

REQUEST FOR QUALIFICATIONS
FOR
MASTER PLANNING SERVICES
TO PREPARE THE
NORTHWEST FLORIDA BEACHES
INTERNATIONAL AIRPORT
MASTER PLAN

August 18, 2011

6300 West Bay Parkway
Panama City, Florida 32409
Phone: 850-763-6751

REQUEST FOR QUALIFICATIONS (RFQ) MASTER PLANNING SERVICES

Background Information

The Panama City-Bay County Airport and Industrial District is requesting Statements of Qualifications from qualified firm/jt.venture/teams with master planning experience to prepare the 2012 Master Plan for Northwest Florida Beaches International Airport.

The new Northwest Florida Beaches International Airport (ECP) was opened for passenger service in May 2010. The new green-field airport replaces Panama-Bay County Airport (PFN), which was closed with the start of operations of ECP. The 2012 Master Plan will be the first master plan prepared for the new airport. An Airport Layout Plan (ALP) for ECP was prepared by the airport design team and submitted to FAA. Previous demand forecasts were based on historical traffic at PFN and before Southwest Airlines began service to the new airport. Passenger traffic is currently significantly higher than previously experienced at the old airport.

The 2012 Master Plan will need to determine the capacity of the new facilities, examine the current traffic and provide a comprehensive demand forecast, create a master plan for the future development of Northwest Florida Beaches International Airport with incremental expansion and update the ALP. As a part of the Master Plan, attention will need to be given to the development of a Capital Improvement Plan reflecting incremental cost of expansion of the airport with potential funding plan options to maintain reasonable airline rates and charges over the twenty year expansion period.

General Aviation operates at the Northwest Florida Beaches International Airport and a dedicated portion of airport property has been provided to support general aviation activities, future growth and development. A crosswind runway site has been prepared for future development with the initial construction of the new airport.

Northwest Florida Beaches International Airport currently is a domestic gateway to Northwest Florida, the District plans to develop international service to the airport in the future. An aircraft parking apron, aircraft swing gate (domestic/international), and shell space for a Federal Inspection Services (FIS) have been provided in the initial construction of the terminal facilities.

The District is actively working with local economic development groups to find potential on-airport tenants for airport properties with compatible activities to support diversification of employment opportunities for the community and enhance airport revenue.

The contract for master planning services is non-exclusive and the District reserves the right, at its sole discretion, to contract with others for any services it deems appropriate during the course of services provided by the selected firm/team providing master planning services under this RFQ.

A. SCOPE OF SERVICES

The scope of services included in this description is not intended to be all inclusive of the services to be performed; but is provided to outline a general scope and to emphasize particular areas of the master plan requiring additional diligence by the firm/Joint Venture/team selected to develop the 2012 Master Plan for Northwest Florida Beaches International Airport. All service required preparing the demand forecasts, master plan and updated ALP shall be provided in a manner consistent with all applicable FAA requirements, regulations and advisory circulars.

- 1) Develop demand forecasts for a twenty year period including aircraft operations (general aviation, commercial & military operations) and passenger traffic (domestic and international). The forecast should include a baseline forecast, robust forecast (unconstrained growth) and probable forecast (adjusted mean between baseline and robust) to create a range of potential forecasted demand.
- 2) Conduct an inventory of current facilities to determine a baseline for current capacity for airside and landside components. Components shall include but not be limited to runways, taxiways, aprons, gate parking positions, general aviation facilities, FBO's, terminal facilities, curbside, parking, roadways, rent-a-car, and other related components.
- 3) Provide alternatives for airside and landside development based on the demand forecasts for un-constrained growth for three (3) pre-designated thresholds (approximately for 5yr forecasted traffic, 10yr forecasted traffic and 20yr forecasted traffic). Estimated project costs shall be also provided with alternatives.
- 4) Provide a conceptual feasibility analysis of each alternative and potential impact on airline rates and charges, terminal tenant rents and ground transportation provider's fees and costs.
- 5) Create a capital improvement plan (CIP) for the accepted alternatives for airside and landside development and potential funding plan options.
- 6) Provide an update of the ALP for FAA approval.
- 7) Potentially participate in a passenger survey at the airport to begin to determine characteristics of the passengers, their modes of ground transportation, origination points, destinations, etc.
- 8) Assist the Airport's Public Relations firm, Moore Consulting Group for public outreach, community and media interface, as required. The airport does not plan on a significant public outreach program for the development of the Master Plan.
- 9) It is not anticipated that any environmental services will be required except for the inclusion of a summary report on environmental permits, compliance requirements/reporting and future activities. The airport's environmental consultants will be available for interface with the MP team for this information.

B. SCHEDULE

The following schedule has been established for this RFQ selection process:

Please note ECP is in the US Central Time Zone (CST)

- 1) RFQ posting-ECP website Thursday, Aug. 18, 2011 at 4:00pm CST
- ✓2) Pre-Submittal Conference Thursday, Aug. 25, 2011 at 1:30pm CST
Location: ECP Terminal, 1st floor Conference Rm., North end of terminal.
(Conference not mandatory; however, contact registration is required to receive addenda, data and other airport provided materials)
- 3) Last Day to Register Friday, Sept. 2, 2011 at 2:00pm CST
- 4) Last Day for Clarifications Friday, Sept. 2, 2011 at 2:00pm CST
- 5) Final Addendum Thursday, Sept.15, 2011 at 5:00pm CST
- ✓6) **RFQ Submittal Due Date Thursday Sept. 29, 2011 by 2:00pm CST**
- ✓7) Evaluation Committee Meeting Thursday, Oct. 13, 2011 at 10:00am CST
Location: ECP Terminal, Airport Admin. Offices, Board Room – 2nd floor
- 8) Interview of Short List Responders Wednesday, Oct. 26, 2011 at 10:00am CST
Location: ECP Terminal, Airport Admin. Offices, Board Room – 2nd floor
- 9) Selection Wednesday, Oct. 26, 2011 at 10:00am CST
- 10) Fee Submittal from 1st Ranked Wednesday, Nov. 9, 2011
- 11) Potential Award of Contract Friday, Dec. 16, 2011

C. RESPONSE OUTLINE & REQUIREMENTS

The following shall be the outline of sections for a response to the RFQ.

Please provide fifteen (15) copies and one (1) original (so marked) and two (2) electronic (pdf) copies of your submittal. Submittal date and time (CST) as noted above.

Text & Graphic Requirements- The maximum number of single sided pages (8 ½” x 11”) with type text no less than 12 pts size shall be designated with each section. Graphic images can be included in the text pages; however the page count is designated for each section and cannot be exceeded. Each section shall be divided with tabbed sections identifying the section number and title. Tabbed section sheets may include graphic images, but no text except to identify images. Failure to comply with these standards shall deem the submittal non-responsive and potentially disqualified from participation. Any additional materials, if provided, will be not be reviewed or considered superfluous materials and discarded, even if provided in an appendix.

Submittal Requirements and Outline of Content-

- 1) **Firm/Jt. Venture/Team Description** – Identify the firm or firms comprising the joint venture and/or team, their name(s), entity type (if incorporated, state of registration), headquarters address, web site address, and telephone number, state of Florida registrations, if any, and if a joint venture and/or team of firms, their role in the joint venture/team including identification of which firm shall serve as lead. Provide an organization chart clearly identifying key people, their functional role, the firm they are employed by, and a separate matrix of

functional role, the firm they are employed by, and a separate matrix of responsibilities of the key positions. Identify a contact person, firm, address, phone number(s), and email address for the RFQ. (This section shall be limited to no more than six (6) pages.)

- 2) **Key Personnel** – Provide resume’s for the key people in the organization chart for the master plan services for this assignment and their role and responsibilities. Resumes should include their education, state registrations, professional affiliations, master plan experiences, and other relevant data. Photos are allowed. (This section shall be limited to one (1) page for each key person’s resume; the number of pages determined by the number of key people depicted in the organizational chart. However, no more than fifteen (15) resume’s can be included.)
- 3) **Previous Experience** – Provide evidence of previous master plan experience identifying the airport, location, airport size (annual enplanements), scope of services, contact person for references, address, email address and phone number(s). The firm/joint venture/team shall have completed at least three (3) airport demand forecasts and at least three (3) master plans within the last ten (10) years as a minimum requirement for qualifying. (This section shall be limited to no more than seven (7) pages.)
- 4) **Approach to the Master Plan** – Provide an approach and methodology to preparation, schedule of activities, milestone dates, participation of key personnel, development of alternatives, CIP development, management of information, communications and interface with FAA/airport staff/community and other relevant activities for the airport master plan. (This section shall be limited to no more than nine (9) pages.)
- 5) **Location of Key Personnel** – Provide a location of key personnel, their other current commitments and responsibilities. (This section shall be limited to no more than two (2) pages.)
- 6) **Local & DBE Participation** – Provide listing of Local and DBE participation, their location, key personnel with role and responsibilities in the master planning team. (This section shall be limited to no more than two (2) pages. Copy(s) of DBE certifications shall be included in section 7.)
- 7) **Additional Information & Qualifications** – Provide the additional information and qualification items as outlined in Section H of this RFQ with the attached forms.

Additional information or marketing materials is discouraged and will not be considered relevant to the evaluation committee’s review of credentials, experience, approach and personnel for this assignment. If included, it will be disregarded; even if attached as an appendix.

D. LOCAL & DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

It is the goal of the District to have meaningful participation from local and DBE enterprises in the preparation of the ECP 2012 Master Plan.

No participation goal for local firms has been designated for this RFQ; however, local participation is required in addition to the DBE participation goal. Local firms shall be defined for this RFQ as any firm with a headquarters home office within fifty (50) miles of the airport.

The participation goal for DBE (as defined in 49 CFR Part 26) for these master planning services is ten (10%) per cent. Respondents shall demonstrate a good faith effort to obtain DBE participation in response to this requirement. If firm/joint venture/team does not meet participation goal, documentation of the process soliciting participation shall be included with response to this RFQ and supplemented by any additional requirements of FDOT. DBE certification shall be by Florida Unified Certification Program (FLUCP) and a directory of certified DBEs is available at www.bipincwebapps.com/biznetflorida. DBEs must be certified at the time responses are submitted and copy(s) of DBE certificate(s) shall be included with the response to this RFQ.

E. EVALUATION PROCESS

The evaluation committee shall conduct a technical evaluation of all submittal requirements and determined based on the following general criteria:

- ✓ **Key personnel, their experience, availability for this assignment, and role in the master plan organization. (20 pts.)**
- ✓ **Previous master plan experience at comparable airports. (15 pts.)**
- ✓ **Previous demand forecast experience at comparable airports and familiarity with the local market and competing airports. (20 pts.)**
- ✓ **Approach to master planning, methodology, proposed schedule and approach to Northwest Florida Beaches International Airport 2012 Master Plan. (30 pts.)**
- ✓ **Local and DBE participation. (15 pts.)**

Submittals will be scored and ranked for short listing purposes only. Scores will not necessarily govern final selection by the Board

F. FUNDING – PROFESSIONAL FEES

The Northwest Florida Beaches International Airport 2012 Master Plan will be funded with FAA AIP funds, perhaps matching FDOT and airport funds. The Consultant will cooperate with the airport to seek FAA and FDOT acceptance of the 2012 Airport Master Plan, Demand Forecasts and ALP documents as required as a part of basic services.

G. GENERAL INFORMATION

Cone of Silence – The District has established a cone of silence to be applied to this competitive RFQ process. The cone of silence will begin with the posting of

advertisement for this RFQ and end upon ratification of selection of the successful respondent by the District Board. The cone of silence prohibits any communications regarding this RFQ between the potential respondent and their lobbyist, any person attempting to lobby and/or representative with the airport's staff, the selection committee members, airport legal counsel, the Board or the airports currently active consultants except at the pre-submittal meeting, any scheduled short list presentation (if requested by the District), oral communications at any regular scheduled Board meeting. The exception being with the airport's contact person/MP Coordinator identified in this RFQ, who can be contacted at any time during the process of the RFQ.

Master Plan Team Contact Registration- Each firm, joint venture and/or team shall provide one (a) contact person for the airport to distribute RFQ information, instruction, questions/answers, and other data. Failure to register will potentially cause the responder to not receive pertinent information to this RFQ. The airport and its consultants shall bear no responsibility for a firm's, joint venture's and/or team's failure to register.

To register: send email to the Airport Contact MP Coordinator below your name, firm/joint venture/team name, address, phone number and email address. Return email will confirm registration.

Airport Contact- The airport's continuing engineering consultant, Richard "Zip" Zipperly, ZHA Inc., shall serve as an extension of airport staff and serve as the Master Plan Consultant's primary contact and coordinator for this RFQ process and the Consultant's activities in development of the Northwest Florida Beaches International Airport 2012 Master Plan. Mr. Zipperly will coordinate the involvement of other airport management staff as required during this assignment. He can be contacted by mail at:

Richard "Zip" Zipperly
2012 Airport Master Plan Coordinator
Northwest Florida Beaches International Airport
6300 West Bay Parkway, Box A
Panama City, Florida 32409
850-763-6751

Or by email at:

RZipperly@pcairport.com

It is preferred that all communications with the airport's contact be in written form. However, if verbal communications are utilized, written confirmation of any verbal response shall dictate. All contact shall be documented and any response given shared with all potential respondents through their email contact.

Right to Reject – The District has the right to reject any and all responses to this RFQ and in no way should the RFQ be construed as a commitment on the part of the District.

Right to Waive – The District may waive any minor irregularities in the RFQ or submitted responses. The District reserves the sole right to cancel this RFQ, re-advertise, postpone or modify this RFQ schedule and content at any time.

H. SUBMITTAL DUE DATE

The submittal for this RFQ is due on the highlighted date and time noted above in Section B – Schedule. There is no penalty for an early submission. No submittals will be accepted following the time and date deadline for submittals for this RFQ. Submittals will not be returned to the responders following the selection process.

Submittals shall be clearly marked as a response to the **2012 Northwest Florida Beaches International Airport Master Plan RFQ** and sent to:

Richard Zipperly
2012 Airport Master Plan Coordinator
Northwest Florida Beaches International Airport
6300 West Bay Parkway, Box A
Panama City, Florida 32409
850-763-6751

Hand Delivery: ECP Terminal, Airport Admin. Offices Reception, 2nd Floor.

I. ADDITIONAL INFORMATION & REQUIREMENTS

Provide the additional information & requirements on the attached forms.

- a) Business Information Questionnaire (Attachment A).
- b) Statement of Public Entity Crimes (Attachment B).
- c) Copy of State of Florida Licenses, if any.
- d) Copy of State Registration (Incorporation), if applicable.
- e) Copy of DBE Certificates.

J. DRAWINGS PROVIDED TO PROPOSERS

The airport will provide to the contact person for each MP Team (pdf) copies of airport drawings as noted below:

- a) Airport Layout Plan.
- b) Terminal Drawings.
- c) Site Plan Drawing.

ATTACHMENT A

BUSINESS INFORMATION QUESTIONNAIRE

PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT

It is the intent of the Panama City – Bay County Airport and Industrial District that Firms possess certain qualifications. Therefore, the following information is to be furnished by the Firm, and must be sworn to by an officer (authorized representative) of the Firm who has the responsibility and authority to bind the company statements made.

Each Firm shall show all requested information pertaining to their organization or to themselves personally, and submit same.

The undersigned Firm agrees to furnish, upon request from the Airport Board, any additional information needed to substantiate or clarify the Firm's qualifications.

THE UNDERSIGNED FIRM DECLARES THAT THE FOLLOWING DATA AND INFORMATION ARE TRUE STATEMENTS CONCERNING THEIR PERFORMANCE ABILITY TO COMPLY WITH THE REQUIREMENTS OF THE SERVICES TO BE SUPPLIED.

Name of Firm (exactly as it should appear on a service contract):

Principal Office Address: _____

Telephone Number: _____

Form of Business Entity (Check one):

- Corporation
- Partnership
- Individual
- Joint Venture

CORPORATION STATEMENT

If a corporation, answer the following:

When incorporated? _____

Where incorporated? _____

Is the corporation authorized to do business in Florida? Yes () No ()

If so, as of what date? _____

The corporation is held: Publicly () Privately ()

If publicly held, how and where is the stock traded?

Furnish the name, title, and address of each officer, director and principal shareholder owning 10% or more of the corporation's issued stock.

<u>DIRECTORS' NAMES</u>	<u>ADDRESS</u>	<u>PRINCIPAL BUSINESS OTHER THAN APPLICANT'S</u>
-------------------------	----------------	--

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

<u>OFFICERS' NAME</u>	<u>POSITION</u>
-----------------------	-----------------

1. _____
2. _____
3. _____
4. _____

PRINCIPAL SHAREHOLDERS' NAME ADDRESS

1. _____
2. _____
3. _____
4. _____

PARTNERSHIP AGREEMENT

If a partnership, answer the following:

Date of Organization: _____

General Partnership () Limited Partnership ()

Partnership Agreement recorded? Yes () No ()

DATE	BOOK	PAGE	COUNTY
------	------	------	--------

Has the partnership done business in Florida? Yes () No () When? _____

Name, address and partnership share of each general partner:

	<u>NAME</u>	<u>ADDRESS</u>	<u>SHARE</u>
1.	_____	_____	%
2.	_____	_____	%
3.	_____	_____	%
4.	_____	_____	%
5.	_____	_____	%

Attach a complete copy of the fully executed Partnership Agreement.

Name of full-time managing officer or managing employee:

JOINT VENTURE STATEMENT

If a joint venture, answer the following:

Date of Organization: _____

Joint Venture Agreement recorded Yes () No ()

DATE	BOOK	PAGE	COUNTY
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Have the Joint Venturers done business in Florida? Yes () No ()

Name, address and percent of ownership of each joint venturer:

	<u>NAME</u>	<u>ADDRESS</u>	<u>SHARE</u>
1.	_____	_____	%
2.	_____	_____	%
3.	_____	_____	%
4.	_____	_____	%
5.	_____	_____	%

Attach a complete copy of the fully executed Joint Venture Agreement.

Name of full-time managing officer or managing employee:

INDIVIDUAL STATEMENT

If an individual, answer the following:

Date business started: _____

Is there a Successor Agreement recorded? Yes () No ()

DATE	BOOK	PAGE	COUNTY
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Has the individual done business in Florida? Yes () No () When? _____

Residence Address:

Business Address:

Attach resume(s) of owner(s).

Name of full-time managing officer or managing employee:

ATTACHMENT B

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A)
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the Panama City-Bay County Airport and

Industrial District by _____

(print individual's name and title)

for _____

(print name and entity submitting sworn statement)

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(if the entity has no FEIN, include the Social Security Number of the individual

signing this sworn statement: _____.)

2. I understand that a "Public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime;
or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(a), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are actively in management of an entity.
6. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, not any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are actively in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY, AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

Sworn to and subscribed before me this _____ day of _____, 2011

Personally known _____ or produced identification _____.

Notary Public

My commission expires _____