

**Board of County Commissioners
of Bradford County, Florida**

REQUEST FOR QUALIFICATIONS

**Environmental Assessment Services
Facility and Infrastructure Improvements
at the Keystone Airpark**

January 2, 2020

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A. SCOPE OF WORK

2 The Keystone Airpark Authority (Authority), in conjunction with a private tenant (Proponent) and
3 the County (County), is planning development projects at the Airport. The Proponent's
4 development project consists of the following actions: hangar construction; office space
5 construction; aircraft parking apron construction with taxiway connection to Runway 5-23; vehicle
6 parking construction; taxiway wash rack installation; drainage pond construction; and
7 miscellaneous infrastructure improvements.

8 The Authority is also proposing unrelated near-term improvements to the Airport, including hangar
9 construction and apron expansion for other tenants. Additionally, with assistance from the Florida
10 Department of Economic Opportunity (FL DEO), the County is proposing to construct a new west-
11 side service road, which is intended to provide access to current and proposed Airport facilities
12 as well as to open new areas to aviation and non-aviation development.

13 Collectively, the improvements described above have been determined by the Federal Aviation
14 Administration (FAA) to require an EA in accordance with the NEPA, FAA Order 5050.4B, *NEPA*
15 *Implementing Instructions for Airport Actions*, and FAA Order 1050.1F, *Environmental Impacts,*
16 *Policies and Procedures*. Attached Respondents to this RFQ should demonstrate proven
17 experience in the following areas of the FAA NEPA process.

- 18 1. Coordination with federal, state and local agencies with jurisdiction over issues pertaining
19 to Florida built and natural environments;
- 20 2. Public Involvement;
- 21 3. Airport planning and preliminary engineering services;
- 22 4. Proficiency with FAA-approved environmental models and tools such as Aviation
23 Environmental Design Tool (AEDT);
- 24 5. Familiarity/experience with FAA Orlando Airports District Office (ADO) requirements;
- 25 6. Natural and cultural resources surveying and permitting.

B. INSTRUCTIONS TO RESPONDENTS

1. Responses to this RFQ must be delivered to the Office of the Clerk of Court, Bradford County Courthouse, 945 North Temple Avenue, Starke, Florida, according to the schedule below:

<u>Date</u>	<u>Event</u>
January 2, 2020	Release of RFQ
January 23, 2020 February 20, 2020	MANDATORY site visit: 1:00 P.M. – 4:00 P.M. Submission deadline: 4:00 P.M.
February 21, 2020 through February 28, 2020	Review and evaluation of responses
March 2, 2020	Presentation to County Commission

2. Late responses will not be accepted and will not be considered for award recommendation;
3. The complete original proposal, four (4) copies [for a total of five (5) copies], and one (1) USB drive, must be submitted in a sealed package marked “RESPONSE TO REQUEST FOR QUALIFICATIONS – RFQ NO. 2020-001 – Environmental Assessment Services – Keystone Airpark – BRADFORD COUNTY, FLORIDA”;
4. ALL respondents will be required to attend a MANDATORY site visit at the Keystone Heights Airpark, 7100 Airport Road, Starke, FL 32901, which is scheduled for Thursday, January 23, 2020 from 1:00 P.M. to 4:00 P.M. No responses will be accepted from firms who do not attend this mandatory site visit;
5. Inquiries and questions should be directed to the Office of the County Manager by electronic mail to rachel_rhoden@bradfordcountyfl.gov;
6. To the fullest extent possible, respondents will be notified by Bradford County in writing via electronic mail of any clarifications or changes in or to this RFQ;
7. Respondents are required to remain aware of updates and changes which may be posted to the Bradford County website: www.bradfordcountyfl.gov/bids;
8. No other verbal, written or other communication shall be binding upon Bradford County;
9. Prior to final selection, Respondents may be required to submit additional information which Bradford County deems necessary to further evaluate the Respondent’s proposal.

1 10. Award recommendation will be made to the Board of County Commissioners of Bradford
2 County, Florida according to the schedule set forth above.

3 11. All respondents are required to submit in addition to the aforementioned physical copies
4 of their response to this Request for Qualifications, a USB drive containing an electronic
5 version of the same.

6 12. In addition to USB drive, the following information shall be included in the envelope to be
7 submitted by the Firm:

8 a) **Letter of Interest:** signed by an authorized representative, of no more than two (2)
9 pages, containing the following office information:

- 10 > Project title: “Environmental Assessment Services for Facility and
- 11 Infrastructure Improvements at Keystone Airpark, Bradford County, Florida”
- 12 > Firm’s name
- 13 > Mailing and physical address
- 14 > Contact person
- 15 > Phone numbers
- 16 > Emails
- 17 > Brief project approach and executive presentation

18 b) **Firm’s Experience on Similar Projects:** Provide a list of at least three (3) projects
19 that demonstrate the firm’s experience on comparable FAA NEPA projects
20 performed within the last five (5) years. For each project, the list must include: project
21 name, a brief scope of work, and a reference’s contact person with email address or
22 phone number. Limit responses to a maximum of three (3) pages.

23 c) **Firm’s Capabilities for Project Execution:** Provide a brief description of the firm
24 office(s) that will lead the project. Indicate the personnel who would serve as the
25 project manager and specialist(s), inclusive of specific experience for each person
26 on relevant projects and if they are available to work during the period needed, or
27 their current workload. Indicate if the firm has a local office and the number of
28 personnel; also indicate how the firm management will substantially undertake the
29 work production.

30 Describe how the firm will address the NEPA process and provide an estimate of
31 time to complete the described scope of work. This section should also address the
32 percentage of work that will be performed directly by its own personnel; identify all
33 proposed local sub-consultant(s) and the task that each will be performing, also the
34 sub-consultant’s qualifications. Include Disadvantaged Business Enterprise (DBE)
35 participation of each if practicable.

36 Limit content in this portion of the submittal to a maximum of six (6) pages.

- 1 d) **Personnel Qualifications:** Provide qualifications of personnel who will serve
2 directly in key positions, including licenses, certifications, resumes and professional
3 associations. Describe the experience of the personnel to be assigned. Limit
4 responses to a maximum of ten (10) pages.
- 5 e) **Conflicts of Interest:** Describe any conflicts of interest or ethical considerations
6 related to representation or affiliation with any boards, organizations, committees
7 or clients, including, but not limited to, other municipalities, governmental, and/or
8 quasi-governmental entities. Provide a list and explanation of any ethics complaints
9 filed against the Respondent(s) in the last five (5) years. Limit responses to a
10 maximum of one (1) page.

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C. EVALUATION AND SELECTION PROCESS

2 Each SOQ will be examined by a Selection Committee for compliance with the requirements
 3 stated in Section B. The Respondents will be evaluated on the basis to successfully perform all
 4 services described. From the experience and qualification data obtained from Respondents, the
 5 Selection Committee will prepare a pre-selection short-list of the three (3) best qualified
 6 Respondents. Utilizing the Qualifications Evaluation Sheet included below, the Selection
 7 Committee will establish an order of qualification of the short-listed Respondent.

QUALIFICATIONS EVALUATION SHEET		
Rating Criteria	Possible Score	Result
Firm's Experience on Similar Projects	1 - 25	
Firm's Capabilities for Project Execution	1 – 25	
Personnel Qualifications	1 – 30	
Availability of Personnel	1 – 15	
Proximity to the site and Client Team	1 – 5	
Total Result	100	

8 The County Manager or their designee(s) may elect to invite shortlisted Respondents to make
 9 presentations and/or be interviewed as part of the evaluation process. Once the short-listing and
 10 evaluation process has concluded, the top-ranked Respondent will be requested to negotiate a
 11 contract price with the Board of County Commissioners or their designee(s). Following this
 12 negotiation a draft of the agreement in full compliance with stipulations outlined within Chapter
 13 287, *Florida Statutes, Consultant's Competitive Negotiation Act*, will be presented to the Board of
 14 County Commissioners for final approval.

15 If a contract cannot be successfully negotiated with the County and the highest-ranked
 16 Respondent at any time throughout this process, then negotiations will be formally terminated
 17 with that Respondent, and the Board of County Commissioners or their designee(s) may then
 18 begin to negotiate with the second-ranked Respondent. This process may continue until contract
 19 is acceptable to the County, or the County may reject all proposals and re-advertise.

20 No financial compensation will be paid to any Respondent during the qualification proceedings of
 21 the selection process. Bradford County reserves the right to reject any and all responses or to
 22 waive any informality in such submission. Bradford County, at its sole discretion may determine
 23 that it is not in the public interest to continue solicitation or submission review, and in such event,
 24 Bradford County shall not be liable for any costs incurred.

D. GENERAL PROVISIONS

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1. **Challenge of Intent to Award Contract:** If a Respondent intends to protest Bradford County's intent to award a contract, the notice of intent to protest must be filed in writing within seventy-two (72) hours after the decision of the Board of County Commissioners approving a contract, and the Respondent shall file a formal written protest within ten (10) days after filing of notice of intent to protest. Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed shall constitute a waiver of rights to protest the award.
2. **Application of the Americans with Disabilities Act:** Bradford County does not discriminate upon the basis of any individual's disability status. This policy involves every aspect of Bradford County's functions including access to participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act should make the request to the contact person set forth herein.
3. **Prohibition against Discrimination:** Bradford County recognizes fair and open competition as a basic tenet of public procurement. Respondents doing business with Bradford County are prohibited from discriminating on the basis of race, color, creed, national origin, handicap, age, marital status, or sex.
4. **Promotion of Local Vendors:** Bradford County is desirous of allowing as many vendors as possible the opportunity to participate in county-funded projects. If the Respondent is not a local vendor, efforts to contract with vendors who do fall into these categories are appreciated.
5. **Application of Drug Free Workplace Act:** All Respondents shall represent that they have established drug free workplaces.
6. **Public Entity Crime:** Section 287.133(2)(a), *Florida Statutes*, states "A person or affiliate who has been placed on the convicted vendor list, following a conviction for a public entity crime, may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount, provided in s.287.017 for CATEGORY TWO, for a period of 36 months following the date of being placed on the convicted vendor list."

- 1 7. **Costs for Submittals:** The Board of County Commissioners will not reimburse for any
2 costs associated with the preparation and submittal of any proposal, for any travel and/ or
3 per diem costs.
- 4 8. **Ownership of Submittals:** All materials submitted regarding this proposal becomes the
5 property of the Board of County Commissioners of Bradford County, Florida. Responses
6 may be reviewed by any person after the public opening. Proposers should take special
7 note of this as it relates to any proprietary information that might be included in their offer.
8 Any resulting contract may be reviewed by any person after the contract has been
9 executed by Bradford County. Bradford County has the right to use any or all information
10 or material submitted in response to this bid and/ or any resulting contract from same.
11 Disqualification of a proposer does not eliminate this right.
- 12 9. **Rejection of Responses:** Bradford County reserves the right to reject any and all
13 proposals submitted in response to this Request for Qualifications, and the right to waive
14 any technical irregularities or immaterial defects in bid proposal that do not affect the
15 fairness of the bid competition.

E. Exhibit 1

Environmental Assessment Study Limits
(limits outlined in red and blue)



Proposed Keystone Airport Expansion, Keystone Heights, Bradford County, Florida