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

AGENDA

Airport Office Building, 2nd Floor Conference Room
200 Aviation Drive North, Naples, FL
Wednesday, May 17, 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) #23-5511, Aviation Planning and Environmental Services

    a. CHA Consulting, Inc.

    b. Environmental Science Associates (ESA)

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: May 17, 2023

Re: **DISCUSSION ITEM**

1. Interviews Response to Request for Qualifications and Proposals (RFP) #23-5511, Aviation Planning and Environmental Services

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ACTION REQUESTED: Interview the two shortlisted firms and make a ranked recommendation for the full Board for their meeting on June 15, 2023.

BACKGROUND:

A Request for Proposal (RFP) for the Aviation Planning and Environmental Services was issued on March 31, 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 218 firms; 10 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 April 27, 2023, the Naples Airport Authority (NAA) received three (3) proposals in response to the RFP for the Aviation Planning and Environmental Services Consultant. Every submittal was carefully evaluated by NAA Staff, and it has been determined at a public meeting held on May 8, 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.

1. CHA Consulting, Inc.

2. Environmental Science Associates

The Consultant Selection Committee meeting is scheduled for Wednesday, May 17, 2023, 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-aviation-planning-and-environmental-consultant/

After the presentation is complete, the Committee will be asked to provide a recommendation regarding the firms. The results of the Consultant Selection Committee will be presented to the full Board for approval on June 15, 2023.

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

Consultant Selection Committee Meeting of May 17, 2023

Supplemental Information

RFP 23-5511, Aviation Planning and Environmental Services

Issued March 31, 2023

I. SCOPE OF SERVICES AND DELIVERABLES

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

Aviation Planning & Environmental Services

This category includes studies under the broad headings of airport planning and environmental assessments and related studies. These studies include, but are not limited to, the following activities:

A. Planning Services – General

1. Design study to establish the framework and detailed work program.
2. Airport data collection and facility inventories.
3. Aeronautical activity forecasts and demand/capacity analyses.
4. Facility requirements determination.
5. Airfield modeling for capacity and delay.
6. Airport layout and terminal area plan development.
7. Compatible land-use planning in the vicinity of airports.
8. Site selection studies.
9. Airport development schedules and cost estimates.
10. Airport financial planning and benefit cost analysis.
11. Participation in public information and community involvement programs and/or public hearings relating to airport development and planning projects.
12. Preparation of or updating of the airport layout plan.
13. Airspace analysis.
14. GIS data collection, entry, analysis, and other electronic graphical/mapping efforts.
15. Project feasibility studies.
16. New airport exploratory study to include feasibility, site selection, community impacts/engagement; environmental, economic, and financial analyses.
17. Other planning services as required.

B. Environmental Services – General

1. Categorical Exclusions (CatEx), Environmental Assessments (EA), Environmental Impact Statements (EIS), and other studies in accordance with FAA Orders 5050.4 and 1050.1.
2. Wildlife Hazard Assessments (WHA) and Wildlife Hazard Management Plan (WHMP).
3. Environmental Forensics.

4. Petroleum storage tanks and related infrastructure services.
5. Environmental sampling and analysis to include air, water, and particulate matter.
6. Stormwater Pollution Prevention Plan (SWPPP) and spill prevention, control, and countermeasure plan (SPCC) compliance, including training and other activities.
7. Hazardous materials management.
8. Other environmental services as required.

ADDENDUM: 1
Friday, April 14, 2023

Regarding the items listed under B. Environmental Services – General (pg. 3 of 12):

Q1. Item 3. Environmental Forensics: Requesting specifics/details. Would this include Phase I & II Environmental Site Assessments (per ASTM standards)?

A1. A Phase I or II Environmental Site Assessment could be a part of a larger project for a facility site location. These activities may be part of the specifications for specific project development.

Q2. Item 4. Petroleum storage tanks and related infrastructure services: Requesting specifics/details. Would this include pressure-testing, storage tank clean-out/inerting, tank removal?

A2. We don't anticipate any requirement for pressure-testing, storage tank clean-out/inerting, tank removal. These activities may be part of the specifications for specific project development.

Q3. Item 5. Environmental sampling and analysis to include air, water, and particulate matter: Do we need to list ancillary vendors (driller, push-probe, laboratory, etc.) as part of our team? Does this include NPDES stormwater sampling?

A3. This is an aviation planning and environmental services engineering contract. It is not intended to include performance of the actual detailed work in any of the studies. These activities may be part of the specifications for specific project development.

Q4. Item 7. Hazardous materials management: Requesting specifics/details. Would this include spill response, HazMat Communications/Training, HazWaste inspections, State/Federal reporting (CERCLA/RCRA/EPCRA), HazMat/HazWaste transportation?

A4. This is an aviation planning and environmental services engineering contract. It is not intended to include performance of the actual detailed work in any of the studies. These activities may be part of the specifications for specific project development.

End of Addendum No.1

TIMELINE:

Scheduled Item	Scheduled Date
Request for Qualifications and Proposals (RFP) Issue Date	Friday, March 31, 2023
Requests for Information Deadline (Questions) emailed to lbest@flynaples.com Microsoft WORD format	Wednesday, April 12, 2023, by 5:00 p.m. local time
Final Addendum Issued on www.flynaples.com	Friday, April 14, 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	Thursday, April 27, 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 6)	Monday, May 8, 2023, at 9:30 a.m. local time
Publication of Shortlist on www.flynaples.com	Monday, May 8, 2023, by 5:00 p.m. local time
Presentations and Interviews -NAA Consultant Selection Committee Public Meeting – AOB Conference Room, 200 North Aviation Drive, Naples, FL 34104	May 17, 2023, approximately 10:00 a.m. local time, or immediately following the Board Workshop meeting, whichever comes first.
Selection Committee Ranking Approval by NAA Board	June 15, 2023
Contract Negotiations Begin With #1 Ranked Firm	June 15, 2023

Historical Expenditures

Annual Budget for Aviation Planning and Environmental Services: Project Driven-Add Services

Amounts spent in past three years to five years for similar work: $500,000 -previous projects for Add Services.

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

Reference Checks – Reverse process.

A. The Proposers are to submit the ***Reference Questionnaire (Exhibit D-REF-1)*** to at least three recent (within the last five years) clients who can provide information and ranking of levels of service regarding the Firm's

ability to manage similar contracts and quality and breadth of services provided on similar projects. *The referenced firms are to complete the Reference Questionnaire* and return to Linda Jackson Best, lbest@flynaples.com within three days from the date the proposer sends to the references, or on or before the scheduled due date of the proposals.

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

References:

Crawford, Murphy & Tilly

1. LE Blue Grass Airport, Mark Day- Total score: 100
   CMT anticipated our needs and stayed ahead of staff throughout the process.

2. Kansas City Aviation Department- Melissa Cooper- Total score: 100
   Excellent problem solvers and collaborators

3. Waukegan National Airport – Skip Goss, General Manager, Director – Total score: 100
   CMT has exceeded our expectations, 110% satisfied. CMT has our unequivocal confidence.

4. DuPage County Airport Authority- Mark K. Doles, Executive Director – Total Score 100
   CMT are also now the engineers of record for the DuPage Airport Authority on a 5-year retainer for all airport engineering.

Environmental Science Associates

1. Lakeland Linder International Airport, Kris Hallstrand – Total score: 100
2. St. Pete-Clearwater International Airport, Scott Yarley, P.E. – Total score: 100

   ESA is a trusted firm with PIE. They are the first planning/environmental firm that we look to.

3. Melbourne Orlando International Airport – David W. Perley, AIC – Total Score: 100

CHA Consulting, Inc.

1. Norfolk Airport Authority – Anthony E. Rondeau- Total score: 93 out of 100.
   Received 9 out of 10 for Ability to maintain project schedule, quality of Work, Project Administration and Ability to Manage Risks. Received an 8 out of 10 for Quality of consultant based advise provided on project.

2. Greater Asheville Regional Airport Authority – Michael A. Reisman- Total score: 98 out of 100.
   Received 9 out of 10 for Ability to maintain project schedule and Quality of consultant based advise provided on project.

3. Panama City-Bay County Airport & Industrial District – Parker W. McClellan, Jr. Total score: 86 out of 100.
   No category on the questionnaire was rated 10, they were all 9, 8.5 or 8.

4. Norfolk Airport Authority- Anthony E. Rondeau – Total Score 93-out of 100
   (1) 8, (5) 9 and (4) 10