

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: October 7, 2008

Consent Regular
 Workshop Public Hearing

Department:

Submitted By: Department of Airports

Submitted For:

I. EXECUTIVE BRIEF

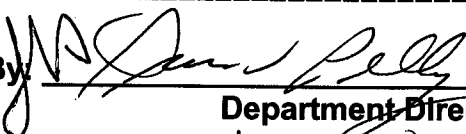
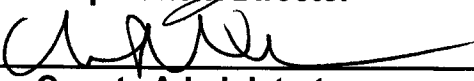
Motion and Title: Staff recommends motion to approve: The reading into the records for compliance with Florida Statutes 287.055 (Public Announcement in a Uniform and Consistent Manner) the attached Notice of General Consulting Services Desired by Palm Beach County Department of Airports to provide Environmental Assessment/Architectural/Engineering/Construction Management and Land Development Professional Services. The Department of Airports will execute an advertisement and selection process.

Summary: In accordance with Board established procedures referencing the Consultant's Competitive Negotiation Act (CCNA), this notice is required to be processed as the initial step of the selection process. A Disadvantaged Business Enterprise (DBE) Goal of 25% has been established. **Countywide (AH)**

Background and Justification: In order for the Department of Airports to Implement the Airports' Master Plans, as previously approved by the County Commission, Professional Consulting Services will be required. Services to be provided by the selected Consultant(s) include: Aviation Planning, Environmental Assessment Preparation, Civil Design, Architectural Design, Construction Administration and Coordination, Program Management/Construction Management and Facilities Inspection.

Attachments:

- 1. Notice of General Consulting Services Desired

Recommended By: <u></u>		<u>9/15/08</u>
	Department Director	Date
Approved By: <u></u>		<u>9/24/08</u>
	County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2009	2010	2011	2012	2013
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues (Grants)	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>See below</u>	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes _____ No _____
 Budget Account No: Fund _____ Department _____ Unit _____ Object _____
 Reporting Category _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review: Cynthia Simms

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:
 Fiscal impact indeterminable at this time.

atwillhite 9.23.08
 OFMB 9/23/08

Jan J. Jacobson 9/23/08
 Contract Dev. and Control

B. Legal Sufficiency:
James M. [Signature] 9/21/08
 Assistant County Attorney

C. Other Department Review:

 Department Director

**PALM BEACH COUNTY
NOTICE OF GENERAL CONSULTING SERVICES DESIRED**

Pursuant to the Florida Statutes Section 287.055 and Procedures of Palm Beach County, Notice is hereby given that Letters of Interest/Statements of Qualifications are requested from qualified firms to provide Environmental Assessment/Architectural/Engineering/Construction Management and Land Development Professional Services for Palm Beach County Department of Airports. The services are to be carried out in accordance with Federal Aviation Administration (FAA), Florida Department of Transportation (FDOT), and all applicable Federal, State, and Local Codes, Regulations, Ordinances, and Policies.

The Consultant(s) selected by the County to perform these Professional Services will be awarded a contract for two (2) years with an option of two (2) one (1) year renewals at the County's discretion. The projects to be performed by the Airports' Design Consultants will be in accordance with the approved Airport Master Plan and those projects required to enhance the level of service, safety, security, capacity, and financial viability of the Palm Beach County Airport System. The selected Consultant(s) will scope, negotiate and enter into individual agreements for services with the County on a project-by-project basis during the term of the contract.

Services to be performed by the Consultant(s) may include, but are not limited to, the following:

- Development Program Administration and Management (CIP Programming, Consulting and Implementation).
- Aviation Planning, including Air Service Studies and Financial Analyses
- Land Use Planning, Land Acquisition, Market Assessment and Land Development Consulting Services.
- Horizontal Infrastructure Design, such as General Civil and Airfield Electrical Design of Runway, Taxiway and Aircraft Parking Apron Facilities as well as Site Development and Roadway Facility Planning and Design.
- Vertical Facility Design, such as Architectural, Mechanical, Electrical, Structural and Landscaping Design of Airport-related and Ancillary Facilities.
- Facilities Inspection.
- Stormwater and Environmental Permitting and Agency Coordination.
- Program Management/Construction Management, Administration and Coordination.
- Quality Assessment and Quality Assurance Reviews.
- Aviation/Airport Information Technology and Geographic Information System (GIS) Services
- Environmental Assessment (EA) preparation, and other environmental planning and analysis, as needed, to support future development.

Interested consultants shall submit their qualifications relating to the above-mentioned services.

The firms or individuals selected by the County will enter into a non-exclusive agreement with the Department of Airports and will be expected to satisfy the County's applicable Disadvantaged Business Enterprise (DBE) and Insurance Requirements. The DBE participation goal for this project is a minimum of 25%. A list of proposed Palm Beach County certified DBE's must be submitted, and associated DBE certification forms shall be submitted with the Letter of Interest/Statement of Qualifications.

Qualifications packages for the professional services advertisement must include all requested information and must be in accordance with the most recent administrative procedure for awarding of consultant contracts adopted by Palm Beach County. All team members are required to be certified by Palm Beach County. Primes & Sub-Consultants must be Consultant's Competitive Negotiations Act (CCNA) certified prior to submission of qualifications. In addition, any firm desiring to be considered as a DBE firm must be certified by the Department of Airports prior to the submission of qualifications.

1. For information on CCNA certification contact David Young at Palm Beach County Engineering. Telephone (561) – 684 – 4149.
2. For information on DBE Certification contact Notye Brewington at Palm Beach County Department of Airports. Telephone (561) – 471 – 7447.

Omissions of the aforementioned forms may classify the submitted package as non-responsive and result in disqualification of the team.

To be considered, the firm or individual must have provided similar services for air carrier and general aviation airports and be familiar with Federal Aviation Administration, Florida Department of Transportation, Palm Beach County, and all Local/Regional Planning Codes, Regulations and Laws. In addition, the firms or individuals must be familiar with Federal, State, and Local Regulatory Agencies and the permitting requirements of these agencies.

Notice is hereby given that a Pre-Selection Conference to discuss the Scope and Requirements of this project will be conducted for all interested firms and/or individuals at the Department of Airports' Main Conference Room, 846 Palm Beach International Airport, West Palm Beach, Florida on Tuesday, _____ 2008 at 2:00 P.M., Local Time.

Letters of Interest/Statement of Qualifications shall be labeled "Qualifications Statement for Airports' General Consulting Services" and will include current Standard Form (SF) 330, with a detailed organization chart and resumes of the project team proving past experience in the project areas previously described. Specifically, the Letters of Interest/Statement of Qualifications package should follow the format, indicated as follows:

Section #1 – Letter of Interest/Program Approach/Executive Summary (5 page maximum).

Section #2 – Organizational Chart and Description of Personnel – Illustrate the program approach covered in Section 1, showing the function and duties of team members, including a brief description of key personnel and their assigned roles. (5 page maximum)

Section #3 – Provide current Standard Form 330 for the prime consultant and major sub-consultants, including proposed DBE firms. (Length, as required)

Section #4 – Miscellaneous Information – Provide proof of Palm Beach County (CCNA) and DBE certification by the Department of Airports, including Consultant Qualification Questionnaire for the Prime Consultant, Sub-Consultant Qualification Questionnaire for all Sub-Consultants, Schedule for Participation by Disadvantaged Business Enterprise (DBE) Consultants, and Letter of Intent to Perform as DBE for all Sub-Consultants. (Length, as required)

The County will make final selection from the list of qualified applications pursuant to Federal, State, and Local Statutes and Procurement Procedures. A minimum of three (3) firms will be short-listed from the Letters of Interest/Statement of Qualifications received, and will be asked to provide a presentation to the selection committee, further describing their approach and key qualifications related to the program. The timing and location for these presentations will be provided to the short-listed consultants. The County reserves the right not to award a Professional Service Contract to any of those submitting Letters of Interest/Statement of Qualifications and the County also reserves the right to re-advertise for Letters of Interest/Statement of Qualifications.

Submit six (6) printed copies and six (6) electronic copies (CD/DVD) of the Letters of Interest/Statement of Qualifications and direct all questions and comments to:

Gary M. Sypek, Director of Planning
Palm Beach County Department of Airports/Planning & Development
846 Palm Beach International Airport
West Palm Beach, Florida 33406-1470
Tel. # (561) 471-7474

Submit Letters of Interest/Statement of Qualifications on or before 2:00 P.M., Local Time, on Tuesday, _____, 2008.

A firm or individual must be certified by the County as qualified pursuant to law and to provide Professional Services to the County.

In addition to projects and activities anticipated under the general consulting services contract, some projects may be subject to funding by the Federal Aviation Administration. The Pre-Selection Conference will serve to identify those projects, which include architect/engineering and planning services as defined in FAA Advisory Circular 150/5100-14C. Although precise details of the projects that may be federally funded are not known at this time, the general scope of proposed federally funded projects will be discussed at the Pre-Selection Conference.