



SARASOTA  
BRADENTON  
INTERNATIONAL

## SARASOTA MANATEE AIRPORT AUTHORITY

RFQ-01-2026-IBCS

### REQUEST FOR QUALIFICATIONS

FOR

#### DESIGN BUILD SERVICES TEAM

#### TO CONSTRUCT INBOUND BAGGAGE CLAIM SYSTEM

**Post Date: January 23, 2026**

**QUESTION & CLARIFICATION DEADLINE: February 17, 2026, @15:30**

**RESPONSE DEADLINE: February 26, 2026, @15:30**

#### **I. PROGRAM NARRATIVE**

The Sarasota Manatee Airport Authority (SMAA), henceforth referred to as "Authority", is seeking professional services of a Design Build Team to provide architectural, engineering and construction services to expand and upgrade the inbound baggage claim system at Sarasota Bradenton International Airport.

The Project is intended to:

- a) Increase capacity of Baggage Claim.
- b) Enabling work for Multimodal Center

#### **II. BACKGROUND**

A study was completed in 2024 to determine options to increase the capacity of the existing inbound baggage claim system and improve baggage unloading for ground support crews. Three (3) alternatives were determined. The 2024 Bag Claim Report is Appendix A.

#### **III. SCOPE OF WORK**

The Authority will provide the selected team as-built and/or design files for the existing bag claim area. The selected team is expected to supplement these files with additional surveys and data collected onsite. The selected team shall complete drawings, specifications, estimates for the expanded building and baggage carousel. The selected team shall also evaluate phasing plans which will maintain operations of existing bag carousels during construction of the new system.

The chosen option would:

- a) expand the existing baggage claim wing,
- b) add a fourth bag carousel,
- c) replace the existing flat belts with slope plates,
- d) and reconfigure unloading area to allow for dual loading.
- e) Other related Project elements as required.

The baggage handling system vendors/manufacturers will be determined during the design phase of the Project. Respondents should not include any proposals, quotes, or information specific to baggage handling system vendors/manufacturers in their Response to this Solicitation.

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The Respondent should not submit a schedule as part of their Response to this Solicitation. The design and construction schedule will be coordinated with the selected Respondent during negotiations of the Part 1 Contract.

#### **IV. SCHEDULE FOR SELECTION**

The Authority's schedule for consultant selection for this project is provided below. It is the intent of the Authority to maintain this schedule. However, the Authority reserves the right to amend or modify the schedule at its sole discretion. Respondents to this RFQ are advised to check for addenda and updates that may change the schedule.

1) RFQ Distribution	January 21, 2026
2) Advertise the Notice (#1)	January 23, 2026 1st Week
3) Advertise the Notice (#2)	January 30, 2026 2nd Week
4) Mandatory Pre-Submittal Conference	February 10, 2026 @ 10:00
5) Deadline for Written Questions /Clarifications	February 17, 2026
6) Deadline for Receipt of Proposal	February 26, 2026 @ 15:30
7) Minimum Qualifications Review	March 2, 2026
8) Meeting of Selection Committee - Short List	March 6, 2026 @ 10:00
9) Short List Presentations	March 12, 2026 @ 10:00
10) Notification of selected firm (add to BP)	March 13, 2026
11) Presentation to Board of selection	March 23, 2026 @ 13:00

#### **V. MINIMUM QUALIFICATIONS**

Minimum qualifications have been established as a basis for determining the eligibility of each submitted Response. A submitted Response will be determined non-responsive and will not be considered unless sufficient documentation is provided to determine whether the Respondent meets the minimum qualifications listed below:

- a) Respondent has completed and submitted Appendix A.1, Respondent's Information.
- b) Fully complete and submit Appendix A.2, Minimum Qualifications Form. Provide detailed documentation of one completed Design-Build or CM@Risk project as the Prime Contractor which included the rehabilitation, expansion or construction of a medium or large hub airport terminal building, with a minimum construction value of \$10,000,000. For purposes of

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this Section, the Respondent may submit a project that was completed by its parent, subsidiary, affiliate, sister company or a firm that was acquired by the Respondent

- c) Respondent had a representative sign-in and attend the Mandatory Pre-Solicitation Conference.  
NOTE: To be considered as attending the Mandatory Pre-Solicitation Conference, the prospective Respondent must have signed in on a sign-in sheet prior to the start of the Mandatory Pre-Solicitation Conference.
- d) Respondent must be registered with the Florida Department of State, Division of Corporations to do business in the State of Florida prior to submitting a response.  
(submit a screenshot or picture of the Respondent's proof of registration at [www.sunbiz.org](http://www.sunbiz.org).)
- e) Respondent must not be on the Florida Department of Management Services, Convicted Vendor List, as defined in Section 287.133(3)(d), Florida Statutes. ([www.dms.myflorida.com](http://www.dms.myflorida.com)).  
No documentation from Respondent is required. The Authority will verify the status.
- f) Respondent confirms it has the ability to obtain the insurance coverages and limits as required in Appendix L.
- g) Respondent must not be on the Federal Convicted Vendor list. ([www.sam.gov](http://www.sam.gov)).  
No documentation from Respondent is required. The Authority will verify the status.
- h) Respondent must not be on the Florida Department of Transportation Contractor Suspension List. (<http://www.dot.state.fl.us/construction/legal/newsuspension.shtm>).  
No documentation from Respondent is required. The Authority will verify the status.
- i) Respondent must not be on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies that Boycott Israel List, be engaged in a boycott of Israel, or have been engaged in business operations in Cuba or Syria, as detailed in Section 9.13.  
No documentation from Respondent is required. The Authority will verify the status
- j) Respondent shall submit the signed affidavit found in Appendix H along with the their OEPP.



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#### VI. WEIGHTED CRITERIA FOR THE CONSULTANT/PROPOSAL SELECTION

The Authority will evaluate each submittal and score them based upon the criteria listed below.

Each submittal shall be organized as discussed in Section VII.c.3

\* The Authority may conduct reference checks of the firms and the key team members.

No.	Evaluation Criteria	Scoring Method	Weight (points)
0	Mimimum Qualifications	Verification	0
1.	<b>Team Organization</b> (Limit three(3) pages excluding Appendix B, Forms) a. Fully complete and submit Appendix B, entitled Respondent's Team By Discipline Data Form. Submit the name of the firm(s) that will perform each discipline. If more than one firm is listed for a discipline, then label which firm is the "Lead" firm for that discipline. Firms may perform more than one discipline. b. Submit an organizational diagram clearly identifying key and support personnel in Appendix C, entitled Key and Support Personnel Data Form, as well as the firms listed in Appendix B. For those individuals listed in Appendix C, include each individual's name, title, firm and their functional relationship to each other. Individuals may serve in more than one role. <b>(11x17 format is acceptable)</b> c. Provide a written response clearly defining the responsibilities, contractual relationships, and roles of all firms listed in Appendix B. If there are two or more firms of the same discipline listed in Appendix B, clearly explain the relationship, responsibilities, and roles of each firm in detail.	Points Based	5



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2.	<p><b>Key and Support Personnel Staffing</b> (limit one (1) pages, excluding Appendix C, D &amp; E forms)</p> <p>1. Fully complete and submit Appendix C. Include only those key and support personnel and their respective firm names listed on the form. Individuals may not serve in more than one role. Following are the Key and Support Personnel listed in Appendix C. The definitions for the Key and Support Personnel are not all-inclusive of their responsibilities.</p> <p><b>Key Personnel</b></p> <ul style="list-style-type: none"><li>a. Project Director: Serves as the single lead for the selected Respondent and acts as the primary point of contact with the Authority. Responsible for the overall management and delivery of the Project.</li><li>b. Project Manager for Design: Responsible for design team management and oversight of the Project design.</li><li>c. Project Manager for Construction: Responsible for preconstruction services and the management and oversight of all construction aspects of the Project.</li><li>d. Lead Architect: Responsible for developing and designing the overall Project aesthetics, functional space allocation, and building envelope components.</li></ul> <p><b>Support Personnel</b></p> <ul style="list-style-type: none"><li>a. Structural Engineer: Responsible for designing all structural systems in the Project.</li><li>b. Baggage Handling System Designer: Responsible for designing and developing the baggage belts and coordinating their integration with/into the project</li><li>c. General Superintendent for Construction: Responsible for coordinating all construction activities of the Project.</li><li>d. Baggage Handling Superintendent: Responsible for the installation of baggage belts.</li><li>e. Optional: The Respondent may pick one other member if they believe their inclusion is invaluable to the proposal.</li></ul> <p>2. Fully complete and submit Appendix D, entitled Key and Support Personnel Project References, for each key personnel listed in Appendix C.</p>	Points Based	18

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	<p>Provide two project references for projects</p> <p>3. Fully complete and submit Appendices E.1 - E.3, entitled Key and Support Personnel Resumes, for each of the key and support personnel listed in Appendix C. List previous work by key and support personnel in which they had an identifiable, responsible role for projects completed or projects that are underway, whether or not with their current firm. List no more than three projects for any key personnel and no more than two projects for any support personnel listed in Appendix C.</p> <p>4. Complete Appendix E.2 for each project submitted. These pages may be duplicated as many times as necessary.</p>		
3.	<p><b>Respondent's and Lead Architectural Firm's Experience in Work of Comparable Scope and Complexity</b> (limit six (6) pages, excluding Appendix F, forms)</p> <p>For purposes of responding to this Section, emphasis should be placed on experience in the design and construction of comparable projects of similar scope and complexity.</p> <p>a. Fully complete and submit Appendix F.1, entitled Respondent's Experience in Work of Comparable Scope and Complexity. List no more than a total of two projects of comparable scope and complexity that have been completed by the Respondent as the prime contract holder for the projects. List only projects which have been completed or projects that are underway. Projects must have been completed by the Respondent and not by one of the Respondent's team members. For purposes of this Section, the Respondent may submit projects which were completed by its parent, subsidiary, affiliate, sister company, or a firm that was acquired by the Respondent, and should note such in Appendix F.1. Representative photographs and exhibits supporting the listed projects are permitted.</p> <p>b. Fully complete and submit Appendix F.2, entitled Lead Architectural Firm's Experience in Work of Comparable Scope and Complexity. List no more than two projects of comparable scope</p>	Points Based	18

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	<p>and complexity which have been completed by the Lead Architectural Firm as the designer of record for the projects. Such projects shall be different than those submitted by the Respondent in Appendix F.1. List only projects which have been completed or projects that are underway. For purposes of this Section, the Lead Architectural Firm may submit projects which were completed by its parent, subsidiary, affiliate or sister company. Representative photographs and exhibits supporting the listed projects are permitted.</p>		
4.	<p><b>Location</b> (limit one (1) pages, excluding Appendix G forms) Fully complete and submit Appendix G, entitled Location, for the key and support personnel listed in Appendix C. Include addresses of the proposed daily working office during design and proposed daily working office during construction. The Authority will evaluate this criterion to determine how the Respondent's key and support personnel's locations will provide the best value to the Project. Premiums are given for Local firms (Defined by Manatee &amp; Sarasota Counties and their adjacent Counties – Pinellas, Hillsborough, Polk, Hardee, Desoto &amp; Charlotte)</p>	Points Based	10
5.	<p><b>Estimating and Cost Control</b> (limit three (3) pages)</p> <ol style="list-style-type: none"><li>It is the Authority's intent to contract for the design and construction of the work on a cost-of-work basis with a not-to-exceed limit. Describe how the Respondent will develop and control design and construction costs for the Project.</li><li>Describe how the Respondent will meet the Authority's intent to receive and evaluate competitive bids in the preparation of the GMP.</li></ol>	Points Based	6
6.	<p><b>Approach to the Project</b> (limit ten (10) pages for Items A, B, C and D below)</p> <ol style="list-style-type: none"><li>Describe in detail the Respondent's approach to the design, phasing, permitting and construction of the Project. The Respondent should take into consideration the operational needs of all SRQ stakeholders during the construction of the Project. The Respondent should describe its innovative methods for designing solutions that reduce project time and costs, as well as innovative technologies used during construction to monitor progress, milestones, and accuracy. The Respondent should draw upon previous similar experiences of the Respondent's team</li></ol>	Points Based	20

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	<p>and elaborate on how such experience may be applied to the Project.</p> <p>b. The Authority may consider allowing subcontractor design assist as part of the Part 1 Contract. Describe how the Respondent will qualify and select subcontractor design assist partners if approved by the Authority.</p> <p>c. Describe in detail the Respondent's approach to providing quality control services throughout the design and construction phases of the Project.</p> <p>d. As consideration of the Respondent's recent, current, and projected workloads, the Respondent must state the commitment and availability of all key and support personnel listed in Appendix C by providing a signed letter of commitment.</p>		
7.	<p><b>Other Factors</b></p> <p>The Authority will evaluate other factors that are discovered while reviewing the proposals and performing reference checks. These could, but are not limited to, unique design projects by key members, key members' familiarity with each other on past projects, past performance, quality and relevance of graphical presentations, coherent and logical flow of proposals, etc.</p>	Points Based	5
8.	<p><b>Short List Interviews</b></p> <p>The Authority may require each Respondent to participate in an interview with the technical evaluation committee. Participation is subject to the shortlisting process detailed in Section 10.0, Technical Evaluation. The interview will address the Respondent's qualifications, approach to this Project, ability to furnish the required services, and any other questions arising from the technical evaluation committee meeting(s). The person identified in Appendix C as the Respondent's Project Director must attend and will be expected to lead the interview for the Respondent. Other key members of the Respondent's team may be invited to attend by the Respondent's Project Director and their contributions will be included in the evaluation scoring. Interviews will also include up to a 30-minute presentation, with an additional 40 minutes for questions from the technical evaluation committee. Copies of presentations, whether hard or electronic, must be furnished to the Authority at the time of the interview. Equipment is available for PowerPoint presentations.</p>	Points Based	18



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**5. ADMINISTRATIVE PROCEDURES**

Various stages and tentative schedule during consultant selection process are described as follows:

- a. To assist responding Teams and individuals in preparing their Statement of Qualifications, information requests concerning the project, consultant selection criteria, general requirements, and administrative procedures are to be directed in writing to Elisa Traub, Project Coordinator, Engineering, Planning & Facilities at: [elisa.traub@flysrq.com](mailto:elisa.traub@flysrq.com). Requests received by 5:00 p.m. February 17, 2026 will be responded to and sent to all interested parties.
- b. A mandatory pre-submittal meeting is scheduled for Tuesday, February 10, 2026, at 10:00 a.m. (EST) in the Dan P. McClure Auditorium, 6000 Rick Piccolo Circle, Sarasota, FL, 34243. The purpose of this meeting will be to discuss the requirements and objectives of this RFQ and to answer any questions potential consultants have about the RFQ. Following the meeting, Authority staff will provide a site visit to the existing baggage handling systems.
- c. Statement of Qualifications are to be received on, or prior time indicated in Section II.
- d. A Selection committee, consisting of a minimum of three (3) staff members and one (1) commissioner, will independently review the submittals and score them according to the weighted criteria contained in the RFQ. The selection committee will meet in accordance with the Public Notice previously posted and the public has a right to sit in on the ranking process. The committee's scores are averaged and ranked.
- e. The top three ranked will be given a chance to do a presentation to the committee.

**6. GENERAL REQUIREMENTS/CONDITIONS**

- a. All firms and individuals interested in responding to the "Request for Qualifications" shall do so by initially submitting four (4) bound copies of their Statement of Qualifications to:

Mr. Robert Furr, A.A.E, IAP

Senior Vice President, Engineering, Planning & Facilities

Sarasota Manatee Airport Authority

6000 Rick Piccolo Circle

Sarasota, FL 34243

An unofficial additional "copy" will be sent in a PDF format to [elisa.traub@flysrq.com](mailto:elisa.traub@flysrq.com)

- b. To help the Authority adequately compare and evaluate submittals objectively, teams shall comply with the content and format requirements identified herein. The Statement of Qualifications shall be single-sided pages and should not exceed the maximum pages set by the **Evaluation Criteria** in Section VI (submittals exceeding



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the page count may be rejected), excluding cover page and LOI. The front size should not be less than 10-point. It should include the following:

- i. A LOI - Letter of Interest (single sided) that includes contact information for the point of contact for this proposal, and a brief profile of the team (maximum two (2) pages). Include the name, phone number, email address, and mailing address of the point of contact.
- ii. The body of the submittal shall be organized and tabbed in accordance with the evaluation criteria described in Section III, Weighted Criteria for Consultant/Proposal Selection.
- iii. Three-ring binders are prohibited.
- c. All direct and indirect costs and expenses incurred in the preparation, submission, and/or presentation of the Qualification Statements are ineligible for reimbursement by the Authority.
- d. Teams are ranked based on information contained in initial submission. Therefore, a change in the team make-up (if any) after ranking is not acceptable unless approved by the Board. However, the Authority reserves the right to define and/or redefine tasks and to select individual firms for negotiation for individual projects and/or assemble submitting firms into an implementation team as it sees fit and nothing in this request shall in any way hinder the Authority's ability to do so.
- e. The submission of qualifications shall not commit the Authority to enter into an agreement with any firm. The Authority reserves the right to modify or waive any part or parts of this RFQ process without penalty at their sole discretion.
- f. Submission of an RFQ indicates a willingness by a team to prepare, for a fee, an independent cost estimate if not selected for the Project and if requested to do so by the Authority. Preparation of the independent estimate will eliminate a firm from further consideration for the Project.
- g. Correction or withdrawal of inadvertently erroneous responses before or after opening, may be permitted at the sole discretion of SMAA. Responses may be modified or withdrawn by written notice received in the office of SMAA Engineering, prior to the time set for opening of responses. After the opening, corrections shall be permitted only to the extent that the person submitting proposal can show by clear and convincing evidence that a mistake of a nonjudgmental character was made.
- h. This project is dependent on grant funding from FDOT, FAA, and/or the Authority.

**7. INTEGRITY OF THE PROCUREMENT PROCESS**

To protect the professional integrity of the procurement process by shielding it from undue influences prior to the award of the Agreement, the Authority has established a "Cone of Silence" that prohibits any communication with any member of the Authority Board, management, and staff regarding this Solicitation beginning at the time the initial advertisement of this Solicitation is released and continuing thereafter uninterrupted through to and including the Authority Board's final award of the Agreement for this Solicitation. The Cone of Silence applies to all potential Respondents, including their owners,



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shareholders, vendors, service providers, lobbyists, employees, agents, and consultants (hereinafter "Representatives") and prohibits the following communications between:

- A. Potential Respondent or their Representative(s) and any Authority Board member, management, or staff, except for communications with the Authority's Director of Purchasing.
- B. Potential Respondent or their Representative(s) or any member of the Evaluation Committee.
- C. Authority Board member and any member of the Evaluation Committee.

Unless specifically provided otherwise, the Cone of Silence does not apply to the following:

- D. Oral communications at the Pre-Solicitation Conference.
- E. Oral communications during publicly noticed Evaluation Committee meetings, including those specifically held for presentations, demonstrations, or interviews.
- F. Oral communications during any duly noticed Authority Board meeting.
- G. Communications relating to protests made in accordance with the Authority's Procurement Protest Policy.

Any communications regarding this Solicitation or matters of process or procedure from a Respondent or lobbyist must be submitted to the Director of Purchasing. Any violation of the Cone of Silence will result in the Proposal and award of the Agreement being annulled and rejected.

#### **8. DISADVANTAGED BUSINESS ENTERPRISE**

To meet the Authority's approved DBE program, the Respondent will solicit and seek participation of certified DBE firms in all applicable contracts. The Respondent must show how they plan to meet the goal by submitting a DBE Open-Ended Performance Plan (OEPP) with the technical proposal. To be considered responsive, the OEPP must include Appendix H: a commitment to meet the DBE goal listed in the contract proposal and a detailed plan for ongoing DBE solicitation and outreach efforts.

#### **9. SELECTION AND NEGOTIATION DOCUMENTS**

- a. The Team ranked one by the Selection Committee will be invited to enter into the contract negotiations with Authority Staff.
- b. In order to prepare for and assist with expediting the negotiation process, the selected team will be required to provide the Authority the following information within five (5) working days from the date of selection:
  - i. The Consultant Rate proposal that includes each team member;
  - ii. Statement that the firm can meet the minimum Authority insurance requirements, see attached insurance requirements;



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- iii. And a date/time to meet and discuss detailed scope requirements.  
Meeting shall be within three (3) weeks from the date selection.

#### 10. APPENDIXES

- A - 2024 Bag Claim Report
- B – Respondent's Team by Discipline Data Form
- C – Key & Support Personnel Data Form
- D – Key & Support Personnel Project References
- E – Key & Support Personnel Resumes
- F – Respondent's Experience in Work of Comparable Scope and Complexity
- G – Location
- H - Disadvantaged Business Enterprise (DBE-OEPP)
- I – Technical Evaluation Form
- J – Scrutinized Company Certification
- N – Conflict of Interest Checklist
- O – Airport Improvement Program Certification