



## REQUEST FOR QUALIFICATIONS

### PROFESSIONAL SERVICES AS GENERAL AIRPORT ENGINEERING CONSULTANT TO LAKE CITY GATEWAY AIRPORT (LCQ)

#### RFQ-016-2012

Sealed qualifications will be accepted by the City of Lake City, Florida until, **July 24, 2012 at 3:00 P.M.** local time in the **Procurement Department located on the 2<sup>nd</sup> floor in City Hall, 205 N. Marion Avenue, Lake City, Florida 32055.** Any qualifications received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Respondent. Qualifications will not be accepted via fax. It is noted that formal openings are not held. However, at the date and time indicated for the submission deadline, names of the respondents will be read out loud. No other information will be available at that time.

One (1) original, five (5) copies and one (1) digital copy of your qualifications must be sealed and plainly marked on the outside of the envelope with RFQ-016-2012, AIRPORT ENGINEERING SERVICES –JULY 24, 2012 3:00 P.M. Original copy must be clearly marked “original” and copies clearly marked “copy”. Qualifications must be addressed to the following:

City of Lake City  
Attn: Laurette Burks  
Procurement Department, 2<sup>nd</sup> Floor  
205 N. Marion Avenue  
Lake City, Florida 32055

**All qualifications which are submitted through delivery services such as Federal Express, UPS, or United States Postal Service Express Mail, must be marked on the OUTSIDE of the delivery package with the company or Engineer’s name, address, phone number, (RFQ-016-2012), AIRPORT ENGINEERING SERVICES, JULY 24, 2012 at 3:00 P.M). The qualifications must be in a sealed envelope INSIDE the delivery package with the same information as listed above. All qualifications which are hand delivered or delivered through regular mail by the United States Postal Service must have all the same information as listed above on the OUTSIDE of the sealed envelope. Failure to comply may be reason to reject the qualifications.**

The City of Lake City is exempt from State Use Tax, State Retail Tax and Federal Excise Tax. The submittal must be dated, signed by authorized representative, title, firm name, address and telephone number.

By submission of his/her qualifications, the Consultant certifies that:

- A. The qualifications have been arrived at by the Engineer independently and have been submitted without collusion with any other Engineer described in the Request for Qualifications.
- B. The contents of the qualifications have not been communicated by the Engineer, his/her employees or agents, to his/her best knowledge and belief, to any person not an employee or agent of the Engineer or his/her surety in any bond furnished herewith and will not be communicated to any such person prior to the official opening of the qualifications.

Qualifications may not be withdrawn for a period of 60 days after the scheduled closing time.

Request for additional information or clarifications must be made in writing to the Director of Procurement. Facsimile or e-mail requests are acceptable. The Director of Procurement will issue replies to inquiries and additional information or amendments deemed necessary in written addenda, which will be issued prior to the deadline for responding to this RFQ. Deadline for questions is Tuesday, July 17, 2012 @ 4:00 p.m.

[procurement@lcfla.com](mailto:procurement@lcfla.com)

Telephone (386) 719-5816

Fax (386) 755-6112

The City of Lake City reserves the right to accept or reject any/all qualifications and to award the contract in the best interest of the City.

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Wendell Johnson  
City Manager

**In accordance with the “Consultants Competitive Negotiation Act” (F.S. 287.055), the City of Lake City, Florida is seeking qualifications from Florida registered firms to provide comprehensive professional airport engineering, planning and consulting services required in connection with the development and improvement of the Lake City Gateway Airport (LCQ), including, without limitation, airport and environmental planning, grants administration, preparation of DBE plans, preliminary and final engineering and architectural design (including testing and surveying), preparation of engineer’s reports, technical specifications and contract documents, construction testing, construction administration and contract documents, resident engineering and inspection program management, and related professional services to accomplish and provide technical support for planning design and construction projects at the Lake City Gateway Airport.**

**CONTRACT:**

The selected firm(s) will enter into a non-exclusive Basic Contract for Airport Consulting Services with the City and will provide services to the City under supplemental agreements to the basic Contract.

The contract term will be for a three (3) year period. The City reserves the right to extend the contract period for two (2) additional one (1) year terms upon mutual agreement with the successful consultant.

**SUBMITTAL PACKAGE REQUIREMENTS:**

Cover letter (2 pages maximum).

Table of Contents should outline in sequential order the major areas of the submittal. All pages, including enclosures, must be clearly and consecutively labeled and/or numbered and correspond to the Table of Contents.

The name, address and telephone number of one (1) individual who will serve as the Project / Program Manager to whom all future correspondence and/or communications will be directed.

Provide a brief and concise summary describing the firm’s ability to perform work requested in this solicitation, a history of the firm or the firm’s principals’ background; including past experience on general aviation airports similar to Lake City Gateway Airport.

Statement of relevant qualifications and experience of the firm and staff, including resumes of the Project / Program Manager and key staff members; current workload and record of similar professional accomplishments.

References from at least ten (10) recent projects completed by the firm to include the following:

- Project location.
- Scope of work, date and duration of the project, complete or incomplete.

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- Name, address, email and telephone number of the person(s) to be contacted for references regarding the firm's past performance.
- Name of firm's project manager and key staff that worked the project.

Evidence of the firm's or individual's ability to provide the following insurance coverage, either under existing policies or by virtue of a project specific policy: (A) Professional Liability - \$1,000,000; (B) Automobile Liability - \$500,000 CSL; (C) Worker's Compensation – Statutory/\$100,000; and (D) Comprehensive General Liability - \$1,000,000 CSL.

Submittals should be limited to forty (40) pages, including all attachments.

### **SCOPE OF WORK**

The scope of work for each future project will be negotiated with the successful firm(s) as the need for each project arises. The following professional services may be required for various projects, including, but not limited to:

- Airport Master Plan/ ALP updates
- Airport Business Plan
- Airport Marketing Plan
- Airfield improvements such as: Runway and Taxiway Extensions; Aircraft Parking Aprons and Ramps; Pavement Rehabilitation and Reconstruction; Airfield Signage, Lighting and Navigational aids; Electrical system improvements
- Airport Industrial and Economic Development Opportunities
- Grant Opportunities/Grant Administration
- Master Utility Plan Infrastructure, Drainage/Storm Water Systems
- Environmental Assessments, Noise Studies, Investigations, Permit Preparation, Reports, and other environmental services
- Security and Access Control Systems
- Land Acquisition (when applicable)
- Aircraft Hangar Development
- Fuel Farm Improvements including (Self-Serve Options)
- Control Tower Improvements
- Roadway and Parking Systems
- Additional Aviation and Non-Aviation related development projects, as may be related to the above

### **SELECTION PROCESS:**

A selection committee approved by Administration will evaluate and score the submittals according to the criteria outlined in the RFQ. The selection committee will present its recommendations to the City Council which has the authority to make the final determination and award the contracts. Do not attempt to contact any Selection Committee member, staff member, council member or person other than a Procurement

staff member for questions relating to this project. Any firm contacting members or staff of the City of Lake City shall be automatically disqualified from further consideration.

In reviewing the proposals, the selection criteria will include the following:

- Company/Firm Qualifications and Capabilities – The ability of the firm to perform services outlined in the scope of work.
- Qualifications and Abilities of Professional Personnel
- Client References for Similar Projects
- Experience on Similar Projects
- Firm Location – In order to receive the maximum number of points in this category, the firm must demonstrate an established office location in Columbia County, Florida for at least the past twelve (12) months. Non-local firms or firms using non-local subcontractors will receive points in this category but not the maximum number of points possible.

The City of Lake City reserves the following rights:

- To select a consultant based solely on the quality of the proposal (Statement of Qualifications).
- To prepare a short-list of qualified firms and to interview these firms as deemed necessary to select a General Engineering Consultant.
- To re-advertise or terminate this request at any time.
- To reject any and all proposals, to waive any minor informalities, and to make and award the contract in the best interest of the City.
- In order to be considered, firms must be able to demonstrate significant knowledge and experience in providing the type of consulting services requested, and shall have considerable experience with FAA standards of design and construction, airport development criteria, and advisory circulars, as well as FDOT airport project requirements.

The City of Lake City is not responsible for any costs incurred in the preparation of the submittals by interested companies.

**RANKING CRITERIA:**

<b>EVALUATION CRITERIA</b>	<b>MAX POINTS</b>
Company/Firm Qualifications and Capabilities	30
Qualifications and Abilities of Professional Personnel	30
Client References	15
Experience on Similar Projects	20
Firm Location	5
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

**SUBMISSION SCHEDULE:**

Request for Proposal Advertised	June 22, 2012
Last Day to Submit Questions	July 17, 2012
Submission Deadline	July 24, 2012
Review Proposals, Establish Short List, if necessary	TBD wk of July 30, 2012
Schedule Presentations, if necessary	TBD
Recommendation to City Council	TBD August 2012

*The City of Lake City, Florida reserves the right to reject any or all submittals, waive informalities, request additional information and to negotiate a contract with the most qualified firm for professional services at compensation which the agency determines is fair, competitive and reasonable.*

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**CONFLICT OF INTEREST STATEMENT**

STATE OF FLORIDA, CITY OF \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who was duly sworn deposes and states:

1. I am the \_\_\_\_\_ of \_\_\_\_\_ with a local office in \_\_\_\_\_ and principal office in \_\_\_\_\_  
City & State City & State
2. The above named entity is submitting a Proposal for the City of Lake City RFQ-016-2012 described as Request for Qualifications for General Airport Engineering Consultant.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract.
6. Neither the entity nor its affiliates, nor any one associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor any one associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake City.
9. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of lake City.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Lake City.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
Typed Name and Title

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Personally Known \_\_\_\_\_ Or produced identification \_\_\_\_\_.

Identification type: \_\_\_\_\_

Notary Public-State of \_\_\_\_\_

My commission expires \_\_\_\_\_. Printed, typed, or stamped commissioned name of notary public.

**THIS FORM MUST BE INCLUDED WITH QUALIFICATIONS**

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**DISPUTES DISCLOSURE FORM**

**Answer the following questions by placing an “X” after “YES” or “NO”. If you answer “YES”, please explain in the space provided, or via attachment.**

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES \_\_\_\_\_ NO \_\_\_\_\_

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES \_\_\_\_\_ NO \_\_\_\_\_

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Lake City, RFQ-009-2008, Request

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
and Title Printed or Typed Name and Title

**THIS FORM MUST BE INCLUDED WITH QUALIFICATIONS**



**DRUG FREE WORKPLACE CERTIFICATE**

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, \_\_\_\_\_(print or type name of firm) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm’s policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (\*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee’s community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

“As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein”

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date Signed

State of Florida  
County of \_\_\_\_\_  
Sworn to and subscribed before me this \_\_\_\_day of \_\_\_\_\_20\_\_\_\_\_.  
Personally known \_\_\_\_\_or Produced Identification \_\_\_\_\_  
(Specify type of identification)

\_\_\_\_\_  
Signature of Notary  
My Commission Expires:\_\_\_\_\_

**THIS FORM MUST BE INCLUDED WITH QUALIFICATIONS**

**SWORN STATEMENT UNDER SECTION  
287.133(3)(n), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

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

1. This sworn statement is submitted with Proposal No. \_\_\_\_\_
2. This sworn statement is submitted by \_\_\_\_\_  
whose business address is \_\_\_\_\_  
and (if applicable) its Federal Identification No.(FEIN) is \_\_\_\_\_  
If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement \_\_\_\_\_.
3. My name is \_\_\_\_\_ and  
my relationship to the entity named above is \_\_\_\_\_.
4. 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 with 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 and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.
5. 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, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or

- b. 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.
7. I understand that a “person” as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state 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 active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

\_\_\_\_\_Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with an convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in 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, and (Please indicate which additional statement applies)

\_\_\_\_\_There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

\_\_\_\_\_The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

\_\_\_\_\_The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services)

Signature:\_\_\_\_\_Date\_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Personally appeared before me, the undersigned authority, \_\_\_\_\_who after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_day of \_\_\_\_\_20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State at large

My Commission Expires:

**THIS FORM MUST BE INCLUDED WITH QUALIFICATIONS**

## **E-VERIFY AFFIRMATION STATEMENT**

RFP/RFQ/Bid No:

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Project Description:

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Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

- (a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
- (b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name:

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Authorized Company Person's Signature:

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Authorized Company Person's Title:

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Date: \_\_\_\_\_

**THIS FORM MUST BE INCLUDED WITH QUALIFICATIONS**