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, January 31, 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) #22-5518, Master Drainage Consulting Services

    a. EG Solutions, Inc.

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: January 31, 2023

Re: **DISCUSSION ITEM**

1. **Interviews Response to Request for Qualifications and Proposals (RFP) #22-5518, Master Drainage Consulting Services**

ACTION REQUESTED: Interview the one responding firm and make a recommendation for the full Board for their meeting on February 16, 2023.

BACKGROUND: An RFP for the Master Drainage Consulting Services was issued on November 4, 2022. 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 389 firms, 12 firms downloaded the documents; staff also sent notice of the RFP to the NAA vendor database of 10 consultants.

Prior to the submittal deadline of December 19, 2022, and despite the extensive outreach, the City of Naples Airport Authority received one (1) proposal in response to the RFP for the Master Drainage Consulting Services. The submittal was carefully evaluated by staff and the proposal met all criteria as presented within the RFP. EG Solutions, Inc. (EGS) is recognized as the industry leader in the State of Florida for stormwater management, consulting, design, construction and permitting.

The Consultant Selection Committee meeting is scheduled for Tuesday, January 31st 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; (3) References; and (4) Summary of feedback from firms that did not submit a proposal. The entire RFP is available at https://www.flynaples.com/rfp-master-drainage-plan-consultant-services/.

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 February 16, 2023.

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

Consultant Selection Committee Meeting of January 31, 2023

Supplemental Information

RFP 22-5518, Master Drainage Plan Consultant Services

Issued November 7, 2022

I. SCOPE OF SERVICES AND DELIVERABLES

The Airport currently has a Master Drainage Plan and Conceptual Permit prepared approximately six years ago. The new Master Drainage Plan will be done to reflect the increased performance, safety and regulatory demands for airport water management. To this end, the Master Plan will be submitted for a Conceptual Environmental Resource Permit from the South Florida Water Management District. It may also be submitted for Federal Aviation Administration review and comment as a component of an updated Airport Layout Plan. The firm or team selected will be required to provide some or all of the following services:

1. Data collection that may include geotechnical exploration and testing, topographic surveys, wetland delineation and characterization, boundary surveys, and water quality sampling and testing.

2. Review existing and proposed stormwater regulatory issues that may affect the Airport Master Drainage Plan. This includes South Florida Water Management District, Florida Department of Environmental Protection and U.S. Environmental Protection Agency criteria.

3. Assess the entire airport's stormwater management system. Evaluate its capabilities to fulfill long term drainage and water management needs consistent with safe and efficient airport operation and environmental protection. This will include coordination with the Airport Master Plan and will also require evaluation of off-site water that is currently handled by the airport drainage and stormwater management system. Make recommendations to upgrade the system to meet current and projected long-term needs.

4. Assist the airport in obtaining a Conceptual Environmental Resource Permit from the South Florida Water Management District.

5. Develop proposed sequences for stormwater system improvements in consultation with airport management. These will consider airport operational and capital issues and a logical technical sequence for water management improvements. Develop planning level cost estimates for the proposed improvements.

Addendum 1 Issued November 4, 2022

In the legal advertisement that will be published on Monday, November 7th, reference was made to *architectural consulting firms* in Paragraph 2, this Addendum corrects, and replaces reference to Engineering Consulting firms.

In accordance with Florida Statute 287.055, Consultant's Competitive Negotiation Act, the City of Naples Airport Authority (NAA) is seeking proposals from qualified and experienced Engineering Consulting firms for the NAA 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…

End of Addendum 1

Addendum 2 Issued December 21, 2022

The Solicitation Schedule has been updated.

Original comments have been ~~struck through~~, revised dates are in red font

Scheduled Item	Scheduled Date
Request for Qualifications (RFP) Issue Date	Monday, November 7, 2022, by 5:00 p.m. local time
Requests for Information Deadline (Questions) emailed to lbest@flynaples.com Microsoft WORD format	Monday, November 28, 2022, by 5:00 p.m. local time
Final Addendum Issued on www.flynaples.com	Wednesday, November 30, 2022, 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	Monday, December 19, 2022, 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)	Monday, January 9, 2022, at 10:00 a.m. local time
Publication of Shortlist on www.flynaples.com	Tuesday, January 10, 2022, by 5:00 p.m. local time
Presentations and Interviews -NAA Consultant Selection Committee Public Meeting – Larson Conference Room, 160 Aviation Drive North, Naples, FL 34104.	~~To be advised via Addendum~~ Tuesday, January 31, 2023, 9:00-12:00
Selection Committee Ranking Approval by NAA Board	~~To be advised via Addendum~~ February 16, 2023
Negotiations with the #1 ranked firm	Within one week after Board approval.

End of Addendum 2

Historical Expenditures

Annual Budget for the Master Drainage Consultant Services: $1.3 Million FY 23 Capital Budget

Amounts spent in past three years to five years for similar work: NA

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

Reference Checks for EG Solutions, Inc.

1. James W. Parish, P.E. – "Wetland Mitigation Phase 1"
   Charlotte County Airport Authority
   Punta Gorda, FL

   - *EG is exceptional in their knowledge of drainage, airfield design and the interaction of the two.*
   - *EG has the competency and experience to conduct the work required.*
   - *EG has the capacity but has struggled at times to complete tasks on schedule*
   - *EG had knowledge of the project and the area.*
   - *We would use EG Solutions again.*

2. Kent D. Bontrager – "Stormwater Management System Improvements"
   Sr. Vice President Engineering, Planning and Facilities
   Sarasota Manatee Airport
   Sarasota, FL

   - *Knowledge of standards and procedures and specialized experience, excellent, may be the best in Florida airport drainage*
   - *Firm can at times have difficulty maintaining budget and schedule and may require additional management for Airport staff.*
   - *Excellent understanding of project*
   - *Project and area: In addition to understanding he topic, EG is able to work with regulators; providing guidance and understanding to those unfamiliar with airport drainage.*
   - *We would use EG again.*

3. Abdul Hatim – "2021 Statewide Airport Stormwater Study Phase 1"
   Airport Engineering Manager
   FDOT Aviation Office
   Tallahassee, FL

   - *EG has good knowledge of standards and procedures*
   - *EG has good, specialized experience and technical competence*
   - *EG has the capacity to do the work in the required time.*
   - *EG had a good understanding of the project*
   - *EG had knowledge of the project and the area.*
   - *We would use EG Solutions again.*

Feedback from firms that pulled the RFP package from DemandStar, however, did not submit a proposal.

Supplier Name	Comments
Avcon, Inc.	Non-responsive
DRMP, Inc.	This RFP was not a project that my team had pre-marketed, and we typically do not pursue airport projects as a prime.
Drummond Carpenter, PLLC	Drummond Carpenter (a federal and Florida registered service-disabled veteran-owned business), assessed the opportunity and decided not to bid because we don't have strong ongoing relationships with staff at the Naples Airport Authority. We possess the technical qualifications and are confident we could do an excellent job, but the lack of relationships was the deciding factor. We completed the Airport Canal Master Plan in 2021 for Dixie County that included drainage modeling and analysis of the Cross City Airport including existing conditions level of service and proposed conditions alternatives analysis. For one of these alternatives, we are currently supporting design and ERP permitting on associated with culvert and drainage system upsizing. Drummond Carpenter is also working with both Orange County and Seminole County on active watershed drainage analyses that include potential improvements to critical infrastructure to reduce flooding and improve water quality.
Environmental Consulting & Technology, Inc.	Non-responsive
Hazen and Sawyer	We downloaded the RFP for informational purposes/to see if the scope of work aligned with the core services we provide. Our firm was not positioned to submit on the project.
Hole Montes, Inc.	Hole Montes prepared stormwater master drainage plan for Page Field and the Collier County airports. However, we were severely impacted by Hurricane Ian and are unable to adequately put a solid response together or do the work at this time. We had several employees lose their homes and many others suffered major damage. Moving forward, we definitely plan to pursue NAA projects in the future.
JR Evans Engineering PA	We have limited airport experience and tried to partner with a firm that had airport experience but could not secure one. We did not feel like we had a great chance to secure.
Kimley-Horn and Associates, Inc.	Non-responsive
Lago Consulting & Services LLC	Our firm "Lago Consulting & Services did not have all the competencies required for this job.
Water Science Associates	Master stormwater planning is not our service area
WGI, Inc.	We did look this one over but due to staffing time and prior commitments at the time, we were not in a position to pursue. We are currently working with Collier County on a master drainage plan for a large section of the county.

REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFP)
No. 22-5518

Master Drainage Plan Consultant Services

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

RFP Issue Date
Monday, November 7, 2022

Submittal Date
Monday, December 19, 2022

A. NOTICE

The City of Naples Airport Authority (NAA) invites the submission of Letters of Interest and Statements of Qualifications from all interested and qualified parties with demonstrated expertise in **Professional Engineering Services specializing in Master Drainage Plans and Conceptual Permits** for the City of Naples Airport Authority at Naples Municipal Airport**.** The Consultant, at a minimum, must achieve the requirements of the Specifications or Scope of Work stated.

B. TIMELINE

Scheduled Item	Scheduled Date
Request for Qualifications (RFP) Issue Date	Monday, November 7, 2022, by 5:00 p.m. local time
Requests for Information Deadline (Questions) emailed to lbest@flynaples.com Microsoft WORD format	Monday, November 28, 2022, by 5:00 p.m. local time
Final Addendum Issued on www.flynaples.com	Wednesday, November 30, 2022, by 5:00 p.m. local time
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Publication of Shortlist on www.flynaples.com	Tuesday, January 10, 2022, by 5:00 p.m. local time
Presentations and Interviews -NAA Consultant Selection Committee Public Meeting - TBD	To be advised via Addendum
Selection Committee Ranking Approval by NAA Board	To be advised via Addendum
Negotiations with the #1 ranked firm	Within one week after Board approval.

C. CITY OF NAPLES AIRPORT AUTHORITY

The Naples Municipal Airport (APF) is a Part 139 Airport operated and administered under the direction of the City of Naples Airport Authority. The airport includes two paved runways, one turf runway, taxiways, parking aprons, terminal and hangar areas, fuel farm, and commercial and industrial land uses on the airport property. Total land area owned by the airport is 732 acres. Following the requirements of the State of Florida Consultant's Competitive Negotiations Act (CCNA) the City of Naples Airport Authority is seeking a professional engineering firm or team to prepare a Master Drainage Plan for the Naples Municipal Airport.

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 projects *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.

D. SCOPE OF SERVICES AND DELIVERABLES

The Airport currently has a Master Drainage Plan and Conceptual Permit prepared approximately 6 years ago. The new Master Drainage Plan will be done to reflect the increased performance, safety and regulatory demands for airport water management. To this end, the Master Plan will be submitted for a Conceptual Environmental Resource Permit from the South Florida Water Management District. It may also be submitted for Federal Aviation Administration review and comment as a component of an updated Airport Layout Plan. The firm or team selected will be required to provide some or all of the following services:

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4. Assist the airport in obtaining a Conceptual Environmental Resource Permit from the South Florida Water Management District.
5. Develop proposed sequences for stormwater system improvements in consultation with airport management. These will consider airport operational and capital issues and a logical technical sequence for water management improvements. Develop planning level cost estimates for the proposed improvements.

Interested firms must demonstrate experience developing and permitting Airport Master Drainage Plans in the State of Florida, and experience applying the Florida Statewide Airport Study documented on the Florida Department of Transportation website at:

http://www.dot.state.fl.us/aviation/stormwater.shtm.
Interested firms will be expected to demonstrate that engineering and science personnel committed to the Master Drainage Plan project are skilled and experienced in FAA Advisory Circulars applicable to airport

drainage, safety, grading and geometric standards; water quality studies and permitting; and water quality management. Knowledge of numeric criteria and impaired waters type regulation and permitting is required. Firms interested in responding to the Request for Qualifications (RFP) must indicate any subconsultants that would be part of the Master Drainage Plan team.

Direct contact with the Airport Authority and Staff is not permitted.

Submittals must be received by 3:00 p.m. Monday, December 19, 2022.

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

E. 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, and cost control.

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.

F. INSTRUCTIONS FOR BIDDERS

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 Exhibit B). Any data furnished by the NAA is for informational purposes only. The full response shall not exceed thirty (30) *numbered* pages and shall include a cover page and all resumes requested in section F. B.; however, the transmittal letter does not count towards the 30-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 Monday, December 19, 2022. 3:00 P.M.

Submittals shall be sealed and clearly marked on the outside:

RFP No. 22-5518
MASTER DRAINAGE PLAN CONSULTING SERVICES

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 Monday, November 28, 2022, by 5:00 P.M. latest. 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 Wednesday, November 30, 2022, 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.