



Titusville Cocoa Airport Authority

**REQUEST FOR QUALIFICATIONS
And
STATEMENT OF INTEREST**

**GENERAL CONSULTING SERVICES
FOR THE
SPACE COAST REGIONAL AIRPORT
MERRITT ISLAND AIRPORT
ARTHUR DUNN AIRPARK
EXPLORATION SPACEPORT**

RFQ Publication Date: January 12, 2023
Requests for Information Due: February 2, 2023 (2:00 pm EST)
SOQ Submittals Due: February 16, 2023 (2:00 pm EST)

**REQUEST FOR QUALIFICATIONS
GENERAL CONSULTING SERVICES**

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**NOTICE OF
REQUEST FOR QUALIFICATIONS (RFQ)**

The Titusville - Cocoa Airport Authority, owner and operator of the Space Coast Regional Airport, Merritt Island Airport, Arthur Dunn Airpark, and the Exploration Spaceport, requests a Statement of Qualifications (SOQ) from qualified and capable professional consulting firms to provide airport and environmental planning, engineering and architectural design, and construction administration services on an “on-call” basis for each of these facilities.

Firms responding to this Request for Qualifications (RFQ) are expected to have full-time employees available with the qualifications and extensive experience in each of the specific professional services disciplines anticipated to provide these services to the TCAA. Firms may present project teams consisting of appropriate sub-consultants to ensure the principal Firm has the necessary experience to successfully provide these services. The Airport Authority is conforming to the provisions of FAA Advisory Circular 150/5100-14E, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects, and shall select the most advantageous SOQ based solely on the Respondent’s qualifications, expertise, and understanding of the Airport Authority’s needs.

The Airport Authority will receive SOQs for the Project until **2:00 pm EST, February 16, 2023**. Late SOQs will not be opened or returned. SOQs must be submitted in a sealed package addressed to the Titusville - Cocoa Airport Authority, 51 Bristow Way, Titusville, FL 32780.

Requests for information (RFI) or clarification of requirements must be submitted in writing via email to Kevin Daugherty, AAE - Director of Airports, kdaugherty@flyspacecoast.org. Phone calls will not be accepted. Communication with members of the Titusville - Cocoa Airport Authority, staff or agent other than the Director or as otherwise outlined in this solicitation relevant to this RFQ is expressly prohibited. Unauthorized contact of any Airport Authority member, staff, or agent may be cause for disqualification from the RFQ process.

The deadline for submitting questions is **2:00 pm EST, February 2, 2023**. If necessary, addendum(s) to this Request for Qualifications will be posted on the Airport Authority’s website at <https://flyspacecoast.org/rfps>. It is the Respondent’s responsibility to check for any addenda to this RFQ prior to SOQ submission. Submission of a SOQ constitutes acknowledgement of this RFQ and all subsequent addenda. The Airport Authority reserves the right to reject any or all SOQs received in response to this RFQ, or to cancel this RFQ if it is deemed in the best interest of the Airport Authority to do so.

The solicitation package may be downloaded at <https://flyspacecoast.org/rfps> on or after **January 12, 2023**.

SECTION I BACKGROUND

A. GENERAL INFORMATION

1. **Governance and Management** – The Titusville-Cocoa Airport Authority (Authority or TCAA) is a special district established by the Florida state legislature for the purpose of acquiring, constructing, improving, financing, operating, and maintaining the Space Coast Regional Airport (TIX), Merritt Island Airport (COI), Arthur Dunn Airpark (X21), and the Exploration Spaceport. The Airport Authority is governed by seven members appointed to represent the cities of Titusville, Cape Canaveral, Cocoa, Cocoa Beach, Rockledge, and Brevard County. The Director of Airports is responsible for the day-to-day operation, maintenance, and development of the Authority’s facilities and reports directly to the chair of the Airport Authority.
2. **Facilities** – The Airport Authority owns and operates the following facilities:
 - a. Space Center Regional Airport (TIX) – Located in central Brevard County, TIX is currently classified by the FAA as a “regional” general aviation airport. In FY 2022, the Air Traffic Control Tower logged a total of 80,054 aircraft operations.
 - b. Merritt Island Airport (COI) – Located in central Brevard County, COI is classified by the FAA as a “regional” general aviation airport. In FY 2022, the Airport Authority’s flight tracking program recorded over 115,300 aircraft operations.
 - c. Arthur Dunn Airpark (X21) – Located in northern Brevard County, the airport had an and classified by the FAA as a “local” general aviation airport.
 - d. Exploration Spaceport – Located at TIX and is the home to Space Perspective, a commercial space tourism enterprise and 321 Launch, a new satellite payload processing company.
3. **Purpose** – The purpose of this Request for Qualifications (RFQ) is to solicit detailed SOQs in order to select two (2) multi-disciplined professional consulting firms or team of firms qualified and capable to provide planning, engineering and other related airport consulting services for the Airport Authority’s three airports and spaceport.
4. **General Scope of Services**

Under the terms of the proposed Contract Agreement, the successful Respondents shall provide professional architecture, engineering, planning, and environmental services at the request of the TCAA. The Contract Agreement shall be for an initial period of three (3) years, with two (2) one-year renewal options. Fees for professional services will be negotiated for each project as federal, state, or other grants become available.

Respondents should submit detailed information about the Firm or team of firms including the qualifications and experience of currently employed staff in the following general areas:

- a. Project Management
 - i. Multi-disciplined project leadership
 - ii. Federal & state funding and fiscal management
 - iii. Past & current client relationships
- b. Planning
 - i. Aeronautical/non-aeronautical facility planning & development
 - ii. Environmental assessments
 - iii. Land acquisition
- c. Engineering & Architecture
 - i. Civil site work including pavement design, airfield lighting, and utilities
 - ii. Building design and permitting
 - iii. Construction administration/management/inspection
 - iv. Value Engineering

See **Section IV** for a more detailed list of services to be provided under the Contract Agreement. **Attachment C** provides a list of projects in the TCAA's currently adopted Joint Capital Improvement Plan (JACIP) and other tentative projects. Firms interested in submitting should be aware that the Airport is currently performing Airport Master Plan Updates for each of TCAA's airports and the spaceport which are expected to be approved and adopted within the next 12 to 18 months. The results of the master plan updates may add, delete or modify the JACIP during the term of the Contract Agreement. Any projects listed in TCAA's future JACIPs that fall under the general character of the professional consulting services of this RFQ may be assigned to the Consultant under the Contract Agreement. However, the TCAA reserves the right to solicit proposals from and award projects listed in the current or future JACIPs to other firms.

- 4. **Availability of Solicitation** – The RFQ solicitation package shall be available on-line at <https://flyspacecoast.org/rfps> on or after **January 12, 2023**.
- 5. **Addendums** – If necessary to amend the solicitation, addendum(s) will be prepared in writing and posted with the original RFQ at <https://flyspacecoast.org/rfps>. Respondents are responsible for obtaining all addenda. Any addenda issued shall be acknowledged in the SOQ and will become a part of the solicitation. Failure to acknowledge addendum may result in disqualification from the RFQ process.
- 6. **Familiarization with Requirements** – It is the Respondent's responsibility to examine the entire solicitation package and to seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a SOQ.
- 7. **Cost of SOQ Preparation** – The Airport Authority shall not be responsible for any costs or expenses related to developing, presenting, or providing a response to this solicitation.
- 8. **Inquiries.**
 - a. Contact Person – Any inquiry related to this solicitation should be directed to the attention of the Director of Airports via email at kdaugherty@flyspacecoast.org and

shall follow the additional directions contained within this RFQ. The Respondent shall not contact or direct inquiries concerning this solicitation to any other Airport Authority or staff member.

- b. Submission of Inquiries – All inquiries shall be submitted in writing via electronic mail and shall refer to the appropriate page number and paragraph. The Airport Authority shall consider the relevancy of the inquiry but is not be required to respond in writing.
 - c. Timeliness – Any inquiries to this solicitation should be submitted as soon as possible but must be submitted no later than **2:00 pm EST, February 17, 2023**. Late inquiries may not receive a response. Responses may be published as an Addendum.
 - d. Verbal Responses – Oral interpretations or clarifications shall be without legal effect. A Respondent shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the solicitation.
- 9. Public Record** – With the exception of any trade secret or other proprietary information provided by Respondents and agreed upon by the Airport Authority, all SOQs and correspondence submitted in response to this solicitation shall become the property of the Airport Authority and shall become a matter of public record subsequent to the award notification.
- 10. SOQ Results.** SOQs of firms ranked in the SOQ evaluation process will be available for review upon written request after the execution of the contract with the Successful Respondent. Initial and final SOQ results shall not be provided in response to telephone inquiries.
- 11. Outstanding Claims and Litigation** – Respondents must not be in default or arrearage under any previous or existing contract(s) with the Airport Authority, the State of Florida, or any political subdivision of the State of Florida. The Airport Authority reserves the right to disqualify any Respondent, or any constituent entity of the Respondent, that has pending litigation, claims, or debts with the Airport Authority. This includes a proposed subcontractor, sublessee, or supplier that has pending litigation, claims, or debts with the Airport Authority if such litigation, claims, or debts may adversely affect the ability of the parties to work efficiently and effectively under the contract contemplated by the RFQ.
- 12. Submission of Multiple SOQs.** No Respondent shall submit more than one SOQ in response to this RFQ. Collusion among respondents, the submission of more than one SOQ under different names by any entity or individual, or an ownership interest in more than one respondent by any entity or individual shall be cause for rejection of all such SOQs without consideration.
- 13. Federal, State, and Local Laws.** All Respondents shall comply with all federal, state, and local laws relative to conducting business with the Titusville-Cocoa Airport Authority. The laws of the State of Florida will govern as to the interpretation, validity, and effect of this SOQ, its award, and any Contract entered into.
- 14. Collusion and Advance Disclosures.** Evidence of agreement or collusion among Respondents or by prospective Respondents acting to illegally restrain freedom of competition by agreement to SOQ, or other actions, shall render the SOQs of such Respondents void.

Advance disclosures of any information to any particular Respondent which gives that particular Respondent any undue advantage over any other interested Respondents, in advance of the SOQ opening, shall void all SOQs received in response to the Request for Qualifications.

15. Other Conditions

a. Veteran-Owned Business Enterprise Utilization

The Airport Authority desires to ensure that businesses owned and operated by veterans of the Vietnam-era, Persian Gulf, and the Afghanistan-Iraq wars, and especially those owned by service-disabled veterans that are qualified and capable to perform any work associated with the projects listed in **Attachment C** are afforded the opportunity to fully participate in projects under the Contract Agreement. Therefore, the Authority expects the Respondent to solicit and engage veteran-owned business enterprises to serve as sub-consultants or subcontractors where applicable.

b. Disadvantaged Business Enterprise Utilization

The Airport Authority desires to ensure that those businesses which have been traditionally underutilized are afforded the opportunity to fully participate in the overall procurement process. Therefore, the Authority expects the Respondent to solicit small, minority, women-owned, and disadvantaged business enterprises certified in accordance with U.S. Department of Transportation Regulations, 49 CFR Part 26, as sub-consultants and material suppliers. Failure by the Respondent to make good faith efforts to include DBEs as part of the Project Team may result in the disqualification for consideration.

c. Disadvantaged Business Enterprise Goal

This Project will be funded in part by a grant from the Federal Aviation Administration, therefore the requirements of Title 49 CFR Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Programs, applies to this Project. The Airport Authority has not set a DBE participation contract goal for this Project; however, the Authority fully expects DBEs to have a professional and productive role in the performance of the Project. The Respondent shall demonstrate and document good faith efforts to solicit and engage DBEs which will be evaluated using the guidelines described in 49 CFR Part 26, Appendix A, Guidance Concerning Good Faith Efforts.

d. Civil Rights

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the associated federal regulations, hereby notifies all Respondents that it will affirmatively ensure that for any teaming agreements entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit statements of qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, gender, or national origin.

e. Federal Fair Labor Standards

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR Part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers. The Consultant has full responsibility to monitor compliance to the referenced statute or regulation. The Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

f. Other Federal Requirements

The Successful Respondent will be expected to be in compliance with all relevant requirements for professional consulting services for federally funded contracts. These include but may not be limited to:

- Title VI of the Civil Rights Act of 1964
- Section 520 of the Airport and Airway Improvement Act of 1982
- DOT Regulation 49 CFR Part 18.36(I – Access to Records
- DOT Regulation 49 CFR Part 20 – Lobbying & Influencing Federal Employees
- DOT Regulation 49 CFR Part 26 - Disadvantaged Business Enterprises Participation
- DOT Regulation 49 CFR Part 29 – Government-wide Debarment and Suspension
- DOT Regulation 49 CFR Part 30 – Foreign Trade Restrictions
- DOT Regulation 2 CFR Part 180 and 1200 – Government Debarment & Suspension
- DOT Regulation 2 CFR Part 200 Appendix II including,
 - a. Breach of Contract Terms (41 USC 1908)
 - b. Termination for Cause & Convenience
 - c. Equal Opportunity Employment (41 CFR Part 60)
 - d. Davis-Bacon Act (40 USC 3141-2148)
 - e. Contract Work Hours & Safety Standards Act (40 USC 3701-3708)
 - f. Rights to Inventions Made Under a Contract or Agreement (37 CFR 401)
 - g. Clean Air Act (42 USC 7401-7671q.) & Federal Water Pollution Control Act (33 USC 1251-1387)
 - h. Debarment & Suspension (Executive Orders 12549 & 12689)
 - i. Byrd Anti-Lobbying Amendment (31 USC 1352)
 - j. Procurement of recovered materials (40 CFR Part 247)
 - k. Prohibition on certain telecommunications and video surveillance services or equipment (PL 115-232, Sec 889)
 - l. Domestic preferences for procurements
- Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving”, and DOT Order 3902.10, “Text Messaging While Driving”

SECTION II
STATEMENT OF QUALIFICATIONS
PREPARATION & SUBMITTAL

1. Statement Preparation.

- a. No Facsimile or Electronic Mail Submittals – Statements must not be submitted in facsimile or electronically. SOQs received by facsimiles or electronic mail shall not be accepted.
- b. Confidential Information – Requests for nondisclosure of data such as trade secrets and other proprietary data must be declared in writing and substantiated. Published reports, methodologies, techniques and other material readily available on-line or otherwise in the public domain will not be considered proprietary. The Airport Authority shall review all requests for confidentiality and provide a written determination.

2. Statement Contents – SOQs must include the following information:

- a. Cover Letter – provide a letter on company letterhead expressing a statement of interest in providing professional consulting services, a brief summary of unique features of the Respondent's SOQ, and acknowledgement of any addenda issued for the RFQ. The Letter shall be signed in blue ink by a responsible principal authorized to represent the firm.
- b. Background – provide a brief overview of the Respondent's firm including history, ownership, size, location of the principal office where the work will be performed, and other characteristics of the firm. Similar information for any sub-consultants included in the SOQ shall be included.
- c. Respondent's Qualifications – Identify the Firms' designated representative assigned to serve as the principal point of contact. Include pertinent qualifications and experience in leading and performing work on projects of similar disciplines, sizes, and complexity within the past five years. Provide similar information for the designated Program Manager and all key personnel assigned to the Firm's team including professional registrations and certifications. Provide an organization chart of key personnel highlighting their assigned disciplines, roles, and responsibilities for project tasks. If sub-consultants are included as members of the project team, describe the current and/or previous working relationships and experiences with the Respondent. No substitutions of key personnel will be allowed without the consent of the Airport Authority.
- d. Project Experience – SOQs shall include detailed information regarding a minimum of five (5) recently completed major projects for each of the following categories:

- (1) Airport, Spaceport, and Environmental planning
- (2) Civil Engineering and Architectural design

While not required, the SOQ should contain one or two additional examples of unique or "one-off" type projects to demonstrate the Firm's agility, creativeness, or innovative applications of technology.

- e. References – Provide a minimum of three (3) references including contact information from past or current “on-call” contracts involving the Program Manager and/or key personnel of the Respondent’s organization. Similar references for all sub-consultants shall be provided as well. **Failure to provide the minimum references for the Respondents or sub-consultants shall be deemed non-responsive.**
- f. Disadvantaged Business Enterprise (DBE) – Describe the anticipated participation by disadvantaged business enterprises (DBE) for each assigned discipline. If no DBEs are included in the SOQ, describe detailed good faith efforts to solicit and engage DBEs.
- g. Litigation – Describe any claims against the Firm’s professional liability insurance or other litigation involving the Firm’s professional services conducted in the State of Florida within the past three years.
- h. Proximity – Describe the physical address and facilities where the Firm proposes to perform the majority of work under the Contract Agreement. Include similar information regarding the principal place of work for the Program Manager and key personnel, including sub-consultants.
- i. Existing Clients – List all previous and current airport clients within 100 miles of Space Coast Regional Airport including the nature of the work performed by the Firm within the past 5 years. Include similar information for sub-consultants.
- j. Other Information – Provide any additional information that describes unique or other special reasons why the Respondent should be considered for selection.
- k. Attachments – Failure to provide any of the following attachments shall be deemed non-responsive to the RFQ. (Attachments available at <https://flyspacecoast.org/rfps>)
 - (1) Attachment A – Certifications
 - (2) Attachment B – Standard Form SF330

3. SOQ Submittal.

- a. Submission Package – One (1) original and six (6) printed and bound copies of the SOQ shall be submitted to:

Titusville - Cocoa Airport Authority
51 Bristow Way
Titusville, FL 32780

The original of the SOQ shall include the signed Letter of Interest and should be clearly labeled “ORIGINAL”. The Respondent shall also include in the Submission Package, an electronic copy (pdf format) of the complete SOQ as one file on a USB drive.

- b. Late SOQs – SOQs received after the due date and time shall not be accepted.
- c. No Modifications – Modifications shall not be permitted after an SOQ has been opened except as otherwise provided under applicable law.
- d. Withdrawal of SOQ – SOQs may be withdrawn at any time prior to the specified SOQ due date and time by providing written notification to the Airport Authority.

SECTION III

STATEMENT OF QUALIFICATIONS EVALUATION & CONTRACT AWARD

1. Statement of Qualifications Evaluation.

- a. Conformance to RFQ – Each received SOQ will be checked for compliance with the submission requirements of this RFQ and to ensure that the SOQ is fully responsive to the instructions. Failure to comply with RFQ submission requirements shall be deemed non-responsive.
- b. Qualifications-Based Selection – This RFQ is intended to follow the provisions included in FAA Advisory Circular 150/5100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*.
- c. Disqualification – A Respondent who is currently debarred, suspended, or otherwise lawfully prohibited from any public procurement activity shall have its SOQ rejected.
- d. Clarifications – The Airport Authority reserves the right to obtain Respondent clarifications where necessary to arrive at full and complete understanding of Respondent's SOQ. Clarification means a communication with a Respondent for the sole purpose of eliminating ambiguities in the SOQ and does not give Respondent an opportunity to revise or modify its SOQ.
- e. Response Rejection – Submission of additional terms, conditions, exceptions, etc., included in the SOQ may result in disqualification.

2. Evaluation Criteria.

The selection process will be based on the information and references provided in response to this Request for Qualifications. An evaluation committee will determine how well each Respondent's submittal meets the requirements as stated in this solicitation and will select the Respondent's SOQ which is most advantageous to the Airport Authority.

Selection will be based on, but not limited to, the following factors, which may not necessarily be in the order of importance:

- a. Firm demonstrates thorough understanding of the Airport Authority's needs, and the key roles of each airport and the spaceport. 20%
- b. Successful completion of planning & engineering projects (ex., schedule, budget, etc.) comparable to the projects similar to those listed in Attachment A (past 5 years). 20%
- c. Program Manager's and key personnel's professional qualifications, experience with similar projects, current workload, and commitment. 15%
- d. References of clients regarding the competence, capabilities, and timeliness for performing projects similar to those listed in Attachment A. 15%

- e. Proximity of principal places of work for Program Manager and key personnel. Location of existing clients. 10%
- f. Conceptual project schedules, work flows, understanding of agency reviews, potential project issues, and special concerns. 5%
- g. Technology, innovation, and other unique or special features that can be applied to projects based on similar project experience. 5%
- h. Evidence of meaningful Veteran/DBE participation or documentation of good faith efforts 5%
- i. Expression of interest, responsiveness to RFQ format and instructions, general appearance, and other factors. 5%

The Airport Authority reserves the right to request more information from any or all respondents regarding their SOQ. It is the intention of the Selection Committee to review the qualifications of the interested firms and rank the top three Respondents based upon the SOQ information as submitted. The Selection Committee shall invite the highest ranked firms to make a presentation and/or participate in an interview to be conducted in-person or on-line prior to the final ranking.

Based on the SOQ evaluations and interviews, the Selection Committee shall rank the top three Respondents and shall recommend to the Airport Authority the awarding of the Contract Agreement to most advantageous Respondent that best meets the needs of the Airport Authority.

3. Proposed Tentative Timetable (*all times Eastern Standard Time EST*) – All dates and times are subject to change

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| Request for Qualifications publication | January 12, 2023 |
| Deadline to submit written questions | February 2, 2023 @ 2:00 pm |
| Deadline to submit SOQs | February 16, 2023 @ 2:00 pm |
| Interviews | Week of March 6-10, 2023 |
| Intent to Award Contract Agreement | March 16, 2023 (TCAA meeting) |

4. Negotiation and Award of Contract.

- a. Airport Authority Rights – The Airport Authority reserves the right to award the Contract Agreement in a manner which is deemed most advantageous to the Airport Authority. The Airport Authority may reject any or all SOQs, waive any minor informality in SOQs received, reject any alternate SOQ(s), and reserves the right to reject the SOQ(s) of any Respondent who has previously failed to perform competently in any contract with the Airport Authority.
- b. Contract Negotiation and Award – A response to a solicitation is an offer to contract with the Airport Authority based upon the information contained in the solicitation. After acceptance of the Selection Committee’s recommended ranking of Respondents by the Airport Authority, the top-ranked Respondents will be asked to review the draft Contract Agreement.

Upon the mutual acceptance of the terms and conditions of the Contract Agreement,

the Respondents will be offered a Contract Agreement with the Airport Authority for the initial three-year term with two (2) one-year extensions at the Airport Authority's discretion. If negotiations with any top-ranked Respondent are unsuccessful, the Airport Authority will terminate further contact with that Respondent and request the next highest ranked Respondent to provide similar information for review. The Authority will follow the same process to conclude a successful negotiation for a Contract Agreement.

- c. SOQ Inclusion – The SOQ of the successful Respondents shall become part of the contract and unless otherwise agreed to by the Airport Authority, the Respondents shall be bound to meet the information containing of their SOQ.

Section IV GENERAL SCOPE OF SERVICES

Professional services will be generally limited to those projects listed on **Attachment C** and may require accomplishment over multiple years, task orders, and availability of Federal and State grants. The Airport Authority reserves the right to solicit separate proposals from and award projects to other firms for projects included on Attachment C. Projects or tasks not included on Attachment C may require additional procurement actions to ensure compliance with federal and state requirements to ensure qualification of staffing for specialized tasks. The scope of services to be provided under the Contract Agreement include but not limited to:

- A. General Services
 - a. Grant Applications & Administration for AIP/FDOT and Other Funding Programs
 - b. Compliance with Federal Regulations & Policies (DBE Program/Grant Assurances)
 - c. Preparation of Presentation Graphics, Reports, and Exhibits
- B. Planning & Environmental Services
 - a. Airport System/Contract Planning
 - b. Spaceport Facility Planning
 - c. Airport Noise and Land Use Compatibility Planning
 - d. Environmental Assessments
 - e. Airport Data Collection and Analyses
 - f. Airport Layout and Terminal Area Plan Development
 - g. Airspace Analysis & Obstruction Evaluations
 - h. Stormwater Drainage Assessments
- C. Engineering & Architecture Services
 - a. Perform Design, Bidding Assistance, Negotiation, Construction Administration, and Construction Observation Services
 - b. Inspections, Permitting & Compliance with Local/State Federal Regulations
 - c. Construct/Rehabilitate/Replace Stormwater Drainage Systems
 - d. Construct/Rehabilitate/Replace Airfield Pavement, Lighting, Visual Aid and Nav aids
 - e. Construct/Improve Runway/Taxiway Safety Areas, Object Free Areas and Runway Protection Zones
 - f. Construct/Rehabilitate Airport Buildings (Terminal / Hangars / Offices)
 - g. Construct/Rehabilitate Airport Roadways and Parking lots
 - h. Install/Upgrade Airport Fencing and Security Systems
 - i. Remove/Mitigate Obstructions
 - j. Land and Easement Acquisition
 - k. Facility Condition Assessments
- D. Other Services – within the general scope of services as needed

Attachment A
CERTIFICATIONS

Attachment A

CERTIFICATIONS

Note: Failure to provide this completed document in the Respondent's Statement of Qualifications shall render the submittal non-responsive. A digital copy of this attachment is available at <https://flyspacecoast.org/rfps>

1. LOBBYING

The Respondent certifies by signing and submitting this proposal, to the best of their knowledge and belief, that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Respondent, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

2. TAX DELINQUENCY AND FELONY CONVICTIONS

The Respondent must complete the following two certification statements. The Respondent must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (✓) in the space following the applicable response. The Respondent agrees that, if

awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

Certifications:

- a. The Respondent represents that it is (___) is not (___) a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
- b. The Respondent represents that it is (___) is not (___) a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

3. DEBARMENT

By submitting a proposal under this solicitation, the Respondent certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

4. TRADE RESTRICTIONS

By submission of an offer, the Respondent certifies that with respect to this solicitation and any resultant contract, the Respondent –

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
- b. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and
- c. has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC § 1001.

The Respondent must provide immediate written notice to the Owner if the Respondent learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Respondent must require subcontractors provide immediate written notice to the Respondent if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR § 30.17, no contract shall be awarded to an Respondent or subcontractor:

- a. who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR; or
- b. whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list; or
- c. who incorporates in the public works project any product of a foreign country on such USTR list.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Respondent agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Respondent may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Respondent has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Respondent or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

ATTESTING TO ALL OF THE ABOVE CERTIFICATIONS:

Date

Signature

Firm

Title

Attachment B

STANDARD FORM SF330

Attachment B
Standard Form SF 330

Note: Failure to provide this completed document in the Respondent's Statement of Qualifications shall render the submittal non-responsive. A digital copy is available at <https://flyspacecoast.org/rfps>

CONSULTANT QUALIFICATIONS (SUPPLEMENTAL INFORMATION)

PART I
CONTRACT-SPECIFIC INFORMATION

A. CONTRACT INFORMATION

1. Title and Location (City and State):

General Consulting Services – Titusville-Cocoa Airport Authority

2. Public Notice Date:

January 12, 2023

3. Solicitation Number:

TCAA RFQ-2023-001

B. CONSULTANT POINT OF CONTACT

4. Name and Title:

5. Name of Firm:

6. Telephone Number:

7. Fax Number:

8. Email Address:

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

9. Firm Name:

10. Address:

11. Role In This Contract:

☐ Check if Branch Office

☐ Check if Sub-Contractor

☐ Check if Branch Office

☐ Check if Sub-Contractor

☐ Check if Branch Office

☐ Check if Sub-Contractor

☐ Check if Branch Office

☐ Check if Sub-Contractor

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☐ Check if Sub-Contractor

☐ Check if Branch Office

☐ Check if Sub-Contractor

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ Attached Separately

Attachment B
Standard Form SF 330

| E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT <i>(Complete one Section E for each key person.)</i> | | | | | |
|--|---|----------------------------|---|------------------------|------------------|
| 12. Name: | | 13. Role In This Contract: | | 14. Years' Experience: | |
| | | | | A. Total | B. Current Firm: |
| 15. Firm Name and Location <i>(City And State):</i> | | | | | |
| | | | | | |
| 16. Education <i>(Degree And Specialization):</i> | | | 17. Current Professional Registration <i>(State And Discipline)</i> | | |
| | | | | | |
| 18. Other Professional Qualifications <i>(Publications, Organizations, Training, Awards, Etc.):</i> | | | | | |
| | | | | | |
| 19. Relevant Projects | | | | | |
| a. | (1) Title and Location <i>(City & State):</i> | | (2a) Mo/Year Started: | | |
| | | | (2b) Mo/Year Completed: | | |
| | | | (2c) Fee: | | |
| | (3) Brief Description and Specific Role <i>(Project scope, size, cost, etc.):</i> | | | | |
| | | | | | |
| b. | (1) Title and Location <i>(City & State):</i> | | (2a) Mo/Year Started: | | |
| | | | (2b) Mo/Year Completed: | | |
| | | | (2c) Fee: | | |
| | (3) Brief Description and Specific Role <i>(Project scope, size, cost, etc.):</i> | | | | |
| | | | | | |
| c. | (1) Title and Location <i>(City & State):</i> | | (2a) Mo/Year Started: | | |
| | | | (2b) Mo/Year Completed: | | |
| | | | (2c) Fee: | | |
| | (3) Brief Description and Specific Role <i>(Project scope, size, cost, etc.):</i> | | | | |
| | | | | | |
| d. | (1) Title and Location <i>(City & State):</i> | | (2a) Mo/Year Started: | | |
| | | | (2b) Mo/Year Completed: | | |
| | | | (2c) Fee: | | |
| | (3) Brief Description and Specific Role <i>(Project scope, size, cost, etc.):</i> | | | | |
| | | | | | |
| e. | (1) Title and Location <i>(City & State):</i> | | (2a) Mo/Year Started: | | |
| | | | (2b) Mo/Year Completed: | | |
| | | | (2c) Fee: | | |
| | (3) Brief Description and Specific Role <i>(Project scope, size, cost, etc.):</i> | | | | |
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Attachment B
Standard Form SF 330

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|--|------------------------|--|-----------|
| F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Complete one Section F for each project) [Minimum 5 projects]</i> | | | |
| 20. Title and Location <i>(City And State)</i> : | | (21a) Mo/Year Started: (21b) Mo/Year Completed: (21c) Fee: | |
| 22. Project Owner's Information: | | | |
| a. Sponsor/Project Owner: | b. Contact Name/Title: | c. Telephone Number: | d. Email: |
| | | | |
| 23. Brief Description of Project and Relevance to this Contract <i>(Include Scope, Size, And Cost)</i> | | | |
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|--|------------------------|--|-----------|
| F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Complete one Section F for each project) [Minimum 5 projects]</i> | | | |
| 20. Title and Location <i>(City And State)</i> : | | (21a) Mo/Year Started: (21b) Mo/Year Completed: (21c) Fee: | |
| 22. Project Owner's Information: | | | |
| a. Sponsor/Project Owner: | b. Contact Name/Title: | c. Telephone Number: | d. Email: |
| | | | |
| 23. Brief Description of Project and Relevance to this Contract <i>(Include Scope, Size, And Cost)</i> | | | |
| | | | |

Attachment B
Standard Form SF 330

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|--|------------------------|--|-----------|
| F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Complete one Section F for each project) [Minimum 5 projects]</i> | | | |
| 20. Title and Location <i>(City And State)</i> : | | (21a) Mo/Year Started: (21b) Mo/Year Completed: (21c) Fee: | |
| 22. Project Owner's Information: | | | |
| a. Sponsor/Project Owner: | b. Contact Name/Title: | c. Telephone Number: | d. Email: |
| | | | |
| 23. Brief Description of Project and Relevance to this Contract <i>(Include Scope, Size, And Cost)</i> | | | |
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|--|------------------------|--|-----------|
| F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Complete one Section F for each project) [Minimum 5 projects]</i> | | | |
| 20. Title and Location <i>(City And State)</i> : | | (21a) Mo/Year Started: (21b) Mo/Year Completed: (21c) Fee: | |
| 22. Project Owner's Information: | | | |
| a. Sponsor/Project Owner: | b. Contact Name/Title: | c. Telephone Number: | d. Email: |
| | | | |
| 23. Brief Description of Project and Relevance to this Contract <i>(Include Scope, Size, And Cost)</i> | | | |
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Attachment B
Standard Form SF 330

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|--|------------------------|--|-----------|
| F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Complete one Section F for each project) [Minimum 5 projects]</i> | | | |
| 20. Title and Location <i>(City And State)</i> : | | (21a) Mo/Year Started: (21b) Mo/Year Completed: (21c) Fee: | |
| 22. Project Owner's Information: | | | |
| a. Sponsor/Project Owner: | b. Contact Name/Title: | c. Telephone Number: | d. Email: |
| | | | |
| 23. Brief Description of Project and Relevance to this Contract <i>(Include Scope, Size, And Cost)</i> | | | |
| | | | |

Attachment B
Standard Form SF 330

PART II
GENERAL QUALIFICATIONS
(Complete for the Principal Firm and all Major Subcontractors)

| | | | | |
|---|---|---|--|---------|
| 1a. Firm Name: | | | 2. Year Established | 3. FEIN |
| | | | | |
| 1b. Street | | | 4. Ownership: (State Registered) <i>[Attach Cert]</i> | |
| | | | <input type="checkbox"/> C/S Corp (___) <input type="checkbox"/> Partnership (___) <input type="checkbox"/> LLC/LLP (___) <input type="checkbox"/> Individual (___) | |
| 1c. City | 1d. State | 1e. Zip Code | 5. Business Certifications: <i>(Attach)</i> | |
| | | | <input type="checkbox"/> DBE <input type="checkbox"/> VOB / SDVOB <input type="checkbox"/> WBE <input type="checkbox"/> SBA | |
| 6a. Point of Contact (Name and Title): | | 6b. Phone: | 6c. Email: | |
| | | | | |
| 7a. Authorized to Conduct Business in FL? | 7b. FL Document No. <i>(See Item 4)</i> | 7c. Certified to Offer Engineering Services in FL?: | 7d. Certificate No. | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending | | |

| 8. Firm's Employees By Discipline: | | | |
|------------------------------------|---------------|--------------|------------|
| a. Code | b. Discipline | c. Employees | |
| | | (1) Firm | (2) Branch |
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| 9. Firm's Experience & Annual Average Gross Revenue (Last 5 Years) | | |
|--|---------------|-----------|
| a. Code | b. Experience | c. Index* |
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| 10. Annual Average Professional Services Revenues (Last 3 Years) | Index* |
|--|--------|
| a. Federal Work | |
| b. Non-Federal Work | |
| c. Total Work | |

| * Professional Services Gross Revenue Index | |
|---|--------------------------------|
| 1. Less than \$100,000 | 6. \$2 million - \$5 million |
| 2. \$100,000 - \$250,000 | 7. \$5 million - \$10 million |
| 3. \$250,000 - \$500,000 | 8. \$10 million - \$25 million |
| 4. \$500,000 - \$1 million | 9. \$25 million - \$50 million |
| 5. \$1 million - \$2 million | 10. \$50 million or greater |

| | |
|---|--------|
| Authorized Representative: The foregoing is a statement of facts. | |
| Signature | Date: |
| | |
| Name: | Title: |
| | |

PART III
ADDITIONAL INSTRUCTIONS

Attach this information to SOQ as "Attachment B". Provide all information as requested in Section II, *Statement Preparation and Submittal*.

Attachment C

PROJECTS INCLUDED IN THE
CONTRACT AGREEMENT

Attachment C-1
TENTATIVE CAPITAL IMPROVEMENT PROJECTS (FY 2023-2027)
Space Coast Regional Airport

Project Description

| |
|--|
| Pavement & Infrastructure (Design & Construction) |
| Runway 18/36 Extension (Justification & Feasibility) |
| Runway 18/36 Extension (Environmental Assessment) |
| Runway 18/36 Extension |
| Taxiway A Improvements |
| Taxiway D Rehabilitation |
| Taxiway G Improvements |
| Taxilane Renovations |
| Perimeter Road Improvements |
| FEC Rail Spur |
| |
| Facilities (Design & Construction) |
| New Air Traffic Control Tower (Construction Only) |
| Northeast Hangar & Apron |
| Corporate Hangar Renovations |
| T-Hangar Renovations |
| Eastside Hangar Improvements |
| Construct New Box Hangars |
| Fuel Farm Rehabilitation |
| Self-Service Fueling Facility |
| Maintenance Facility |
| Northeast Hangar & Apron |
| Aircraft Wash Rack |
| |
| Other |
| DBE Plan Update |
| Utilities Master Plan (including Stormwater) |
| New Security & Access Control System |
| Property Acquisition |
| Obstruction Removal |
| |

Attachment C-2
TENTATIVE CAPITAL IMPROVEMENT PROJECTS (FY 2023-2027)
Merritt Island Airport

Project Description

| |
|--|
| Pavement & Infrastructure (Design & Construction) |
| Runway 11/26 Rehabilitation |
| Taxiway A Rehabilitation |
| North Apron Improvements |
| Airfield Lighting & Signage Improvements |
| New Westside Access Road |
| |
| Facilities & Infrastructure (Design & Construction) |
| New Airfield Electrical Vault |
| Commercial Hangar Renovations |
| T-Hangar Renovations |
| New FBO Facility |
| New Northside T-Hangars |
| Fuel Farm Improvements |
| Self-Service Fueling Facility |
| New Maintenance Facility |
| New Aircraft Wash Rack |
| Public Storage Facilities Improvements |
| |
| Other |
| DBE Plan Update |
| Utilities Master Plan (including Stormwater) |
| New Security & Access Control System |
| Property Acquisition |
| |

Attachment C-3
TENTATIVE CAPITAL IMPROVEMENT PROJECTS (FY 2023-2027)
Arthur Dunn Airpark

Project Description

| |
|--|
| Pavement & Infrastructure (Design & Construction) |
| New Turf Runway 15/33 |
| Taxilane Rehabilitation |
| Apron Rehabilitation |
| Access Road Improvements |
| |
| Facilities & Infrastructure (Design & Construction) |
| Airfield Vault, Lighting, & Signage Improvements |
| New Corporate Hangar |
| T-Hangar Renovations |
| New FBO Facility |
| T-Hangar Acquisition |
| Fuel Farm Rehabilitation |
| New Maintenance Facility |
| New Aircraft Wash Rack |
| |
| |
| Other |
| DBE Plan Update |
| Utilities Master Plan (including Stormwater) |
| New Security & Access Control System |
| |
| |

Attachment C-4
TENTATIVE CAPITAL IMPROVEMENT PROJECTS (FY 2023-2027)
Exploration Spaceport

Project Description

| |
|---|
| Pavement & Infrastructure (Design & Construction) |
| Challenger Drive Extension |
| Westside Road Improvements |
| High Altitude Balloon Launch Apron |
| |
| |
| Facilities & Infrastructure (Design & Construction) |
| Rocket Test Facilities |
| Dock Access & Roadway Improvements |
| Space Vehicle Processing & Integration Facilities |
| New FBO Facility |
| |
| |
| Other |
| Runway 18/36 Extension (Justification & Feasibility) <i>[for Spaceport]</i> |
| |
| |
| |
| |

Attachment D

PROPOSED CONTRACT AGREEMENT

{To Be Included as an Addendum}

Attachment E

SUPPLEMENTAL INFORMATION