

# BOARD OF PORT COMMISSIONERS OF THE LEE COUNTY PORT AUTHORITY

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| <p>1. <b>REQUESTED MOTION/PURPOSE:</b> Request Board concur with the ranking of qualifications submitted for LOQ #25-0004MC Design Services for the Rental Car Areas Relocation/Expansion &amp; Associated Airport Improvements project at the Southwest Florida International Airport.</p> <p>2. <b>FUNDING SOURCE:</b> N/A.</p> <p>3. <b>TERM:</b> N/A.</p> <p>4. <b>WHAT ACTION ACCOMPLISHES:</b> Competitively selects a firm to perform design services for the Rental Car Areas Relocation/Expansion &amp; Associated Airport Improvements project.</p> | <p>5. <b>CATEGORY:</b> 22<br/>Consent Agenda</p> <hr/> <p>6. <b>ASMC MEETING DATE:</b> 8/20/2024</p> <p>7. <b>BoPC MEETING DATE:</b> 9/5/2024</p> |
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**8. AGENDA:**

☐ CEREMONIAL/PUBLIC PRESENTATION

☒ CONSENT

☐ ADMINISTRATIVE

**9. REQUESTOR OF INFORMATION:**  
(ALL REQUESTS)

NAME Emily M. Underhill

DIV. Development

**10. BACKGROUND:**

Previously, the Port Authority retained a consultant to perform an evaluation of the rental car facilities operational needs, proposed sizing of future facilities, and preparation of conceptual alternatives to support a Rental Car Facility Relocation Project at Southwest Florida International Airport. These efforts produced concepts of a relocated Rental Car Service Area and expansion of QTA facilities, as well as garage expansion options. The Design Services under this solicitation will further advance the conceptual work and may potentially involve other elements of work not previously analyzed. It is envisioned at this time that this project may be accomplished in multiple phases and include the following major elements:

**Rental Car Service Area Relocation:** The current RSW rental car service facilities are located on the north side of the airport within the Skyplex area. These facilities were originally constructed, coinciding with the opening of the airport in 1983, as rental car and service facilities, with rental car customer counters located in the old terminal building, and utilizing a busing operation between the terminal and the rental car facilities for customers to pick up and drop off their rented vehicle. When the RSW Midfield Terminal Complex opened in 2005, rental car customer counters were relocated to a new rental car customer service building, near the new terminal and adjacent to the new parking garage, and Quick-Turn-Around (QTA) facilities were also provided on the back side of the garage. The old rental car facilities were then transformed into vehicle service/maintenance facilities and additional vehicle storage areas.

The Port Authority and the rental car companies desire to relocate the service facilities to the south side of the airport. Background (continued) This relocation will reduce the amount of vehicle trips along Air Cargo Road, between the

**11. RECOMMENDED APPROVAL**

<u>DEPUTY EXEC DIRECTOR</u>	<u>COMMUNICATIONS AND MARKETING</u>	<u>OTHER</u>	<u>FINANCE</u>	<u>PORT ATTORNEY</u>	<u>EXECUTIVE DIRECTOR</u>
Emily M. Underhill	Victoria B. Moreland	N/A	David W. Amdor	Andrea R. Fraser	Steven C. Hennigan

**12. SPECIAL MANAGEMENT COMMITTEE RECOMMENDATION:**

APPROVED **X (6-0)**  
APPROVED as AMENDED  
DENIED  
OTHER

**13. PORT AUTHORITY ACTION:**

APPROVED  
APPROVED as AMENDED  
DENIED  
DEFERRED to  
OTHER

## **Background (continued)**

north and south sides of the airport. It will also free up needed land on the north side to foster the Skyplex area long-term vision of aviation and non-aviation development, and provide the rental car companies closer access to their vehicle service areas. An early site plan has been developed that matches the current RSW Airport Layout Plan approved by the FAA, FDOT, and Port Authority Board (see attached Exhibit A). Even though this is currently the airport's preferred site, the selected Consultant will be tasked to work with the Port Authority and rental car companies on site plan refinement, site layout, site size, ingress/egress, etc.

**QTA Expansion and Associated Improvements:** According to the existing RSW rental car companies, the current QTA operation is undersized. Therefore, the selected Consultant may also be requested to perform design services related to the expansion of the QTA area (See attached Exhibit B). Any expansion of the existing QTA operations will most likely have impacts to surrounding facilities, such as:

- Long-term Parking Lot
- Short-term Parking Garage
- Roadway Network
- Rental Car Building
- Toll Plaza

The relocation, and/or expansion of any or all of the above may be deemed necessary to effectively expand the QTA areas and, therefore, is included as part of this solicitation and may be added as part of the overall project scope.

**Parking Garage Expansion:** With the expansion of the rental car QTA and storage areas behind the parking garage, public long term parking areas will likely be lost. As replacement for those spaces, the existing public parking garage is planned to be expanded. This solicitation includes expanding the parking garage as needed to include, but not be limited to, adding a 4th level (as currently planned), adding a 5th level (future planned), garage length/width/depth expansion, public parking programs/systems/automation, and any other type of expansion and improvement or operational enhancement to the rental car and/or public portions of the parking garage ((See attached Exhibit C) .

**Other Rental Car Improvements:** This solicitation also includes any rental car relocations, expansions, or enhancement of facilities as approved by the LCPA Board using and paid for with Customer Facility Charge Revenues (CFCs). This may include, but not be limited to, Customer Building expansion/modifications, access roadways, automation/systems, public toll booth expansion/modifications, and any other rental car directly or indirectly related project paid for with CFCs. Last year, a CFC ordinance was passed with the purpose of collecting CFC funds to provide funding for the project. Collected CFCs will be used to fund the improvement or construction of and finance the design, planning, development, acquisition, construction, expansion, equipping, and/or relocation of existing, new, or relocated rental car-related facilities at the Southwest Florida International Airport, including other airport facilities required to be constructed, modified, improved, or relocated to accommodate rental car-related facilities.

Previously on January 17, 2019, the Board of Port Commissioners approved a Professional Services Agreement awarding AtkinsRealis a professional services agreement to perform design services for the Airport Rental Car Areas Relocation/Expansion and Associated Airport Improvements at RSW (LOQ 18-21). Subsequently, on November 9, 2023, the Board of Port Commissioners approved an extension of the January 17, 2019, agreement for five (5) years until January 17, 2029 (CA No.8). On, May 16, 2024, the Board approved a motion to competitively select a new A&E for the RSW Rental Car Relocation/Expansion Project. More recently, on June 20, 2024, the Board approved an amendment to a contract between the Port Authority and AtkinsRealis which memorialized the termination of the agreement for the RSW Rental Car Relocation/Expansion Project. Based on the Board decision on May 16, 2024, a Request for Letters of Qualifications (LOQ) was advertised on May 31, 2024 for Design Manager services to support the RSW Rental Car Areas Relocation/Expansion & Associated Airport Improvements project. A non-mandatory pre-LOQ meeting was held on June 11, 2024, to more specifically discuss the services related to this LOQ and to answer any questions from potential respondents. The LOQ was advertised in local newspapers throughout Southwest Florida, on the Port Authority's website, as well as in statewide and national aviation trade publications. On July 2, 2024, three (3) LOQs were submitted from the following firms (listed in alphabetical order):

- Gallo Herbert Architects
- PGAL, Inc.
- TranSystems Corporation

A due diligence review of the submittals performed by the Port Authority's Procurement Department revealed that the firm, TranSystems Corporation, did not provide the Respondent's Certification Form as outlined in the LOQ. As a result, the submission from TranSystems Corporation was deemed non-responsive for failing to adhere to the

**Background (continued)**

requirements of the LOQ within (C.02) Information to be Submitted, Section 11 - Requested Forms/Certifications/Licenses, Form 4 – Respondent's Certification (see attached letter from the Authority to the affected respondent). A publicly noticed Staff Evaluation Committee meeting was held on July 15, 2024 to develop Background (continued) staff summaries, review comments and recommendations to the Airports Special Management Committee (ASMC) for their consideration. To assist the ASMC in their evaluation and ranking of firms, staff has prepared the attached information summarizing each of the responding LOQs. Staff's review of the written LOQs was done in accordance with the May 2019 Board approved revisions to the LCPA Purchasing Manual placing emphasis on concurrent consultant workload, which ranks higher qualified firms that submit good proposals and do not already have other concurrent contracts with LCPA. As a result, the Staff Evaluation Committee scored the LOQs as follows:

1. PGAL, Inc.
2. Gallo Herbert Architects

Since only two (2) firms were responsive and the Port Authority desires to expeditiously progress this selection, at the August 20, 2024 ASMC meeting staff recommended the ASMC hear oral presentations by both firms (at this same ASMC meeting) prior to their ranking. At this same meeting, ASMC concurred with the Staff recommendation by randomly drawing the following order of presentations to be heard that day:

- Gallo Herbert Architects
- PGAL, Inc.

Following ASMC hearing oral presentations by the two (2) firms at the August 20, 2024 meeting, the ASMC ranked the firms as follows:

1. PGAL, Inc.
2. Gallo Herbert Architects

**Therefore, staff requests the Board's concurrence with the ASMC ranking and direct staff to begin contract negotiations with the top ranked firm.**

**Attachments:**

1. ASMC Tally/Ranking Sheets
2. Responsiveness Determination
3. Staff Summaries
4. Project Exhibits
5. Current LCPA Workload Summary
6. LOQ #25-0004MC Solicitation
7. Addendum #1
8. Addendum #2
9. Addendum #3
10. Addendum #4
11. References