additional Services prior to the performance of the work.

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: NONE

TIMELINE:

Scheduled Item	Scheduled Date
Request for Qualifications (RFP) Issue Date	Thursday, February 16, 2023
Requests for Information Deadline (Questions) emailed to lbest@flynaples.com Microsoft WORD format	Monday, February 27, 2023, by 5:00 p.m. local time
Final Addendum Issued on www.flynaples.com	Tuesday, February 28, 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	Thursday, March 16, 2023, by 2:00 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)	From: ~~Thursday March 23, 2023, at 10:00 a.m. local time.~~ TO: Wednesday, March 22, 2023 at 3:00 p.m. local time
Publication of Shortlist on www.flynaples.com	Thursday, March 23, 2023, by 5:00 p.m.

Presentations and Interviews -NAA Consultant Selection Committee Public Meeting – Larson Conference Room, 160 Aviation Drive North, 2nd Floor, Naples, FL.	From: ~~Tuesday, April 4, 2023, 9:00 a.m. local time~~ TO: Tuesday, April 4, 2023, 8:30 a.m. local time
Selection Committee Ranking Approval by NAA Board	Thursday, April 20, 2023
Contract Negotiations Begin With #1 Ranked Firm	Will be scheduled after the April 20, 2023, Board Meeting

Historical Expenditures

Annual Budget for Airfield Lighting Consulting Services: $1,000,000

Amounts spent in past three years to five years for similar work: $0*

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

*This is a new item due to damage from Hurricane Ian.

Reference Checks – New format, scoring of 1-10 copies of completed references are attached.

AVCON, Inc.

A. *Greater Orlando Aviation Authority- Richard Schulz, Manager, Electrical Systems*

Project: Airfield Electrical Design- several projects over the years.
Overall score 96 out of 100
Ability to Manage Project costs score 8 out of 10
Ability to maintain project schedule 9 out of 10
Ability to manage risks and unexpected project changes 9 out of 10.
Comments: AVCON has been involved in electrical project design and "on call" electrical services both at MCO and ORD they have knowledgeable staff and training capabilities.

B. *Lee County Port Authority- Scott Sheets, Director of General Aviation*

Project: Airfield Lighting and Vault Design (two phases)
Overall Score 100 out of 100

C. *Duke Energy-Sustainable Services- Joey Janning, PE , Manager, Federal Project Delivery*

Project: MCAS New River 6/1/21 $23,000,000
Overall Score 100 out of 100

Additional Comments from Mr. Janning:

I highly recommend AVCON for airfield design services.

The complete replacement of the MCAS New River airfield lighting/control system was a tremendous success. It was under budget and schedule which AVCON was a significant contributing factor. The project consisted of replacing antiquated infrastructure serving 2 – 5,000 ft runways, 10 taxi-ways (est 10K ft), 50K of MV cable, 1,500 lights/signs, PAPI (2), approach lights, seq flashers, windsocks, and consolidating three power vaults into one new centralize power vault. The work had to be completed while maintaining an operational airfield, working around several other airfield construction projects which one was the resurfacing of on the runways. There were notable deficiencies in the existing lighting system which AVCON identified and resolved in the design. There were three power vaults serving the lighting system, each being added over a 50 yr period, with little standardization or thought given to configuration/operability. AVOCN design eliminated these three legacy vaults with the design of a central power/control vault. The design eliminated all of the manholes by using maintainable junction plazas. AVCON identified the PAPI lights were not compliant and provided a design. The runway lighting was not interval powered which AVCON resolved in the design. The runways that had taxiway lights were not compliant which AVCON resolved. This was a difficult brown field project which AVCON addressed with design features allowing continued use of the airfield with minimal clearances. Duke was fortunate to have secured and experienced airfield construction contractor, but it was apparent that the design services provided by AVCON facilitated a successful construction outcome. Of the multiple contractors working on various airfield improvements, Duke Energy was obviously the best, thanks to the design contributions from AVCON. One last thing, AVCON maintained constant engagement during the construction phase which was critical to the project budget, timeline, and quality.

Hanson Professional Services

A. *Collier County Airport Authority- Heather Meyer, Senior Operations Analyst*

Project: Everglades Runway Rehabilitation
Note: Hanson was a subcontractor to engineering firms on contract.
Overall Score 100 out of 100

B. *Winter Haven Regional Airport- Alex Vacha, Airport Director*
Project**:** Continuing Contract: Several projects from Design, Bidding and Construction.
Overall Score 100 out of 100.

C. *Sarasota Bradenton International Airport – Kent Bontrager, Sr. Vice President, Engineering and Environmental Affairs.*
Project: *Continuing Contract*
Overall Score 100 out of 100