

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Non-Aeronautical Planning Services Contract / The Haskell Company & Prosser, Inc. **Cost:** \$1,000,000.00

Solicitation No: RFQ No. 17-17-43101 **Budgeted, Transferred, or** TBD
RFP No. 17-31-43101 **Contingency:**

On-Going Maintenance Cost: NA **Funding Source:** Capital / O&M

Attached / Supporting Documents

- Exhibit 1. Solicitation Documents – Project Scope and Scope of Work
- Exhibit 2. Evaluation Matrices
- Exhibit 3. JAA Non-Aeronautical Planning Services Contract, NA-001 (Draft Document)
- Exhibit 4. Memo to File, NA Planning Assignments, dated November 28, 2017, R. Chandler
- Exhibit 5. Prosser Rates and Charges Letter, dated December 11, 2017
- Exhibit 6. Haskell Rates and Charges Letter, dated December 14, 2017
- Exhibit 7. Supplemental Information

BACKGROUND:

This award submission is presented to recommend the award of non-aeronautical planning services contracts to both The Haskell Company and Prosser, Inc., the history and solicitation process for which can be found in attached Exhibit 7.

At the conclusion of a two-step solicitation process that involved Request for Qualifications No. 17-17-43101 (RFQ) and Request for Proposals No. 17-31-43101 (RFP), the Evaluation Committee unanimously recommended JAA exercise its right to make multiple awards due to the apparent close scoring of the two top firms, which are Haskell and Prosser. JAA has requested and received the proposed companies' rates and charges information, and has developed non-aeronautical planning services contracts (see attached Exhibits 3, 5 and 6).


Currently, there is no budget assigned to these contracts; however, the CEO has stated that sufficient project budget authority will be determined after a prudent review of each planning effort and a subsequent negotiated fee for the planning services. In addition, budget authority will be allocated in fiscal year 2019, as well as for the remaining contract duration. The total contract amount is anticipated and recommended to be \$1,000,000.00.

Contract Duration and Assignment: Procurement recommends and the Chief Legal Officer supports an initial term of three years with an option to renew for up to two additional years. As indicated by attached Exhibit 4, Non-Aeronautical Planning Assignments have been determined and a rationale has been provided for the same.

RECOMMENDATION:

Management recommends contract awards be made to The Haskell Company and Prosser, Inc., the highest ranked of five respondents to RFQ No. 17-17-43101 and RFP No. 17-31-43101, for the provision of Non-Aeronautical Planning Services, with an initial term of three years and an option to renew for up to two additional years, in a total not-to-exceed combined award amount of \$1,000,000.00.


SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	Rusty Chandler, CI&GA
Signature:	

I have verified that, as of 1 / 10 /2018 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*).

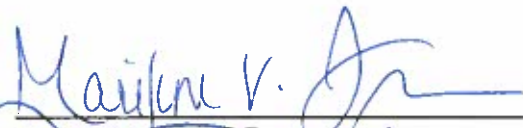
ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Rusty Chandler
Chief, Industrial & General Aviation

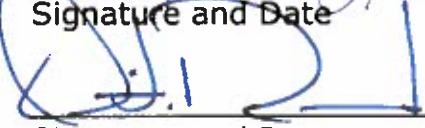
 4/22/18
Signature and Date

PROCUREMENT REVIEW:

Buyer: Marilyn Fryar


 01.23.18
Signature and Date

Devin J. Reed
Procurement Director

 01.24.18
Signature and Date

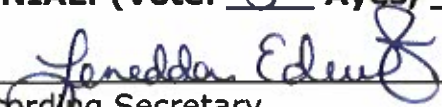
SUBMITTED FOR APPROVAL:

Rusty Chandler
Chief, Industrial & General Aviation

 4/22/18
Signature and Date

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: 3 Ayes; 0 Nays)

Meeting Date: 1/29/2018


Recording Secretary

CEO APPROVAL:
Steven J. Grossman
Chief Executive Officer

 2-2-18
Signature and Date

CONDITIONS OF APPROVAL, IF ANY:

EXHIBIT

"1"

RFQ 17-17

PROJECT SCOPE AND SUBMITTAL REQUIREMENTS

JAA proposes to conduct a site analysis, conceptual site planning and feasibility study for the non-aeronautical / mixed-use commercial site on the east side of Cecil Airport ("Cecil"). This planning process will address existing and future transportation linkages, development opportunities, building areas and densities, road networks, wetlands, utility infrastructure and regulatory and environmental considerations in order to create a realistic vision of what this development site could become, the associated cost estimates and projected revenue potential. In general, the planning effort/project should define realistic commercial (non-aeronautical) land development, infrastructure needs and forecast future economic activity for the JAA.

The proposed site at Cecil is approximately 750 acres and is located immediately adjacent to the First Coast Outer Beltway between 103rd Street and Argyle Forest Boulevard. Site access is from 103rd Street from the north and the Cecil Connector Road from the south. The general assumptions of the 750 acre development site include: 150 acres set aside for existing wetlands, 50 acres of Right of Way/Roads, 100 acres of storm water management ponds/drainage and 450 acres for non-aeronautical / mixed-use development.

Additionally, JAA is contemplating similar non-aeronautical development land on the southeast portion of Jacksonville Executive at Craig Airport ("JaxEx") and at the Jacksonville International Airport ("JAX") on land to be accessed by International Airport Boulevard, Pecan Park Road and/or the new North Access Road.

The selected Respondent will provide all planning services for the commercial sites identified and all associated technical needs to complete the study. All planning work shall comply with applicable state and local codes and ordinances and applicable design criteria, rules and regulations.

Subject to the response received from this RFQ, JAA may elect to: 1) negotiate directly if only one response is received or only one Respondent is deemed qualified; 2) issue a Request for Proposals (RFP) from all qualified and interested parties, which may or may not be exclusive to those responding hereto; or 3) not proceed with the project at this time.

Scope of Services / Project Approach – Minimum Requirements

The scope of services, while varying by project location, may include, but are not limited to the following:

1. **Discovery Phase**

This phase involves those activities required for defining the project and establishing preliminary requirements. Activities within this phase include:

- A. Conferring with JAA on project requirements, scope, budget and schedule;
- B. Review of previous masterplans, airport layout plans ("ALP"), studies and conceptual designs as provided by JAA;
- C. Planning, procuring, and/or preparing necessary surveys, field investigations and baseline planning studies required for preliminary work.

2. **Analysis and Planning Phase**

This phase includes all activities required to undertake and accomplish a full and complete project conceptual design deliverable including:

- A. Coordinating and attending meetings and planning conferences to obtain information and to coordinate or resolve matters;

- B. Preparing necessary reports and recommendations;
- C. Determining the site's potential market and likely development timing;
- D. Providing a concept development plan to include roadways, environmental set asides, storm water management, utilities, project site development;
- E. Preparing budgetary cost estimates and proposed phasing schedules;
- F. Provide site revenue management opportunities;
- G. Presenting findings and recommendations to project stakeholders.

3. Project Closeout

This phase includes all basic services rendered after the analysis and planning phase, but are not limited to the following:

- A. Making final review with owner and prepare project closeout documents for the Owner.
- B. Preparation and delivery of drawings and electronic files.

Site Information

Cecil – Study area to be the land fronting the beltway and any residual land not anticipated to be part of aeronautical development including the spaceport, approximately 750 acres.

JaxEx – Study area to include approximately 68 acres of the 136 acres of undeveloped land located on the southeast side of the airport.

Jax – Study area to include approximately 2,160 acres of undeveloped land to the east of the airport and as identified for non-aeronautical development in the Planned Unit Development (PUD).

Copies of the site information for each respective airport is attached, **Exhibit B**.

Submittal Format

Interested Respondents are hereby required to provide at minimum the following information to JAA, limited to 25 single-side 8 ½ x 11 pages (cover letter, tabs, etc. will not count toward the 25 page limit). The Statement of Qualifications shall be organized as follows:

Section 1: Scope of Services / Project Approach (as outlined above)

Section 2: General Corporate Overview and Capabilities

The Respondent expressing a desire to provide the requested services shall present a concise overview of its structure. This section should identify the overall corporate organization (including sub-consultants / joint venture) and the relation of the office proposing the work to the overall organization, if applicable. This information should identify the Respondent's specific qualifications to provide the Scope of Services defined in this RFQ in terms of general corporate experience, general workload of the firm and experience in projects of similar size and scope.

This section should also provide documentation as evidence that Respondent can obtain the following minimum indemnification and insurance coverage:

To the fullest extent permitted by law, the Respondent agrees to indemnify, defend and hold harmless JAA, its officers, agents, volunteers, and employees from and against all claims, damages, losses, and

expenses, including but not limited to all fees and charges of engineer(s), architect(s), attorney(s) and other professional(s), court costs, or other alternative dispute resolution costs arising out of, resulting from, or otherwise but for the performance or furnishing of Respondent's work or services under this Agreement; provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, death or personal injury, or property damage, including the loss of use or diminution in value resulting there from; but only to the extent caused in whole or in part by the actual or alleged negligent acts, errors, or omissions of the Respondent, Respondent's Subcontractor(s) or anyone directly or indirectly employed or hired by Respondent, or anyone for whose acts Respondent may be liable. JAA reserves the right, but not the obligation, to participate in defense without relieving Respondent of any obligation hereunder.

Commercial General Liability: Respondent agrees to maintain Commercial General Liability at a limit of liability not less than \$500,000 Each Occurrence. Respondent further agrees coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability, Cross Liability nor Professional Liability.

Worker's Compensation Insurance & Employers Liability. Respondent shall maintain Worker's Compensation Insurance & Employer Liability in accordance with Chapter 440, Florida Statutes, as now or hereafter amended. Coverage shall be provided on a primary basis.

Additional Insured: Respondent agrees to endorse JAA as an Additional Insured with a CG2026 Additional Insured – Designated Person or Organization endorsement or similar endorsement, to the Commercial General Liability and Business Auto Liability. The Additional Insured shall read "Jacksonville Aviation Authority."

Section 3: Organization and Staffing

This section should provide a concise overview of the firm's organizational plan. This section should contain the resumes of the qualifications of the key individuals that will be assigned to manage this project and whose contribution is considered by the Respondent as essential to the successful completion of the assignment. Respondents are encouraged to provide resumes of those individuals with the firm who have specific experience in delivering the Scope of Services for projects similar in size and scope. Resumes should be limited to a maximum of five (5) professionals.

Section 4: Scope of Services / Project Approach

This section should provide a concise overview of the firm's understanding of the services as defined in this RFQ.

Section 5: Examples of Work

This section should provide examples of the firm's work examples from previous projects in process or completed within the past five (5) years.

Section 6: Disadvantaged and Local Small Business Opportunity Goals

This section is intended to allow the Respondent an opportunity to discuss its past and present demonstrated commitment to small and minority businesses and contributions toward a diverse market place. More specifically, the Respondent is asked to state its:

- (i) past efforts to mentor, train and otherwise demonstrate a commitment to the growth and development of the small and minority business community; and
- (ii) present intentions to mentor, train, and include Disadvantaged Business Enterprises (DBE) in the scopes of work that are contemplated by and that will result from this solicitation.

A Disadvantaged Business Enterprise shall be defined as a business firm satisfying the requirements of 49 CFR Part 26, as amended. It is the official policy of the Authority to recognize the authority and applicability

of the United States Department of Transportation's Rules and Regulations governing Disadvantaged Business Enterprise participation. The Authority is also fully committed to the implementation of these rules and regulations through its approved DBE program. **The DBE participation goal established for this contract is 15%; nevertheless, the Respondent is encouraged to consider this goal as a floor and not a ceiling, as points will be awarded accordingly.**

Firms desiring to participate as a Disadvantaged Business Enterprise (DBE) on JAA projects or contracts must be duly certified by a member of the Florida Unified Certification Program (FUCP) and be listed in the UCP DBE Directory of firms, access to which may be obtained by visiting:

<http://www3b.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory/CustomSearch.aspx>

Any DBE firm not duly certified by a FUCP certifying member by proposal closing date may not be used to meet the disadvantaged business participation requirements of the JAA. All Respondents participating in this project are hereby notified that the failure to fully comply with their proposed DBE participation percentages will constitute a breach of the contract resulting here from and may result in the termination of the contract or such other remedy as deemed appropriate by JAA.

When Federal Government funds are not anticipated, JAA has a Local Small Business Program with specific goals to be achieved which will be determined on a project by project basis. Compliance with this program should also be addressed in this section. For questions regarding these programs, contact Evelyn Burton at (904) 741-3667 or Evelyn.burton@flyjacksonville.com

Respondent should highlight company efforts to encourage DBE and Local Small Businesses to participate in projects, including such items as mentoring or outreach programs, or similar programs in which the Respondent engages.

Section 7: References

List all projects accomplished over the last five (5) years generally comparable in size and scope to the scope of services defined in the RFQ.

This listing should include the project owner, project name and general description, description of services provided, and a valid name and telephone number of a contact that would allow verification of satisfactory performance.

As part of this solicitation, Respondent references are considered very important. As such, JAA will contact and evaluate the responses it receives from each reference provided in response to this solicitation.

To the extent the contact with proposed references cannot be made, or the proposed references indicate a lack of knowledge or awareness of Respondent, the same will be negatively reflected in JAA's review for this section. Therefore, prior to proposing references, Respondents are encouraged to contact those individuals or entities being proposed as references in order to ensure that: (i) their contact information is current and correct; (ii) they are knowledgeable and aware of the issues for which they are being proposed as references; and (iii) they are ready, willing, able and permitted to provide the reference information being sought. Proposers should include pertinent letters of reference, if available.

Proprietary Information

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all Respondents should be aware that the RFQ and the responses hereto are public record. However, the Respondents are requested to identify specifically any information contained in their proposals, which they believe to be exempt from public disclosure, citing specifically the applicable exempting law. JAA will consider a Respondent's opinions regarding the applicability of Chapter 119, Florida Statutes, but shall not be obligated to concur in such opinions, and shall have no liability to a Respondent for making public any information contained in a response hereto.

All Proposals received from Respondents in response to the RFQ will become the property of JAA and will not be returned to the Respondents. In the event of Contract award, all documentation produced as part of the Contract will become the exclusive property of JAA.

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RFP
17-31

ARTICLE III – SCOPE OF SERVICES

3.01 GENERAL OVERVIEW

JAA proposes to conduct a site analysis, conceptual site planning and feasibility study, within the limits of “conceptual programming” as defined in Section 3.06 of JAA’s Procurement Code, for the non-aeronautical/mixed-use commercial site on the south side of Jacksonville Executive Airport at Craig (JAXEX). This planning process will address existing and future transportation linkages, development opportunities, building areas and densities, road networks, wetland impacts, utility infrastructure and other regulatory and environmental considerations in order to create a realistic vision of potential commercial development for the site. The associated development costs and projected revenue realized from the proposed project will be considered. In general, the planning effort/project should define a realistic commercial (non-aeronautical) land development plan and forecast future economic impact to the JAA. JAA reserves the right to expand the scope of services contemplated herein to include other properties and/or locations within its Airport System.

The proposed site at JAXEX is approximately 70 acres and is located off Atlantic Boulevard currently accessible from General Doolittle Drive, as identified in blue on **Exhibit C**. The site is immediately south of the JAXEX airfield. An additional 10 acre site, as identified in red on **Exhibit C**, will be available for redevelopment beginning in 2021 and may be incorporated into a future development phase by the Respondents.

3.02 SCOPE OF SERVICES – MINIMUM REQUIREMENTS

The Respondent will be selected based upon a basic conceptual design of the area and performance schedule. This RFP’s conceptual design and corresponding schedule will represent the JAXEX site only, as referenced in **Exhibit C**. As listed in Article 3.01, JAA desires to conduct a site analysis, conceptual site planning and feasibility study for a non-aeronautical/mixed-use commercial site. Each Respondent to this RFP is expected to provide a brief overview of the conceptual site plan for the JAXEX site to include the following:

Site Conceptual Development Overview

1. Concise narrative on the site and proposed approach to development (high level)
2. Conceptual layout with proposed uses
3. Site roadway circulation
4. Environmental set aside areas
5. Utility service corridor

Concise Description of a Proposed Schedule.

The schedule shall include the following phases:

1. Discovery
2. Site analysis
3. Conceptual site planning
4. Mixed use feasibility study

The deliverable should provide sufficient evidence of the Respondent’s understanding of the proposed site, its development potential, and the firm’s design approach/philosophy only. As such, the RFP submittal shall not exceed five (5) pages, page one will be the company’s cover sheet.

3.03 CONTRACT – NOT APPLICABLE

Respondent must specify if JAA’s Contract is acceptable. Respondents shall acknowledge acceptance of the Contract on the Proposal Form or by acquiescence through submitting a proposal in response to this solicitation. All noted exceptions to the Contract and all other documents that will need to be executed by JAA must be submitted with the Respondent’s proposal.

In the event JAA’s Contract is not acceptable, Respondent must submit a written request to have any and all contract provisions or requirements herein addressed pursuant to section 1.06 above.

3.04 PERFORMANCE MEETINGS – NOT APPLICABLE FOR RFP NO. 17-31-43101

The Respondent is required to attend quarterly performance meetings that will be held at a time and place to be designated by JAA. The intention of this meeting is to provide a forum for JAA and the Respondent to identify areas of concern so they can be resolved in a timely manner. JAA may elect to switch to monthly meeting during the term of the contract period.

3.05 PERFORMANCE STANDARDS – NOT APPLICABLE FOR RFP 17-31-43101

The standards by which the Respondent's performance will be evaluated are set forth as stated below. The Respondent's failure to meet and maintain these standards, after receipt of written notice to correct such deficiencies, immediately or within twenty-four (24) hours' notice may result in the following or termination of the Contract.

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EXHIBIT

"2"

Evaluation Matrix
RFQ No. 17-17-43101
Non-Aeronautical / Mixed Use Commercial Facility

Description	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Points Awarded
LANDRUM & BROWN						
Scope of Services / Project Approach (Maximum 25 points)	20.00	20.00	20.00	24.00	16.00	20.00
General Corporate Overview and Capabilities (Maximum 20 Points)	14.00	17.00	14.00	12.00	16.00	14.60
Organization and Staffing (Maximum 20 points)	20.00	15.00	15.00	13.00	15.00	15.60
Examples of Work (Maximum 15 points)	15.00	9.00	10.00	6.00	15.00	11.00
Disadvantage and Local Small Business Opportunity (Maximum 10 points)						10.00
References (Maximum 10 points)						8.50
Total Point Awarded						79.70
POND / HANSON						
Scope of Services / Project Approach (Maximum 25 points)	10.00	18.00	22.00	17.00	18.00	17.00
General Corporate Overview and Capabilities (Maximum 20 Points)	14.00	17.00	17.00	13.00	18.00	15.80
Organization and Staffing (Maximum 20 points)	9.00	14.00	18.00	14.00	17.00	14.40
Examples of Work (Maximum 15 points)	10.00	10.00	12.00	8.00	15.00	11.00
Disadvantage and Local Small Business Opportunity (Maximum 10 points)						10.00
References (Maximum 10 points)						9.50
Total Point Awarded						77.70
HASKELL						
Scope of Services / Project Approach (Maximum 25 points)	25.00	24.00	23.00	24.00	15.00	22.20
General Corporate Overview and Capabilities (Maximum 20 Points)	15.00	18.00	20.00	19.00	16.00	17.60
Organization and Staffing (Maximum 20 points)	20.00	19.00	20.00	19.00	15.00	18.60

SOLICITATION PROCESS INFORMATION SHEET

Description of Solicitation: Non-Aeronautical / Mixed Use Commercial Facility

ITB/RFP Number: 17-31-43101

Issuing Department: Business Development

**SBE/DBE Participation Goal Established by DBE Office:
Yes [X] No [] N/A []**

**Dates Legal Notices Placed: NA
In: Financial News & Daily Record**

**Website Posting Date: NA
Number of solicitations issued: 4**

Evaluation Public Meeting Notice Post Date: October 30, 2017

Pre-Bid/Proposal Meeting Date: NA

**Mandatory: Yes [] No []
Number of firms attended:**

Number of Bids/Proposals Received: 2

**Conforming: 2
Non-Conforming:**

Bids Reviewed By / Evaluation Committee Members: Kimberly Howard, Kelly Dollarhide, Paul Gerrety, Jay Cunio, Scott Shepard.

Attach Evaluation Matrix

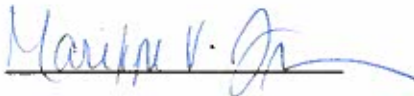
**Budgeted Funds: Yes [] No [X] NA [] Capital: Yes [X] No [] NA []
Operating Budget: Yes [X] No []**

Attach Budget Transfer if Required.

Submitted for the Awards Committee Meeting on January 29, 2018.

Comments:

Issuer:



Evaluation Matrix
RFP No. 17-31-43101
Non-Aeronautical / Mixed Use Commercial Facility

Description	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Points Awarded
PROSSER						
Conceptual Overview (Maximum 20 points)	15.00	16.00	18.00	19.00	18.00	17.20
Schedule (Maximum 5 points)	5.00	5.00	5.00	4.00	4.00	4.60
Total Point Awarded						21.80
HASKELL						
Conceptual Overview (Maximum 20 points)	18.00	18.00	20.00	16.00	14.00	17.20
Schedule (Maximum 5 points)	5.00	4.00	5.00	5.00	3.00	4.40
Total Point Awarded						21.60
RFP No. 17-17-43101						
	Points Awarded					
Prosser	92.20					
Haskell	89.80					
RFP No. 17-31-43101						
	Points Awarded					
Prosser	21.80					
Haskell	21.60					
Total Points Awarded						
Prosser	114.00					
Haskell	111.40					

SOLICITATION PROCESS INFORMATION SHEET

Description of Solicitation: Non-Aeronautical / Mixed Use Commercial Facility

ITB/RFP Number: 17-17-43101

Issuing Department: Business Development

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

**Dates Legal Notices Placed: April 24, 2017 and May 1, 2017
In: Financial News & Daily Record**

**Website Posting Date: April 24, 2017
Number of solicitations issued: 14**

Evaluation Public Meeting Notice Post Date: August 11, 2017

Pre-Bid/Proposal Meeting Date: NA

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

Number of Bids/Proposals Received: 5

**Conforming: 5
Non-Conforming:**

Bids Reviewed By / Evaluation Committee Members: Kimberly Howard, Kelly Dollarhide, Paul Gerrety, Jay Cunio, Scott Shepard.

Attach Evaluation Matrix

**Budgeted Funds: Yes No NA Capital: Yes No NA
Operating Budget: Yes No**

Attach Budget Transfer if Required.

Submitted for the Awards Committee Meeting on January 29, 2018.

Comments:

Issuer:



EXHIBIT

“3”

EXHIBIT

“4”

Memo

November 28, 2017

Subject: Non-Aviation/Mixed Use Professional Planning Assignments

Reference: RFP No. 17-31-43101

This memorandum serves as written documentation reference the assignment of Non-Aviation/Mixed Use professional planning services from the two RFP awarded firms; Prosser, Inc. and The Haskell Company.

An assignment committee comprised of the Director of Business Development, Jay Cunio and the Chief, Industrial and General Aviation, Rusty Chandler has selected the respective firm project airports. The assignments are as follows:

- The Haskell Company – Cecil Airport Eastside
- Prosser, Inc. – JAXEX Southside and JIA Non-Aero area formally known as Woodwings

The determination was based on:

- Project scheduling – Cecil Airport Eastside and JAXEX Southside are both ready to move forward. The JIA project will commence sometime later in calendar year 2018.
- Priority of assignment was provided to the number one respondent of the RFP – Prosser, Inc.
- Estimated project cost - Cecil Airport Eastside and JIA are projected to be similar cost projects, while JAXEX is a limited and smaller project.
- Workload balance - The assignment committee desired to have both JAXEX and Cecil commenced early 2018 and would most likely have significant project time overlap.

This selection will be forwarded and reviewed by the Director of Procurement and Chief Legal Counsel.

Copy to file: Chandler U-drive, Budget and Capital, Capital, Eastside, Development Planning, RFP Negotiations and Planning

EXHIBIT

“5”

December 11, 2017

Mr. Rusty Chandler, Chief Industrial and GA Airports
Jacksonville Aviation Authority
13365 Simpson Way
Jacksonville, FL 32221

**Subject: JAA Non-Aeronautical/Mixed Use Planning Services
Prosser's Company Rates and Charges Structure
CONFIDENTIAL INFORMATION**

Dear Mr. Chandler,

Prosser is excited to have been chosen as Jacksonville Aviation Authority's (JAA) non-aeronautical/mixed use planning consultant and look forward to working with JAA. We are in receipt of your letter requesting our company's current rates and charges structure and are pleased to respond with the following information.

Direct Salary Costs

We identified a full complement of disciplines within our firm that may be utilized as part of providing planning services for JAA. The direct salary costs for these disciplines are noted below. The costs provided represent an average of the actual direct salaries for the professionals within each discipline category.

<u>Discipline</u>	<u>Average Rate</u>
Director	\$74.52
Senior Planner	\$51.64
Senior Engineer	\$52.07
Senior Landscape Architect	\$47.73
Senior Architect	\$57.70
Planner/Landscape Architect	\$30.05
Engineer	\$33.90
Graphic Designer	\$40.87
GIS Analyst	\$40.00
Construction Engineer/Cost Estimator	\$43.29
Designer	\$31.71
Technical Writer	\$33.75
Clerical	\$30.00

Labor and General Administrative Overhead

Prosser's general and administrative overhead is **1.71%**. This overhead rate, along with our direct cost, brings our total labor and general administrative overhead to **2.71%**. As represented in our submittal, we do not expect to employ any other staff other than Prosser employees and the subconsultants we listed. In the event any extension of staff is utilized, there will be no overhead or markup charged to JAA.

Mr. Rusty Chandler,
Chief, Industrial and GA Airports, JAA
December 7, 2017
Page 2

Direct Non-Salary Expenses

Consistent with allowable IRS and FDOT costs, the following not to exceed direct expenses are proposed:

Auto mileage per mile	53.5 cents (IRS)
Meals	\$6 breakfast/\$11 lunch/\$19 dinner (FDOT)
Per Diem (meals not included)	\$93.00 (IRS)

Fixed Payment for Profit

Payment for profit is based on **16.4%** of Direct Salary and Overhead costs

Outside Services

Prosser, Inc. will pass through all sub consultants and other outside services with no mark -up or fee.

The above financial rates and overhead is Confidential Information and shall be used solely for the purposes of preparing a contract for professional services between JAA and Prosser, Inc. and must not be divulged or made known in any manner to any person except as may be necessary for the contract preparation and execution and shall not be distributed to other individuals or third parties.

At your request, we have also attached copy of our current general services agreement with the City of Jacksonville.

Again, we are excited about being selected and we look forward to beginning work. If have any questions or need additional information, please don't hesitate to contact us.

Sincerely,

Prosser, Inc.



Shawn Bliss, RLA, LEED-AP
Principal

EXHIBIT

“6”



The Haskell Company
111 Riverside Avenue
Jacksonville, FL 32202

tel 904.791.4500
fax 904.791.4699
web www.haskell.com

December 14, 2017

To: Rusty Chandler
Chief, Industrial and GA Airports, JAA
13365 Simpson Way
Jacksonville, FL 32218

Subject: Requested Company Rates and Charges Structure, Non Aeronautical/Mixed Use

Dear Mr. Chandler,

Per your request, below are the company's current rates and charges structure. We are sincerely excited about working with the aviation authority on this important project. We stand ready to meet with your team to discuss expectations and scope of the projects. For your convenience we have also attached a copy of our standard form of agreement for consulting services. If you have another form of agreement, we would be pleased to review it and negotiate reasonable terms.

Bill Rates

Title	Rate
Principal Lead Architect	\$225/hour
Project Director	\$195/hour
Sr. Project Architect	\$145/hour
Sr. Civil Engineer	\$130/hour
Project Planner	\$120/hour
Transportation Planner	\$120/hour
Design Associate	\$ 90/hour
Administration	\$ 60/hour

Labor and General Administrative Overhead

Direct Salary Multiplier	2.67
Extension of Staff percent of Direct Salary	2.67

Direct Non-Salary Expenses

Auto Mileage/per mile	\$.535
Meals/not to exceed	\$51.00/per day
Per Diem (including travel)	\$91.00/per day

Fixed Payment for Profit 5.0%

Outside Services - At Cost

Sincerely,

Paul Raudenbush
Senior Vice President, The Haskell Company
paul.raudenbush@haskell.com
904.791.4655

EXHIBIT

“7”

Supplement for JAA Award Submission No. AC2018-01-03

BACKGROUND:

Intent: This award submission is presented to recommend the award of the non-aeronautical planning services contract to The Haskell Company and Prosser, Inc.

History: Under the direction of the JAA CEO a planning initiative was commenced to secure professional non-aeronautical planning services for the JAA. These services may include projects/sites at all four JAA airports, however, the procurement solicitation listed three specific airport sites; Cecil Airport Eastside, JAXEX Southside and JIA's non-aeronautical development areas.

Process: A Request for Qualification (RFQ No. 17-17-43101) dated June 20, 2017 was issued. The JAA procurement department received four responses. An evaluation team comprised of; Kelly Dollarhide, Jay Cunio, Paul Gerrety, Kimberly Howard and Scott Shepard was assembled and scored each of the responding planning firms. Due to the apparent close scoring of the two top firms; Haskell and Prosser, the committee recommended a secondary Request for Proposal (RFP No. 17-31-43101) to further evaluate and subsequently select a top firm. After the RFP process and the continued close scores of both companies the committee unanimously recommended both firms be selected and awarded the contract for non-aeronautical planning services.

JAA management has requested and received the awarded company's rates and charges structure and has developed a non-aeronautical planning services contract.

Budget: Currently there is no budget assigned to this contract. The CEO has stated that sufficient project budget authority and funding will be determined after a prudent review of each planning effort and a subsequent negotiated fee for the planning services. In addition budget authority will be allocated in fiscal year 2019, as well as, the contract period out years. The total contract amount is anticipated and recommended to be \$1,000,000.

Contract Duration: Procurement recommends and the Chief Legal Officer supports an initial term of three years with an option to renew for up to two additional years.

Contract Assignments: As indicated by attached Exhibit 4, Non-Aeronautical Planning Assignments have been determined and a rationale has been provided for the same.

Management recommends contract awards be made to The Haskell Company and Prosser, Inc., the highest ranked of five respondents to RFQ No. 17-17-43101 and RFP No. 17-31-43101, for the provision of Non-Aeronautical Planning Services, with an initial term of three years and an option to renew for up to two additional years, in a total not-to-exceed combined award amount of \$1,000,000.00.