



ORLANDO • MELBOURNE INTERNATIONAL AIRPORT • MLB

**MELBOURNE AIRPORT AUTHORITY
REQUEST FOR PROPOSAL**

FOR THE

LEASE, CONSTRUCTION, OPERATION AND MANAGEMENT
OF
SOUTH T-HANGAR FACILITIES
AT
ORLANDO MELBOURNE INTERNATIONAL AIRPORT (MLB)

RFP #2020-1016

Orlando Melbourne International Airport
One Air Terminal Parkway, Suite 220
Melbourne, Florida 32901 USA

RFP Issue Date: Friday, October 16, 2020

RFP Due Date: Wednesday, December 2, 2020

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SECTION I

INTRODUCTION

PURPOSE

The City of Melbourne Airport Authority (hereinafter referred to as “Authority”) seeks a competitive and qualified Development Team to enter into a long-term ground lease with the Authority for the design, construction, operation and management of new T-Hangar facilities at the Orlando Melbourne International Airport (hereinafter referred to as the “Airport”). The Airport is offering a parcel of land to be leased and developed in accordance with an agreement negotiated with Airport staff and approved by the Authority. The Development Team will collect and retain all rent from the T-Hangar tenants.

BACKGROUND

Orlando Melbourne International Airport (MLB) is an award-winning, non-hub primary commercial service airport located on the east coast of Central Florida in Brevard County. Named Florida’s Commercial Airport of the Year, MLB provided nearly 500,000 passengers air service on American Airlines and Delta Air Lines in 2019. Over the last few years, the Airport has executed a robust Capital Improvement Program resulting in the rehabilitation of all three runways, a new air traffic control tower, the reconstruction of its 40,000 square foot U.S. Customs facility and doubling its fuel farm capabilities to 200,000 gallons of storage.

MLB is known as a popular aviation enthusiast airport and has recently been named the #1 Most Scenic Airport in North America, #4 in the World on PrivateFly’s annually published lists. This marks MLB’s fourth year on the globally recognized lists after reigning as the #1 Most Scenic Airport in the USA for three years in a row.

With a daily campus of more than 20,000, MLB has gained global recognition as an epicenter for the aviation, aerospace and defense industries, and is the home of Northrop Grumman’s Manned Aircraft Center of Excellence, L3Harris World Headquarters, Embraer Executive Jets’ North American Headquarters where it assembles, paints, sells and delivers its Phenom, Legacy and Praetor business jets, Collins Aerospace, Thales and more.

More recent developments include the recruitment of TUI Airlines that will make MLB the gateway to Florida for all its U.K. and Ireland customers beginning in 2022. This major announcement has sparked the design and development of a Terminal Renovation and Expansion Project with plans to invest millions of dollars into MLB’s terminal that will ultimately provide a state-of-the-art travel experience for all airport customers. Additionally, Aerion Supersonic announced MLB as the location of its new global headquarters Aerion Park where it will design and build its new AS2 supersonic business jet, creating 675 new jobs as part of a \$300 million investment.

General aviation plays an important role at the Space Coast’s only commercial airport and notable high-tech aviation corridor. In 2019, more than 133,000 aircraft operations took place at MLB, a 15 percent increase from the prior year.

The existing T-Hangar facilities are currently situated on the south side of the Airport’s property adjacent to the airport terminal. There are 6 buildings consisting of a total of 57 units. All buildings were constructed more than 40 years ago and have reached the end of their useful lives. The new T-Hangar facilities will replace these buildings on a relocated site that offers exceptional access to the airfield infrastructure. There are currently 35 occupied units with monthly lease ranging from \$282.28 to \$374.50. The age and condition of the remaining units deem them unleaseable.

SCOPE OF SERVICE

- As part of proposed development, the construction of a minimum of 17 T-Hangars or row hangars if access is available from one side as shown for some units on the master plan, are required during its initial phase. Each unit should measure no less than 1,050 square feet. The dimension for the doors of each hangar should be a minimum of 42 feet wide and 12 feet high. Clear separation between the building will be no less than 85 feet. Initial phase construction should be completed no later than November 2021. The facility must include vehicle parking, a motorized vehicle access gate, a pedestrian access gate, common use restroom and provide access to taxiways, minimum 20 feet wide, and taxi lanes using aircraft rated pavement capable of supporting continuous usage by the largest aircraft for which the facility is designed. The vehicle and pedestrian gates will have integrated badge controls integrated in the Airport's security system. Development plans should also exhibit future expansion options if demand warrants it.
- The Project must comply with all Federal Aviation Administration (FAA) regulations, Airport Rules and Regulations, and all other applicable requirements of local, state and Federal agencies. Units can only be used for storage of aircraft and aircraft related materials.
- The successful proposer will be responsible for all costs and expenses for the design, construction (including bonding costs), operation and management of the T-Hangar facility. The successful proposer will not receive any direct financial support from the Airport.
- The Property will be subject to a negotiable 50-year land lease with the Authority, which can be comprised of a base term and option periods but will not exceed 50 years. Proposals should specify any requested ground rent abatement period. Following the abatement, rent shall be based on an initial rate of \$0.28 per square foot (psf) with potential Consumer Price Index (CPI) increases of 2 percent to 5 percent annually. Upon expiration or termination of the lease, the T-Hangars and all improvements on the Property will revert to the Airport.

An airport engineered master site plan has been included in this document but is not mandated for use or planning.

SECTION II

INSTRUCTIONS TO PROPOSERS

HOW TO OBTAIN RFP DOCUMENTS

Via email from the contact person below, Demandstar or MLB's website via the following hyperlink:

<http://mlbair.com/EconomicOpportunities.aspx/BusinessOpportunities/ConstructionEngineering.aspx>

CONTACT PERSON

Kelly Escoffery
E-mail: kescoffery@mlbair.com
Office: (321) 723-6227 x 161

RFP PROPOSED SCHEDULE (Subject to change at Authority's discretion)

RFP Proposed Schedule	Dates and Time
Proposal Published	Fri, October 16, 2020
Virtual Mandatory Pre-Proposal Meeting	Fri, October 23, 2020
Questions Due	Wed, November 4, 2020
Answers Due	Wed, November 11, 2020
Proposals Due	Wed, December 2, 2020
Committee Review Public Meeting/Shortlist	Thurs, December 10, 2020
Presentations – Interviews	Wed, January 6, 2021
Award Intent	Wed, January 6, 2021
Board Meeting	Wed, January 27, 2021

PROPOSAL SUBMITTAL

Proposals shall be addressed and **clearly marked on the outside of the sealed package to:**

Melbourne Airport Authority
Attn: RFP #2020-1016 – T-Hangar Facility Development
One Air Terminal Parkway, Suite 220
Melbourne, Florida 32901 USA

Office hours for proposal submittal are Monday through Friday, 8 AM to 12:30 PM and 1 PM through 4 PM., Eastern Standard Time. Offers may be hand delivered, express mailed, or otherwise sent in such a manner to arrive prior to **2:00 PM EST ON WEDNESDAY, DECEMBER 2, 2020** as determined by the clock for the Airport Authority offices. Late submissions will not be accepted.

VIRTUAL MANDATORY PRE-PROPOSAL MEETING

Airport staff will conduct a Virtual Mandatory Pre-Proposal Conference to discuss this RFP on **Friday, OCTOBER 23, 2020 FROM 10:00 AM – 11:00 AM (EST)**. You can attend the virtual meeting from your computer, tablet or smartphone by going to the following site:

<https://global.gotomeeting.com/join/488399013>

You can also dial in using your phone.

United States: +1 (872) 240-3212

Access Code: 488-399-013

The purpose of this meeting will be to discuss the scope of service requirements and objectives of the RFP. At least one representative for each potential Proposer is required to attend the virtual meeting.

The Authority and Airport are practicing physical distancing during the pandemic. Proposers requesting a tour of the facilities may do so at the virtual meeting or by emailing the contact person below. Airport staff will coordinate each Proposers request while maintaining proper physical distancing and safety precautions.

Airport representatives will be available to address comments received and follow-up with responses in writing. Any questions and answers generated from the Virtual Pre-Proposal Meeting will be responded to in writing and distributed to all identified Proposers in the form of an addendum to the RFP.

COMMUNICATIONS AND QUESTIONS

From the date of RFP issue to the submission closing date, the Proposers shall not make available or discuss any part of their proposals with any employee or agent of the Authority. For communication purposes all questions and inquiries regarding this RFP shall only be directed in writing to the attention of:

Primary Contact: **Kelly Escoffery**

E-mail: kescoffery@mlbair.com

Questions and/or information requests may be submitted as they occur, but NOT LATER THAN 2:00 PM EST, WEDNESDAY, NOVEMBER 4, 2020. Questions are to be emailed referencing "Questions for RFP# 2020-1016" on the correspondence subject line.

SECTION III

GENERAL TERMS AND CONDITIONS

All information submitted by a Proposer will become part of the project file and, unless otherwise exempt or confidential in accordance with Florida law, will become a public record. All Proposals and accompanying documentation will become the property of the Authority and will not be returned.

The Authority has the sole discretion and reserves the right to cancel this RFP at any time prior to executing a ground lease/contract, to reject any and all submittals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised scope of services, if it is deemed to be in the best interest of the Authority to do so.

The Authority reserves the right to accept or reject any or all Proposals that it may, in its sole discretion, deem unresponsive or undesirable, and may select the Development Team and Proposal that best serves the overall interests of the Authority. Proposers are solely responsible for any cost or expense incurred in responding to this RFP.

By submitting a proposal for this RFP, the Proposer agrees to these General Terms and Conditions.

Protests regarding this RFP are governed by the Authority Bid Protest Procedure in Authority's Purchasing Manual.

SECTION IV

PROPOSAL SUBMITTAL REQUIREMENTS

SUBMISSION OF PROPOSAL

Please provide the following:

One (1) bound proposal marked "ORIGINAL"; and

Four (4) identical bound proposals marked as "COPY"; and

One (1) identical electronic response in Microsoft Word, Microsoft Excel, or Adobe PDF, on CD or flash drive; if discrepancies are found between two (2) or more copies of proposals, the "ORIGINAL" copy will provide the basis for resolving each discrepancy. If one (1) copy of the proposal is not clearly marked "ORIGINAL", the Authority may reject entire proposal submission; however, the Authority may, at its sole discretion, select a COPY to be used as the "ORIGINAL."

Submit one (1) complete set of financial statements. If this is not provided with proposal, the Authority reserves the right to reject proposal as "non-responsive." The financial statements should be provided in one (1) **SEPARATE, SEALED ENVELOPE**, so that it can be easily forwarded to the Authority's Director of Finance and Administration for review. Please do not include these statements in the proposal binders.

RFP and any signed/acknowledged shall be submitted in a sealed envelope or box addressed and **CLEARLY MARKED ON THE OUTSIDE OF THE SEALED PACKAGE TO:**

Melbourne Airport Authority
Attn: RFP #2020-1016 – T-Hangar Facility Development
One Air Terminal Parkway, Suite 220
Melbourne, Florida 32901 USA

In order for an RFP to be considered, it is mandatory that the RFP documents be received and time-stamped in the Airport Authority Office. Proposals may be hand delivered, express mailed, or otherwise sent to arrive prior to **2:00 PM EST ON WEDNESDAY, DECEMBER 2, 2020** as determined by the clock for the Airport Authority offices. Late submissions will not be accepted.

FORMAT OF PROPOSAL

Proposals shall be prepared in accordance with the instructions outlined in this section. If a proposal deviates from these instructions, such proposal may, in the Authority's sole discretion, be rejected.

All Proposals must meet the specifications, schedules, special instructions, and these general requirements. Failure to examine this RFP in its entirety is at the Proposer's own risk.

Proposals submitted by telephone, telegraphic notice, email or facsimile will NOT be accepted.

Neither the Authority nor any official or employee thereof shall be responsible for the pre/post opening of, and/or failure to open an RFP not properly addressed, identified or mislabeled.

All costs incurred in the preparation and submission of responses to the RFP shall be the responsibility of the Proposer.

Proposals should contain accurate, complete, and clear content.

Cross Referencing - To the greatest extent possible, each section shall be written on a stand- alone basis so that its contents may be evaluated with a minimum of cross-referencing to other sections of the proposal.

Glossary of Abbreviations and Acronyms - Each section shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. If no abbreviations and/or acronyms are used, then a glossary is not required.

Page Size and Format - Page size shall be 8.5 by 11 inches, not including foldouts. Pages shall be single-spaced, single-sided. The font size shall be 11 point or larger. Use at least three- quarter (3/4) inch margins on all sides. Pages shall be numbered sequentially. Maximum number of pages shall not exceed **80 pages** including tables of content, text, photos, charts, glossaries and appendices. Covers and backs will not be considered part of the overall page count. Divider tabs will not count as pages provided no additional information or company propaganda is included on those pages.

Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed 11 by 17 inches in size. Foldout pages shall fold entirely within the section, and count as two pages. Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics, and not for pages of text.

Binding and Labeling - All sections of the qualifications package should be bound, with section tabs, which shall permit the proposal to lie flat when opened. Staples shall not be used.

PROPOSAL SECTIONS

- Cover Letter with contact person information for the Proposer
- Overall Plan & Design of the Project
- Narrative – provide a description of the overall development, including any special design considerations, amenities, details, and/or innovative elements proposed.
 - Site Analysis – provide a description of the following:
 - Total number of units for initial construction phase
 - Size of each unit including height and square footage
 - Size and configuration of each building
 - Total number of vehicle parking spaces
 - Amenities to be provided
 - Available areas and ideas for future growth
- Site Plan Diagram (*if other than Master site plan provided*) – provide a diagram showing the following:
 - Building locations as they relate to the shape of the parcel

- Circulation patterns for aircraft and vehicle ingress/egress
- Parking area(s)
- Illustrative Site Plan Rendering, including:
 - Facility footprint
 - Parking/ingress/egress areas (if applicable)
 - Pathways (if applicable)
 - Landscape areas and open spaces
 - Any other significant site improvements
- Concept Materials Photo Sheets – include the following:
 - Proposed building materials & façade examples
 - Materials for outdoor spaces
 - Proposed signage
- Operational Plan
 - Rate schedules for T-Hangar tenants
 - Proformas demonstration viability of project
- Model of Site and Facility (*Optional*)
- Experience and Capability
 - Development Team – The Authority may investigate any member of the Development Team including principals, consultants, sub-consultants, or any other involved parties prior to final selection of a Development Team. The Authority reserves the right to reject proposals based on previous contractual or legal issues with members of the Development Team.
 - Table of Organization for Development Team -- submit a graphic representation of Development Team's organizational structure. Include bios of key Development Team members, their qualifications, certifications and registration with regulatory agencies, professional organizations, etc. and their role in providing the services to be performed.
 - Subcontractors -- Indicate intent to subcontract, provide detailed task to be completed. Provide name and address of each subcontractor
 - Prior Experience – Include information concerning a description of and number of T-Hangar facilities previously built by the Development Team.
 - Financial – Provide information to the Authority evidencing that the Development Team has the necessary funds to develop the Project. Additionally, provide financial statements for each company included in the Development Team.
 - Timing – Include a written narrative and a graphic timeline showing all major milestones of Project development until final completion, including the due-diligence period, planning, design, permitting, and construction.
 - References --Include a minimum of three reference letters from three prior aviation-related facility projects for which some or all members of the Development Team have completed. Reference letters shall be current, provided on letterhead, and include details regarding the Development Team's role on the project.

SECTION V

EVALUATION AND SELECTION PROCESS

EVALUATION PROCESS

Complete Proposals will be reviewed and evaluated by a Selection Committee formed by the Authority based on the Scoring Criteria outlined below. The Selection Committee reserves the right at any time to require a Proposer to submit evidence of qualifications, as it may deem necessary.

Scoring for Step 1 – will be based solely on the Proposals. Based on the scores, a short-list of up to three semi-finalist Proposers will then be invited to make a formal presentation to the Selection Committee and answer questions about the specifics of their Proposals.

Scoring for Step 2 – will be based solely on the formal presentations. The scores from Step 1 will *not* carry forward.

The Selection Committee will select the Proposer that scores the highest for Step 2 as the finalist, and the results of the Selection Committee will be presented to the Melbourne Airport Authority Board. Final selection of the Proposer requires approval by the Authority Board.

SCORING CRITERIA

Scoring Criteria 1 (20 Points) – The overall qualifications and experience of the Development Team, including past performance. This includes the Development Team’s experience with the design and development of similar projects and references.

Scoring Criteria 2 (50 Points) – The quality, comprehensiveness, and innovation of the Project, including:

- Integration of and approach to all aforementioned Design Program and Criteria.
- Integration of and approach to the Desired Amenities.
- Appropriateness of the design of the facility within its context at the Airport.
- Aesthetic quality of the facility as experienced at the street level and beyond.
- Safe and attractive integration of parking areas, pedestrian walkways, as well as other vehicular circulation patterns.

Scoring Criteria 3 (20 Points) – The Development Team’s ability to fulfill the commitments stated in this RFP and its Proposal. This includes the Development Team’s capacity to meet financial and logistical development obligations.

Scoring Criteria 4 (10 Points) – The anticipated value of the Project for the area. Include information such as financial benefits to the area, job creation potential, anticipated quality of potential jobs, and other civic or community benefits.

As a recipient of federal grant funds, the Authority is subject to 49 U.S.C. §47107(e) concerning Airport Concession Disadvantaged Business Enterprises (ACDBE). Accordingly, the Airport may, in its sole discretion, take into account its obligations and requirements thereunder when evaluating and ranking Proposers responding to this RFP.

AWARD OF CONTRACT

The Authority reserves the right to waive any minor informalities or irregularities in proposals and/or agreements in its best interest.

The Authority reserves the right to award an agreement on the basis of individual scope of service elements, groups of elements or all elements to a single Proposer. Taking into consideration the specified evaluation criteria, the Authority will select the Proposer whose proposal is most advantageous to the Authority.

Any additional contract/agreement documents conjoined as part of this RFP for final award consideration are subject to approval by The Authority's legal counsel and may require approval of the Authority's Board prior to execution.

Unless specifically stated herein, if any conflicts or inconsistencies exist between terms set forth in this RFP, the awarded Proposer's proposal, and any additional contract/agreement submitted by the awarded Proposer, the language in this RFP document shall take precedence.

Proposal awards are subject to:

- **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT (EEO)**
Proposers must ensure that employees and applicants for employment are not discriminated against for reasons of race, color, age, religion, sex, national origin, or handicapped status. Minority and female-owned businesses are encouraged to participate. The Authority is an Equal Opportunity/Veterans' Preference employer.
- **DISADVANTAGED BUSINESS ENTERPRISES (DBE)**
Disadvantaged Business Enterprises (DBEs) are encouraged to respond to this solicitation. The goal is to provide a good faith effort for DBE participation.
- **AMERICANS WITH DISABILITIES ACT (ADA)**
Proposers are to be knowledgeable and comply with the requirements of the ADS.

REJECTION OF PROPOSALS

The Authority reserves the right to reject any and all proposals received, or any part thereof. Proposals may be rejected for any of, but not limited to, the following causes:

- RFP lacks signature by an authorized representative of the Proposer
- Evidence of collision among Proposers exist
- Evidence submitted by Proposer leads the Authority to believe that the Proposer will be unable to carry out the obligations of the agreement and complete the work described.
- The Authority investigation determined that Proposer is not qualified to meet the obligations of the agreement and complete the work described.
- Cost of service exceeds budgetary constraint.

APPENDIX B

T-HANGAR PARCEL LOCATION

