

REQUEST FOR PROFESSIONAL SERVICES (RPS)  
In accordance with Florida Statute 287.055  
Consultants' Competitive Negotiation Act

FOR

**Professional Engineering and Planning Services at  
Ocala International Airport**

## INTRODUCTION

The Ocala International Airport through the City of Ocala has issued this Request for Professional Services (RPS) with the intent of obtaining proposals from interested and qualified Consultants in accordance with the terms, conditions and specifications stated or attached. The Consultant, at a minimum, must achieve the requirements of the Specifications or Scope of Work stated.

## BACKGROUND

The City of Ocala, in compliance with Florida Statute 287.055 Consultants' Competitive Negotiation Act, is seeking proposals from qualified and experienced engineering firms to perform continuing professional services for the Ocala International Airport (Airport).

It is anticipated that the projects will be funded by Federal grants from the Federal Aviation Administration (FAA) under its Airport Improvement Program, State grants from the Florida Department of Transportation (FDOT) and/or by City (non-grant) funds. This will require the Consultant to provide input and guidance to the Airport about said programs and to ensure the Airport's compliance with all applicable standards, advisory circulars and regulations of the FAA, State of Florida, City of Ocala and Marion County.

All work awarded under this contract will be for projects in which the estimated construction cost of each individual project does not exceed \$4 million, and professional services for each individual project does not exceed \$500,000 or the maximum sum allowable by law under Florida's Consultants' Competitive Negotiation Act, Section 287.055, Florida Statutes, as amended, whichever is greater, and agreed upon by the parties. All work will be performed in accordance with industry standards and comply with applicable laws, and regulations.

## TERM OF CONTRACT

City reserves the right to modify this scope during negotiations for budgetary reasons.

The contract term, if awards are made, is intended to be for one (1) three (3) year term with three (3) one (1) year renewal option at the sole discretion of the City.

Prices shall remain firm for the term of the awarded contract.

Surcharges will not be accepted in conjunction with this award, and such charges should be incorporated into the pricing structure.

The Contracting Officer, or designee, may, at their discretion, extend the Agreement under all of the terms and conditions contained in this Agreement for up to one hundred eighty (180) days. The Contracting Officer, or designee, shall give the Consultant written notice of the City's intention to extend the Agreement term not less than ten (10) days prior to the end of the Agreement term then in effect.

## DETAILED SCOPE OF WORK

In accordance with FAA Advisory Circular (AC) 150/5100-14E, Architectural, Engineering and Planning Consultant Services for Airport Grant Projects, the scope of work for this solicitation is being divided into three categories. The first category involves planning services. The second category involves professional services for the design/bidding of airport development projects and the third category involves professional services for the construction administration/inspection of airport development projects. The prospective firms must propose on all three (3) categories. Work orders will be assigned on an as-needed basis.

### **Category A – Aviation Planning Services**

This category includes studies under the headings of airport system and master planning, airport noise compatibility planning and environmental assessments and related studies. These studies include, but are not limited to, the following activities:

1. Design study to establish the framework and detailed work program.
2. Airport data collection and facility inventories.
3. Aeronautical activity forecasts and demand/capacity analyses.
4. Facility requirements determination.
5. Airfield modeling for capacity and delay.
6. Airport layout and terminal area plan development.
7. Airport noise studies under 14 CFR Parts 150 and 161.
8. Compatible land-use planning in the vicinity of airports.
9. On-airport site selection studies.
10. Airport project development schedules and cost estimates.
11. Airport financial planning and benefit cost analysis.
12. Participation in public information and community involvement programs and/or public hearings relating to airport development and planning projects.
13. Environmental Assessments (EA), Environmental Impact Statements (EIS), and other studies in accordance with FAA Orders 5050.4 and 1050.1.
14. Preparation of or updating of the airport layout plan.
15. Airspace analysis.
16. GIS data collection, entry, and analysis and other electronic graphical/mapping efforts.
17. Project feasibility studies

### **Category B – Architectural/Engineering Design Services for Airport Development Projects**

This category includes the basic A/E services normally required for airport development projects. It involves services generally of an architectural, civil, geotechnical, structural, mechanical, and electrical engineering nature, which include, but are not limited to:

### Preliminary Phase.

This phase involves those activities required for defining the scope of a project and establishing preliminary requirements. Some examples of activities within this phase of a project include, but are not limited to

1. Coordinating with the Sponsor on project scope requirements, finances, schedules, operational safety and phasing considerations, site access and other pertinent matters.
2. As applicable, coordinating project with local FAA personnel and other interested stakeholders to identify potential impacts to their operations.
3. Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and architectural and engineering studies required for design considerations.
4. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.
5. Preparing project design criteria and other bridging documents commonly used for alternative project delivery methods such as design-build contracting.

### Design Phase.

This phase includes all activities required to undertake and accomplish a full and complete project design. Examples include, but are not limited to, those below:

1. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
2. Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; and performing architectural, engineering, and special environmental studies.
3. Preparing necessary engineering reports and recommendations.
4. Preparing detailed plans, specifications, cost estimates, and design/construction schedules.
5. Preparing Construction Safety and Phasing Plan (CSPP).
6. Printing and providing necessary copies of engineering drawings and contract specifications.

### Bidding and Negotiation Phase.

The firm shall be required to provide complete services as outlined in the contract or assist the Airport Authority, at a minimum, with the following tasks.

1. Provide final calculations, construction documents and specifications in consultation with the Owner.
2. Prepare and file all applications, data, and documents required to obtain approval of all authorities having jurisdiction over the project.
3. Prepare the necessary bidding technical specifications and bid schedule(s).
4. Prepare a written cost estimate, engineering, and functionality recommendations.

5. Additional services as may be necessary and appropriate.

#### Other Design Services.

The development of some projects may involve activities or studies outside the scope of the basic design services routinely performed by the consultant. These special services may vary greatly in scope, complexity, and timing and may involve several different disciplines and fields of expertise. Examples of special services that might be employed for airport projects include, but are not limited to, the following:

1. Soil investigations, including core sampling, laboratory tests, related analyses, and reports.
2. Detailed mill, shop, and/or laboratory inspections of materials and equipment.
3. Land surveys and topographic maps.
4. Field and/or construction surveys.
5. Photogrammetry surveys.
6. Special environmental studies and analyses.
7. Public information and community involvement surveys, studies, and activities.
8. Assisting the Sponsor in the preparation of necessary applications for local, State, and Federal grants.
9. Preparation of property maps.
10. Preparation of quality control plan.
11. Other design services as needed.

#### **Category C – Architectural/Engineering Construction Engineering Inspection Services for Airport Development Projects**

This category includes the basic construction engineering inspection services normally required for airport development projects. It may include all basic services rendered after the award of a construction contract, including, but not limited to, the following activities:

1. Providing consultation and advice to the Sponsor during all phases of construction.
2. Representing the Sponsor at preconstruction conferences.
3. Inspecting work in progress periodically and providing appropriate reports to the Sponsor.
4. Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concept/drawings.
5. Reviewing, analyzing, and accepting laboratory and mill test reports of materials and equipment.
6. Assisting in the negotiation of change orders and supplemental agreements.
7. Observing or reviewing performance tests required by specifications.
8. Determining amounts owed to contractors and assisting Sponsors in the preparation of payment requests for amounts reimbursable from grant projects.

9. Making final inspections and submitting punch-lists and a report of the completed project to the Sponsor.
10. Reviewing operations and maintenance manuals.
11. Making final inspections and submitting punch-lists and a report of the completed project to the Sponsor.
12. Providing record drawings.
13. Preparing summary of material testing report
14. Preparing summary of project change orders
15. Preparing grant amendment request and associated justification, if applicable.
16. Preparing final project reports including financial summary.
17. Obtaining release of liens from all contractors.

#### DISTRIBUTION OF WORK

At least two (2) firms will be selected for all three (3) categories of work. Firms should provide a proposal based on their Category of expertise and a selection/award will be made based on the following response and scoring criteria.

## REQUEST FOR PROFESSIONAL SERVICES (RPS) INSTRUCTIONS

1.1 The selection process will involve a two-step proposal review to minimize Proposers' costs in preparing initial qualification proposals and expediting the review process. The Proposers will initially submit a qualifications proposal which will be scored based on the **Scoring Criteria for Development of Shortlist**, which will be the basis for short-listing no less than three (3) firms.

The Proposers will need to meet the minimum requirements outlined herein in order for their proposal to be evaluated and scored by the City. The City will then issue an invitation for oral presentations (Step 2) to at least the top three short-listed firms and produce a final ranking for approval by the City Council. Upon approval, the City will enter into negotiations with the top ranked firm(s) to establish cost for the services needed. With successful negotiations, a contract will be developed with the selected firm, based on the negotiated price and technical components. The City plans to include an allowance in the contract for items such as changes in scope and permit acquisition.

1.2 The City will use a Selection Committee in the Request for Professional Services selection process.

1.3 The intent of the Step 1 scoring of the qualification's proposal is for consultants to indicate their interest, relevant experience, financial capability, staffing and organizational structure.

1.4 Based upon a review of these qualification proposals, the short-listed firms will be requested to submit Step 2, to make oral presentations.

1.5 The scores from the RPS - Step 1 used for short-listing for this Project will not be carried forward for the Step 2 of this selection process.

1.6 The intent of the Step 2 oral presentations is to provide the firms with a venue where they can conduct discussions with the Selection Committee to clarify questions and concerns before providing a final rank.

1.7 After review of the Step 2 oral presentations, the City will rank the Proposers based on the discussion and clarifying questions on their approach and related criteria, and then negotiate in good faith an Agreement with the top ranked Proposer.

1.8 If, in the sole judgment of the City, a contract cannot be successfully negotiated with the top-ranked firm, negotiations with that firm will be formally terminated and negotiations shall begin with the firm ranked second. If a contract cannot be successfully negotiated with the firm ranked second, negotiations with that firm will be formally terminated and negotiations shall begin with the third ranked firm, and so on. The City reserves the right to negotiate any element of the proposals in the best interest of the City.

## SCORING CRITERIA FOR DEVELOPMENT OF SHORTLIST:

1.9 For the development of a shortlist, this evaluation criteria will be utilized by the City's Selection Committee to score each proposal. Consultants are encouraged to keep their proposals concise and to include a minimum of marketing materials. Proposals must address the following criteria:

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
1. Ability of Professional Personnel	25 Points
2. Past Performance	25 Points
3. Project Approach, Willingness to Meet Time and Budget Requirements	25 Points
4. Recent, Current, and Projected Workloads of the Firm	25 Points
<b>TOTAL POSSIBLE POINTS</b>	<b>100 Points</b>

Tie Breaker: In the event of a tie at final ranking, award shall be made to the proposer with the lower volume of work previously awarded. Volume of work shall be calculated based upon total dollars paid to the proposer in the twenty-four (24) months prior to the RFS submittal deadline. Payment information will be retrieved from the County's financial system of record. The tie breaking procedure is only applied in the final ranking step of the selection process and is invoked by the Procurement Services Division Director or designee. In the event a tie still exists, selection will be determined based on random selection by the Procurement Services Director before at least three (3) witnesses.

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Each criterion and methodology for scoring is further described below.

### **EVALUATION CRITERIA NO. 1: ABILITY OF PROFESSIONAL PERSONNEL (25 Total Points Available)**

This criterion measures the ability of professional team personnel as shown by their level of experience on projects of similar type, size and complexity. This criterion measures how well the team is staffed to address all facets of the project. It measures how well the team is organized to deliver the project for the City. Preference will be given to teams with knowledge and experience with local construction and regulatory conditions and who demonstrate a strong commitment to team collaboration proximate to the project site. Preference will also be given to teams (both individual within the teams and the companies making up the team) that have worked together on successful delivery of similar projects. It measures the overall level of the team's qualifications to successfully complete the project.

### **EVALUATION CRITERIA NO. 2: PAST PERFORMANCE (25 Total Points Available)**

This criterion measures the professional team's past experience with projects similar in size, type and complexity as this project. The professional team will be evaluated on past services provided for projects of similar size and scope of this project, including the

experience the team members proposed on this project have together on the previous projects presented. Experience with all elements of the project scope as generally described herein will be evaluated, with specific emphasis on experience addressing the technical, community and project delivery categories. The professional team's minimization of change orders will be an important consideration. Preference will be given to similar services constructed within the last 5 years in proximity to the proposed project.

The City requests that the vendor submits no fewer than three (3) and no more than ten (10) completed reference forms from clients whose projects are of a similar nature to this solicitation as a part of their proposal. Provide information on the projects completed by the Proposer that best represent projects of similar size, scope and complexity of this project using form provided in Form 5. Proposer may include two (2) additional pages for each project to illustrate aspects of the completed project that provides the City information to assess the experience of the Proposer on relevant project work.

**EVALUATION CRITERIA NO. 3: PROJECT APPROACH, WILLINGNESS TO MEET TIME AND BUDGET REQUIREMENTS (25 Total Points Available) Limited to 7 pages total**

Written overview of the professional team's resources available to complete the services that may requested in the scope of services. The Proposer should illustrate to the City how they propose to approach these types of projects and assemble the resources to meet each element of these projects.

Written overview of professional team's concept and approach to managing the overall time and cost of these types of projects. Include in the response specific information on past project performance.

**EVALUATION CRITERIA NO. 4: RECENT, CURRENT, AND PROJECTED WORKLOADS OF THE FIRM (25 Total Points Available)**

This criterion measures the team's proposed resources for the project and their availability to complete all elements of this project with regards to the closeout of recent work, current workload, and projected projects that could impact the completion of this project.