

**ADDENDUM -1-**  
**to**  
**THE SANFORD AIRPORT AUTHORITY**  
**ORLANDO SANFORD INTERNATIONAL AIRPORT (SFB)**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**FOR**  
**PROFESSIONAL AIRPORT ENGINEERING SERVICES**

Sanford Airport Authority  
1200 Red Cleveland Blvd.  
Sanford, FL 32773  
(407) 585-4000

ISSUED VIA [www.osaa.net](http://www.osaa.net) - September 6, 2016

**ADDITIONAL INFORMATION:**

Firms must be able to provide professional liability insurance coverage in the amount of \$1,000,000.00, and shall submit proof of the ability to obtain these coverages along with their qualifications package.

Following submittal, each firm's Statement of Qualifications will be reviewed and evaluated by the Authority's Consultant Selection Committee based on the following evaluation criteria. The Sanford Airport Authority shall negotiate a contract with the most qualified firm(s) for professional services at a compensation level the Authority determines is fair, competitive and reasonable. It is anticipated that the firm selected will provide the necessary services for an initial contract period of three (3) years with an option on two additional, one year extensions. Should the committee determine from its evaluations that there are less than three (3) qualified firms submitting Statements of Qualifications, it shall provide the Board with such recommendation(s) as it deems appropriate under the circumstances.

**QUALIFICATIONS BASED SELECTION OBJECTIVE. (From FAA Advisory Circular 150/5100-14D)**

The selection of consultants must be made on the basis of fair negotiations and equitable fees and through selection procedures that are professionally acceptable, ensure maximum open and free competition, and avoid any suggestion of unfair or unethical conduct.

Consultants employed for work on projects involving airport grants must be responsible and possess the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration should be given to such matters as integrity, record of past performance, extent of experience with the type of services required by the SAA, technical resources, and accessibility to other necessary resources.

**QUALIFICATIONS BASED SELECTION PROCEDURES.** Consultants must be engaged on the basis of their qualifications and experience, with fees determined through negotiations following selection. This can be accomplished by means of qualifications based selection procedures, whereby Statements of Qualifications (SOQ) are requested from a number of consultants. The qualifications of consultants responding are evaluated and the best qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

### **POLICY FOR SELECTION. (From FAA Advisory Circular 150/5100-14D)**

The selection of an engineering consultant must be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the service required. Moreover, the selection process must satisfy requirements for open and free competition. SAA may procure a consultant for several grant projects through one procurement action provided the following conditions are met (FAA Order 5100.38, Chapter 9):

- a. The consultant is selected using the qualifications based selection procedures described in Figure 2.2.
- b. The parties competing for the work must be advised that the work is expected to be accomplished during the course of several grant projects. The expected schedule of projects must be defined, together with the Scope of Work and the required services. The scope of work should be described in sufficient detail so that all parties are adequately informed of the items to be accomplished.
- c. All parties are advised that some of the services may not be required and that SAA reserves the right to initiate additional procurement action for any of the services included in the initial procurement.
- d. The services are limited to those projects that can reasonably be expected to be initiated within five (5) years of the date the contract is signed by the consultant.
- e. The negotiation of the fee is limited to the services expected to be performed under the initial grant (first grant funded project negotiated during the contract period). The contract must be limited to the services covered by the negotiated fee. The negotiation of the fee for subsequent services, i.e., services included in the procurement action but not in the initial contract, must occur at the time those services are needed. A fee estimate must be performed for each of these negotiations. If a fee cannot be agreed upon between SAA and the selected firm, then negotiations are terminated with that firm. However, rather than entering negotiations with the firm ranked next in place at the time the initial contract was negotiated, a new procurement action must be initiated (Order 5100.38, Chapter 9).

### **PUBLIC ANNOUNCEMENT AND QUALIFICATION PROCEDURES. (From Florida State Statutes)**

1. The Sanford Airport Authority (SAA) shall publicly announce when professional services must be purchased where the basic construction cost of which is estimated by SAA to exceed the threshold amount provided in s. 287.017 for FDOT CATEGORY FIVE (\$250,000) or for a planning or study activity when the fee for professional services exceeds the threshold amount provided in s. 287.017 for FDOT CATEGORY TWO (\$25,000), except in cases of valid public emergencies certified by the SAA President and the SAA Board of Directors. The public notice must include a general description of the likely projects and must indicate how interested consultants may apply for consideration. Publication will be in the Orlando Sentinel and on the SAA website: [www.osaa.net](http://www.osaa.net).

2. (a) SAA shall provide a good faith estimate in determining whether the proposed activity meets the threshold amounts referred to in this paragraph.

(b) SAA shall encourage firms engaged in the lawful practice of their professions that desire to provide professional services to SAA to submit statements of qualifications and performance data.

(c) Any firm or individual desiring to provide professional services to SAA must first be certified by SAA as qualified pursuant to law and the regulations of SAA. SAA must find that the firm or individual to be employed is fully qualified to render the required service. Among the factors to be considered in making this finding are the capabilities, adequacy of personnel, past record, and experience of the firm or individual.

(d) SAA shall evaluate professional services, including capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, and other factors determined by SAA to be applicable to its particular requirements. When securing professional services, SAA must endeavor to meet the minority business enterprise procurement goals under s. 287.09451.

(e) The public must not be excluded from the proceedings under this section.

### **COMPETITIVE SELECTION. (From Florida State Statutes)**

1. (a) SAA shall evaluate current statements of qualifications (SOQ) and performance data, together with those that may be submitted by other firms regarding the proposed projects, and shall conduct discussions with, and may require public presentations by, no fewer than three firms regarding their qualifications, approach to the project(s), and ability to furnish the required services.

(b) SAA shall select and rank in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, SAA shall consider such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by SAA, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. SAA may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations.

(c) This subsection does not apply to a professional service contract for a project the basic construction cost of which is estimated by SAA to be not in excess of the threshold amount provided in s.287.017 for FDOT CATEGORY FIVE (\$250,000) or for a planning or study activity when the fee for professional services is not in excess of the threshold amount provided in s. 287.017 for FDOT CATEGORY TWO (\$25,000). However, if, in using another procurement process, the majority of the compensation proposed by firms is in excess of the appropriate threshold amount, SAA shall reject all proposals and reinitiate the procurement pursuant to this subsection.

(d) Nothing in this act shall be construed to prohibit a continuing contract between a firm and SAA.

### **SELECTION CRITERIA. (From FAA Advisory Circular 150/5100-14D)**

Based on the proposed scope of service(s) and prior to evaluating consultants, SAA(s) must develop an agreed-upon list of selection criteria to be used in evaluating potential consultants. Numerical rating factors (ranges) should be assigned to each criterion on the basis of SAA's priorities and conception of the importance of each factor in the attainment of a successful project. SAA should include the criteria with a Request for Qualifications (RFQ) in advance of the selection process.

Based on a SAA's goals/objectives for each type project, the list of selection criteria will vary for each RFQ and must be appropriate for the proposed scope of services. Suggested selection criteria include, but are not limited to, the following:

a. Capability to perform all or most aspects of the project and recent experience in airport projects comparable to the proposed task.

b. Key personnel's professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures.

- c. Current workload and demonstrated ability to meet schedules or deadlines.
- d. Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns.
- e. Qualifications and experience of outside consultants regularly engaged by the consultant under consideration.
- f. Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office. The use of geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- g. Ability to furnish qualified inspectors for construction inspection if applicable.
- h. Demonstrated understanding of the project's potential problems and the SAA's special concerns.
- i. Degree of interest shown in undertaking the project and their familiarity with and proximity to the geographic location of the project.
- j. Capability to incorporate and blend aesthetic and architectural concepts with the project design while accomplishing the basic requirements that transportation facilities be functional, safe, and efficient.
- k. Evidence that the consultant has made good faith efforts in meeting Disadvantaged Business Enterprise (DBE) goals (49 CFR, § 26.53).
- l. Capability to conduct a Value Engineering (VE) study for projects that are particularly complex or have unique features. Order 5100.38, Chapter 10, AC 150/5300-15, *Use of Value Engineering for Engineering and Design of Airport Grant Projects*, and AC 150/5370-10, *Standards for Specifying Construction of Airports*, contain additional guidance on VE studies.

**COMPETITIVE NEGOTIATION. (From Florida State Statutes)**

(a) SAA shall negotiate a contract with the most qualified firm for professional services at a compensation level which SAA determines is fair, competitive, and reasonable. In making such determination, SAA shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For any lump-sum or cost-plus-a-fixed-fee professional service contract over the threshold amount provided in s. 287.017 for CATEGORY FOUR (\$150,000), SAA shall require the firm receiving the award to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required must contain a provision that the original contract price and any additions thereto will be adjusted to exclude any significant sums by which SAA determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments must be made within 1 year following the end of the contract.

(b) Should SAA be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price SAA determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. SAA shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, SAA must terminate negotiations. SAA shall then undertake negotiations with the third most qualified firm.

(c) Should SAA be unable to negotiate a satisfactory contract with any of the selected firms, SAA shall select additional firms in the order of their competence and qualification and continue negotiations in accordance with this subsection until an agreement is reached.

The Sanford Airport Authority reserves the right to waive any informality in the submitted Statements of Qualifications, to reject any and all Statements of Qualifications, or to re-advertise for additional Statements of Qualifications.

It is the policy of the Sanford Airport Authority that Disadvantaged Business Enterprises (DBEs) shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds and/or state funds. All firms providing professional services for the Sanford Airport Authority shall take all necessary and reasonable steps in accordance with 49 CFR, Part 23, to insure that DBE's have the maximum opportunity to compete for and perform contracts without discrimination on the basis of race, creed, color, national origin, handicap, or gender.

The Consultant shall disclose any circumstance where the conduct of the Consultant is being investigated or has been investigated in the past three (3) years by any legal or administrative body.

All firms are hereby placed on notice that the Sanford Airport Authority members and staff do not wish to be lobbied, either individually or collectively, regarding the RFQ. During the entire procurement process, all firms and their subcontractors, subconsultants or agents are hereby placed on notice that they are not to contact any persons listed above for such purposes as holding meetings of introduction, dinners, etc. if they intend to submit or have submitted a Statement of Qualifications for these services. Any firm contacting members or staff of the Authority in violation of this provision shall be automatically disqualified from further consideration for this RFQ.

Federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein shall apply. Lack of knowledge by the firms will be no cause for relief from responsibility. Firms are to be in full compliance with all applicable laws and regulations, specifically including, but not limited to:

1. FAA Regulations;
2. Conflict of Interest;
3. Government in the Sunshine Laws;
4. Florida Public Records Law;
5. FDOT Rules and Regulations; and
6. ADA Rules and Regulations.

Responses to this RFQ are public records available for inspection by the public upon issuance of the Authority's Notice of Intended Decision or ten (10) days after the opening of the sealed Statements of Qualification, whichever is sooner, pursuant to Section 119.071, Florida Statutes.

Consultants responding to this RFQ understand and agree that any resulting contractual relationship is non-exclusive and the Authority reserves the right to contract with more than one Consultant or seek similar or identical services elsewhere if deemed in the best interest of the Authority.

The issuance of this RFQ constitutes only an invitation to present SOQ. The Authority reserves the right to determine, in its sole discretion, whether any aspect of the response satisfactorily meets the criteria established in the RFQ, the right to seek additional information and/or clarification from any firm submitting a response, the right to negotiate with any firms or individuals submitting a response, and the

right to reject any or all responses with or without cause. In the event that the RFQ is withdrawn by the Authority for any reason, including but not limited to, the failure of any of those things or events set forth herein to occur, the Authority shall have no liability for any costs or expenses incurred in connection with this RFQ or otherwise.

Americans with Disabilities Act Notice: Any person needing special accommodations for attendance at the Sanford Airport Authority Board of Directors meeting for the oral presentation should contact the Sanford Airport Authority, 1200 Red Cleveland Boulevard, Sanford, FL 32773, (407) 585-4000, at least seven (7) days before the scheduled meeting.

For further information on this Addendum 1 to the Request for Qualifications, please contact Diane H. Crews at 407-585-4002, email: [dcrews@osaa.net](mailto:dcrews@osaa.net) or fax at 407-585-4045.