

**Request For Qualifications And Proposals (RFP)**  
**South Quadrant Hangar Development**  
**Design, Permitting, Bidding and Construction Administration**

**I. INTRODUCTION**

The City of Naples Airport Authority (“NAA” or the “Authority”) is a special district of the State of Florida and body politic which operates and manages the Naples Municipal Airport. The Authority has no taxing power and relies solely upon revenues generated by the users of the airport. The implementation of procedures and day-to-day management of the airport is the responsibility of the Executive Director, who is appointed by, and reports directly to, the Authority. The airport serves two distinct segments of aviation: regional air carrier service and general aviation operations.

**II. OBJECTIVES**

The NAA is seeking responses from qualified firms (“Respondent”) that provide Professional Engineering services with demonstrated expertise in civil engineering design, including site layout design, stormwater design, roadway design, aircraft storage facility design, permitting, bidding and construction administration for the **South Quadrant Hangar Development Project** (“Project”). The objective of this Request for Proposal is to identify a single responsible vendor that can offer the highest quality services, at a reasonable monetary rate (“Successful Respondent”). The Successful Respondent will supply the specific services as set forth herein and execute a Service Agreement with the NAA (“SA”) within 15 days of the award of the Project. Any vendor wishing to participate in this Request for Proposals must adhere to the specifications outlined in this document and agree to the general terms set forth in the Sample Service Agreement, attached as Exhibit “A”.

**III. TIMELINE AND SUBMITTAL INFORMATION**

| Scheduled Item  | Scheduled Date                      |
|---|-------------------------------------|
| Request for Qualifications and Proposals (RFP) Issue Date   | Monday, January 24, 2022            |
| Requests for Information Deadline (Questions) emailed to <a href="mailto:KKeith@flynaples.com">KKeith@flynaples.com</a> in Microsoft WORD format  | Friday, February 18, 2022 5:00 P.M. |
| Addendum Issued on <a href="http://www.flynaples.com">www.flynaples.com</a>   | Tuesday, February 22, 2022          |
| RFP Submittal Deadline and Location<br>Naples Airport GAT - Second Floor Administration Desk<br>160 Aviation Drive North, Naples Florida 34104  | Tuesday, March 1, 2022 3:00 P.M.    |
| Staff Committee Evaluation of Submittals to Determine Shortlist<br>Public Meeting - Naples Airport AOB – 2 <sup>nd</sup> Floor Conference Room<br>160 Aviation Drive North, Naples, FL 34104 or ZOOM (see Pg 6) | Tuesday, March 8, 2022 9:30 a.m.    |
| Publication of Shortlist on <a href="http://www.flynaples.com">www.flynaples.com</a>  | Tuesday, March 8, 2022 5:00 p.m.    |
| Presentations and Interviews – NAA Board Consultant Selection Committee (CSC)   | TBA                                 |
| CSC Ranking Approval by NAA Board   | TBA                                 |
| Contract Negotiations With #1 Ranked Firm   | TBA                                 |

#### IV. GENERAL INFORMATION

Respondent shall carefully review and address all the evaluation criteria outlined in this request. The delivery of the response to the Authority prior to the deadline is solely and strictly the responsibility of the responder. To be considered, respondent shall demonstrate the team's ability to provide the required services as listed in this RFP. A copy of the Submittal Review Guidelines to be used in assessing each submittal, including guidance as to the relative importance placed on each evaluation factor, is attached (Exhibit B). Any data furnished by the Authority is for informational purposes only.

The full response shall not exceed thirty (30) pages and shall include all resumes requested in section VI and the requested forms. Do not insert blank tabs to delineate sections.

One (1) unbound, one-sided, printed original submittal is required, along with seven 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 or email will not be accepted.

Submittals shall be sealed and clearly marked on the outside **“RFP – South Quadrant Hangar Development Project”**.

Responding to this RFP 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 this RFP or the submitted responses and may cancel, re-advertise, postpone, or modify the RFP schedule at any time. The Authority is not responsible for any costs incurred by the responding parties prior to the issuance of an executed agreement.

All submittals will become the property of the Authority. The Authority adheres to open records requirements of Florida State Statute 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.

**Questions** concerning this RFP shall be submitted in writing via email, in Microsoft Word format to Kerry Keith, Senior Director of Airport Development and Facilities at [kkeith@flynaples.com](mailto:kkeith@flynaples.com) no later than **5:00 p.m. on Wednesday, February 16, 2022**. 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://flynaples.com/doing-business-with-the-authority/open-bids/>. Responders are strongly advised to monitor this site for any additional information and/or addenda regarding this solicitation until the submittal deadline. 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 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, responders shall not contact any City of Naples Airport Authority Employees, Agents, City of Naples Elected Officials, City of Naples Employees, Naples Airport Authority Board Members or the Naples Airport Authority Noise Compatibility Committee Members regarding this RFP from advertisement date through**

**Consultant Selection Committee Recommendation to the NAA Board, other than the designated contact person listed above.**

The Authority 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 submittal.

The RFP submittal shall be made part of the Service Agreement and shall be referenced within that Agreement as an attachment. A sample Service Agreement is attached hereto as Exhibit A. 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.

The NAA recognizes fair and open competition as a basic tenet of public procurement. Respondents doing business with the Authority 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.

Information pertaining to the DBE/MBE/WBE Certification requirements can be obtained by calling the NAA DBE Liaison Officer, Kerry Keith, at 239-643-0733.

**V. SCOPE OF SERVICES AND DELIVERABLES**

This project consists of the design of approximately 14 box hangars and 42 t-hangars on the south quadrant of the airport. Construction of new hangars will satisfy the need for larger hangar storage which presently is in short supply. The Project will include berm removal, redevelopment and improvements to a water management pond, land development, drainage improvements, ramp and hangar site design, pavement design, service road relocation, electrical design and landscaping design. Project will also include design of a 110LL self-fuel tank..

The plans will include suggestions to reconfigure the water management pond to maximize land use and reduce flooding. The project will include the design for the placement and fill of material, up to and including the proposed subgrade elevations for the ramp and building sites. Additionally, adjustments may need to be made to the location of the Rock Creek outfall to avoid seasonal flooding issues. In general, following all SFWMD, DEP, FAA, FDOT, Collier County and City of Naples regulations, the selected professional is expected to perform the following services:

**A. Preliminary Design to include:**

1. Using best management practices, evaluation and suggestions of options and methods for reconfiguring the existing water management pond and berm.
2. Survey to determine estimates of quantities and costs.
3. Using best management practices, provide suggestions to improve the road and tie-down ramp access.
4. Preparation of Engineer's Report.

**B. Design Phase to include:**

1. Site design to include stormwater, site layout, and hangar layout;
2. Preparation of hangar construction specifications and bid documents;

3. Preparation of Construction Safety and Phasing Plan (CSPP);
4. Bidding Services, including conducting Pre-Bid, responding to questions, publication of addenda, evaluation of bids and recommendation of award.

C. Construction Phase Services to include:

1. General administration of the construction contract, including bookkeeping, billing, and coordination with project stakeholders;
2. Hold pre-construction conference and progress meetings;
3. Submittal and RFI reviews and approval; change orders;
4. Coordination of a QA testing program;
5. Site visits as required to design the project and document the construction;
6. Attend substantial completion and final inspections and compile punch list;
7. Preparation and delivery of conformed documents, as-built drawings and project close-out.

During the course of the project, the Respondent shall be required to perform, but not limited to, the following:

1. Project Start-Up
  - a. The Respondent will organize an initial Kick-off meeting.
2. Design
  - a. The Respondent will prepare approved drawings and specifications, which provide the general scope, extent and character of the work to be furnished and performed.
  - b. Technical Specifications will be developed to include General Conditions, Supplemental Conditions, and Special Provisions Specifications specifically for the project being constructed.
  - c. Procure all required regulatory, governmental and construction permits.
3. Construction Administration Services
  - a. The Respondent shall provide Construction Administration services to include a pre-construction meeting, progress meetings, approval of shop drawings/submittals, updates to the project schedule, approval of pay applications, preparation of change-orders and work directives, complete permit certifications, project close-out and other work as necessary.
4. Construction observation and documentation shall include providing a construction inspector to observe regular construction and testing activities related to the project as directed by the Project Manager.
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; Respondent team shall submit a proposal to perform Additional Services prior to the performance of the work.

Product and Services List:

A complete Product and Services List is not required as part of this RFP. Prices will be negotiated after the selection process. All equipment and supplies to be purchased, if applicable, shall be furnished in new condition.

Licenses and Permits:

The Successful Respondent shall abide by all ordinances and laws pertaining to the operation and shall secure at their expense all licenses and permits necessary for these operations.

Assignment:

The rights and privileges granted hereunder, or any part thereof shall not be assigned, or if an entity, the ownership interests of the entity transferred to others except, by express consent of the NAA.

Evidence of Ability:

Each Respondent shall be required to furnish satisfactory evidence that they are qualified to perform the services referenced herein. Each Respondent must submit the reference form included in this RFP. References should be notified by the Respondent that they may be contacted by Authority staff. Each Respondent shall also submit a statement of qualifications, to include any applicable certificates, registrations, and licensing pertinent to the work to be performed. This should be accompanied by a one-page transmittal letter prepared on the respondent's company letterhead, with firm name, including any alias, years in business, contact person, address, telephone number and email address, and which is signed by an individual who is authorized to commit the firm to the services and requirements of the RFP. The transmittal letter shall also acknowledge any addenda pertaining to this RFP.

Examination of Locations:

Each Respondent shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the Agreement prior to bidding.

Termination:

The NAA shall be the sole judge of non-performance. Should the Successful Respondent fail to perform services in a satisfactory manner, the City of Naples Airport Authority may terminate the Agreement immediately for cause. The NAA may terminate the Agreement for convenience with a thirty (30) day written notice.

Ability to do Business:

The Successful Respondent is required to provide to the City of Naples Airport Authority a notarized Affidavit stating that it is authorized to do business in the State of Florida, along with a Certificate of Good Standing issued by the Secretary of State.

**VI. RESPONSE FORMAT AND REQUIREMENTS**

Respondents are encouraged to keep their proposals concise and to exclude marketing materials. The following sections and contents are required:

- A. COVER LETTER: A statement of qualifications, to include any applicable certificates, registrations, and licensing pertinent to the work to be performed. This should be accompanied by a one-page transmittal letter prepared on the respondent's company letterhead, with firm name, including any alias, years in business, contact person, address, telephone number and email address, and which is signed by an individual who is authorized to commit the firm to the services and requirements of the RFQ. The transmittal letter shall also acknowledge any addenda pertaining to this RFQ. Any exceptions to the terms and provisions of the Professional Services Agreement (Exhibit A) must be noted in the 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. Preference will also be given to teams (both individuals within the teams and the companies making up the team) that have worked together on successful delivery of similar projects. It measures the overall level of the team's qualifications to successfully complete the project.

- C. **SPECIALIZED EXPERIENCE, TECHNICAL COMPETENCE AND REFERENCES:** Provide examples of similar projects completed within the past five years by the proposed Team. Complete the **Reference Information Form (REF-2)** and include at least three recent (within the last five years) professional references from clients who can provide information regarding Project Team'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, cost control and the approach to the construction safety and phasing plan.
- 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. If subcontracting or joint proposals are to be submitted, that fact, and the name of the proposed subcontracting firms, must be clearly identified in the proposal. Following the award of the contract, no additional subcontracting will be allowed without the express prior written consent of the Authority. The Authority 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.

The full response shall not exceed thirty (30) pages and shall include all resumes requested in section V-C and the requested forms. Do not insert blank tabs to delineate sections.

## VII. SELECTION

An Authority Staff Committee shall evaluate responses to this RFP and short-list no more than three firms at a public meeting on Wednesday, February 23, 2022 9:30 a.m. in the Naples Airport AOB 2nd Floor Conference Room, 200 Aviation Drive North, Naples FL 34104. The Public may participate in person or via ZOOM at the following link: <https://us06web.zoom.us/j/84769677839?pwd=dy9QZ3RFeTJ4T0oxZWFrRIBSVTZTd09>. A copy of the Submittal Review Guidelines is attached (Exhibit "B").

The short list shall be published on the Authority's website and short-listed team presentations and evaluations by the NAA Board Consultant Selection Committee shall be scheduled. The presenters for each team will be limited to three individuals, to include the proposed Lead Design Professional, and the responsible corporate individual. Your presentation will be limited to 20 minutes with an additional 20 minutes for questions and answers. Do not provide hard copies of presentations and/or hand-out materials

for Board presentations. The NAA Board Consultant Selection Committee will rank the presenting firms and submit the final ranking to the NAA Board of Commissioners.

## **VIII. FAA REQUIRED PROVISIONS**

### General Civil Rights Provisions:

The Successful Respondent agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision binds the Successful Respondent and subtier contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

### Title Vi Solicitation Notice

The Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Respondents that it will affirmatively ensure that any contract entered into pursuant to this Request for Proposal, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

### Federal Fair Labor Standards Act (Federal Minimum Wage)

All contracts and subcontracts that result from this Request for Proposal incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The Successful Respondent has full responsibility to monitor compliance to the referenced statute or regulation. The Successful Respondent must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

### Occupational Safety and Health Act Of 1970

All contracts and subcontracts that result from this Request for Proposal incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The Successful Respondent must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Successful Respondent retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The Successful Respondent must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

## **IX. FLORIDA STATE PROCUREMENT LAW REQUIRED PROVISIONS**

### Anti-Collusion Statement

Under no circumstances shall any prospective proposer, or any person or persons acting for or on behalf of any said prospective Respondent, seek to influence or gain the support of any member of the Authority favorable to the interest of any prospective Respondent or seek to influence or gain the support of any member of the Authority against the interest of any prospective Respondent. Any such activities shall result in the exclusion of the prospective proposer from consideration by the Authority.

### Convicted Vendor List

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

### Discriminatory Vendor List

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

### Invoice Compliance

All invoices, bills, fees or other requests for compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and post audit thereof.

### Travel Expenses

Bills for any travel expenses shall be submitted in accordance with Florida Stat. 112.061. A state agency may establish rates lower than the maximum provided in s. 112.061.

### Public Records

The Authority may unilaterally cancel the Service Agreement if the Successful Respondent refuses to allow the public access to all documents, papers, letters, or other material made or received by Successful Respondent in conjunction with the Service Agreement, unless the records are exempt from s. 24(a) of Art. 1 of the Florida State Constitution and s. 119.07(1).

### No Contact

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

### Duty To Cooperate With Inspector General

Respondent agrees to comply with s.20.055(5), Florida Statutes and to incorporate in all subcontracts the obligation to comply with s.20.055, Florida Statutes.

### No Boycott/Prohibited Business

Respondent hereby certifies that it has not been placed on the Iran Petroleum Energy Sector List, does not have business operations in Cuba or Syria, has not been placed on the Scrutinized Companies with Activities in Sudan List, has not been placed on the Scrutinized Companies that Boycott Israel List, and is not engaged in a boycott of Israel.

### E-Verify

The successful Respondent who becomes the Contractor shall utilize the U.S. Department of Homeland Security E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the terms of the Agreement and shall expressly require any subcontractors performing work or providing services hereunder to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the term of this Agreement.

## **X. FLORIDA PUBLIC RECORDS LAW REQUIRED PROVISIONS**

(a) IF THE SUCCESSFUL RESPONDENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUCCESSFUL RESPONDENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE SERVICE AGREEMENT OR THIS REQUEST FOR PROPOSAL, CONTACT THE AUTHORITY'S CUSTODIAN OF PUBLIC RECORDS AT (239) 643-0733, [administration@flynaples.com](mailto:administration@flynaples.com) and/or 160 Aviation Drive North, Naples, Florida 34104.

(b) The Successful Respondent acknowledges and agrees that the Successful Respondent shall be required to comply with Florida's Public Records Laws, Chapter 119, Florida Statutes. Specifically, the Successful Respondent hereby covenants and agrees that it shall:

(i) keep and maintain public records required by the Authority to perform the services under the Service Agreement;

(ii) upon request from the Authority's custodian of public records, provide the Authority with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(iii) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of the Service Agreement and following completion of the Service Agreement if the Successful Respondent does not transfer the records to the Authority; and

(iv) upon completion of the Service Agreement, transfer, at no cost, to the Authority all public records in possession of the Successful Respondent or keep and maintain public records required by the Authority to perform the services under the Service Agreement. If the Successful Respondent transfers all public records to the Authority upon completion of the Service Agreement, The Successful Respondent shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Successful Respondent keeps and maintains public records upon completion of the Service Agreement, the Successful Respondent shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Authority, upon request from the Authority's custodian of public records, in a format that is compatible with the information technology systems of the Authority.

## **EXHIBITS**

**Exhibit A – Sample Service Agreement**

**Exhibit B – Submittal Review Guidelines**

**Exhibit C – Form E-VERIFY**

**Exhibit D – Form REF-1 Reference Information Sheet**

**Exhibit E – Conceptual Plan – South Quad T-Hangar Development**