

**SARASOTA BRADENTON INTERNATIONAL AIRPORT  
SARASOTA MANATEE AIRPORT AUTHORITY**

**REQUEST FOR QUALIFICATIONS**

**FOR**

**PROFESSIONAL ENGINEERING SERVICES FOR  
DESIGN OF THE SRQ PARKING LOT EXPANSION PROJECT  
RFQ-04-2018-PLE**

**I. PROGRAM NARRATIVE/BACKGROUND**

The Sarasota Manatee Airport Authority (SMAA), henceforth referred to as "Authority", is seeking professional services to provide planning, design, permitting, and bidding services to expand parking in the Airport's long-term lot, shade lot, facilities lot, and additional remote parking areas. Exhibit A shows the locations of the expansions in the long-term, shade, and facilities areas. Additional remote parking will be determined in the planning portion of the project. Design will also include the removal of a portion of the Airport Return Loop Road, including overhead signage, lighting, and fencing.

**II. SCHEDULE FOR SELECTION**

The Authority's schedule for consultant selection for this project is provided below. It is the intent of the Authority to maintain this schedule. However, the Authority reserves the right to amend or modify the schedule at its sole discretion. Respondents to this RFQ are advised to check for addenda and updates that may change the schedule.

1) RFP Distribution	November 5, 2018
2) Advertise the Notice (#1)	November 9, 2018
3) Advertise the Notice (#2)	November 16, 2018
4) <b>Non-Mandatory</b> Pre-Submittal Conference	November 19, 2018 at 9:30 am (EST)
5) Deadline for Written Questions /Clarifications	November 28, 2018
6) Deadline for Receipt of Proposal	December 19, 2018 at 3:00 pm (EST)
7) Meeting of Short-list Committee	December 19, 2018 – January 4, 2019
8) Notification of Short-listed Firms	January 4, 2019
9) Presentation to Board & Selection	January 21, 2019 at 1:00 pm (EST)
10) Scope Preparation & Negotiations	TBD

**III. SCOPE OF WORK**

The Authority will provide the selected consultant as-built and/or design files of the existing surveys, roadway, and utility files available of the project site. The selected consultant is expected to **generally** perform the following services:

**A. Design Documentation and Conceptual Layout** to include:

1. Document design standards and any assumptions needed for design;
2. Determine permit requirements;
3. Review & evaluate site concept received from Authority; and
4. Provide conceptual geometric layout and/or alternatives.

**B. Preliminary Design** to include:

1. Survey and evaluate existing conditions and utilities;
2. Conduct of subsurface testing and analysis;
3. Project layout and geometrics;
4. Estimates of quantities, costs, and implementation schedule; and
5. Prepare construction safety and phasing plan.

**C. Design Phase: Preparation of Plans and Specifications** in accordance with applicable FAA and Florida Department of Transportation (FDOT) standards for:

1. Roadways;
2. Potable Water and Sanitary Sewer;
3. Electrical, lighting and signage; and
4. Drainage systems as required by project and permits.

**D. Bidding Services:** The engineer will assist in general administration and coordination to include distribution of contract documents to potential bidders, and conduct of a pre-bid meeting with plan-holders and agencies. The engineer will review and tabulate the bids and recommend, based upon responsiveness and price, to the Authority and its legal counsel for award of Bid

**IV. WEIGHTED CRITERIA FOR THE CONSULTANT/PROPOSAL SELECTION**

The Authority will evaluate each submittal and score them based upon the criteria listed below. Each submittal shall be organized as discussed in Section VII.C.

**A. Experience with similar airport projects. 35 Points**

The Authority will evaluate the experience of the firm and its key team members, including subconsultants. Key team members should have experience with planning, roadway/parking design, stormwater management, and permitting through Sarasota County and Southwest Florida Water Management District (SWFWMD). Specific duties of key members should be described for each project referenced. Projects where the key members of the team were the Architect or Engineer of Record should be noted. The Authority may conduct reference checks of the firms and the key team members.

**B. Team Organization. 15 Points**

The Authority will evaluate how the team is structured, and how the subconsultants (if included) will be integrated into the design process. An organizational chart should be submitted of the team members. Availability of staff should also be detailed in this section.

**C. Approach. 25 Points**

The Authority will evaluate each proposal for project approach. This should include a brief summary demonstrating consultant understanding of the project objective, a discussion of key issues, project planning, project phasing, coordination with stakeholders, a timeline for deliverables, management during design and construction, and project closeout.

**D. Phone Interview. 10 Points**

The Authority may conduct phone interviews with up to two key team members from each firm (one key member shall be the Project Manager for the project). During this interview the key team members will be able to describe their experience and approach to this project. The submittal should indicate which members are to participate in this interview. The Authority may waive the phone interview if schedule does not permit time to interview all proposing firms.

**E. Demonstrated ability to meet the DBE Goal. 5 Points**

The Authority will evaluate how the proposing firm has met DBE goals on past similar projects, and evaluate their plan to meet the DBE requirements of this contract.

**F. Other Factors. 10 Points**

The Authority will evaluate other factors that are discovered while reviewing the proposals and performing reference checks. These could, but are not limited to, unique design projects by key members, key members' familiarity with each other on past projects, quality and relevance of graphical presentations, coherent and logical flow of proposals, etc.

**V. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION GOAL**

The Authority is projecting a 5.00% DBE participation goal for this project. However, the final DBE goal is subject to further review and may change.

**VI. ADMINISTRATIVE PROCEDURES**

Various stages and tentative schedule during consultant selection process are described as follows:

- A. To assist responding consultants and individuals in preparing their Statement of Qualifications, information requests concerning the project, consultant selection criteria, general requirements, and administrative procedures are to be directed in writing to Elisa Traub, Project Coordinator, Engineering, Planning & Facilities at: [elisa.traub@srq-airport.com](mailto:elisa.traub@srq-airport.com), or by Fax: (941) 359-5007. Requests received by December 19, 2018 will be responded to and sent to all interested parties.
- B. A non-mandatory pre-submittal meeting is scheduled for Monday, November 19, 2018 at 9:30 a.m. (EST) in the Dan P. McClure Auditorium, 1123 General Spaatz Blvd., Sarasota, FL, 34243. The purpose of this meeting will be to discuss the requirements and objectives of this RFQ and to answer any questions potential consultants have about the RFQ. Following the meeting, Authority staff will provide a site visit to the three locations.
- C. **Statements of Qualifications are to be received on or prior time indicated in Section II.**
- D. The President/Chief Executive Officer, Senior Vice President Engineering, Planning & Facilities, and/or other Management Staff will review Statements of Qualifications. Each firm is numerically scored and recorded. A short-list of qualified firms will be developed based on the numerical score.
- E. Short-listed firms will make individual presentations to the Sarasota Manatee Airport Authority members during the Board meeting, at time shown in Section II.

- F. Authority members shall select firms in order of preference with which staff is authorized to undertake contract negotiations, subject to the Authority's attorney's review.

**VII. GENERAL REQUIREMENTS/CONDITIONS**

- A. All firms and individuals interested in responding to the "Request for Qualifications" shall do so by initially submitting three (3) bound copies of their Statement of Qualifications to:

Mr. Kent D. Bontrager, P.E.  
Senior Vice President, Engineering, Planning & Facilities  
Sarasota Manatee Airport Authority  
6000 Airport Circle  
Sarasota, FL 34243

- Short-listed firms and individuals will be requested to submit at least eight (8) additional copies of their Statement of Qualifications and may be required to individually make a presentation (maximum of 10 minutes) to the Authority members at a regularly scheduled Board meeting.
- B. Communication with individual Commissioners of the Sarasota Manatee Airport Authority is prohibited. All written, video recorded, or other information respondent desires to provide to Commissioners shall be delivered to the President/CEO for dissemination to Authority members. Failure to adhere to this policy may result in disqualification from further consideration.
  - C. To help the Authority adequately compare and evaluate submittals objectively, firms shall comply with the content and format requirements identified herein. The Statement of Qualifications should not exceed twenty (20) single-sided pages (submittals exceeding the page count may be rejected), excluding cover page and resumes. Font size should not be less than 10 point. It should include the following:
    - 1. A Letter of Interest (single sided) that includes contact information for the point of contact for this proposal, and a brief profile of the firm (maximum two (2) pages). Include the name, phone number, email address, and mailing address of the point of contact.
    - 2. The body of the submittal shall be organized and tabbed in accordance to the evaluation criteria described in Section IV, Weighted Criteria for Consultant/Proposal Selection.
    - 3. Resumes shall be included in Appendix for the project team. Each resume shall be limited to one (1) double sided, letter sized page.
    - 4. Three-ring binders are prohibited.
  - D. All direct and indirect costs and expenses incurred in the preparation, submission, and/or presentation of the Qualification Statements are ineligible for reimbursement by the Authority.

- E. Firms are short-listed based on information contained in initial submission. Therefore, change in the team make-up (if any) after short-listing, is not acceptable. However, the Authority reserves the right to define and/or redefine tasks and to select for negotiation individual firms for individual projects and/or assemble submitting firms into an implementation team as it sees fit and nothing in this request shall in any way hinder the Authority's ability to do so.
- F. The submission of qualifications shall not commit the Authority to enter into an agreement with any firm. The Authority reserves the right to modify or waive any part or parts of this RFQ process without penalty at their sole discretion.
- G. Submission of an RFQ indicates willingness by a firm to prepare, for a fee, an independent cost estimate if not selected on the short list for the Project and if requested to do so by the Authority. Preparation of the independent estimate will eliminate a firm from further consideration for the Project.
- H. All firms should furnish proof of acceptable insurance. A copy of the firm's current insurance certificate or a statement from the firm's insurance company verifying the firm's ability to obtain the insurance coverage should be submitted. This should be included in the Additional Information section of the Statement of Qualifications.
- I. This project is dependent on funding from the Authority.

#### **VIII. SELECTION AND NEGOTIATION DOCUMENTS**

- A. The firm ranked one by the Authority Board will be invited to enter into the contract negotiations with Authority Staff.
- B. In order to prepare for and assist with expediting the negotiation process, the selected firm will be required to provide the Authority the following information within two working days from the date of Board selection:
  - 1. The Consultant Rate proposal that includes each team member;
  - 2. Statement that the firm can meet the minimum Authority insurance requirements, see attached insurance requirements;
  - 3. And a date/time to meet and discuss detailed scope requirements. Meeting shall be within two (2) weeks from the date of Board selection.