

INFORMATION GUIDE

REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS AND EXPERIENCE RELATED TO PROFESSIONAL AVIATION ENGINEERING AND PLANNING SERVICES

(1) TIME AND DATE DUE:

The St. Johns County Airport Authority will receive *Letters of Interest* including, a *Statement of Qualifications and Experience*, until **12:00p.m. July 31, 2023**, to select a firm to provide Professional Aviation Engineering and Planning services. Interested proposers are highly encouraged to be ***BRIEF***.

In accordance with the “Consultants Competitive Negotiation Act” (F.S. 287.055), the St. Johns County Airport Authority is seeking qualifications from registered firms to provide comprehensive professional airport engineering, planning and consulting services required in connection with the development and improvement of the Northeast Florida Regional Airport (SGJ), including, without limitation, airport and environmental planning, grants administration, preparation of DBE plans, preliminary and final engineering, architectural design (including testing and surveying), preparation of engineer’s reports, technical specifications and contract documents, construction testing, construction administration and contract documents, resident engineering and inspection program management, and related professional services to accomplish and provide technical support for planning design and construction projects at the Northeast Florida Regional Airport.

(2) SUBMITTAL MARKING & DELIVERY REQUIREMENTS:

One (1) copies and one (1) digital copy of the proposal shall be submitted in one (1) package, clearly marked on the exterior “Statements of Qualifications and Experience – Engineering and Planning Services”.

Proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the applicant to have their proposal delivered for receipt on or before the above stated time and date to:

St. Johns County Airport Authority
4796 US Highway 1 North
St. Augustine, Florida, 32095

Regardless of delivery method, the proposer shall be responsible for its timely delivery to the offices of the Airport Authority. Proposals delayed by mail beyond the due date and time shall not be considered. Arrangements can be made for return of proposals at the proposer’s request and expense.

(3) CLARIFICATION:

All inquiries, suggestions or requests concerning the selection procedure shall be made through the Executive Director or designee for the Authority. Questions relevant to airport plans, development and project specifics will not be entertained. The Authority shall not be responsible for oral interpretations given by any Authority member or employee, representative, except through the Executive Director or designee. The issuance of a written statement is the only official method whereby interpretations, clarification or additional information will be given. All inquiries & responses will be made available to all known proposers. To assure all communications are available, proposers are encouraged to contact the Airport Administration Office via email CKH@SGJ-AIRPORT.com to indicate their intent to propose. Feel free to visit our website "FLYNF.COM" for additional information pertaining to the airport.

(4) LEGAL NAME:

Proposals shall clearly indicate the legal name, address and telephone number of the proposer (company, firm, partnership or individual).

(5) PROPOSAL EXPENSES:

All expenses related to making submittals to the Authority are to be borne by the proposer.

(6) RESERVED RIGHTS:

The Authority reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the Authority depending on available competition and timely needs of the Authority. The Authority shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the Authority reserves the right to make such investigations as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the Authority deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to: current financial statements by an independent CPA; verification of availability of equipment and personnel; and past performance records. Proposer will be notified individually of the requirement to provide additional information should it be desired by the Authority.

(7) APPLICABLE LAWS:

All applicable laws and regulations of the State of Florida and Policies and Procedures of the St. Johns County Airport Authority will apply to any resulting agreement.

(8) COLLUSION:

By offering a submission to this request, the proposer certifies the proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatever. Also, proposer certifies, and in the case of a joint proposal, each party thereto certifies as to his own organization, that in connection with this proposal:

- a. Any prices and or cost data submitted have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and or cost data with any other proposer or with any competitor;
- b. Any prices and or cost data quoted for this proposal have been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the scheduled opening directly or indirectly to any other proposer or to any competitor;
- c. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- d. The only person or persons interested in this bid as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this bid or in the contract to be entered into; and
- e. No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee accepting bona fide employees or established commercial agencies maintained by the Purchaser for the purpose of doing business.

(9) CONTRACT:

Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the Authority and shall contain, as a minimum, applicable provisions of the request for proposal, and the proposer's submission to the proposal. Any variance whatsoever from the proposal, as submitted, that the proposer may request be included in the contract, shall be at the sole discretion of the Authority. The Authority reserves the right to reject any agreement which does not conform to the requirements and stipulations of this document as well as any Authority requirements for agreements and contracts.

The contract term will be for a three (3) year period. The Authority reserves the right to extend the contract period for two (2) additional one (1) year term upon mutual agreement with the successful consultant(s).

The Authority intends to enter into two or more contracts.

(10) INDEMNIFY:

After notification of award, the successful proposer shall indemnify and save harmless the Authority from and against all claims, suits, actions, damages or causes or action arising during the terms of the resulting agreement for any personal injury, loss of life or damage to the property sustained by reason or as a result of the performance of the services or

work for which the resulting agreement was entered into, or his agents, employees, invites, and all other persons, and from and against any orders, judgments or decrees which may be entered thereto, and from and against all costs, attorney's fees, expenses and liabilities incurred in or by reason of the defense of any such claim, suit or action, and the investigation thereof. Nothing in the resulting agreement shall be deemed to affect the rights, privileges and immunities of the Authority as set for in Florida Statute **768.28**.

(11) PROPOSAL REQUIREMENTS:

Each proposer shall include information or evidence of the following minimum requirements. Each proposal shall be strictly limited to 30 pages (exclusive of cover(s), actual letter and required forms). Proposals in excess of 30 pages will not be considered and at the proposers expense and option, may be returned.

- A. Evidence of aviation design and engineering activities for the last 5-years for airports comparable to Northeast Florida Regional Airport. Contact information required shall include:

Specific sponsor contact person(s),
Project name
Value of contract work actually performed
Specific service performed
FDOT representative contact information (Florida projects only)
FAA Project Manager contact information, as appropriate

- B. Evidence of sufficient capability towards providing comprehensive services (staff level available). Specific identification of the primary three (3) individuals responsible for planning and engineering projects and a statement of commitment to all work solicited under this solicitation;
- C. Evidence of Consultant integrity (letters of reference);
- D. Provide the location of the nearest "full service" office assigned to the project;
- E. Statement of current workload and ability to complete projects in an expeditious manner;
- F. Statement of financial responsibility;
- G. The name of all proposed primary sub-consultants proposed for project work; Any proposed subcontractors must be identified and must include the proposed limits of their involvement;
- H. Assurance that affirmative efforts will be made to ensure participation by firms considered "disadvantaged" in all contract work entered into pursuant to this advertisement. A disadvantaged business enterprise (DBE) goal of approximately twelve (12) percent has been established by the sponsor for all professional service contracts subject to periodic adjustment as required.

(12) SELECTION PROCESS:

A selection committee approved by the Administration will evaluate and score the submittals according to the criteria outlined in the RFQ. The selection committee will perform all technical evaluations and will provide the full Airport Authority with a rank-order recommendation of all proposals for further consideration **on August 28, 2023. The recommendation list will include, for each proposal, a breakdown of points scored in each criteria category set forth in the RFQ.** The relative merits of individual proposals

shall be determined by the Committee and Authority's ability to differentiate qualifications applicable to the scope and nature of the services to be performed per this request for proposal.

Lobbying: All firms and their agents who intend to, or have submitted responses to this solicitation are hereby placed on formal notice that any form of contact and/or lobbying of Airport Authority Employees, Board Members or Members of the Evaluation Committee with the intent to direct and/or manipulate the selection process may result in the immediate disqualification of such firm, by the Authority, from further consideration for this assignment.

Once received, the Authority may elect to ratify the committee's recommendation, or elect to conduct interviews of shortlisted firm's or re-order the list of proposers based on their collective review of material submitted as a part of this solicitation.

At this time, the Authority is not planning to interview firms prior to finalizing its ranking. However, they specifically reserve the right to do so at any time during the process. Should interviews be required, selected proposers should be prepared to meet with the Authority Board at the time and date determined by the Authority. If necessary, firms will be notified of interview requirements at the earliest possible date.

A final Short-list will be selected by the Authority for ordered consideration in negotiation of a contract. Selected consultants shall be required to enter into a Master Contract Agreement which specifies the general contractual requirements. Specific work items being awarded as Supplemental Agreements or Task Orders which detail the specific project requirements and details.

(13) SELECTION CRITERIA:

In reviewing the proposals, the selection criteria will include the following:

- Company/Firm Qualifications and Capabilities – The ability of the firm to perform services outlined in the scope of work.
- Qualifications and Abilities of Professional Personnel
- Client References for Similar Projects
- Experience on Similar Projects
- Firm Location – In order to receive the maximum number of points in this category, the firm must demonstrate an established office location in St. Johns County, Florida or adjoining Counties for at least the past twelve (12) months. Firms that can demonstrate an established office location that is not local but is in the state of Florida shall receive at least Fifty percent (50%) of the points possible in this category. Firms without a local or state presence, or firms using non-local and out of state subcontractors will receive points in this category but not the maximum number of points possible.
- Prior successfully completed projects at NFRA

The St. Johns County Airport Authority reserves the following rights:

- To select a consultant(s) based solely on the quality of the proposal (Statement of Qualifications).

- To prepare a short-list of qualified firms and to interview these firms as deemed necessary to select a General Engineering Consultant.
- To re-advertise or terminate this request at any time.
- To reject any and all proposals, to waive any minor informalities, and to make and award the contract in the best interest of the Northeast Florida Regional Airport.
- In order to be considered, firms must be able to demonstrate significant knowledge and experience in providing the type of consulting services requested, and shall have considerable experience with FAA standards of design and construction, airport development criteria, and advisory circulars, as well as FDOT airport project requirements.

The Authority will ultimately ratify or modify the "Short List", and may elect to invite proposers to interview. Firms selected for interviews will be given a minimum of two (2) weeks' notice of the date set by the Authority. Firms selected for interview will be notified in writing via U.S. Mail or email. Determinations shall be based on but not limited to, the following considerations:

<u>Criteria</u>	<u>Weighting (Points)</u>
General Qualifications (business profile, experience, staff, history)	40
Staff Availability	30
Prior Contract Performance at NFRA	20
Proximity to NFRA	20
<u>Similar Work Experience at Similar Airports</u>	40
TOTAL Possible Points	150

(14) INSURANCE:

The proposer will not commence work under any contract until **all insurance**, as might be required by the Authority has been obtained. Insurance requirements but not limited to:

- General Liability - \$2,000,000/\$4,000,000;
- Profession Liability - \$2,000,000;
- Automobile Liability - \$1,000,000;
- Worker's Compensation – Statutory \$1,000,000.

CONFLICT OF INTEREST STATEMENT

STATE OF FLORIDA, CITY OF _____
Before me, the undersigned authority, personally appeared _____, who
was duly sworn deposes and states:

1. I am the _____ of _____
with a local office in _____ and principal office in _____

City & State _____ City & State _____
2. The above named entity is submitting a Proposal for the St. Johns County Airport Authority Request for Qualifications for Professional Aviation Engineering and Planning services in connection with the development and improvement of the Northeast Florida Regional Airport.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the St. Johns County Airport Authority.
9. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the St. Johns County Airport Authority.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the St. Johns County Airport Authority

DATED this _____ day of _____ 2023.

(Affiant)

Typed Name and Title

Sworn to and subscribed before me this _____ day of _____ 2023.

Personally Known _____ Or produced identification _____.

Identification type: _____

Notary Public-State of _____

My commission expires _____.

Notary Public and Seal

THIS FORM MUST BE INCLUDED WITH QUALIFICATIONS

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES _____ NO _____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES _____ NO _____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES _____ NO _____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the St. Johns County Airport Authority.

Firm

Date

Authorized Signature and Title

Typed Name and Title

THIS FORM MUST BE INCLUDED WITH QUALIFICATIONS

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, _____ (print or type name of firm) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- ☐ Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- ☐ Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- ☐ Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- ☐ Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- ☐ Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein"

Authorized Signature

Date Signed

State of Florida

County of _____

Sworn to and subscribed before me this _____ day of _____ 2023.

Personally known _____ or Produced Identification _____

Identification Type: _____

Signature of Notary _____

My Commission Expires: _____

THIS FORM MUST BE INCLUDED WITH QUALIFICATIONS

**SWORN STATEMENT UNDER SECTION 287.133(3)(n), FLORIDA STATUTES ON
PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER
OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted for Professional Aviation Engineering and Planning Services.
2. This sworn statement is submitted by _____
whose business address is _____
and (if applicable) its Federal Identification No.(FEIN) is _____
If entity has no FEIN, include the Social Security Number of the individual signing
this sworn statement _____.
3. My name is _____ and my relationship to the entity named
above is _____.
4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g),
Florida Statutes, means a violation of any state or federal law by a person with
respect to, and directly related to, the transaction of business with any public
entity or with an agency or political subdivision of any other state or with the
United States, including, but not limited to, any bid or contract for goods or
services to be provided to any public entity or an agency or political subdivision of
any other state or of the United States and involving antitrust, fraud, theft,
bribery, collusion, racketeering, conspiracy or material misrepresentations.
5. I understand that “convicted” or “conviction” as defined in Paragraph
287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a
public entity crime, with or without an adjudication of guilt, in any federal or state
trial court of record relating to charges brought by indictment or information after
July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or
nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida
Statutes means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or

b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

_____Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with an convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with, and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies)

_____There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

_____The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services)

Signature: _____ Date: _____

STATE OF _____

COUNTY OF _____

Personally appeared before me the undersigned authority _____ who after first being sworn by me affixed his/her signature in the space provided above on this _____ day of _____ 2023.

Notary Public: _____

Notary Seal:

THIS FORM MUST BE INCLUDED WITH QUALIFICATIONS