

AVIATION AUTHORITY POLICY

400: FISCAL MATTERS	Effective: 04/01/82
PROCUREMENT	Revised: 06/08/89
P411: Selection of Professional Services for CCNA	10/09/97
	07/11/02
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PURPOSE: To establish a policy for the selection of development related professional services firms, including design-build firms for professional services and the Consulting Engineer, pursuant to the Consultant’s Competitive Negotiation Act (CCNA).

LEGAL CONSIDERATION: The Authority must adopt procedures consistent with the CCNA, Section 287.055, Florida Statutes, for the selection of design-build firms.

Pursuant to the Authority’s Enabling Act, the Authority has issued revenue bonds secured by the Trust Agreement, which requires the services of a Consulting Engineer (Trust Agreement, Section 7.05). The selection of the Consulting Engineer will be in accordance with the Consultants’ Competitive Negotiation Act (CCNA), Section 287.055, Florida Statutes.

POLICY: The Authority will follow the procedures contained in this policy for the retention of development related professional services. Requests for qualifications (RFQ) or requests for proposals (RFP) utilized by the Authority in the retention of development related professional services required to follow the CCNA will contain a copy of this policy. Services procured in accordance with this Policy are subject to the cone of silence as defined in Policy P410 – Procurement.

A. Definitions:

1. Authority means the Hillsborough County Aviation Authority.
2. Professional services means those services within the scope of the practice of architecture, engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the State of Florida, or those services performed by any architect, engineer, landscape architect or registered surveyor and mapper in connection with his or her professional employment or practice.

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3. Professional services firm means any individual, firm, partnership, corporation, association or other legal entity permitted by law to practice architecture, engineering, landscape architecture or surveying and mapping in the State of Florida.
 4. Compensation means the total amount paid by the Authority for professional services or design-build services.
 5. Project means that fixed capital outlay, study or planning activity described in the public notice of the Authority.
 6. A design-build firm means a partnership, corporation or other legal entity that:
 - a. Is certified under Section 489.119, Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - b. Is certified under Section 471.023, Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219, Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319, Florida Statutes, to practice or to offer to practice landscape architecture.
 7. A design-build contract means a single contract with a design-build firm for the design and construction of an Authority construction project.
 8. A design criteria package means concise, performance-oriented drawings or specifications of the Authority construction project. The purpose of the design criteria package is to furnish sufficient information to permit design-build firms to prepare a response to the Authority's RFQ or RFP. The design criteria package

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must specify performance-based criteria for the Authority's construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project.

9. A design criteria professional means a firm who holds a current certificate of registration under Chapter 481, Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471, Florida Statutes, to practice engineering, and who is employed by or under contract to the Authority for the provision of professional architecture services, landscape architect services or engineering services in connection with the preparation of the design criteria package.
10. A technical evaluation committee means a select group of individuals with the appropriate technical expertise to compare and evaluate responses to RFQs and RFPs relative to the project description, scope and complexity.

B. Applicability:

This policy is to be followed when selecting firms to provide professional or design-build services for projects whose estimated basic construction cost is in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Five, or a planning or study activity when the estimated fee for professional services exceeds the threshold amount provided in Section 287.017, Florida Statutes, for Category Two and when selecting the Consulting Engineer.

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When design-build firms are evaluated and selected on the basis of qualifications, the Authority will assign a licensed design professional to the project(s).

C. Public Announcement:

Public announcements for solicitations will be in accordance with Standard Procedure S410.14, Advertisement or Due Public Notice.

D. Consulting Engineers:

Consulting Engineers will fulfill all requirements of the Trust Agreement including providing plans, specifications and cost estimates for repairing, replacing and reconstructing damaged or destroyed property insured by the Authority. Consulting Engineers may also serve as an extension of the Authority's staff as required.

Consulting Engineers will not be eligible to propose as a prime or a sub-consultant on any solicitation during the term of the Consulting Engineer's agreement.

There is no restriction regarding the award of successive contracts with the Consulting Engineer.

E. Requests for Qualifications or Proposals:

1. RFQ Based Selections

The following data will be included in the RFQ for qualifications based selections:

a. As detailed a description of the project as possible including, but not limited to, the following:

i. location of project;

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- ii. time frame for design and construction;
 - iii. estimated cost of the total project;
 - iv. scope of services ;
 - v. availability of existing reports, studies and analyses;
 - vi. the date responses are due.
- b. A standard qualifying data request for the following information:
- i. most current Standard Form 330 Part II, or superseding form;
 - ii. a copy of the current Florida professional registration certificate(s) for the services to be furnished;
 - iii. if qualified by the Florida Department of Transportation, a copy of such certification.
- c. A copy of this Policy.
- d. An outline describing the proper procedures to be followed by firms in preparing a response to the RFQ.
- e. A copy of the technical qualification and evaluation form, including evaluation criteria, to be used by the Authority for the project.

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2. RFP Based Selections

The following data will be included in the RFP for design-build, criteria based selections:

- a. A design criteria package, prepared by a design criteria professional, for the design and construction of the project.
- b. The criteria, procedures, and standards for the evaluation of proposals and bids, based on price, and technical and design aspects of the public construction project, weighted for the project.
- c. The minimum qualifications required in order to submit a competitive proposal in a responsible manner.
- d. An outline describing the proper procedures to be followed in preparing a response to the RFP.
- e. The procedure by which the detailed working drawings of the project will be supervised or approved.
- f. The procedure by which the design criteria professional will evaluate the compliance of the project construction with the design criteria package.

F. Technical Evaluation Committee Procedure:

Each response will be independently evaluated by each member of the technical evaluation committee. Subsequently, a noticed public meeting will be convened at which time the technical evaluation committee team members will discuss their independent evaluations

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and scores and reach a consensus score for each evaluation criterion outlined in the RFQ or RFP. Each respondent's score for each evaluation criterion will be recorded on the appropriate form. If the short listing process is included in the solicitation, the Vice President of Procurement will determine the short listed firms prior to conducting interviews, presentations, or demonstrations.

Upon the completion of interviews, presentations, or demonstrations, if applicable, the consensus scores for all evaluation criteria will be recorded and totaled for all of the qualified or short listed respondents, as applicable, and the respondents will be ranked in descending order of their totals. The technical evaluation committee will then collectively agree on the final consensus ranking and scoring. The rankings will be supported with specific detail noting the strengths and weaknesses of each respondent for each evaluation criteria. The technical evaluation committee's final ranking and supporting documentation will be presented to the Chief Executive Officer (CEO) for review.

G. Establishing the Order of Preference:

At a scheduled meeting of the Board, the CEO or designee will present the Board with a recommendation of at least the top three highest ranked technically qualified respondents. For RFP based selections, the Board may ask the respondents to make a presentation prior to establishing the order of preference or may forgo presentations and make a selection.

For RFQ based selections, the Board may ask the respondents to make a presentation prior to establishing the order of preference, from which contract negotiations will be undertaken, or may forgo presentations and select respondents, in order of preference, with which contract negotiations will be undertaken.

The Board will establish the order of preference by one of the following methods:

1. By formal motion procedure, or

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2. The CEO will read the list of recommended respondents in order of rank, one at a time, and will ask for a vote after each reading, by clear indication, of the Board members who wish to select the respondent as number one. To be chosen number one the respondent must receive a minimum of three votes.

If after the first round of voting no respondent receives three affirmative votes, the voting will be repeated using only those respondents that previously received the most first place votes. If after a second round of voting no respondent receives three first place votes, then the entire process will be repeated.

This process will be repeated to establish the ranking of the remaining respondents. Each board member will vote for only one respondent in any round of voting.

In the event only one respondent responds to the solicitation, the Board may either authorize contract negotiations to be undertaken with that respondent or reject the submission and avoid and refrain from awarding the contract.

H. Competitive Negotiation for RFQ Based Selections:

Staff will attempt to negotiate a contract with the respondents selected in the order of preference established by the Board for RFQ based selections.

If a satisfactory contract cannot be negotiated, the Board, at a scheduled meeting, can take such action as it deems proper, including: 1) further instruction to staff regarding negotiations, 2) modifying the scope of the project or budget, or both, 3) rejecting all submissions and avoiding and refraining from awarding the contract, or 4) selecting at least three respondents, in order of preference, from the previously submitted technical evaluations of responses.