

Palm Beach County Department of Airports
Planning & Development Division



Pre-Proposal Conference for Airport Environmental Planning Services at North Palm Beach County GA Airport

Presented by: Gary M. Sypek, Director of Planning

July 28, 2016

Agenda

- **Introductions/Sign-In**
- **Overview of Services Desired**
- **Certification Requirements**
- **DBE Goal**
- **Contents of Submittal**
- **Submittal Date**
- **Selection Process/Criteria/Timeline**
- **Questions**



Important Information

All information related to this Request, as well as all forms to be included in the submittal, can be found on the Airport's website at:

<http://www.pbia.org/Airport/Business/bids>

NOTE: 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.



Services

- Preparation of an Environmental Assessment (EA) for the proposed extension of Runway 13-31 at North Palm Beach County General Aviation Airport (F45).
- The services are to be carried out in accordance with Federal Aviation Administration (FAA), Florida Department of Transportation (FDOT), and all applicable Federal, State, and Local Codes, Regulations, Ordinances, and Policies.
- Anticipated consultant services include environmental planning and analysis, aviation planning, and pre-design airport engineering. All work is to be performed in accordance with the requirements of FAA Orders 1050.1F and 5050.4B, as may be amended during the process.
- The DOA intends to hire a single consultant or consultant team to prepare the environmental documentation. The DOA will form a selection committee and develop a shortlist of consultants based upon the evaluation criteria contained in this advertisement.



North Palm Beach County GA Airport (F45)



Interlocal Agreement – Use Restrictions

EXHIBIT "B" TO INTERLOCAL AGMT.
— BETWEEN PALM BEACH GARDENS AND —
PALM BEACH COUNTY

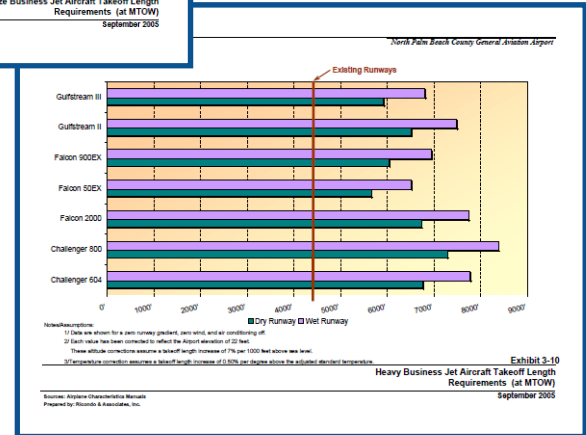
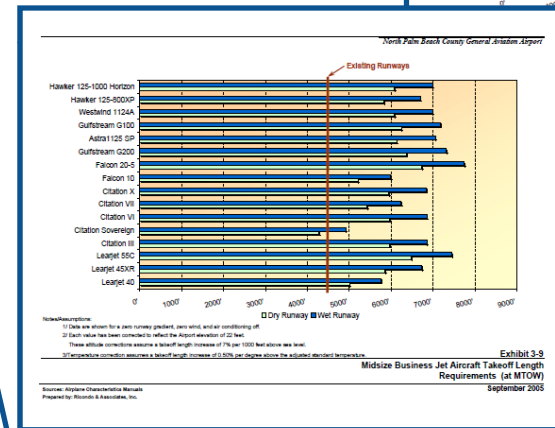
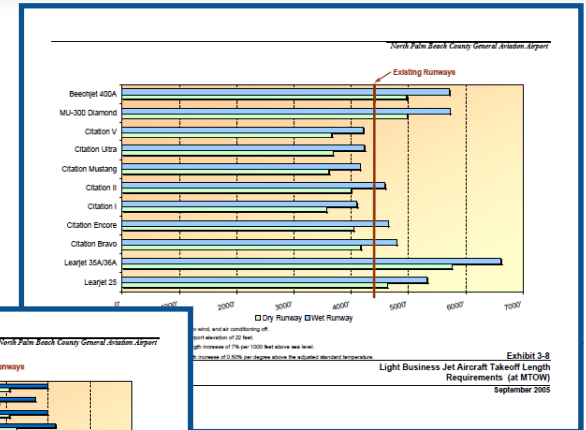
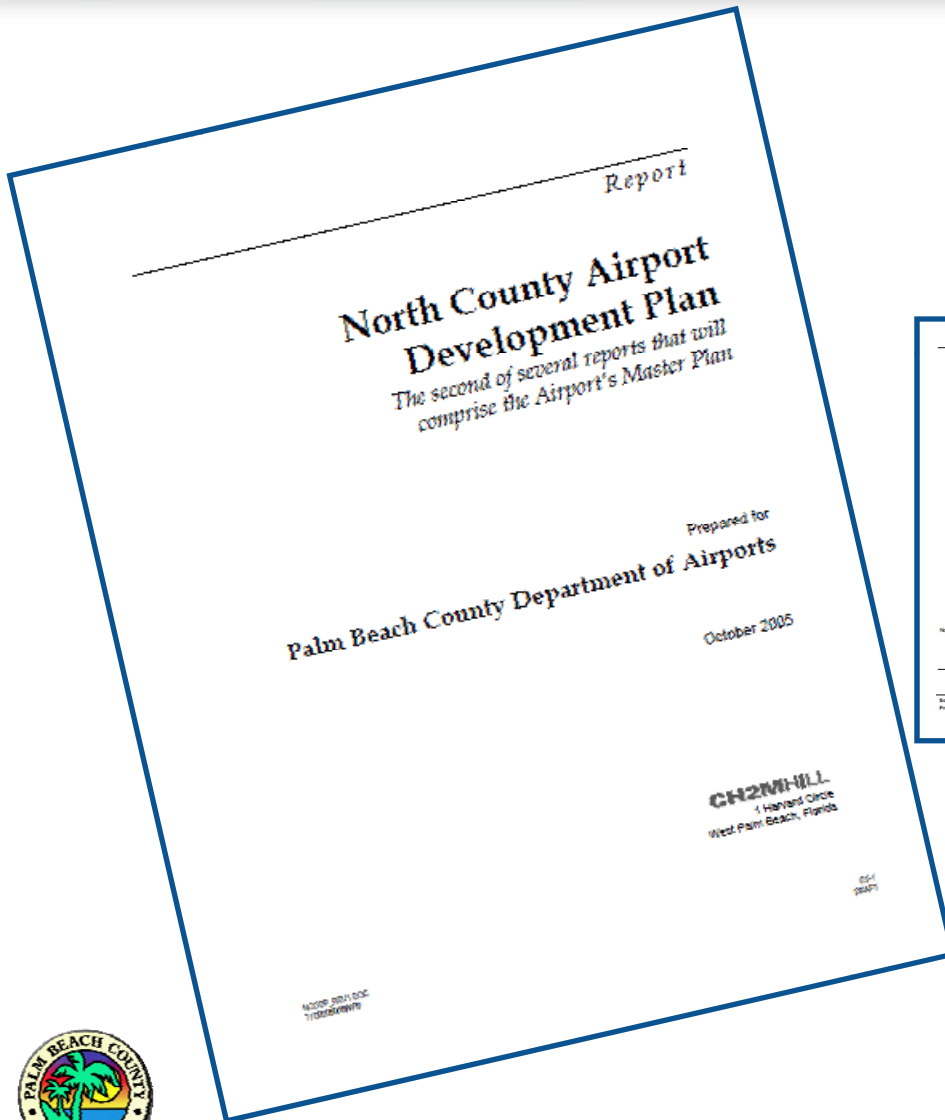
NORTH COUNTY GENERAL AVIATION FACILITY USE RESTRICTIONS

1. CONSTRUCTED IN ACCORDANCE WITH THE FAA STANDARDS, THE SOUTHERN EAST-WEST RUNWAY WILL BE LIMITED TO 4,300 FEET IN LENGTH WITH A MAXIMUM 12,500 POUND LIMITATION. THE NORTHERN EAST-WEST RUNWAY WILL BE LIMITED TO 3,700 FEET IN LENGTH. THE CROSSWIND RUNWAY WILL BE LIMITED TO 4,300 FEET IN LENGTH.
2. IN ACCORDANCE WITH THE FAA AIRSPACE DETERMINATION, RUNWAY ALIGNMENT FOR THE EAST-WEST RUNWAYS WILL BE 08-26. RUNWAY ALIGNMENT FOR THE CROSSWIND RUNWAY WILL BE 13-31.
3. THE PALM BEACH COUNTY DEPARTMENT OF AIRPORTS, IN THEIR PROPRIETARY CAPACITY OF OPERATING THE NORTH COUNTY AIRPORT, WILL RESTRICT FLIGHT TRAINING ACTIVITIES TO NON-POPULATED AREAS BY INCLUDING IN ITS LEASES WITH EACH RESIDENT FIXED BASE OPERATOR WHO CONDUCTS FLIGHT TRAINING A REQUIREMENT THAT FLIGHT TRAINING PROCEDURES WILL BE DESIGNED TO KEEP THE FLIGHT TRAINING ACTIVITIES AWAY FROM THE POPULATED PORTIONS OF PALM BEACH GARDENS.
4. AIRCRAFT ALLOWED TO USE THE AIRPORT WILL BE THOSE SPECIFICALLY IDENTIFIED IN FAA ADVISORY CIRCULAR 36-3E THAT COMPLY WITH THE FAA COMPUTER MODEL DETERMINATIONS USING A 65 dba NOISE LEVEL UPON DESIGNATED MONITORING SITES IN THE RESIDENTIAL AREA EXISTING AS OF FEBRUARY 1988 IN THE CITY OF PALM BEACH GARDENS AND OTHER RESIDENTIAL COMMUNITIES, INCLUDING P.G.A. NATIONAL RESORT COMMUNITY, WHILE USING NOISE ABATEMENT FLIGHT TRACKS AND NOISE ABATEMENT PROFILES DEVELOPED, IMPLEMENTED, MONITORED AND ENFORCED BY PALM BEACH COUNTY.
5. NIGHTTIME OPERATIONS - NIGHTTIME OPERATIONAL PROCEDURES SHALL BE IN EFFECT BETWEEN 10:00 P.M. AND 6:00 A.M. DURING THOSE HOURS THE NORTHWEST-SOUTHEAST RUNWAY WILL BE THE PREFERRED RUNWAY UTILIZED, EXCEPT WHEN CONDITIONS DO NOT ALLOW A NORTHWEST-SOUTHEAST OPERATION. IN SUCH AN EVENT, WESTERLY DEPARTURES WILL BE THE PREFERRED RUNWAY UTILIZED UNLESS WIND CONDITIONS ARE PROHIBITIVE; AND, IN THAT EVENT ONLY EASTERLY DEPARTURES MAY BE CONDUCTED BY AIRCRAFT IDENTIFIED IN RULE NO. 4 ABOVE.
6. REMOTE NOISE MONITORING STATIONS WILL BE INSTALLED BY THE COUNTY AT THE NORTHWEST CORNER AND SOUTHWEST CORNER OF P.G.A. NATIONAL RESORT COMMUNITY AND AT THE WESTERN EDGE OF EASTPOINT. THESE STATIONS WILL BE INSTALLED, MAINTAINED AND OPERATED BY PALM BEACH COUNTY WITH ADEQUATE REPORTING OF NOISE LEVELS.
7. AIRCRAFT NOISE EMISSION LEVEL OF AIRCRAFT USING THE AIRPORT WILL NOT EXCEED 65 dba MAXIMUM WITHIN THE PRESENT RESIDENTIAL AREAS OF THE CITY OF PAL BEACH GARDENS AS DETERMINED AND IDENTIFIED IN RULE NO. 4 ABOVE.
8. INSTRUMENT LANDING SYSTEM (ILS), IF INSTALLED, WILL PERTAIN TO LANDINGS FROM THE WEST ONLY.
9. PALM BEACH COUNTY WILL PROHIBIT ALL REGULARLY SCHEDULED COMMERCIAL AIR CARRIER PASSENGER FLIGHTS.
10. A FINE SYSTEM FOR AIRCRAFT USING THE AIRPORT IN VIOLATION OF THESE RULES OF PALM BEACH COUNTY DEPARTMENT OF AIRPORTS SHALL BE AS FOLLOWS:

FIRST OFFENSE:	WARNING
SECOND OFFENSE:	\$100 FOR EACH SUCH SECOND OFFENSE AND \$100.00 FOR EACH DECIBEL OVER THAT DETERMINED UNDER RULE NO. 4 ABOVE.
THIRD OFFENSE:	SUSPEND USE OF AIRPORT FACILITIES
11. PALM BEACH COUNTY AND THE COMMUNITY OF PALM BEACH GARDENS WILL ACT TO KEEP THOSE AREAS BETWEEN THE P.G.A. NATIONAL RESORT COMMUNITY AND THE PROPOSED AVIATION FACILITY IN A LAND USE CATEGORY COMPATIBLE WITH AIRCRAFT OPERATIONS.
12. AN AIRPORT MANAGER WILL BE EMPLOYED TO ASSIST IN ENFORCEMENT OF RESTRICTIONS.

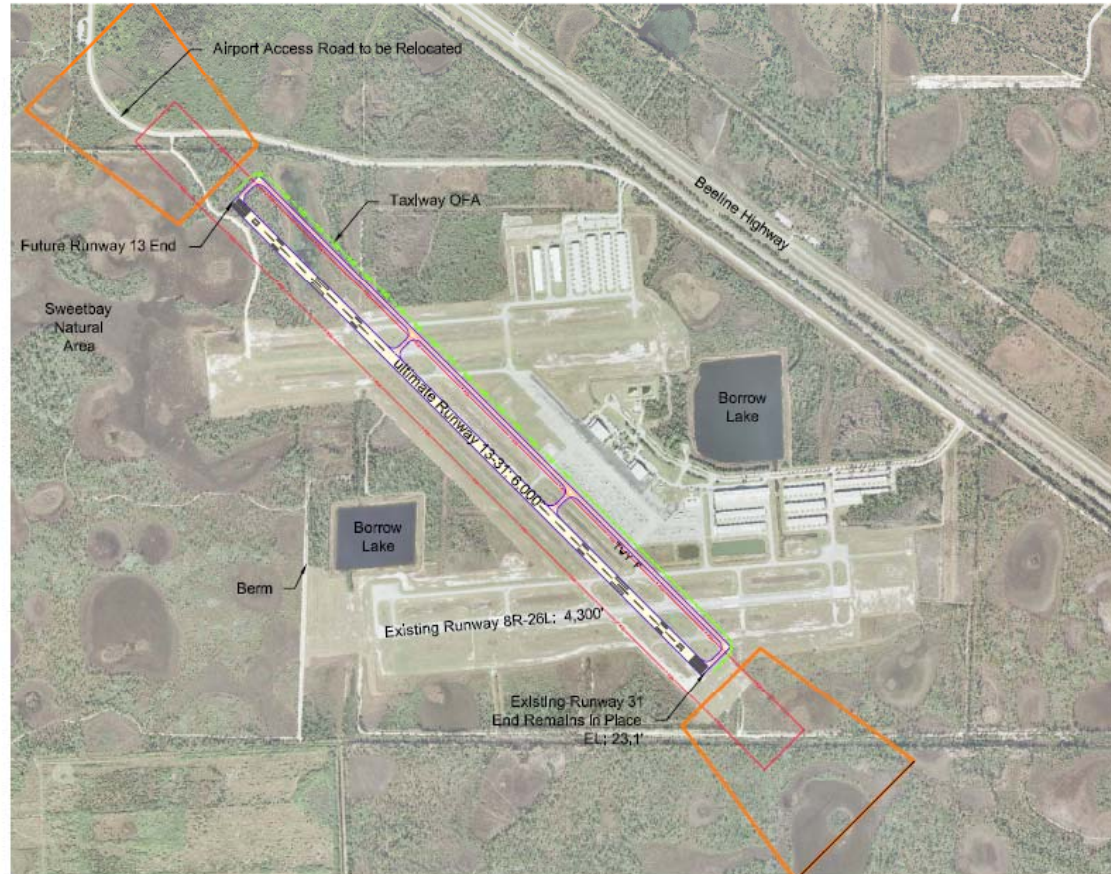


Master Plan Recommendations (~2008)



Potential Runway 13-31 Expansion

North Palm Beach County General Aviation Airport

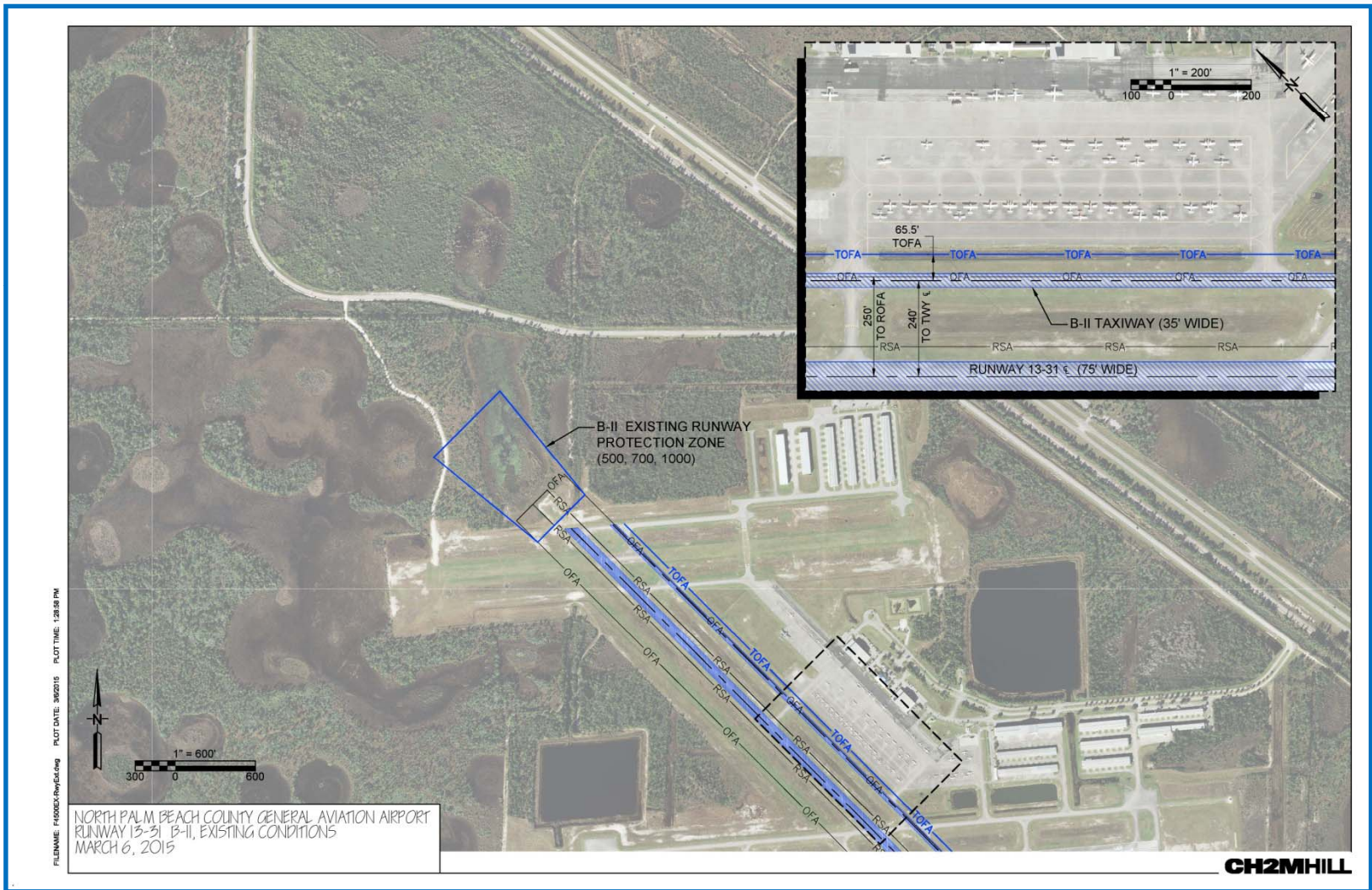


Sources: North Palm Beach County General Aviation Airport, *Airfield Development Plan Technical Report #1*, September 2005; Ricondo & Associates, Inc., March 2013.
Prepared by: Ricondo & Associates, Inc., March 2013.

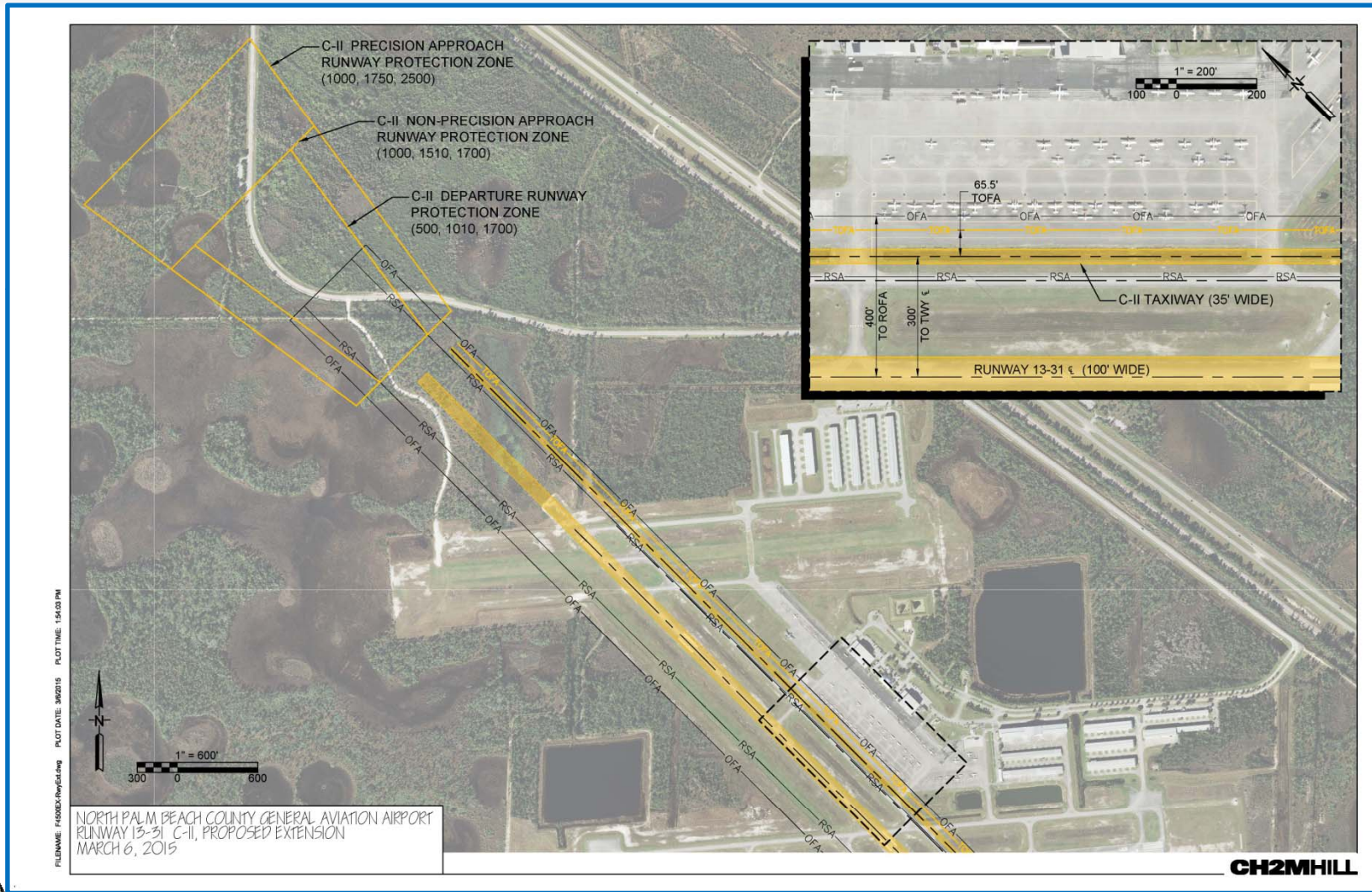
Exhibit 1



Existing Condition



Proposed Layout



Airport Design Requirements

Table 1-1. Aircraft Approach Category (AAC)

AAC	V_{REF} /Approach Speed
A	Approach speed less than 91 knots
B	Approach speed 91 knots or more but less than 121 knots
C	Approach speed 121 knots or more but less than 141 knots
D	Approach speed 141 knots or more but less than 166 knots
E	Approach speed 166 knots or more

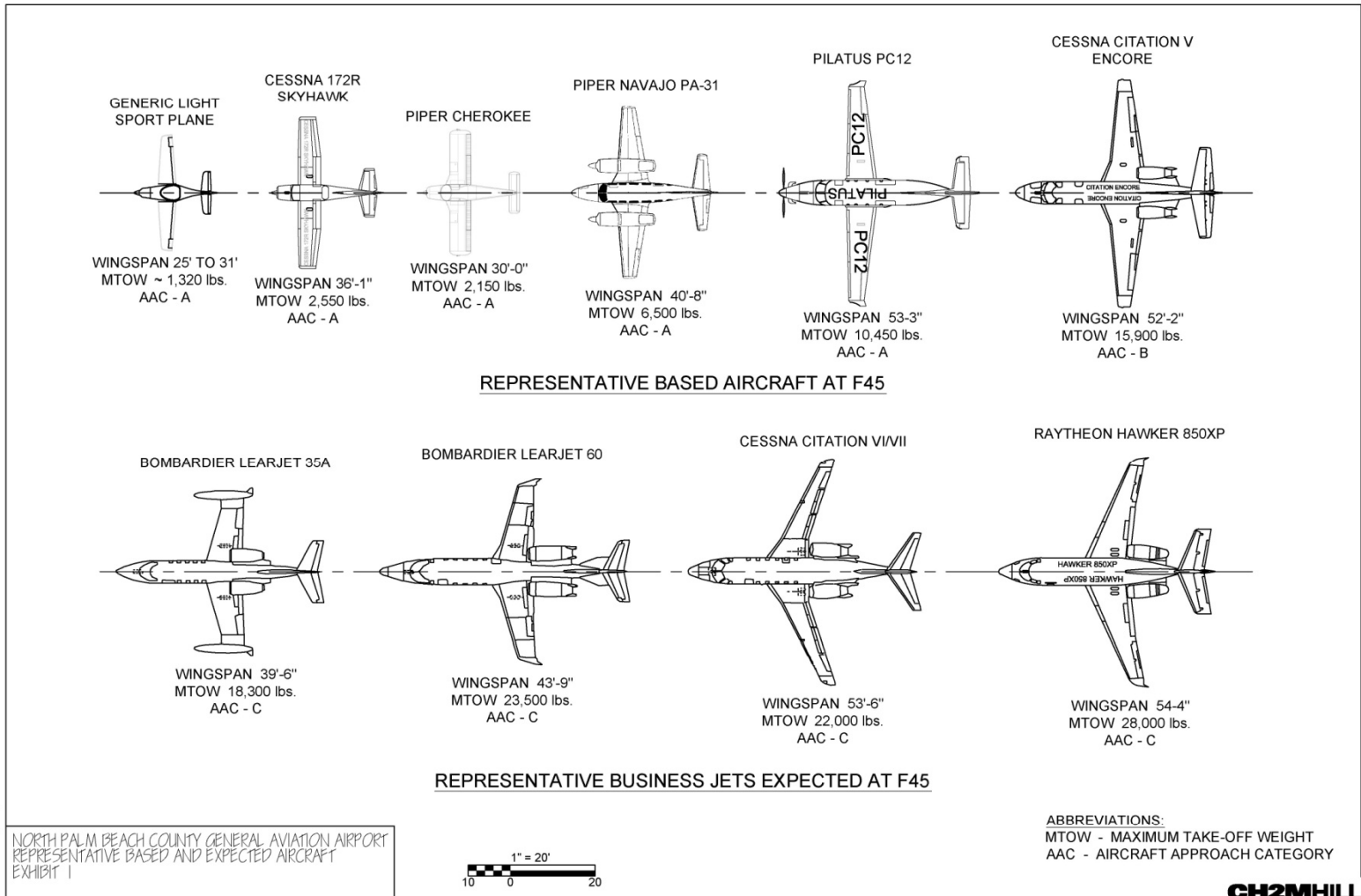
Table 1-2. Airplane Design Group (ADG)

Group #	Tail Height (ft [m])	Wingspan (ft [m])
I	< 20' (< 6 m)	< 49' (< 15 m)
II	20' - < 30' (6 m - < 9 m)	49' - < 79' (15 m - < 24 m)
III	30' - < 45' (9 m - < 13.5 m)	79' - < 118' (24 m - < 36 m)
IV	45' - < 60' (13.5 m - < 18.5 m)	118' - < 171' (36 m - < 52 m)
V	60' - < 66' (18.5 m - < 20 m)	171' - < 214' (52 m - < 65 m)
VI	66' - < 80' (20 m - < 24.5 m)	214' - < 262' (65 m - < 80 m)

Source: Federal Aviation Administration (FAA) Advisory Circular AC150/5300-13A, Airport Design, September 28, 2012, Consolidated Change 1, February 26, 2014.



Aircraft at F45



CH2MHILL



Aircraft at F45

Existing



Piper Navajo PA-31



Cessna Citation V Encore



Pilatus PC12

Future



Bombardier Learjet 60



Cessna Citation VII



Raytheon Hawker 850XP



Consultant's Competitive Negotiations Act (CCNA) Certification

- Firms must be Consultant's Competitive Negotiations Act (CCNA) certified prior to submission of qualifications, if required by Florida Statute
- "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.
- For information on CCNA certification contact:

Holly B. Knight, P.E.
Palm Beach County Engineering/Roadway Production Division
Telephone (561) 684 – 4150



Consultant's Competitive Negotiations Act (CCNA) Category

1.07 ENVIRONMENTAL STUDIES:

This category of work is defined as the estimation of the effects of proposed transportation improvements on the environment and on human, animal and plant life. Factors to be assessed include effects on natural resources; erosion and sedimentation; wildlife habitat and migration; air, water and soil pollution; noise levels and esthetics; human social and cultural patterns; and human and animal comfort and well-being. This work is limited to the study of the environmental and ecological effects of proposed transportation improvements. It does not include determinations of traffic capacity or engineering feasibility, nor does it involve the design of the transportation improvement.



Disadvantaged Business Enterprise (DBE) Goal

- The DBE participation goal for this project is a minimum of 13%.
- A list of proposed certified DBE's, along with the associated DBE certification forms as listed in the Notice of Professional Services, shall be submitted with the Letter of Interest/Statement of Qualifications.
- Additional information regarding DBE certification may be obtained by contacting:

**Martha LaVerghetta, Asst. Properties Manager
Palm Beach County Department of Airports
Telephone (561) 471 – 7421**

- Any firm desiring to be considered as a DBE firm must be certified by the Florida Unified Certification Program (UCP) prior to the submission of qualifications.
- DBE certification status can be verified on the FDOT's Equal Opportunity Office's website:

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



Letters of Interest/Statement of Qualifications

- **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. (5 page maximum)
- **Section #3** – Provide current Standard Form 330 for the prime consultant and major sub-consultants, including proposed DBE firms. (Length, as required)
- **Section #4** – Miscellaneous Information – Provide proof of Palm Beach County (CCNA) and DBE certification by the Department of Airports, including all applicable questionnaires, schedules and forms, as well as the County's Non-Discrimination Form (Length, as required)



Submittal Date

- Submittals are due at the Department of Airports on or before **2:00 P.M., Local Time, on Tuesday, August 23, 2016.**
- Submit one (1) original and four (4) copies in three (3) ring binders (a total of 5 copies), and one (1) electronic copy in Portable Document Format (PDF) on either a CD or flash drive.
- Direct all questions and comments, in writing, to:

Gary M. Sypek, Director of Airport Planning
Email: gsypek@pbia.org

- Last day for questions/clarifications is **Tuesday, August 16, 2016 at 4:00 P.M.**



Selection Process/Criteria

Each proposal will be evaluated based on the criteria summarized below:

Ability, knowledge and past performance of firm and the designated project team to satisfy the technical requirements of the project, including the following areas of consideration:

1. Professional qualifications of proposed project team to perform the work, including qualifications and ability of the proposed project manager
2. Demonstrated knowledge and past performance of the firm and project team in completing similar projects, with quality results.
3. Demonstrated understanding of the process required to obtain the necessary environmental approvals.
4. Strength and clarity of the consultant's proposal for coordinating the project with the FAA and DOA.
5. Adequacy and reasonableness of the proposed project schedule, including consultant's ability to complete the work in a timely manner while maintaining high quality.
6. Understanding of local and national environmental issues, particularly concerning airport environmental impacts and mitigation as they relate to F45.



Selection Process/Criteria *(continued)*

Approach to the project, understanding of the project and quality of presentation, including meeting time/budget requirements, including the following areas of consideration:

1. Demonstrated understanding of the project and County's goals and objectives
2. Demonstrated innovation in project approach
3. Demonstrated ideas for cost-effectiveness
4. Quality and clarity of proposal and/or presentation
5. Demonstrated ability to meet time and budget constraints

Volume of previous work awarded by the County



Selection Process/Preliminary Timeline

- Following submittal on August 23, 2016, packages will be reviewed by members of the Shortlist Committee
- Shortlist Committee will convene in September to “shortlist” a minimum of three (3) of the most qualified firms
- Shortlisted firms will receive notification that they have been selected for an interview, consisting of a presentation followed by Q & A.
- The CCNA A/E Selection Committee will convene in October to hear presentations/Q&A and to make final ranking/selection.
- Most qualified firms will be chosen and submitted to Board of County Commissioners for final approval.





Thank You!

Gary M. Sypek
Director of Planning
Palm Beach County Department of Airports
(561) 471-7474
gsypek@pbia.org



DISADVANTAGED BUSINESS ENTERPRISE PROPOSAL REQUIREMENTS

DBE Schedules

DBE Schedules must be submitted as a part of your proposal package. Failure to complete the forms will result in the disqualification of your proposal.

- **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 to Achieve DBE Goal
- **Schedule 6(A)-** Respondent & Subcontractor Information

Common Mistakes

- The percentages listed in Schedule 1(A) for each DBE Firm must be supported by the percentage included on Schedule 2(A) in order to be counted toward attainment of the DBE goal. Schedule 2(A) must be signed by the DBE firm.
- Firms must be certified by the Unified Certification Program for the State of Florida as a “**DBE**”. Information regarding DBE certification status may be found through the Florida Department of Transportation Equal Opportunity Office’s website at: <http://www3b.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory/>; or by contacting the Palm Beach County Department of Airports’ DBE Office at (561) 471-7403.
- Certification as a SBE/MWBE by any other program **SHALL NOT** count toward achievement of the DBE goal.

Verifying DBE Certification Status

- DBE firms are certified for certain categories of work in accordance with the North American Industry Classification System (NAICS). Information regarding NAICS can be found at: <http://www.census.gov/eos/www/naics/>.
- Although a DBE firm may perform work in categories for which it is not certified, **only** work to be performed in the DBE's certified categories will be counted toward attainment of the DBE goal.

Good Faith Efforts

- In the event the DBE goal is not achieved, failure to demonstrate good faith efforts to achieve the DBE goal shall result in disqualification of your proposal package.
- Respondents must demonstrate that they took all necessary and reasonable steps to secure participation by certified DBE firms. Mere pro forma efforts will not be considered as a good faith effort. Efforts such as sending blanket faxes or e-mail messages to all DBE firms alone shall not be considered good faith efforts.
- The ability or desire of a Respondent to perform the work with its own organization does not relieve the Respondent of the responsibility to make good faith efforts.
- Demonstration of good faith efforts include, but are not limited to, the actions identified in Schedule 3. Actions constituting evidence of good faith efforts are described in Appendix A to 49 CFR Part 26.
- **The Schedule 3(A) form has substantially changed. Read the new form carefully.**

Questions

- Additional questions regarding the DBE bid requirements should be submitted in writing to the Department in accordance with the Bid Documents.