

Minutes
March 30, 2022
Staff Review Team

A. ROLL CALL

Meeting was called to order by Mr. Keith at 9:30 a.m. in the Naples Airport General Aviation Terminal, 2nd Floor Larson Conference Room and on ZOOM. NAA Staff, Mr. Keith, Mr. Lobb, Mr. Gray, Mr. Brown, Ms. Vandersluis, and Ms. Best were present. One consultant was present in person and two consultants were present on ZOOM. Mr. Gray opted out of participating in the ranking.

B. PUBLIC COMMENTS

None.

C. DISCUSSION ITEMS

1. Evaluation and Short-Listing of Responses to Request For Qualifications and Proposals (RFP) – Design Services North Road Terminal Upgrade Program

Ms. Best described the meeting process and use of the ranking sheets distributed to the Committee.

Gallo Herbert Architects

Mr. Keith stated that there were a few typos in the submittal, but otherwise complete. Comparable projects very limited; and two that were stated are so-so; CSPP, ok, project understanding appropriate; discussed a pay-verified cost control system; capacity and location both are adequate.

Mr. Lobb liked proposal; good experience; some examples ok; very strong on basic hangar construction, but not on comparable projects; minor mistakes in proposal; big backload of projects listed could be a factor; familiar with FL projects, but not as much on local issues going on in Collier County; otherwise, well-presented and organized.

Mr. Brown- similar comments; hangar heavy; didn't see any comparable project when it comes to the structure side like we are looking for; they had some experience here (APF), but not much.

MLM Martin

Mr. Keith- good presentation; resumes had mechanical and IT pre-planning; three comparable projects; extremely good job on project understanding; they have CMAR experience; good cost control; CSPP; good job on proposal; capacity and location is fine.

Mr. Lobb- they had a good understanding of the project approach; very qualified project team; good experience; a lot of relevant work with airport terminals; the design was kind of simple; don't see they have experience in Collier (county), so didn't see that they were familiar with local issues; but overall, I like how thoughtful they were with outlining their scope and thought they had a solid understanding of what we're getting at with this project.

Mr. Brown noted they had other airport experience, but it seemed to be mainly at larger airports and there are two methods of thought on that, one is their proposal is more passenger traffic, more so than this particular project, and functional as opposed to aesthetics, and I didn't see anything that laid out modern design or anything that interested me; but let me say that I didn't see any proposal that did not look good; I thought they were all very well prepared; MLM I found were less experienced on the team; overall good leadership; when I look at the GAT I see some

modernization, some design that more reflects Collier County or Naples; I just didn't think they did that.

The Lunz Group

Mr. Keith- they didn't follow the directions; it was supposed to be 30 pages and there were not supposed to be dividers in there but they had 48 pages, and it bothers me that they didn't stick with the direction; the entire submittal seemed to be heavy on CONRAC experience and CONRAC discussion and we talked about that possibility of moving the rental car facility, but it is not a forgone conclusion and kind of a secondary part of what we're looking for; the only comparable is the second floor Lakeland rehab so the type of experience, again, is limited; their understanding of the project is, again, a large CONRAC; they do have a plan to minimize change orders which is a good thing, but I didn't see any mention of a CSPP or how they would handle the phasing of the project.

Mr. Lobb- overall the proposal was okay; as Kerry noted they went over the max pages; experience of the project team was okay; did provide good sub-consultants; lots of CONRAC projects, seemed to be a heavy focus which is an ancillary component of the project; limited examples of hangars; some fairly basic structures; the wow-factor of the design would be what we're looking for.

Mr. Brown- they had some experience here at the airport but the examples they have given were as subcontractors at the airport; I liked some of their design examples and other experience, but nothing stood out to me or jumped off the page; their experience seemed pretty good but I did not assess based on the parameters of the advertisement, so if they went over specific pages, I didn't take that into consideration; overall nothing jumped out at me.

Schenkel Shultz

Mr. Keith- obviously the most experienced in the FBO type of work that we're looking for; multiple successful similar projects; there is a negative leftover from our experience with the GAT, but I think that has been corrected or is in the process now; they obviously have done more of this type of project than anybody else; they have an understanding of the project and experienced cost controls and CSPP.

Mr. Lobb- strong proposal; a lot of work around the country and here in Florida and definitely in SW Florida and Collier County with FBOs and terminals; worked on out GAT renovation here, so there may be some value in the continuity; their project team was strong; qualified subs; overall based on the proposal they are very capable on the project listed.

Mr. Brown- I agree that of all of them, the best examples came from Schenkel Shultz; I know they have a lot of experience here, so that would make sense, but a lot of their examples are based on Signature; the kind of work that they have done is a lot closer related to what we are looking for as opposed to a lot of the larger terminal projects; very familiar with NAA; I really liked the designs; I think they have a lot of experience here which means that they have a lot of insight as to what we're looking for, so we would have better chance of ending up where we need to go; a couple of things I've seen on the finishing side of things (GAT project), but I haven't seen that they haven't partnered with us to fix those issues.

D. RANKING

Submittal Rankings	Kerry Keith	Justin Lobb	Byron Gray OPT OUT	Barry Brown	Final Total	Final Rankin
Gallo Herbert Architecture	3	3		2	8	3
MLM-Martin	1	2		4	7	2
The Lunz Group	4	4		3	11	4
Schenkel Schultz	2	1		1	4	1

The recommendation to the Board is the top three:

Shenkel Shultz

MLM-Martin

Gallo Herbert Architecture

E. CORRESPONDENCE/ COMMENTS/ PUBLIC COMMENTS

There were no additional comments, public comments, or requests/meetings.

F. ADJOURN

The meeting adjourned at 9:48 a.m.

DocuSigned by:

Kerry Keith

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Kerry Keith
Senior Director, Airport Development and Facilities

Notice of Meeting

**STAFF REVIEW TEAM
City Of Naples Airport Authority (“NAA”)**

Evaluation and Short-Listing of Responses to Request For Qualifications and Proposals (RFP) – Design Services - North Road Terminal Upgrade Program at Naples Municipal Airport



AGENDA

**General Aviation Terminal (GAT), 160 Aviation Drive North, 2nd Floor, Naples, Florida 34104
Wednesday, March 30, 2022
9:30 a.m.**

Welcome. The Staff Review Team is comprised of employees of the NAA appointed by the NAA’s Executive Director. If you wish to address the Staff Review Team regarding an item listed on the Agenda, please complete a Speaker Registration form and hand it to a member of the Staff Review Team 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 the Staff Review Team 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.

If a person decides to appeal any decision made by the Staff Review Team with respect to any matter considered at this meeting, he or she will need a record of the proceedings and, for such purpose, he or she 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 based.

Any person with a disability requiring auxiliary aids or services in order to participate in this proceeding may call the NAA’s Executive Assistant at (239) 643-0733 at least two business days before the meeting.

Information on Action Items and other items which have been provided in advance of this meeting may be inspected at the office of the NAA’s Director of Airport Development, Airport Office Building, 2nd Floor, 200 Aviation Drive North, Naples, Florida 34104. Minutes of this meeting will be prepared.

- A. **ROLL CALL**
- B. **PUBLIC COMMENTS** (Public comments accepted for items listed on the Agenda or any other matter; 5-minute limit)
- C. **DISCUSSION ITEM(S)**
Evaluation and Short-Listing of Responses to Request For Qualifications and Proposals (RFP) – Design Services -North Road Terminal Upgrade Program
- D. **CORRESPONDENCE/ COMMENTS**
- E. **ADJOURN**