

**GREATER ORLANDO AVIATION AUTHORITY
NOTICE OF PROFESSIONAL SERVICES
W447, SELECTION OF ROADWAY SIGNAGE & INFRASTRUCTURE DESIGNER
ORLANDO INTERNATIONAL AIRPORT**

SUBMISSION REQUIREMENTS

For scope of services and information regarding the Pre-Submittal Conference, refer to the Advertisement for subject services, which is available on the Authority's website at:

<http://www.orlandoairports.net/airport-business/#business-opportunities>

Written inquiries shall be directed to **Brad Friel, Director of Planning and Development, Greater Orlando Aviation Authority, Orlando International Airport, 5855 Cargo Road, Orlando, Florida 32827-4399, Email W447@goaa.org**. Questions received after close of business on **Thursday, September 8, 2022**, will not be answered.

Interested Proposers are requested to submit one (1) original and three (3) printed copies along with one (1) electronic PDF version* on a USB portable storage device (flash drive, thumb drive, etc.) of a Letter of Interest **up to 2:00 p.m. local time on Tuesday, September 20, 2022, to the Project Controls Office, Greater Orlando Aviation Authority, 11312 Terminal C Service Road, Bldg. 16, Orlando, FL 32824**. Any Letters of Interest received after the time and date stated above will not be considered and will be returned unopened. Letters of Interest shall be submitted in sealed packages clearly labeled, **“Letter of Interest for W447, Selection of Roadway Signage & Infrastructure Designer”**.

Labeling information provided in documents as “proprietary” or “confidential” or any other designation of restricted use **shall not** protect information from release if required or deemed appropriate by the Authority under applicable policies, opening meeting laws, or public records laws, see Chapters 119 and 286, Florida Statutes. **Note: Special submission requirements are set out for financial information in Section 7 (Financial Statements)**.

***PDF submission requirements:** All documents shall be PDF/A compliant. PDF/A compliant documents have embedded fonts and do not reference external files. Layers shall not be preserved from CADD drawings. Scanned documents shall be created as PDF/A compliant, made text searchable and have a minimum resolution of 300 dpi. Submittals in PDF format shall have navigational bookmarks inserted in lieu of any tabs required in the hard copy. The entire submittal shall not exceed a single USB portable storage device. In cases where there are discrepancies between the PDF and hard copy, the hard copy shall take precedence.

LETTER OF INTEREST REQUIREMENTS

Letters of Interest in print form shall include the following: one (1) volume, addressing each numbered subsection in the order requested, indexed, and clearly identified. The information submitted for Items 1-2 (excluding tabs) shall not exceed ten (10) one-sided 8-1/2"x11" pages in Arial font with no smaller than 12 pitch font. **Letters of Interest that are not in compliance with the requirements may be downgraded accordingly.**

1. **Proposing Entity Structure** - Proposer's Statement of the following:

- a) The name and address of the legal entity that will contract with the Authority if awarded the Agreement for the Project.
- b) Name, address, Email address and telephone/fax numbers of one (1) individual to whom all future correspondence and/or communications will be directed.
- c) A statement declaring the type of business relationship the Proposer will use (i.e., a single company, joint venture or other form of business relationship to perform the services for the Projects), and that such entity (or each entity in the case of a joint venture or partnership between two or more entities) possesses a Certificate of Authority to provide the Services. If the Proposer is a joint venture or partnership, the Qualifying Experience in Section 3 may be satisfied by the joint venture, partnership entity, or any member entity thereof. Please state whether the joint venture or partnership entity is currently in existence, is being formed specifically for this Project, or whether it will be formed upon award. If it is formed specifically for this project or will be formed upon award, please provide a form of the Joint Venture or Partnership Agreement.

2. **Executive Brief** - An executive brief which includes:

- a) A comprehensive project approach to provide the required Services for the Project.
- b) A narrative on why Proposer should be selected for the Project, including:
 - i. A brief overview of the specific experience and expertise of the proposed professional team (personnel and subconsultants) explaining why this team should be selected.
 - ii. Prior experience working in an operating airport.
 - iii. Prior examples and experience where the proposed professional team has worked together on other projects.
 - iv. Discussion of similar projects referenced in Paragraph 3 below (USGSA Form 330), with particular reference to scope, phasing, construction delivery methods and lessons learned.
- c) A narrative outlining the Proposer's approach to incorporating sustainable design principles into the Services.
- d) A narrative outlining Proposer's use of technology, including three-dimensional design with clash analysis on similar Projects, and the pros and cons, if any, of employing such technology on the Services.
- e) A two (2) page description of the Proposer's quality control program for providing the proposed Services. Include the proposed method for

communication and coordinating with the Authority, its other consultants and other interested governmental agencies.

3. **Qualifying Experience** - USGSA Form 330 for the Proposer, key personnel and its subconsultants. Include an Organizational Chart for reference. List not more than three (3) key personnel for each subconsultant category and provide a resume showing the experience on similar projects.
- a) **It is preferred that Proposers and their key personnel have prior experience as the prime consultant on a minimum of three (3) similar projects within the last five (5) years with a minimum construction value of not less than five hundred thousand dollars (\$500,000).** Clearly identify the specific project and description in the USGSA Form 330 for each qualifying project.
 - b) Provide additional information on other similar projects, which best represent the Proposer's skill and experience in working on projects of the size, type and complexity of the advertised Project.
 - c) Proposers and their key personnel should have prior design experience 1) coordinating with, 2) meeting the requirements on projects funded by, and 3) in accordance with the rules and regulations of the following public/governmental agencies: the Florida Department of Transportation, the applicable Water Management District, Department of Environmental Protection (DEP), the Orlando Utilities Commission, and other authorities having jurisdiction. Clearly identify the specific project and description in the USGSA Form 330 for each qualifying project.
 - d) For each qualifying project, provide the name, title, address, Email address and phone/fax numbers for a reference contact person of the Proposer's client, preferably the owner of the facility, who is familiar with the Proposer's role on that project. Reference checks will be conducted on those projects and may be conducted on other projects.
4. **DBE Requirements:** All Proposers are hereby notified that they must comply with the Disadvantaged Business Enterprise (DBE) requirements of 49 CFR Part 26, as referenced in the Authority's DBE Participation Program. The Policies and certified DBE Directory are available at the Authority's website:

<http://www.orlandoairports.net/airport-business>.

The Proposer shall submit a written statement or action plan that demonstrates the Proposer's understanding of the DBE participation program and how the proposer plans to achieve any established DBE Participation Goals throughout the term of the contract. Proposers shall be solely responsible for confirming DBE subcontractors' experience, capacity, certification, and any other information related to the Services.

The Authority will establish DBE Participation Goals for each negotiated project or scope.

Questions concerning the DBE program can be addressed to the Aviation Authority's Office of Small Business Development, Attn. Mr. George Morning, Director, Greater Orlando Aviation Authority, Orlando International Airport, 5850-B Cargo Road, Orlando, FL 32827; Phone: (407) 825-7130, Email: george.morning@goaa.org.

4. **Insurance Requirements** – Include evidence of the Proposer’s ability to provide the following insurance coverage, either by means of an existing policy or other verifiable proof (Agent/Broker commitment letter):
- a) Professional Liability – Minimum of \$1,000,000 per claim and annual aggregate with maximum deductible or self-insured retention in an amount not exceeding \$10,000. Any deductible or self-insurance retention should be indicated on the Proposer’s certificate of insurance.
 - b) Commercial General Liability (CGL) – Minimum of \$1,000,000 per occurrence and annual aggregate, with maximum deductible or self-insured retention in an amount not exceeding \$10,000 for contracts less than \$1,000,000. Any deductible or self-insurance retention should be indicated on the Proposer’s certificate of insurance.
 - c) Automobile Liability – Minimum of \$1,000,000 per occurrence, with maximum deductible or self-insured retention in an amount not exceeding \$10,000. Any deductible or self-insurance retention should be indicated on the Proposer’s certificate of insurance.
 - d) Worker’s Compensation - (statutory limit)
 - Employer’s Liability: \$500,000 - each accident
 - \$500,000 disease - policy limit
 - \$500,000 disease - each employee

Policy terms must be acceptable to the Authority and must comply with the Authority’s requirements for insurance.

NOTE: If the Proposer is a joint venture or partnership, which is not currently in existence, the above-requested documentation shall be submitted from each entity of the proposed joint venture or partnership. If the successful Proposer is a joint venture or partnership, the joint venture or partnership must be the policyholder of the insurance required.

5. **Licensure** - Proposers must be licensed and registered in accordance with Florida State law and shall be familiar with all applicable federal, State of Florida, Orange County, Florida, and City of Orlando codes, regulations and laws. Include the following:
- a) Evidence that the Proposer and the proposed key personnel and subconsultants, if any, are properly licensed to perform the services, such as copies of the applicable licenses and certifications.

- b) Evidence that the Proposer (and DBAs) are properly formed, incorporated, or registered with the State of Florida, such as a copy of the electronic certificate of status that was generated from the Florida Department of State, Division of Corporations website within the last 30 days.

NOTE: If the Proposer is a joint venture or partnership, which is not currently in existence, the above-requested documentation shall be submitted from each entity of the proposed joint venture or partnership.

6. **Financial Statements** - Proposer's most recent audited annual financial statements for the last two years in order to evaluate the Proposer's ability to perform these Services. If audited annual financial statements are not available, provide balance sheets, income statements, and cash flow statements for the last two years. This financial documentation shall be submitted in a sealed envelope, and included in only one copy of the printed LOI. The sealed envelope should be clearly labeled as follows: **"Confidential Financial Records Submitted under Seal and Exempt from Florida Public Records Disclosure". Include the Project title and the Proposer's firm name on the sealed envelope.** (Reference Florida Statutes Section 119.071(1)(c) for exemption on financial records.)

If the Proposer is a joint venture or partnership, which is not currently in existence, the above-requested documentation shall be submitted from each entity of the proposed joint venture or partnership.

7. **Claim Information** – Disclose all lawsuits, arbitrations and claims filed or raised by or against the Proposer over the last five (5) years, specifically identifying:
- The project involved.
 - The parties involved.
 - The nature of the claim(s).
 - Amount at issue.
 - Disposition or status.
 - Litigation, case style, number, and jurisdiction.

NOTE: If the Proposer is a joint venture or partnership, which is not currently in existence, the above-requested documentation shall be submitted from each entity of the proposed joint venture or partnership.

8. **Additional Information** - Any additional information, which may be requested by the Authority at the Pre-Submittal Conference.

EVALUATION AND AWARD CRITERIA

Following submission, the Authority's Professional Services Committee (PSC) intends to shortlist no less than three (3) Proposers. Among the factors that will be considered in selecting the Proposers who will be short listed are their qualifications, approach to providing the Services, ability to provide the required Services, prior experience on similar projects, their past performance with the Authority (if applicable), their past performance with other entities, level and quality of small business participation, and the responses to the inquiries

set forth above. The Authority reserves the right to solicit from available sources relevant information concerning a Proposer's past performance and may consider such information in its selection of shortlisted Proposers.

Shortlisted Proposers will be scheduled for an interview, presentation or both. Following shortlisting, and interviews or presentations, the Authority shall make a final ranking and select in order of preference, based on the above information, weighing of CCNA (Consultants' Competitive Negotiation Act) factors, and interview results, in order to select for award the most highly qualified Proposer(s) to perform the requested services.

The Authority intends, but is not obligated, to enter into a non-exclusive agreement with the selected Proposer to perform the required Services for the Project. The extent and scope of the Services, along with the fees for such Services will be negotiated with the selected Proposer but will be subject to approval by the Authority. Should the Authority be unable to negotiate a satisfactory contract with the Proposer considered to be the most qualified, at a price the Authority determines to be fair, competitive and reasonable, negotiations with that Proposer shall be terminated. The Authority shall then undertake negotiations with the second most qualified, and if necessary, additional Proposers in accordance with the ranking. Upon successful completion of negotiations with a Proposer, the Authority shall have the right, but not the obligation, to award all or any portion of the Project. The Authority reserves its right to award any or all of the advertised Project subject to the availability of funding.

The Authority reserves the right to waive any informality in the Letters of Interest, to reject any and all Letters of Interest, to re-advertise for Letters of Interest or to elect not to proceed with the Project for any reason. All recommendations and decisions regarding award of the Project shall be made at open public meetings in accordance with the requirements of Florida Statute 286.011, and all interested parties are invited to attend such meetings. In accordance with Florida Statute 287.055 (10), the Authority declares that all or any portion of the documents and work papers prepared and submitted pursuant to this invitation shall be subject to re-use by the Authority.

OTHER INFORMATION

Proposer's personnel will be required to meet the Greater Orlando Aviation Authority's (Authority) requirements for security background checks. All personnel requiring unescorted access to a secure or sterile area of the airport must undergo a Criminal History Records Check (CHRC) and are subject to the requirements of Title 49 of the Code for Federal Regulations Part 1542 or 1544 and the Airport Security Improvement Act of 2000.

Proposers are hereby advised that individuals, who conduct lobbying activities with Aviation Authority employees or Board members, must register with the Aviation Authority each year prior to conducting any lobbying activities. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1st of each year for the preceding year. As of January 16, 2013, lobbying any Aviation Authority Staff, who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members, is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Aviation Authority Board makes an award. As adopted by the Aviation Authority Board on September 19, 2012, lobbyists are now required to sign-in at the Aviation

Authority offices prior to any meetings with Staff or Board members. In the event a lobbyist meets with or otherwise communicates with Staff or a Aviation Authority Board member at a location other than the Aviation Authority offices, the lobbyist shall file a Notice of Lobbying (Form 4) detailing each instance of lobbying to the Chief Administrative Officer within seven (7) calendar days of such lobbying. The policy, forms, and instructions are available in the Aviation Authority's offices and the website.

Pursuant to Section 287.133(2)(a), Florida Statutes, interested Proposers who have been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide services for a public entity, may not be awarded a consultant contract and may not transact business with a public entity for services in excess of the threshold amount set forth in Section 287.017, Florida Statutes, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list.

SCRUTINIZED COMPANY CERTIFICATIONS: By submitting a Letter of Interest, Statement of Qualifications or Bid, the Proposer certifies that: (a) (applicable to all agreements, regardless of value), it is not on the Scrutinized Companies that Boycott Israel List and is not engaged in a boycott of Israel, as defined in Florida Statutes § 287.135, as amended; and, (b) (applicable to agreements that may be \$1,000,000 or more), it is: (i) not on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List as defined in Florida Statutes § 287.135; and, (ii) not engaged in business operations in Cuba or Syria, as defined in Florida Statutes § 287.135, as amended.

Authority contracts require contractors/consultants to comply with the requirements of E-Verify. Contractors/consultants will be required to utilize the U.S. Department of Homeland Security's Employment Eligibility Verification System (E-Verify), in accordance with the terms governing the use of the system, to confirm the employment eligibility of persons employed by the contractor/consultant, during the term of the contract, to perform employment duties within Florida. Prime contractors/consultants are required to include an express provision in their subcontractor/subconsultant agreements requiring the subcontractors/subconsultants to do the same.

Proposers are notified that if they are selected to perform design or inspection services on an FDOT-funded project, they will be prohibited from performing other services on that project. In accordance with Florida Statutes 337.14(7), the entity performing design and construction engineering and inspection services may not be the same entity.

GREATER ORLANDO AVIATION AUTHORITY

By: M. Carson Good
Aviation Authority Chairman