

REQUEST FOR PROFESSIONAL PLANNING SERVICES

The Bartow Airport Authority of Bartow, Florida, hereby requests, pursuant to the Consultants' Competitive Negotiation Act, Florida Statutes 287.055, and Federal Aviation Administration Advisory Circular 150/5100-14e, Letters of Interest from Professional Aviation Consulting firms desiring to render services at the Bartow Executive Airport.

The Bartow Airport Authority is seeking a planning firm capable of providing airport planning for the purpose of developing a comprehensive master plan and Airport Layout Plan to include Airport data collection and facility inventories; Aeronautical activity forecasts and demand/capacity analyses; Demand/Capacity analysis and Facility requirements; Terminal Area Plan; Airport noise study; Compatible land use plan; GIS data collection. The project will be funded through the Federal Aviation Administration (FAA) Airport Improvement Program (AIP).

The Scope of Services shall be the development of an Airport Master Plan including:

1. Project Initiation
2. Existing Conditions
3. Aviation Forecasts
4. Facility Assessment and Requirements
5. Environmental Analysis
6. Alternatives for Airport Development
7. Airport Layout Plan Drawing Set
8. Recommended Development Program
9. Stakeholder Coordination and Public Outreach
10. Report Preparation
11. Project Administration

AFFIRMATIVE ACTION: Contracts awarded on the basis of this solicitation will be subject to the requirements of USDOT Regulation 49 CFR, Part 26-Disadvantaged Business Enterprise Participation. The Consultant shall agree to the below stated Department of Transportation policy and disadvantaged business enterprise obligation, and further agrees to insert the following clauses in any subcontract. "The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR, Part 26 in the award and administration of DOT assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate."

In order to be considered, the firm must have provided planning and project management, services of similar scope, complexity and magnitude on at least two (2) General Aviation

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Airports and have demonstrated familiarity with Federal Aviation Administration, Florida Department of Transportation and Office of Management and Budget Circulars, Criteria, policies and procedures.

Interested firms are requested to indicate their interest in this project by submitting four (4) copies of a Letter of Interest to Mr. John Helms, Executive Director, Bartow Airport Authority, Post Office Box 650, Bartow, Florida 33831-0650, on or before 2:00 p.m. (local time), April 7, 2020.

The Letter of Interest must be accompanied by a current GSA Form SF 330. The Bartow Airport Authority will utilize the following Nine (9) equally weighted factors in the selection, as follows: 1) Letter of Interest; 2) GSA Form SF 330; 3) Personnel available, experience and background; 4) Qualifications of Project Manager with Resume and include work performed at other General Aviation Airports; 5) Available work force and schedule to accomplish work; 6) Experience with Federal Aviation Administration Airport Improvement Program and Florida Department of Transportation projects; 7) Experience with Master Plan and other planning programs; 8) Firm's ability to accomplish any project or projects listed in advertisement; 9) Evidence that Consultant has established and implemented an Affirmative Action Program and a Drug Free Workplace Program.

In accordance with Florida Statutes 287.055, the Bartow Airport Authority declares that all or portions of the documents and work papers prepared pursuant to this invitation shall be subject to re-use by the Authority.

Only those firms submitting letters of interest and qualifications which meet the requirements herein specified will be considered for the services contemplated herein, regardless of past contact with Bartow Airport Authority, Bartow, Florida, and/or other agencies, departments, division or staff personnel.

The Bartow Airport Authority intends to certify from those firms submitting a response to this invitation a list of those which it considers qualified. A Selection Committee will then short-list from the list of qualified firms and may require those firms to give a presentation to the selection committee, lasting no longer than 30 minutes. No firm or individual should lobby any Airport Employee, Selection Committee member or Airport Authority Board member, regarding this Request for Proposals.

To ensure fair consideration for all proposers, The Airport Authority prohibits communication to or with any Airport employee, selection committee member or Airport Authority board member during the submission process, except as provided in this section. Additionally, the Airport Authority prohibits communication initiated by a proposer to any Airport employee, selection committee member or Airport Authority board member before the time an award decision has been made. Any communication

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between proposer and the Airport Authority will be initiated by Airport Authority staff in order to obtain information or clarification needed to develop a proper, accurate

evaluation of the proposal. Such communications initiated by a proposer may be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

The Bartow Airport Authority reserves the right to reject any or all proposals, to waive informalities, to re-advertise, and to enter into a contract determined to be in the best interest of the Airport, up to and including the selection of multiple consultants.

John Helms, Executive Director (863) 533-1195

Date: February 27, 2020

