



MEMORANDUM

To: Janet Mohr
Daily Record
Phone: 356-2466
Fax: 353-2628

From: Samantha Smid

Date: July 10, 2026

The Jacksonville Aviation Authority (JAA) would like to advertise RFQ No. 26-26-42001 Professional Planning Consultant Services in the Legal Notice of the Daily Record. Please advertise once per week, for 2 consecutive weeks.

Please acknowledge receipt of this request to Samantha Smid at samantha.smid@flyjacksonville.com. **After the notice has been published, we will need an affidavit of publication.** The invoice for this advertisement should be sent to:

**Jacksonville Aviation Authority
Attn: Accounts Payable
14201 Pecan Park Road
Jacksonville, FL 32218**

If you have any questions, you may give me a call 741.3209 or email, samantha.smid@flyjacksonville.com

Thank you.

REQUEST FOR QUALIFICATIONS
No.: 26-26-42001
PROFESSIONAL PLANNING CONSULTANT SERVICES
for the
JACKSONVILLE AVIATION AUTHORITY

The Jacksonville Aviation Authority (JAA) has instituted an electronic submission process for the above-referenced solicitation.

A **Pre-Submission Conference** will be held at **1:00 PM (EST), Monday, July 20, 2026** at the JAA Administration Building, 2nd Floor Training Room, 14201 Pecan Park Road, Jacksonville, FL 32218. As a courtesy and to assist in preparing an attendance roster, please email samantha.smid@flyjacksonville.com if you plan to attend.

Questions regarding this proposal must be received by **5:00 PM (EST), Monday, July 27, 2026** for consideration.

JAA has established a SBE program goal of 7%, which will be considered as one of several specified selection criteria.

JAA will receive Statements of Qualifications electronically via DemandStar.com until 2:00 PM (EST) on **Tuesday, August 11, 2026**.

**HAND DELIVERED, MAILED, FAXED OR EMAILED SUBMISSIONS WILL NOT BE
ACCEPTED.**

To register with DemandStar.com, visit: <https://www.demandstar.com/registration>

All Statement of Qualifications will be submitted in strict accordance with RFQ No. 26-26-42001, which may be obtained on Friday, July 10, 2026 from www.flyjacksonville.com (click on "Bid Opportunities") or www.DemandStar.com.

This solicitation will be awarded fairly, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4). Title 49 CFR (Part 26 or 23) and/or similar regulations.