

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: On-Call Planning Consultant Services / Various Awardees	Cost: \$500,000.00 (per contract)
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Solicitation No: RFQ No. 21-23-42001	Budgeted, Transferred, or Contingency: Budgeted
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On-Going Maintenance Cost: N/A	Funding Source: O&M
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Attached / Supporting Documents

Exhibit "A" – SPIS Form, Evaluation Matrix, and DBE Memo

BACKGROUND:

JAA issued Request for Qualifications (RFQ) No. 21-23-42001 to solicit Statements of Qualifications for the selection of Planning Consultants to perform on-call services. On June 24, 2021, seven proposals were received and, on July 12, 2021, the same were evaluated, scored, and ranked as follows:

Rank	Proposer	Score
1	Ricondo & Associates, Inc.	96.00
2	RS&H, Inc.	94.85
3	Landrum & Brown, Inc.	93.30
4	McFarland Johnson, Inc.	88.50
5	Atkins Global	88.15
6	Michael Baker International	87.00
7	DY Consultants	71.70

The Evaluation Committee recommends entering into requirements contracts with the three highest ranked proposers, each in a not-to-exceed amount of \$500,000.00 for "as-needed" services, which does not represent any guarantee of work or payment to any of the proposers.

RECOMMENDATION:

Engineering & Facilities recommends an "as-needed" requirements award be made to the following three highest ranked of seven proposers in response to RFQ No. 21-23-42001, for planning on-call services, each in an annual not-to-exceed amount of \$500,000.00, for contract terms of an initial three-year period with renewal options of up to two years: (i) Landrum and Brown, Inc.; (ii) Ricondo; and (iii) RS&H, Inc.

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Verification of Funding	
Title:	Lauren Scott, Sr. Mgr., Engineering and Facilities
Signature:	<div style="font-family: cursive; font-size: 1.2em; margin-bottom: 10px;">Lauren Scott</div>

I have verified that there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (*directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same*).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Lauren Scott
Sr. Manager, Planning

Signature and Date

PROCUREMENT REVIEW:

Buyer: Samantha Smid

Signature and Date

LeNedda Edwards
Procurement Manager

Signature and Date

SUBMITTED FOR APPROVAL:

Tony Cugno
Chief Operating Officer

Signature and Date

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: ____ Ayes; ____ Nays)

Meeting Date: September 20, 2021

Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$325,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):

EXHIBIT "A"

SOLICITATION PROCESS INFORMATION SHEET

Description of Solicitation: Professional Planning Consultant Services

RFQ Number: 21-23-42001

Issuing Department: Planning and Engineering

DBE Participation Goal Established by DBE Office: Yes No N/A

**Dates Legal Notices Placed: May 18, 2021 and May 25, 2021
In: Jacksonville Daily Record**

Website Posting Date: May 18, 2021

Number of solicitations issued: 87

Pre-Bid/Proposal Meeting Date: May 26, 2021

**Mandatory: Yes No NA
Number of firms attended: 12**

Number of Bids/Proposals Received: 7

**Conforming: 7
Non-Conforming: NA**

Evaluation Public Meeting: July 12, 2021

**Evaluation Committee Member(s): Lauren Scott
Ashley Shorter
Jaime Eaton
Jeffrey Taylor**

Attach Evaluation Matrix.

Budgeted Funds: Yes No NA

Capital: Yes No NA

Operating: Yes No NA

Attach Budget Transfer if Required.

Submitted for the Awards Committee Meeting on September 20, 2021.

Comments:

Issuer: Samantha Smid, Procurement Administrator

Professional Planning Consultant Services
RFQ No. 21-23-42001
Evaluation Matrix

Description	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Total Points Awarded
Atkins Global					
Corporate Overview and Experience (Maximum 20 Points)	16	16	16	17	16.25
Project Organization and Staffing (Maximum 20 Points)	17	17	18	17	17.25
Regulatory Knowledge (Maximum 20 Points)	17	16	16	16	16.25
Deliverables (Maximum 15 Points)	15	14	13	14	14.00
References (Maximum 15 Points)					14.40
Disadvantaged and Local Small Business Opportunity (Maximum 10 Points)					10.00
Total Points Awarded					88.15
DY Consultants					
Corporate Overview and Experience (Maximum 20 Points)	12	11	14	12	12.25
Project Organization and Staffing (Maximum 20 Points)	13	12	13	11	12.25
Regulatory Knowledge (Maximum 20 Points)	15	13	16	16	15.00
Deliverables (Maximum 15 Points)	7	6	11	6	7.50
References (Maximum 15 Points)					14.70
Disadvantaged and Local Small Business Opportunity (Maximum 10 Points)					10.00
Total Points Awarded					71.70

Professional Planning Consultant Services
RFQ No. 21-23-42001
Evaluation Matrix

Description	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Total Points Awarded
Landrum & Brown, Inc.					
Corporate Overview and Experience (Maximum 20 Points)	19	18	19	18	18.50
Project Organization and Staffing (Maximum 20 Points)	19	19	18	18	18.50
Regulatory Knowledge (Maximum 20 Points)	18	17	18	17	17.50
Deliverables (Maximum 15 Points)	15	14	13	14	14.00
References (Maximum 15 Points)					14.80
Disadvantaged and Local Small Business Opportunity (Maximum 10 Points)					10.00
Total Points Awarded					93.30
McFarland Johnson, Inc.					
Corporate Overview and Experience (Maximum 20 Points)	16	17	16	17	16.50
Project Organization and Staffing (Maximum 20 Points)	16	16	17	18	16.75
Regulatory Knowledge (Maximum 20 Points)	17	17	16	18	17.00
Deliverables (Maximum 15 Points)	13	14	12	14	13.25
References (Maximum 15 Points)					15.00
Disadvantaged and Local Small Business Opportunity (Maximum 10 Points)					10.00
Total Points Awarded					88.50

Professional Planning Consultant Services
RFQ No. 21-23-42001
Evaluation Matrix

Description	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Total Points Awarded
Michael Baker International					
Corporate Overview and Experience (Maximum 20 Points)	19	18	18	19	18.50
Project Organization and Staffing (Maximum 20 Points)	18	18	18	19	18.25
Regulatory Knowledge (Maximum 20 Points)	12	15	18	12	14.25
Deliverables (Maximum 15 Points)	7	11	14	12	11.00
References (Maximum 15 Points)					15.00
Disadvantaged and Local Small Business Opportunity (Maximum 10 Points)					10.00
Total Points Awarded					87.00
Ricondo & Associates, Inc.					
Corporate Overview and Experience (Maximum 20 Points)	19	19	18	19	18.75
Project Organization and Staffing (Maximum 20 Points)	19	18	18	18	18.25
Regulatory Knowledge (Maximum 20 Points)	20	20	19	19	19.50
Deliverables (Maximum 15 Points)	15	15	14	14	14.50
References (Maximum 15 Points)					15.00
Disadvantaged and Local Small Business Opportunity (Maximum 10 Points)					10.00
Total Points Awarded					96.00

Professional Planning Consultant Services
RFQ No. 21-23-42001
Evaluation Matrix

Description	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Total Points Awarded
RS&H, Inc.					
Corporate Overview and Experience (Maximum 20 Points)	19	19	19	19	19.00
Project Organization and Staffing (Maximum 20 Points)	19	18	18	19	18.50
Regulatory Knowledge (Maximum 20 Points)	18	20	18	20	19.00
Deliverables (Maximum 15 Points)	15	14	14	14	14.25
References (Maximum 15 Points)					14.10
Disadvantaged and Local Small Business Opportunity (Maximum 10 Points)					10.00
Total Points Awarded					94.85
Atkins Global	88.15	5			
DY Consultants	71.70	7			
Landrum & Brown, Inc.	93.30	3			
McFarland Johnson, Inc.	88.50	4			
Michael Baker International	87.00	6			
Ricondo & Associates, Inc.	96.00	1			
RS&H, Inc.	94.85	2			



JAA

Jacksonville
Aviation
Authority

Memo

To: Samantha Smid
From: Meghan Miles
CC: File
Date: 06.30.2021
Re: RFQ No. 21-23-42001 Professional Planning Consultant Services

On June 24, 2021, the bid opening for the above-referenced solicitation was held, as a result of which 7 responsive bids were received from **Atkins Global, DY Consultants, Landrum & Brown, McFarland Johnson, Michael Baker International, Ricondo & Associates, Inc., and RS&H, Inc.**

This solicitation has a 15% DBE goal. To meet the goal, it was specified that respondents need not submit Forms 1-5 but must make a statement as to whether or not they will adhere to or exceed the 15% goal during the course of the contract. I have classified this as Part A for my evaluation. The below was also specified in the bid document and is classified as Part B:

In addition, the Proposer should discuss his or her efforts to include Disadvantaged Business Enterprises (DBE) in past projects. Outline past projects in which DBE participation was utilized, the type of tasks completed by the DBE, and if the participation goal for the overall project was achieved. If the goal was not achieved, please explain why and any good faith efforts made. Explain Proposer’s commitment to the DBE program and potential methods to ensure participation goals will be met for tasks, as necessary, for this contract.

Due to the language in Part B specifying the Respondent “should” discuss their DBE use and not that they “must” discuss their DBE use, I will evaluate this portion only according to if the Respondent mentioned in any capacity the use of DBEs in prior projects. Points have been assigned to Part A and Part B as a pass/fail evaluation with 5 points indicating a pass and 0 points indicating a fail.

Based on the above, I have reviewed all 7 proposals and my findings are listed below:

Respondent:	DBE Statement (Part A):	Points (Part A):	Past DBE Projects Mentioned (Part B):	Points (Part B):
Atkins Global	YES	5	YES	5
DY Consultants	YES	5	YES	5
Landrum & Brown	YES	5	YES	5
McFarland Johnson	YES	5	YES	5
Michael Baker International	YES	5	YES	5
Ricondo & Associates Inc.	YES	5	YES	5
RS&H Inc.	YES	5	YES	5

Note- McFarland Johnson’s proposal regarding DBE usage implied their past and present utilization without specific examples. Because this information could be implied, they were awarded points.

Prior to executing a contract with the Jacksonville Aviation Authority, the Prime Contractor will provide a signed letter of intent from any applicable DBE firms. Upon execution of the contract, the Prime Contractor will provide a copy of formal agreements with any applicable DBE firms.