



MEETING MINUTES

TO: Meeting Attendees

FROM: Tuan Nguyen, Manager, Civil Engineering

DATE: February 6, 2017

MEETING: Subject: Pre-Submittal Conference for
BP-043, Runway Incursion Mitigation (RIM) and Related Improvements
Orlando Executive Airport

Location: Orlando Executive Airport
Community Room
365 Rickenbacker Drive
Orlando, FL 32803

Date: February 6, 2017

Time: 3:00 p.m.

Meeting Attendance: Attendance List attached

1. Opening Remarks

Mr. Nguyen stated that this meeting was the Pre-Submittal Conference for BP-043, Runway Incursion Mitigation (RIM) and Related Improvements for the Orlando Executive Airport. The purpose of the meeting was to review the Advertisement and Submission Requirements, to familiarize the potential Proposers with the overall scopes and schedules of the Project, and to answer any questions from the attendees.

2. Project Information

Mr. Nguyen stated that this project is to enhance airfield safety for aircraft operations. Specific work includes the modifications to existing taxiways' geometry for implementing Runway Incursion Mitigation, announced in June 2015 by the FAA's nationwide Runway Incursion Mitigation (RIM) program and Hot Spots Mitigation, identified by the FAA's Runway Action Safety Team (RAST). Construction work includes taxiway paving, lighting, markings, signage and related work.

The BP-043 professional services may include, but are not limited to, study, design services through bid and award, permitting, construction, and other related services necessary for the Project. The Services may include, but are not limited to airfield design, civil, environmental, and electrical engineering design; utilities and infrastructure design; surveying; evaluation and documentation of existing conditions; verification of as-built conditions including field verification of all existing above and underground utilities; cost estimating and scheduling; technical studies; permitting; and construction administration; and coordination with the Authority, its Consultants, the City of Orlando and all agencies having jurisdiction over the Project.

Mr. Nguyen stated that the project is subject to an FAA Grant. Should a grant not be procured the project would be rescheduled.

3. Advertisement

Mr. Nguyen stated that the deadline for submitting questions for these services is 5:00 p.m. (local time) on Friday, February 17, 2017.

Mr. Nguyen indicated that the sealed package containing the Letter of Interest (LOI) should be clearly labeled with the project name on the outside. He also addressed the Submission Requirements for the electronic PDF version of the LOI. Interested Proposers are requested to submit twelve (12) printed copies and one (1) electronic PDF version on compact disk (or single-layer DVD) of the Letter of Interest, up to 2:00 p.m., local time, on Monday, February 27, 2017, to the Receptionist Office, Greater Orlando Aviation Authority, 5850-B Cargo Road, Orlando, FL 32827. Any Letter of Interest received after the time and date stated above will not be considered and will be returned unopened. LOI shall be submitted in sealed packages clearly labeled, "Letter of Interest for Professional Services for BP-043, Runway Incursion Mitigation (RIM) and Related Improvements". The LOI shall include one (1) volume, addressing each numbered section in the order requested, indexed and clearly identified. The information submitted for Sections 1-2 (excluding tabs) shall not exceed 20 one-sided 8-1/2"x11" pages in Arial font with no smaller than 12 pitch font. Financial documentation (one copy) shall be submitted in a separate sealed envelope and included with the LOI package. The sealed envelope should be clearly labeled as follows: "Confidential Financial Records Submitted under Seal and Exempt from Florida Public Records Disclosure". An LOI that is not in compliance with the requirements may be downgraded accordingly.

Mr. Nguyen discussed the DBE Participation requirements for these services. The LOI must include a statement that the Proposer has read and will comply with the requirements of the Aviation Authority's DBE Participation Programs. He then stated that the policies, forms and certified DBE directories were available on the Aviation Authority's website at: http://www.orlandoairports.net/small_business.

The Aviation Authority has established a DBE participation goal of 20% for the Design Phase of this project.

Questions concerning the DBE program can be addressed to the Aviation Authority's Office of Small Business Development, Attn. Mr. George Morning, Director, Greater Orlando Aviation Authority, Orlando International Airport, 5850-B Cargo Road, Orlando, FL 32827; Phone: (407) 825-7130, Email: george.morning@goaa.org, or to Mr. Somdat Jiawan, Manager, Small Business Programs, at Phone: (407) 825-3481, Email: sjiawan@goaa.org. Proposers shall be solely responsible for confirming DBE subcontractors' experience, capacity, certification and any other information related to the Project.

Mr. Nguyen reviewed the qualifying experience that the Aviation Authority criteria would be based on. He stated that it is preferred that Proposers and their key personnel have prior experience as the prime consultant on a minimum of two (2) similar projects within the last five (5) years with a minimum construction value of not less than five million (\$5,000,000). Proposers should provide additional information on other similar projects, which best represent the Proposer's skill and experience in working on projects of the size, type, and complexity of the advertised Project.

Mr. Nguyen introduced Ms. Anderson who discussed the insurance and base agreement requirements. Ms. Anderson discussed the specific insurance requirements for the submission and noted that a minimum policy of \$1,000,000 per claim and annual aggregate with a maximum deductible or self-insured retention in an amount not exceeding \$100,000 was required for Professional Liability Insurance. Any deductible or self-insurance retention should be indicated on the Proposer's certificate of insurance. She also stated that the minimum policy limits for Commercial General and Automobile Liability Insurance were \$5,000,000 with a deductible or self-insured retention in an amount not exceeding \$100,000. Again, any deductible or self-insurance retention should be indicated on the Proposer's certificate of insurance. Ms. Anderson further stated that Worker's Compensation was at the statutory limit and Employer's Liability insurance was at \$500,000 for each accident, disease (policy limit) and disease (each employee).

Ms. Anderson reiterated that this is a base agreement with the Aviation Authority at negotiated hourly rates. Proposals are needed for the grant application that will then be presented to the Aviation Authority Board for approval.

Mr. Nguyen reviewed the licensing requirements as outlined in the Submission Requirements. He noted that the Proposers must be licensed and registered in accordance with Florida State law and shall be familiar with all applicable federal; State of Florida, Orange County, Florida, and City of Orlando codes, regulations and laws. Include the following:

a) Evidence that the Proposer and the proposed key personnel and sub-consultants, if any, are properly licensed to perform the services, such as copies of the applicable licenses and certifications.

b) Evidence that the Proposer is properly formed, incorporated, or registered with the State of Florida, such as a copy of the electronic certificate of status that was generated from the Florida Department of State, Division of Corporations website within the last 30 days.

Mr. Nguyen reviewed the evaluation/award criteria and selection schedule, and stated that it is anticipated that the Aviation Authority's Professional Services Committee (PSC) intends to shortlist no less than three (3) Proposers. Shortlisted Proposers may be scheduled for an interview, presentation or both. Following shortlisting, and interviews or presentations, the PSC will rank Proposers and recommend to the Aviation Authority Board for approval.

4. Questions and Answers

At this point, Mr. Nguyen asked if there were any questions.

Question 1: In regards to Financial Statements, how far would that extend – local office or corporate headquarters?

Answer 1: *Financial Statements are required for the proposing entity, not just a local branch office.*

Question 2: How long does it take the FAA to approve a contract?

Answer 2: *If the application is submitted in June it would be anticipated that the FAA would have approval by August. The contract would then be presented at the September or October Aviation Authority Board meeting.*

Question 3: What is the projected cost/value of this project?

Answer 3: *The Construction value is approximately eight million dollars (~\$8,000,000).*

Question 4: What would the Design Value/Fee be?

Answer 4: *We are unable to talk about fees and prices at this time.*

5. Adjournment

At there was no further business, the meeting was adjourned at 3:28 p.m.

TN:mmw

Attachments: Attendee Lists
Pre-Submittal Conference Presentation