

**PALM BEACH COUNTY  
NOTICE OF PROFESSIONAL SERVICES DESIRED**

Pursuant to the Florida Statutes Section 287.055 and Procedures of Palm Beach County, Notice is hereby given that Letters of Interest/Statements of Qualifications are requested from qualified firms to provide Architectural/Engineering/Design Professional Services for the Palm Beach County Department of Airports. The services are to be carried out in accordance with Transportation Security Administration (TSA), Federal Aviation Administration (FAA), Florida Department of Transportation (FDOT), and all other applicable Federal, State, and Local Codes, Regulations, Ordinances, and Policies.

The Consultant selected by the County to perform these Professional Services will be awarded a contract for two (2) years with an option of two (2) one (1) year renewals at the County's discretion. **Services to be performed by the Consultant include all Architectural, Mechanical, Electrical, and Structural Design services associated with improvements to the Baggage Handling System (BHS) at Palm Beach International Airport (PBIA), including the installation and integration of an in-line screening system, as well as the proposed renovations to the 3<sup>rd</sup> Level Terminal Check-In Area to facilitate improved passenger processing and baggage handling capabilities.**

The firm or individual selected by the County will enter into a non-exclusive agreement with the Department of Airports and will be expected to satisfy the County's applicable Disadvantaged Business Enterprise (DBE) and Insurance Requirements. The DBE participation goal for this project is a minimum of **12%**. A list of proposed certified DBE's must be submitted, and associated DBE forms shall be submitted with the Letter of Interest/Statement of Qualifications. Any firm or individual, as prime consultant or as a sub-consultant, desiring to provide professional services to Palm Beach County must be Consultant's Competitive Negotiations Act (CCNA) certified prior to submission of qualifications, pursuant to law, and must be in accordance with the most recent administrative procedure for awarding of consultant contracts adopted by Palm Beach County. Under Florida Statute 287.055, "firm" means any individual, firm, partnership, corporation, association or other legal entity permitted by law to practice architecture, landscape architecture, engineering or land surveying and mapping in the State. Additionally, any firm desiring to be considered as a DBE firm must be certified by the State of Florida's Unified Certification Program (UCP) prior to the submission of qualifications.

1. For information on CCNA certification contact David Young at Palm Beach County Engineering. Telephone (561) – 684 – 4149.
2. DBE certification status can be verified on the FDOT's Biznet website: <https://www3.dot.state.fl.us/EqualOpportunityOffice/biznet/mainmenu.asp>. For information on DBE Certification contact Laura Beebe at Palm Beach County Department of Airports. Telephone (561) – 471 – 7403.

Qualifications packages for the professional services advertisement must include all requested information. This Notice, as well as all forms to be included in the submittal, can be found on the Airport's website at <http://www.pbias.org/Airport/Business/bids.aspx>. Additionally, all amendments and/or addenda to this request for Letters of Interest/Statements of Qualifications will also be posted on this website. It is incumbent upon the interested individuals or firms to ensure they have all of the current information by visiting this website prior to the submittal date.

To be considered, the firm or individual must have provided similar services for air carrier airports and be familiar with Transportation Security Administration (TSA), Federal Aviation Administration (FAA), Florida Department of Transportation (FDOT), Palm Beach County, and all Local/Regional Planning Codes, Regulations and Laws. In addition, the firms or individuals must be familiar with Federal, State, and Local Regulatory Agencies and the permitting requirements of these agencies.

Notice is hereby given that a **Pre-Proposal Conference** to discuss the Scope and Requirements of this project will be conducted for all interested firms and/or individuals in the Main Conference Room of the Department of Airports' Administration Building, 846 Palm Beach International Airport, West Palm Beach, Florida on

**Wednesday, November 16, 2011 at 2:00 PM**, Local Time. For directions to the Administration Building, please call (561) 471-7462.

Letters of Interest/Statement of Qualifications shall be labeled "LOI/SOQ for Professional Services – PBIA BHS Improvements" and will include current Standard Form (SF) 330, with a detailed organizational chart and resumes of the project team proving past experience in similar projects at other airports. Specifically, the Letters of Interest/Statement of Qualifications package should follow the format indicated below:

**Section #1** – Letter of Interest/Program Approach/Executive Summary (5 page maximum).

**Section #2** – Organizational Chart and Description of Personnel – Illustrate the program approach covered in Section 1, showing the function and duties of team members, including a brief description of key personnel and their assigned roles, as well as their past experience with similar projects. (5 page maximum)

**Section #3** – Provide current Standard Form 330 to include those personnel within the prime consultant firm or sub-consultants, who have similar experience. (Length, as required)

**Section #4** – Miscellaneous Information – Provide proof of Palm Beach County (CCNA) and DBE certification (if applicable); Consultant Qualification Questionnaire for the Prime Consultant; Sub-Consultant Qualification Questionnaire for all Sub-Consultants; Schedule 1(A), List of Proposed DBE Firms; Schedule 2(A), Letter of Intent to Perform as a DBE; Schedule 3(A), Demonstration of Good Faith Efforts; Schedule 6(A), Respondent & Subcontractor's Information.

Omissions of the aforementioned forms may classify the submitted package as non-responsive and result in disqualification.

The County will make final selection from the list of qualified applications pursuant to Federal, State, and Local Statutes and Procurement Procedures. The current County Policy & Procedure Manual, CW-O-048, for the selection process can be found at the Airport's website referenced above. A minimum of three (3) firms will be short-listed from the Letters of Interest/Statement of Qualifications received, and will be asked to provide a presentation to the selection committee, further describing their approach and key qualifications related to the program. The timing and location for these presentations will be provided to the short-listed consultants. The County reserves the right not to award a Professional Service Contract to any of those submitting Letters of Interest/Statement of Qualifications and the County also reserves the right to re-advertise for Letters of Interest/Statement of Qualifications.

Submit eight (8) printed copies of the Letters of Interest/Statement of Qualifications and direct all questions and comments, in writing, to:

Gary M. Sypek, Director of Airport Planning  
Palm Beach County Department of Airports/Planning & Development  
846 Palm Beach International Airport  
West Palm Beach, Florida 33406-1470  
Fax # (561) 471-7427  
[gsypek@pbia.org](mailto:gsypek@pbia.org)

Submit Letters of Interest/Statement of Qualifications on or before **2:00 P.M.**, Local Time, on **Friday, December 2, 2011.**