

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: March 12, 2013

Consent     Regular  
 Workshop     Public Hearing

Department:

Submitted By: Department of Airports

Submitted For:

I. EXECUTIVE BRIEF

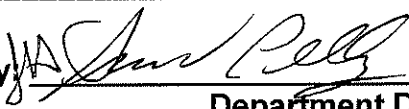
**Motion and Title: Staff recommends motion to approve:** The reading into the records for compliance with Florida Statutes 287.055 (Public Announcement in a Uniform and Consistent Manner) the attached Notice of General Consulting Services Desired by Palm Beach County Department of Airports to provide Engineering, Architectural, Planning, Construction Management, Environmental Assessment 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 15% 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 firm include but are not limited to: Aviation Planning, Civil Design, Architectural Design, Construction Administration and Coordination, Program Management/Construction Management, Environmental Analysis and Facilities Inspection.

**Attachments:**

1. Notice of General Consulting Services Desired (Full Version)
2. Notice of General Consulting Services Desired (Modified Version for Publication)

Recommended By:  2/14/13  
Department Director Date

Approved By:  4/17/13  
County Administrator Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues (Grants)	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<u><i>* see below</i></u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</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:**

\* There is no Fiscal Impact associated with this item.

C. Departmental Fiscal Review: *CM Simms*

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Development and Control Comments:**

<p><u><i>[Signature]</i></u>                  OFMB  <i>2/13/13</i></p>	<p><u><i>[Signature]</i></u>                  Contract Dev. and Control  <i>2-11-13 [Signature]</i></p>
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**B. Legal Sufficiency:**

*Anne Delgent 2-13-13*  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

**PALM BEACH COUNTY  
NOTICE OF PROFESSIONAL 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 Engineering, Architectural, Planning, Construction Management, Environmental Assessment 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 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 Planning, Design, 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.

The firm or individual 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 **15%**. A list of proposed certified DBE's must be submitted, and associated DBE forms shall be submitted with the Letter of Interest/Statement of Qualifications. Any firm or individual, as prime consultant or as a sub-consultant, desiring to provide professional services to Palm Beach County must be Consultant's Competitive Negotiations Act (CCNA) certified prior to submission of qualifications, pursuant to law, and must be in accordance with the most recent administrative procedure for awarding of consultant contracts adopted by Palm Beach County. Under Florida Statute 287.055, "firm" means any individual, firm, partnership, corporation, association or other legal entity permitted by law to practice architecture, landscape architecture, engineering or land surveying and mapping in the State. Additionally, any firm desiring to be considered as a DBE firm must be certified by the State of Florida's Unified Certification Program (UCP) 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. DBE certification status can be verified on the FDOT's Biznet website: <https://www3.dot.state.fl.us/EqualOpportunityOffice/biznet/mainmenu.asp>. For information on DBE Certification contact Laura Beebe at Palm Beach County Department of Airports. Telephone (561) – 471 – 7403.

Qualifications packages for the professional services advertisement must include all requested information. This Notice, as well as all forms to be included in the submittal, can be found on the Airport's website at <http://www.pbia.org/Airport/Business/bids.aspx>. Additionally, all amendments and/or addenda to this request for Letters of Interest/Statements of Qualifications will also be posted on this website. It is incumbent upon the interested individuals or firms to ensure they have all of the current information by visiting this website prior to the submittal date.

To be considered, the firm or individual must have provided similar services for air carrier airports and be familiar with Transportation Security Administration (TSA), Federal Aviation Administration (FAA), Florida Department of Transportation (FDOT), 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-Proposal Conference** to discuss the Scope and Requirements of this project will be conducted for all interested firms and/or individuals in the Main Conference Room of the Department of Airports' Administration Building, 846 Palm Beach International Airport, West Palm Beach, Florida on **Tuesday, April 2, 2013 at 2:00 PM**, Local Time. For directions to the Administration Building, please call (561) 471-7400.

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 organizational chart and resumes of the project team proving past experience in similar projects at other airports. Specifically, the Letters of Interest/Statement of Qualifications package should follow the format indicated below:

**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, as well as their past experience with similar projects. (5 page maximum)

**Section #3** – Provide current Standard Form 330 to include those personnel within the prime consultant firm or sub-consultants, who have similar experience. (Length, as required)

**Section #4** – Miscellaneous Information – Provide proof of Palm Beach County (CCNA) and DBE certification (if applicable); Consultant Qualification Questionnaire for the Prime Consultant; Sub-Consultant Qualification Questionnaire for all Sub-Consultants; Schedule 1(A), List of Proposed DBE Firms; Schedule 2(A), Letter of Intent to Perform as a DBE; Schedule 3(A), Demonstration of Good Faith Efforts; Schedule 6(A), Respondent & Subcontractor's Information.

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

The County will make final selection from the list of qualified applications pursuant to Federal, State, and Local Statutes and Procurement Procedures. The current County Policy & Procedure Manual, CW-O-048, for the selection process can be found at the Airport's website referenced above. Additionally, exceptions to the process contained in CW-O-048 may also be found on the website. 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.

Questions concerning this Request for Proposal must be directed in writing no later than **4:00 P.M., Thursday, April 11, 2013**, to Gary M. Sypek, Planning & Development Division/Palm Beach County Department of Airports, via email at **gsypek@pbia.org**. Please include "GC Services RFP" in the subject line of the e-mail.

Firms desiring to provide services, as described herein, shall submit their response to this RFP in a sealed envelope with one (1) original (clearly marked) and four (4) copies in three (3) ring binders (a total of 5 copies). Additionally, it is requested that one (1) electronic copy in Portable Document Format (PDF) on either a CD or flash drive be submitted with the hard-copies. Responses must be received no later than **2:00 P.M., local time, Thursday, April 18, 2013**, to the attention of:

Gary M. Sypek, Director of Airport Planning  
Palm Beach County Department of Airports/Planning & Development  
846 Palm Beach International Airport  
West Palm Beach, Florida 33406-1470  
Fax # (561) 471-7427  
**gsypek@pbia.org**

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The full Notice and all supporting documents, as well as all forms to be included in the submittal, can be found on the Airport's website at <http://www.pbia.org/Airport/Business/bids.aspx>. Additionally, all amendments and/or addenda to this request for Letters of Interest/Statements of Qualifications will be posted on this website. It is incumbent upon the interested individuals or firms to ensure they have all of the current information by visiting this website prior to the submittal date.

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Palm Beach County Department of Airports/Planning & Development  
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West Palm Beach, Florida 33406-1470  
Fax # (561) 471-7427  
[gsypek@pbia.org](mailto:gsypek@pbia.org)