



## MEETING MINUTES

TO: Meeting Attendees

FROM: Tuan Nguyen, Manager, Civil Engineering

DATE: February 7, 2017

MEETING: Subject: Pre-Submittal Conference for  
W-364, Central Plants Improvements Consultant  
Orlando International Airport

Location: Orlando International Airport  
Maintenance Shops Building – Conference Room  
8648 Casa Verde Road  
Orlando, FL 32827

Date: February 7, 2017

Time: 2:00 p.m.

Meeting Attendance: Attendance List attached

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### 1. Opening Remarks

Mr. Nguyen stated that this meeting was the Pre-Submittal Conference for W-364, Central Plants Improvements Consultant at the Orlando International 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 provide professional services in support of improvements to mechanical equipment at the North Terminal Complex Central Plant. The equipment to be evaluated includes, but is not limited to centrifugal chillers, centrifugal heat pumps, pumps, remaining cooling towers, building automation controls; and associated electrical systems.

The Professional Services for this project include, but are not limited to civil, environmental, structural, mechanical and electrical engineering design; utilities and infrastructure design; and all other related services including coordination with the Aviation Authority, its Consultants, the City of Orlando and all agencies having jurisdiction over the Airport. The Services may also include, but are not limited to, studies and preparation of reports involving scope definition and validation of projects, evaluation and documentation of existing conditions; cost estimating and scheduling; bid and award services; permitting; construction administration; Master Document support, technical support, review of documents prepared by others, and verification of as-built conditions including field verification of all existing above and underground utilities; design

management support on various Aviation Authority projects and all other related professional services which may be required where the Aviation Authority elects not to solicit letters of interest by means of public advertisement.

### 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 Tuesday, February 28, 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 W-364, Central Plants Improvements Consultant". 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 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 four million dollars (\$4,000,000). 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 Mr. Jiawan and he stated that all Proposers must comply with: 1) the Minority and Women Business Enterprise (MWBE) program requirement as defined in the Aviation Authority's MWBE Policy; 2) the Local Developing Business (LDB) program requirement as defined in the Aviation Authority's LDB Policy; and, 3) the Service Disabled Veteran Owned Business Enterprise (SDVOBE) program requirements as defined in the Aviation Authority's SDVOBE Policy. All Proposers for Federal or State of Florida funded projects are hereby notified that they must comply with the Disadvantaged Business Enterprise (DBE) requirements of 49 CFR Part 26, as referenced in the Aviation Authority's DBE Participation Program. The Policies and Forms for the Aviation Authority's MWBE, LDB, SDVOBE, and DBE Programs are available on the Authority's website at: [http://www.orlandoairports.net/small\\_business](http://www.orlandoairports.net/small_business).

Questions concerning the DBE, MWBE, LDB, and SDVOBE Programs can be addressed to the Aviation Authority's Office of Small Business Development Department, 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](mailto:george.morning@goaa.org), or to Mr. Somdat Jiawan, Manager, Small Business Programs, at Phone: (407) 825-3481, Email:

[sjiawan@goaa.org](mailto:sjiawan@goaa.org). Proposers shall be solely responsible for confirming DBE, MWBE, LDB, and SDVOBE sub-consultants' experience, capacity, certification and any other information related to the Project.

The Aviation Authority will establish MWBE, LDB, SDVOBE or DBE Participation Goals for each Bid or Negotiated project or scope.

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 \$5,000,000 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).

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

Mr. Nguyen read two (2) questions and their answers that were emailed prior to the Pre-Submittal Conference.

Question 1: Would you be able to provide details for potential bidders so that they would know if the bid opportunity is relevant and what is the bid due date?

**Answer 1: This is the selection of design consultant. Construction Bid will be advertised when the design is complete and funding available. It is anticipated to be a year from now.**

Question 2: Is it possible to receive future bid advertisements, plan-holder lists, and bid tabulations from your agency?

**Answer 2:** *The information will be made available under Construction Opportunities on the Aviation Authority website ([www.orlandoairports.net/airport-business](http://www.orlandoairports.net/airport-business)) when projects are advertised.*

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

Question 3: Is it known who is anticipated to lead as Prime?

**Answer 3:** *No.*

Question 4: Do all of the Services listed in the Submission Requirements (Executive Brief) need to be listed in the Proposal?

**Answer 4:** *It would be at your discretion as to how many you include in your LOI. We will be looking to see if you are able to demonstrate the Professional Services as required.*

Question 5: What is the participation goal for Design Services?

**Answer 5:** *Minimum participation would be MWBE: 17%, LDB: 1.7%, SDVOBE: 1.7%, or DBE: 20%.*

## 5. Adjournment

At there was no further business, the meeting was adjourned at 2:26 p.m.

TN:mmw

Attachments: Attendee Lists  
Pre-Submittal Conference Presentation