



SARASOTA MANATEE AIRPORT AUTHORITY

RFQ-03-2026-CPMS

REQUEST FOR QUALIFICATIONS

FOR

CAPITAL PROGRAM MANAGEMENT SERVICES (CPMS)

Post Date: May 18, 2026

QUESTION & CLARIFICATION DEADLINE: June 17, 2026, @ 13:00

RESPONSE DEADLINE: June 24, 2026, 15:30

I. PROGRAM NARRATIVE

The Sarasota Manatee Airport Authority (SMAA), henceforth referred to as "Authority", seeks to establish a contract to retain one Capital Program Management Services (CPMS) Consultant to serve as strategic advisors providing executive-level management, leadership, and oversight services. Acting as an extension of the Authority's executive and senior management team, the CPMS Consultants will support enterprise-level governance, organizational alignment and readiness, risk management, procurement strategy, and performance monitoring to help ensure projects and initiatives are executed efficiently, on schedule, and within approved budgets. A more detailed scope of work for the CPMS Consultant is provided below.

II. BACKGROUND

Sarasota Bradenton International Airport (SRQ) is navigating a period of transformative growth that has redefined its role within Florida's aviation landscape. Over the past several years, SRQ has emerged as one of the fastest-growing airports in the United States, consistently shattering passenger traffic records and attracting a diverse array of new air carriers and non-stop destinations. This rapid evolution from a regional facility to a major commercial hub has created immediate and sustained pressure on existing infrastructure, pushing current terminal capacities, airfield operations, and landside facilities to their functional limits.

The surge in demand is not a temporary spike but a fundamental shift in the region's market dynamics. To maintain the high level of service and safety that passengers and tenants expect, the Sarasota Manatee Airport Authority must execute a robust and multi-faceted Capital Improvement Program. This program is designed to bridge the gap between legacy infrastructure and the requirements of a modern, high-volume aviation gateway. Current forecasts indicate that without strategic intervention, the airport's ability to accommodate future growth will be hindered by operational impediments and capacity saturation, particularly within security checkpoints, gate availability, and baggage handling systems.

Central to this vision is the evolution of SRQ into a premier "boutique" airport experience. As the airport expands, it is committed to maintaining its reputation for ease of use while elevating its offerings to include first-class amenities that cater to a sophisticated traveling public. This includes the integration of high-end retail and curated local dining, premium passenger lounges, and aesthetically driven architectural designs that reflect the unique culture of the Sarasota-Manatee region. The advisory services will be instrumental in ensuring that new developments do not just provide "space," but provide a luxurious, stress-free environment that distinguishes SRQ as a destination of choice.



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A critical component of this expansion involves the immediate and long-term scaling of the airport's parking and ground transportation capabilities. To address this, the Authority has already secured design services for a new, state-of-the-art Multimodal Transportation Facility (MTF). This substantial structure will dedicate its first level entirely to Rental Car (RAC) operations and their rental-ready fleet. Above this, the facility will feature three additional elevated levels, each providing approximately 1,000 parking spaces, for a total capacity increase of roughly 3,000 spaces. The MTF program will also evaluate reintroduced the airport's Valet parking program and Transportation Network Company pick-up and drop-off locations.

Strategic engineering of the MTF ensures it serves as a catalyst for future terminal expansion. The facility is designed to accommodate a second-level pedestrian bridge connecting the existing terminal to the MTF, ensuring safe and weather-protected transit for passengers. Furthermore, the footprint is designed to allow for the future addition of a new baggage claim wing, positioned strategically between the new dedicated Arrivals curb and the repurposed Departures curb. To ensure maximum efficiency, the MTF program will feature a new elevated inbound lane and a dedicated underpass tunnel, allowing the rental fleet to move to and from the Quick Turnaround (QTA) area without impacting public passenger roadway traffic.

Beyond capacity and amenity needs, the complexity of modernizing an active airport environment requires a sophisticated level of technical and strategic oversight. The delivery of these large-scale capital projects involves navigating intricate regulatory frameworks, securing federal and state grant funding, and managing high-stakes construction schedules that cannot disrupt 24/7 flight operations. Consequently, SRQ requires a specialized Capital Management partner to provide the high-level expertise necessary to synchronize these moving parts.

The requested advisory services are essential to ensuring that every dollar invested is aligned with the Airport Master Plan and the long-term vision of the Authority. By integrating professional advisory into the project lifecycle, SRQ aims to mitigate risk, optimize project delivery timelines, and ensure that new developments are resilient, scalable, and capable of supporting the continued economic vitality of the Sarasota-Manatee region for decades to come.

III. SCOPE OF WORK

The Sarasota Manatee Airport Authority (SMAA), henceforth referred to as "Authority", seeks to establish a contract to retain one Capital Projects Advisory Services (CPMS) Consultant to serve as strategic advisors providing executive-level management, leadership, and oversight services. Acting as an extension of the Authority's executive and senior management team, the CPMS Consultants will support enterprise-level governance, organizational alignment and readiness, risk management, procurement strategy, and performance monitoring to help ensure projects and initiatives are executed efficiently, on schedule, and within approved budgets. A more detailed scope of work for the CPMS Consultant is provided below.



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1. Executive Advisor and Strategic Oversight

The CPMS Consultant shall furnish executive-level strategic, commercial, and organizational advisory services to Senior Executive and Leadership team. The CPMS Consultant must demonstrate the capability to deliver integrated commercial, technical, and financial expertise at an enterprise level, including substantive experience with federal funding structures, and alternative or innovative project delivery methodologies.

The CPMS Consultant will support the Authority across a broad range of activities associated with the development and execution of capital projects. This includes developing executive-level strategies and providing decision support related to project delivery methods (financing alternatives, risk allocation, and commercial frameworks), ensuring adaptability as technical, financial, market, and political conditions evolve.

The CPMS Consultant will also assist in implementing clear and effective capital program governance structures, including defined decision-making and escalation protocols, stakeholder engagement interfaces, and comprehensive reporting frameworks designed to enable timely and well-informed executive action.

The CPMS Consultant will provide procurement advisory services, including feasibility assessments and market engagement strategies. They will evaluate and implement efficiency-driven, output-based procurement approaches and performance-oriented contracting strategies to optimize project delivery.

Additionally, the CPMS Consultant will conduct ongoing assessments of project feasibility, continuously refining the business case and commercial model to ensure alignment with evolving market conditions and the Authority's strategic priorities. They will structure projects to enhance eligibility for and maximize access to federal funding and financing opportunities, while also supporting grant assurance compliance reviews, coordinating with the Federal Aviation Administration (FAA) and the Florida Department of Transportation (FDOT) - as well as other applicable state, regional, and local permitting authorities to support compliance with grant assurances, environmental approvals, other regulatory and policy requirements, and assisting with risk mitigation strategies.

Finally, the CPMS Consultant will support executive communications and ensure alignment between internal governance processes and external commitments, while providing comprehensive commercial and financial oversight throughout the project lifecycle.

2. Commercial and Financial Advisory Support

The CPMS Consultant shall provide advisory support throughout capital projects or capital program development and execution to ensure commercial, financial, and contractual structures align with the Authority's strategic objectives and risk tolerance. Services will include direct support to executive leadership and ongoing evaluation of key program components to inform decision-making.

The CPMS Consultant will advise executive leadership on project delivery strategy, including commercial structuring, risk allocation, potential financial approaches, and the



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establishment of effective governance frameworks. This support will extend to the review and evaluation of commercial terms, contractual provisions, and risk transfer mechanisms to ensure alignment with organizational objectives and industry best practices.

In addition, the CPMS Consultant will assess developer and third-party proposals submitted to the Authority for capital projects, including pricing structures and underlying financial assumptions, and provide leadership with clear, actionable analysis and recommendations to support informed decision-making. The CPMS Consultant will also support the development and execution of negotiation strategies, offering guidance on key commercial terms to optimize outcomes.

Ongoing responsibilities will include monitoring financial performance metrics to ensure consistency with established business assumptions, as well as conducting capital program phasing reviews and supporting comprehensive cash flow planning to enhance financial discipline and project delivery.

3. Critical Performance Tracking and Management

The CPMS Consultant shall provide executive-level program management advisory services and support, including comprehensive reviews of projects across technical, legal, and financial dimensions. Services may include tracking key performance metrics, delivering strategic guidance, and supporting broader program and management oversight. Additional activities may include, but are not limited to, identifying management-focused project metrics that guide, inform, and measure delivery effectiveness. This includes developing management-level reporting to track key performance indicators and provide clear visibility into project status.

The CPMS Consultant will conduct regular business reviews, leveraging project outputs to validate dashboard data, assess delivery progress, and identify emerging risks. Efforts will also focus on ensuring SMAA and other consultants' integration across multiple project teams, including the coordinated use of shared resources, as well as effective sequencing and dependency management.

Additionally, the CPMS Consultant will provide ongoing recommendations to optimize program delivery, mitigate risks, and ensure continued alignment with the Authority's strategic objectives.

4. Risk Mitigation and Management

The CPMS Consultant shall provide proactive risk management support to identify, assess, and address potential challenges that may impact project delivery, schedule, cost, or overall performance. This includes analyzing project risks, evaluating contractual and operational exposures, and recommending strategies to mitigate and resolve issues in alignment with the Authority's objectives.

Support will encompass identifying emerging delivery risks and conducting root cause analyses to determine primary drivers and contributing factors.



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The CPMS Consultant will also assess contractual and operational gaps that may expose the Authority to risk and provide recommendations for mitigation strategies and corrective actions. As directed, they may also support the implementation of these corrective measures to ensure effective risk resolution and sustained project performance.

5. Business and Program Analysis

The CPMS Consultant will conduct ongoing, discrete business analyses of the program to support strategic decision-making and optimize outcomes. This work will include reviewing projects to identify alternative revenue sources, potential cost savings, and available economic development opportunities. The CPMS Consultant will also assess projects for operational efficiencies and conduct periodic reviews of underlying assumptions to ensure continued alignment with evolving market conditions and project objectives.

6. Strategic Stakeholder Communications

The CPMS Consultant shall provide strategic advisory support to guide the program's overall approach while ensuring effective communications with stakeholders and the public. This includes offering guidance on program strategy, messaging, and engagement to ensure that project execution aligns with organizational objectives and stakeholder expectations.

Support may include anticipating stakeholder responses to key decisions and providing assistance with executive communications, intergovernmental coordination, and advocacy as strategies evolve. The CPMS Consultant will also provide strategy and industry outreach support, offer strategic guidance on program approach, and advise on communications with both stakeholders and the public. All services will be delivered in close coordination with SMAA Executive and Management leadership.

Additional support will include readiness and change management assistance for the Authority, as well as preparation of board and senior management briefings, executive summaries, and decision papers to facilitate informed executive action.

7. Project Management

The CPMS Consultant may be engaged to provide strategic project management services to oversee individual projects or a portfolio of projects. This support may encompass project oversight as well as technical, financial, and contracting services to lead the firm(s) selected to design and build the facilities identified in the project.

The CPMS Consultant may conduct all required design, schedule, and construction program reviews to confirm delivery in accordance with project requirements. In addition, the CPMS Consultant may provide project controls, including cash-flow and budgetary forecasting, staffing plans, and schedule management. Coordination with all appropriate Authority staff will be essential to ensure alignment with operational, strategic, and financial objectives, including integration with project management activities for other concurrent capital projects at the airport.



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8. The CPMS Consultant is expected to possess the capabilities necessary to implement services for all phases of a capital project as requested by the SMAA, including any of the following (the Authority may not request all of these services for any given capital project, but the CPMS Consultant shall possess these capabilities in the event some or all of these services are necessary and request by the Authority):

8.1 Program Initiation Phase

- The CPMS CONSULTANT will be expected to become familiar with the capital program as well as previous planning studies associated with projects included in the capital program.
- The CPMS CONSULTANT will also review, critique, analyze, and identify potential problems in planning, logistics, traffic, budgeting, process and procedures, standards, organization, or any other issues associated with the project definition manual(s) as the starting point for initiating program implementation. This review will lead to the identification and assessment of all potential concerns, issues, planning, logistics, and infrastructure problems and potential solutions to each.
- The CPMS CONSULTANT will be expected to learn the systems, processes, and procedures utilized by the SMAA. The CPMS CONSULTANTS will be expected to operate within these parameters.
- Establish a statement of scope for each project to act as the basis for constraints on scope creep, deletions, and enhancements without SMAA.
- Sketch out a high-level project and program-wide schedules to gain a preliminary understanding of the timeframe within which each project or the overall program can be executed.
- Identify facilities, equipment, and personnel needed to be retained for completion of the scope associated with each project.
- Prepare a complete work breakdown structure to act as a managing map of the work to be done and as a basis for further and more detailed level estimating.
- Make recommendations for the organizational structure to be put in place to manage each phase of development from design through to construction completion and commissioning.
- Review the budget proposed and make recommendations for suitability and acceptance of the same with any potential modifications thereto.
- Develop the set of project and/or program controls for the development, implementation, and management of the capital program.
- Create the design and construction review committees and make recommendations for permanent membership, structure, and authority of each committee, as well as a schedule of meetings over each phase of development.
- The assignment's Initiation Phase will conclude with a written report from the CPMS CONSULTANTS to the SMAA addressing a robust statement of each project's scope and goals, an initial and all-encompassing master schedule in summary form, and a program budget covering the project's life.



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8.2 Procurement Phase

- Once the work breakdown structure for the program is completed, the CPMS CONSULTANT will be expected to make recommendations for the procurement strategy at the element, project, or contract package level, using methods such as Construction Management at Risk (CMAR), agency CM, Design-Build (DB), Progressive Design Build (PDB) or traditional Design, Bid, Build. The CPMS CONSULTANT will be free to recommend any new procurement strategies, given the approach to each element.
- Review all procurement documents to ensure the proper scope of work and quality of documentation being offered to the contracting community as required.

8.3 Design Phase

- Establish clear and concise statements of scope and goals to be achieved for each design package.
- Develop an overall design schedule for delivering each package and a budget to cover costs. No deviation from the work plan for any design package will be permitted without the approval of the SMAA.
- Manage design assignments for every design package, whether performed in-house or contracted out, holding to approved scope, budget, schedule, and quality.
- Work progressively with the local permitting agencies to prevent delays in building permitting inspections and issuance of Certificates of Occupancy.
- Manage compliance with all applicable codes and standards.
- Establish CADD and BIM framework, environment, policy, and procedures.
- Develop Design Management guidelines, policy, and procedures.
- Establish constructability review guidelines and protocols. Approve constructability review recommendations.
- Develop program guidelines and protocols for cost reduction initiatives. Review project-level cost reduction recommendations.
- Develop sustainability program guidelines, practices, and protocols. Approve project-level sustainability recommendations.
- Approve project-level operability and maintainability recommendations.
- Review project-level diversity recommendations.
- Review design progress and approve recovery plans.

8.4 Construction Phase

- Make recommendations for the approach to construction of each element, project, and construction package produced during the design phase.
- Manage construction assignments for every construction project, holding to approved scope, budget, schedule, and quality.
- Create an environment of openness and partnership with contractors, seeking to work collaboratively to find solutions to problems in the most efficient and low-cost way possible.
- Approve project-level safety recommendations and corrective actions.



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- Establish the program-level framework for Construction Quality Control.
- Approve quality recommendations and corrective actions. Approve project-level Quality Assurance plans.
- Coordinate with authorizing agencies regarding required project permitting.
- Develop overall Project or Program Site Logistics and Phasing Strategy. Approve logistics and phasing recommendations.
- Develop the Construction Management guidelines, policy, and procedures.
- Review project-level diversity recommendations and ensure the goals established and committed to by the contractor are achieved.
- Review construction progress and approve recovery plans.
- Make recommendations for claims dispute and resolution process to be established as standard operating procedures.
- Collaborate with appropriate internal and external stakeholders to achieve consent. Review all beneficial use recommendations.
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8.5 Operational Readiness, Activation, Transition (ORAT) and Commissioning.

- The CPAS Consultant shall support the Authority in developing, managing, and coordinating all ORAT activities required to ensure operational preparedness for new or modified facilities. ORAT responsibilities include facilitating stakeholder coordination; developing and implementing readiness plans; identifying and mapping new operational processes; conducting training and familiarization programs; planning and executing system tests, functional trials, and simulations; coordinating equipment and asset handover; managing transition and move-in activities; identifying operational risks and tracking issues to closure; and providing on-site support during activation and early operations to ensure a safe, efficient, and seamless opening.
- Review and forward for approval all commissioning and activation activities of the project to requested Certificates of Occupancy of facilities. Ensure independent third-party commissioning plans are developed and executed before requesting a Certificate of Occupancy (CO).
- Review all project transition plans and recommendations.
- Review all Operational Readiness, Activation, and Transition (ORAT) recommendations.
- Review all Certificate of Occupancy recommendations; collaborate with appropriate internal and external stakeholders to achieve consent to gain occupancy.
- Review and recommend to the SMAA the establishment of Final Acceptance guidelines for the project.
- Review and recommend to the SMAA the establishment of Warranty Management guidelines for the project.

8.6 Contract Closeout Phase

- Review all closeout documents at the end of the assignment, ensuring that all documentation has been submitted and approved.
- Review Records Management and closure for compliance with policy and procedures.
- Establish project closeout program policy, procedures, and guidelines for the project.

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 | Monday, May 18, 2026 | |
| 2) | Advertise the Notice (1) | Wednesday, May 20, 2026 | 1st Week |
| 3) | Advertise the Notice (2) | Wednesday, May 27, 2026 | 2nd Week |
| 4) | Mandatory Pre-Submittal Conference | Wednesday, June 10, 2026 | @ 11:00 |
| 5) | Deadline for Written Questions /Clarifications | Wednesday, June 17, 2026 | @ 13:00 |
| 6) | Deadline for Receipt of Proposal | Wednesday, June 24, 2026 | @ 15:30 |
| 7) | Minimum Qualifications Review | Wednesday, July 1, 2026 | @ 10:00 |
| 8) | Meeting of Selection Committee - Short List | Wednesday, July 15, 2026 | @ 10:00 |
| 9) | Short List Presentations | Wednesday, July 22, 2026 | @ 09:00 |
| 10) | Notification of selected firm (add to BP) | Thursday, July 23, 2026 | |
| 11) | Recommendation to Board of Selection | Monday, August 24, 2026 | @ 13:00 |

(All times EST)

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) Respondent has fully completed and submitted Appendix A.2, Minimum Qualifications Form. Provide detailed documentation of two completed projects as the Lead CPMS, Capital Projects Advisory Services (CPAS) or Program Management Office (PMO) Designer which included the expansion or construction of a parking structure at similar facility of similar scope and complexity (hospital, university, or downtown area), with work at medium



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or large hub airport taking preference, with a minimum construction value of \$150,000,000. For purposes of 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) Primary respondents must sign in and attend the Mandatory Pre-Solicitation Conference. Subconsultants do not qualify.
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.)
- 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). 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). 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.shtml>). 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 their OEPP.

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 | Minimum Qualifications | Verification | 0 |
| 1. | Team Organization (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 | Points Based | 5 |



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| | <p>that discipline. Firms may perform more than one discipline.</p> <p>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. Include all companies and personnel needed to provide the scope of services on the organizational chart. (11x17 format is acceptable)</p> <p>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.</p> | | |
| 2. | <p>Key and Support Personnel Staffing (limit one (1) pages, excluding Appendix C, D & E forms)</p> <p>a. 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><u>Key Personnel</u></p> <p>a. Program Director/Sr. Program Manager: 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. This person will also serve as the Design Manager</p> <p>b. Construction Manager: At the Direction of the Program Director, the Construction Manager provides oversight of the construction phase of the project. Reviews the design phasing and constructability. Coordinates between Design Team and Contractors to ensure technical standards and quality requirements are met.</p> <p>c. Estimator/Cost Engineer: At the Direction of the Program Director, provides independent review of the cost estimates provided by the Design Professional. Reviews contractor bids for accuracy, performs "value engineering" to find savings, and validates pay applications before money is released</p> | Points Based | 20 |



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| | <p><u>Support Personnel</u></p> <ul style="list-style-type: none"> a. Project Controls Manager: At the Direction of the Program Director, Oversees the integrated master schedule, budget tracking, and risk management. They ensure the program stays on time and under budget by providing real-time analytics and forecasting. b. Construction Engineer: At the Direction of the Construction Manager, resolves technical discrepancies and manages the "paperwork of construction." They review submittals, process Requests for Information (RFIs), and verify that the contractor's methods align with the engineering specifications. c. Construction Inspector: At the Direction of the Construction Manager, conducts daily site visits to verify that work is being performed according to the approved plans and safety standards. They document daily progress, perform material testing oversight, and flag any non-conforming work before it is covered up. d. Optional: The Respondent may provide other recommended support members if they believe their inclusion is invaluable to the proposal. Limit to no more than three e. Fully complete and submit Appendix D, entitled Key and Support Personnel Project References, for each key personnel listed in Appendix C. Provide two project references. f. 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. g. Complete Appendix E.2 for each project submitted. These pages may be duplicated as many times as necessary. | | |
| 3. | <p>Respondent's Firm's Experience in Work of Comparable Scope and Complexity (limit four (4) pages, excluding Appendix F, forms and Team Experience Matrix</p> <p>For purposes of responding to this section, emphasis should be placed on experience in the design and construction of comparable projects with similar scope</p> | Points Based | 20 |



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| | <p>and complexity, with additional emphasis on the proposed team members who worked together on the submitted and qualifying projects.</p> <ul style="list-style-type: none"> 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. 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 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>Team Experience Matrix</p> <ul style="list-style-type: none"> a. Provide a matrix identifying which Key and support personnel worked together on each project and qualifying projects. | | |
| 4. | <p>Location (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. 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 & Sarasota Counties and their</p> | Points Based | 5 |



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| | adjacent Counties – Pinellas, Hillsborough, Polk, Hardee, Desoto & Charlotte) | | |
| 5. | <p>Approach to Management (Limit Eight (8) pages for Items A, B, and C below)</p> <ul style="list-style-type: none"> a. Describe in detail the Respondent's approach to the management of design, Constructability evaluation, phasing, permitting, construction, ORAT, warranty compliance and close-out of the Project. The Respondent should take into consideration the operational needs of all SRQ stakeholders during the design and construction of the Project. The Respondent should describe its innovative or time proven methods for management that reduce project time and costs, as well as innovative technologies used during design and construction to monitor progress, milestones, and accuracy of cost estimates. The Respondent should draw upon previous similar experiences of the Respondent's team and elaborate on how such experience may be applied to the Project. b. Describe in detail the Respondent's approach to providing quality control services throughout the design and construction of the Project. c. 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. | Points Based | 20 |
| 6. | <p>Short List Interviews</p> <p>The Authority reserves the right to interview shortlisted Respondents, as determined by the Technical Evaluation process in Section 10.0. This interview will evaluate the Respondent's qualifications, project approach, service capabilities, and address any committee queries. The Project Director designated in Appendix C must attend and lead the session. The Project Director may invite other key team members, whose contributions will factor into the evaluation score. The session consists of a maximum 20-minute presentation followed by up to 30 minutes of committee questions. Respondents must provide both hard and electronic copies of their presentation at the interview. PowerPoint equipment will be provided.</p> | Points Based | 25 |
| 7. | <p>Other Factors</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, community engagement, unique design projects by key members, key members' familiarity with</p> | Points Based | 5 |



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| | each other on past projects, past performance, quality and relevance of graphical presentations, coherent and logical flow of proposals, etc. | | |
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Have a separate Tab for completed Appendices H, J, L, N, & O at the back of the Proposal

h. 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. Requests received before the established deadline will be responded to and sent to all interested parties.
- b. A mandatory pre-submittal meeting is scheduled as noted in IV SCHEDULE FOR SELECTION. 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. All responses at the meeting are not valid and must be transmitted to SMAA in writing for an official response.
- c. Statement of Qualifications are to be received at, or prior to the time indicated in Section IV.
- d. A Selection Committee, consisting of a minimum of three (3) staff members and which may additionally include 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 previously posted Public Notice, and the public has the right to observe the ranking process. The Committee's scores will then be averaged and ranked. The top three ranked will be given a chance to do a presentation to the committee.

i. GENERAL REQUIREMENTS/CONDITIONS

- a. All firms and individuals interested in responding to the "Request for Qualifications" shall do so by initially submitting six (6) bound copies of their Statement of Qualifications to:

Mr. Robert Furr
Senior Vice President, Engineering, Planning & Facilities
Sarasota Manatee Airport Authority
1154 Air Cargo Avenue, Suite L
Sarasota, FL 34243

And, in order to qualify as responsive, the submittal must include and transmit a downloadable link to the Respondent's response to the Request for Qualifications in a text-based PDF format to elisa.traub@flysrq.com.

Note: The bound printed copies are the official submittal.

REQUEST FOR QUALIFICATIONS

- b. To help the Authority adequately compare and evaluate submittals objectively, teams shall comply with the content and format requirements identified herein.
- c. 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 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.
- d. 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.
- e. 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.
- f. The submission of qualifications shall not commit to 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.
- g. 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.
- h. 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.
- i. This project is dependent on grant funding from FDOT, FAA, and/or the Authority.
- j. CONE OF SILENCE AND REQUESTS FOR INTERPRETATION OR CLARIFICATION**

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 to be applied to all competitive procurement processes, including this Solicitation. The cone of silence for this Solicitation will be imposed beginning with the initial



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advertisement release and will thereafter continue uninterrupted through to and including the selection of the successful Respondent by the Authority's Board.

- a. The cone of silence prohibits any communication regarding this Solicitation between:
 - i. A potential Respondent (which includes vendors, service providers, bidders, proposers, lobbyists, and consultants) and their representative(s) and Authority staff, except for communications with the Authority procurement agent or other supporting procurement staff responsible for administering the procurement, provided the communication is strictly limited to procedural matters of the competitive selection process.
 - ii. A potential Respondent and their representative(s) and a Board member.
 - iii. A potential Respondent and their representative(s) and any member of the Selection committee; and
 - iv. A Board member and any member of the Selection committee.
- b. Unless specifically provided otherwise, the cone of silence does not apply to:
 - i. Communications with the Authority Legal Affairs Department.
 - ii. Oral communications at the Pre-Solicitation Conference.
 - iii. Oral communications during any presentation/demonstration/interview at a publicly noticed Selection committee meeting.
 - iv. Oral communications during any duly noticed Board meeting; and
 - v. Communications relating to bid protests were made in accordance with the Authority Bid Protest Policy.
- c. Any communications regarding matters of process or procedure from a potential Respondent must be referred to elisa.traub@flysrq.com. Prior to contacting Elisa, please refer to the Authority's Demand Star Portal for updated information pertaining to any addenda or revisions to the Solicitation schedule.
- d. No oral interpretation or clarification of this Solicitation will be made to any Respondent. If discrepancies or omissions are found or there is doubt as to the true meaning of any part of this Solicitation, a written request for clarification or interpretation should be submitted through Elisa.Traub@flysrq.com by the noted deadline in Section IV. No other requests for clarification or interpretation of this Solicitation will be accepted from any Respondent after that date and time except those regarding matters of process or procedure.
- e. All such interpretations and any supplemental instructions will be in the form of a written addendum. Failure of any Respondent to review any addendum will not relieve them from any obligation contained therein.
- f. The Authority will notify prospective Respondents of any changes by posting the addenda on the Authority's e-Procurement Portal.
- g. Any violation of the cone of silence will render voidable the response, as well as the awarded Contract.

k. 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



REQUEST FOR QUALIFICATIONS

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.

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

m. APPENDIXES

| | |
|---|--|
| A – Minimum Standards (A1 & A2) | G – Location |
| B – Respondent's Team by Discipline Data Form | H - Disadvantaged Business Enterprise (DBE-OEPP) |
| C – Key & Support Personnel Data Form | I – Technical Evaluation Form |
| D – Key & Support Personnel Project References (D1 & D2) | J – Scrutinized Company Certification |
| E – Key & Support Personnel Resumes (E1, E2 & E3) | L – Insurance Coverage |
| F – Respondent's Experience in Work of Comparable Scope and Complexity (F1) | N – Conflict of Interest Checklist |



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APPENDIX A.1

KEY & SUPPORT PERSONNEL DATA FORM

| | |
|---|--|
| Name of Respondent submitting Response: | |
|---|--|

Provide information on Respondent, fully execute and include the response immediately following the cover page.

| | | | |
|--|--|-----------|----------|
| I. Legal contracting name including any dba. | | | |
| II. State of organization or incorporation. | | | |
| III. Ownership: | | | |
| IV. Federal Employer Identification Number. | | | |
| V. Corporate Headquarters | | | |
| Address: | | | |
| City: | | State: | Zip code |
| Phone: | | Extension | |
| VI. Local Office (if any) | | | |
| Address: | | | |
| City: | | State: | Zip code |
| Phone: | | Extension | |
| VII. Primary representative during the Solicitation process | | | |
| Address: | | | |
| City: | | State: | Zip code |
| Phone: | | Extension | |
| VIII. Secondary representative during the Solicitation process | | | |
| Address: | | | |
| City: | | State: | Zip code |
| Phone: | | Extension | |

IX. Attest if the Respondent provides services to anyone related to or employed by the **Sarasota Manatee** Aviation Authority ("Authority"), including the Authority's Board members.

| | |
|--------------------------|--|
| <input type="checkbox"/> | No, the Respondent does not provide services to anyone related to or employed by the Authority, including Authority Board members. |
| <input type="checkbox"/> | Yes, the Respondent provides services to someone related to or employed by the Authority, including Authority Board members. |

If yes, identify each individual and explain the relationship.



REQUEST FOR QUALIFICATIONS

X. Attest if the Respondent employs anyone related to an employee of the Authority, including Authority Board members.

No, the Respondent does not employ anyone related to an employee of the Authority, including Authority Board members.

Yes, the Respondent does employ a relative of an employee of the Authority, including Authority Board members.

If yes, identify each individual and explain the relationship.

The submittal of this response is a duly authorized, official act of the Respondent and the undersigned officer of the Respondent is duly authorized and designated by resolution of the Respondent to execute this response on behalf of and as the official act of the Respondent, this ___ day of ___, 2025.

| | |
|--------------|----------------------------------|
| ATTESTED BY: | Respondent By: |
| | Signature of Authorized Official |
| Signature | Printed Name |
| Printed Name | Title |
| Title | Date |



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APPENDIX A.2

MINIMUM QUALIFICATIONS FORM

| | |
|---|--|
| Name of Respondent submitting Response: | |
|---|--|

| PROJECT DETAILS | RESPONDENT PROJECT NO. 1 |
|--|---------------------------------|
| Project Title | |
| Owner's Name | |
| Name of Medium or Large Hub Airport | |
| Name of Owner's Project Representative | |
| Representative's Title | |
| Telephone Number & Email Address | |
| Detailed Description of Project: Unique Features of the Project or Special Conditions (Rehabilitation, expansion or construction) | |
| Type of Project (Indicate whether CM@Risk or Design-Build) | |
| Role on Project (Indicate whether Respondent held the prime contract) | |
| Project Construction Completion Date | |
| Total Construction Value | |
| Name of Respondent submitting Response: | |



MINIMUM QUALIFICATIONS FORM

| | |
|---|--|
| Name of Respondent submitting Response: | |
|---|--|

| PROJECT DETAILS | RESPONDENT PROJECT NO.2 |
|--|--------------------------------|
| Project Title | |
| Owner's Name | |
| Name of Medium or Large Hub Airport | |
| Name of Owner's Project Representative | |
| Representative's Title | |
| Telephone Number & Email Address | |
| Detailed Description of Project: Unique Features of the Project or Special Conditions (Rehabilitation, expansion or construction) | |
| Type of Project (Indicate whether CM@Risk or Design-Build) | |
| Role on Project (Indicate whether Respondent held the prime contract) | |
| Project Construction Completion Date | |
| Total Construction Value | |
| Name of Respondent submitting Response: | |



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REQUEST FOR QUALIFICATIONS

APPENDIX B

RESPONDENT'S TEAM BY DISCIPLINE DATA FORM

| Name of Respondent submitting Response: | | |
|---|-----------------|--|
| DISCIPLINE | NAME OF FIRM(S) | |
| Project Director / Sr. Project Manager | | |
| Construction Manager | | |
| Estimator/Cost Engineer | | |
| Project Controls Manager | | |
| Construction Engineer | | |
| Construction Inspector | | |
| Other : (if applicable) | | |
| Other : (if applicable) | | |
| Other : (if applicable) | | |
| | | |
| | | |
| Name of Attendee(s) of Mandatory Pre-submittal Conference | | |

Note: only one Attendee is required but you may include alternates in case one forgot to sign-in or was illegible.



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REQUEST FOR QUALIFICATIONS

APPENDIX C

KEY & SUPPORT PERSONNEL DATA FORM

| Name of Respondent submitting Response: | |
|---|--------------------------|
| KEY PERSONNEL | INDIVIDUAL'S NAME / FIRM |
| Project Director / Sr. Project Manager | |
| Construction Manager | |
| Estimator/Cost Engineer | |
| Other : (if applicable) | |

| SUPPORT PERSONNEL | INDIVIDUAL'S NAME / FIRM |
|----------------------------|--------------------------|
| Project Controls Manager | |
| Construction Engineer | |
| Construction Inspector | |
| Other : (if applicable) | |
| Other : (if applicable) | |

Note: Individuals may not serve in more than one role.



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REQUEST FOR QUALIFICATIONS

APPENDIX D(1)

KEY & SUPPORT PERSONNEL PROJECT REFERENCES

| | | | |
|---|--|----------------------|-------------------------|
| Name of Respondent submitting Response: | | | |
| REFERENCE PROJECT #1 | | | |
| | Project Director / Sr. Project Manager | Construction Manager | Estimator/Cost Engineer |
| Person's Name | | | |
| Project Title | | | |
| Project Completion Date | | | |
| Project Description & Value | | | |
| Name of Reference | | | |
| Reference Employer Name | | | |
| Reference Title | | | |
| Telephone Number | | | |
| E-Mail Address | | | |
| Personnel's Responsibility on Project | | | |



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REQUEST FOR QUALIFICATIONS

APPENDIX D(1)

Cont.

| Name of Respondent submitting Response: | | | |
|---|--------------------------|-----------------------|------------------------|
| REFERENCE PROJECT #1 | | | |
| | Project Controls Manager | Construction Engineer | Construction Inspector |
| Person's Name | | | |
| Project Title | | | |
| Project Completion Date | | | |
| Project Description & Value | | | |
| Name of Reference | | | |
| Reference Employer Name | | | |
| Reference Title | | | |
| Telephone Number | | | |
| E-Mail Address | | | |
| Personnel's Responsibility on Project | | | |



SARASOTA MANATEE AIRPORT AUTHORITY

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REQUEST FOR QUALIFICATIONS

APPENDIX D(1)

Cont.

| Name of Respondent submitting Response: | | | |
|---|-------|-------|-------|
| REFERENCE PROJECT #1 | | | |
| | Other | Other | Other |
| Person's Name | | | |
| Project Title | | | |
| Project Completion Date | | | |
| Project Description & Value | | | |
| Name of Reference | | | |
| Reference Employer Name | | | |
| Reference Title | | | |
| Telephone Number | | | |
| E-Mail Address | | | |
| Personnel's Responsibility on Project | | | |



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REQUEST FOR QUALIFICATIONS

APPENDIX D(2)

KEY & SUPPORT PERSONNEL PROJECT REFERENCES

| | | | |
|---|--|----------------------|-------------------------|
| Name of Respondent submitting Response: | | | |
| REFERENCE PROJECT #2 | | | |
| | Project Director / Sr. Project Manager | Construction Manager | Estimator/Cost Engineer |
| Person's Name | | | |
| Project Title | | | |
| Project Completion Date | | | |
| Project Description & Value | | | |
| Name of Reference | | | |
| Reference Employer Name | | | |
| Reference Title | | | |
| Telephone Number | | | |
| E-Mail Address | | | |
| Personnel's Responsibility on Project | | | |



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REQUEST FOR QUALIFICATIONS

APPENDIX D(2)

Cont.

| | | | |
|---|--------------------------|-----------------------|------------------------|
| Name of Respondent submitting Response: | | | |
| REFERENCE PROJECT #2 | | | |
| | Project Controls Manager | Construction Engineer | Construction Inspector |
| Person's Name | | | |
| Project Title | | | |
| Project Completion Date | | | |
| Project Description & Value | | | |
| Name of Reference | | | |
| Reference Employer Name | | | |
| Reference Title | | | |
| Telephone Number | | | |
| E-Mail Address | | | |
| Personnel's Responsibility on Project | | | |



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REQUEST FOR QUALIFICATIONS

APPENDIX D(2)

Cont.

| | | | |
|---|-------|-------|-------|
| Name of Respondent submitting Response: | | | |
| REFERENCE PROJECT #2 | | | |
| | Other | Other | Other |
| Person's Name | | | |
| Project Title | | | |
| Project Completion Date | | | |
| Project Description & Value | | | |
| Name of Reference | | | |
| Reference Employer Name | | | |
| Reference Title | | | |
| Telephone Number | | | |
| E-Mail Address | | | |
| Personnel's Responsibility on Project | | | |



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APPENDIX G

LOCATION

| Name of Respondent submitting Response: | | | |
|---|-------------------------------|---------------------|--|
| KEY & SUPPORT PERSONNEL | DAILY WORKING OFFICE LOCATION | | |
| | DURING DESIGN | DURING CONSTRUCTION | |
| Project Director / Sr. Project Manager Name: | | | |
| Construction Manager Name: | | | |
| Estimator/Cost Engineer Name: | | | |
| Project Controls Manager Name: | | | |
| Construction Engineer Name: | | | |
| Construction Inspector Name: | | | |
| Other: Name: | | | |
| Other: Name: | | | |
| Other: Name: | | | |



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REQUEST FOR QUALIFICATIONS

APPENDIX N

CONFLICT OF INTEREST CHECKLIST

The goal of the Sarasota Manatee Airport Authority (SMAA) is to procure contracts in a fair, open, and competitive manner. Additionally, consultant, design professional, design-build or contractor firms representing the Authority must be free of conflicting professional or personal interests. Such conflicting interests could hinder objective decision making and potentially make it difficult for firms to discharge their contractual obligations impartially. A conflict of interest can create the appearance of impropriety, even where none exists, that can undermine confidence in the Authority's procurement department.

It is the responsibility of the Respondent and its consultants, design professionals, design-builders and/or contractors to recuse themselves from submitting responses to Request for Proposals, Request for Qualifications or bids for a project or otherwise participating in a project if a conflict of interest exists.

Definitions:

For the purpose of this Checklist, the term "affiliate" shall mean a business, organization, person, or individual connected to another by the fact that one controls or has the power to control the other or by the fact that a third-party controls or has the power to control both. The Authority, in its sole and absolute discretion, will determine whether an entity is an Affiliate by considering such factors as common ownership, common management, shared or overlapping facilities, equipment, and/or employees, identity of interests among family members and/or that the entity is managed or organized by owners, operators, management, and/or immediate family of an entity that previously contracted with the Authority.

A conflict of interest may exist in any of the following cases:

- a) The Respondent, its principals and/or its affiliates (hereinafter collectively Respondent), own real property in a location where there may be a positive or adverse impact on the value of such real property based on the recommendations, designs or other deliverables required by the contract.
- b) The Respondent provides services to another governmental or private entity and the Respondent knows or has reason to believe that the entity's interests are, or may be, adverse to the Authority's interests with respect to the specific project covered by the contract. Comment: The mere existence of a business relationship with another such entity would not ordinarily need to be disclosed. Rather, the focus is on the nature of services commissioned by the other entity. For example, it would not be appropriate to propose on an Authority project if a local government has also retained the Respondent for the purposes of persuading the Authority to stop or alter the project plans.
- c) The Respondent provides consulting, design, design-build or construction services to a private entity including, but not limited to, developers, whom the Respondent knows or has good reason to believe, own, lease or are planning to purchase property affected by the



REQUEST FOR QUALIFICATIONS

project covered by the contract when the value or potential uses of such property may be affected by the Respondent's performance of work pursuant to such contract. "Property affected by the project" includes property that is in, adjacent to, or in reasonable proximity to the current or potential site or right-of-way for a project. The value or potential uses of the private entity's property may be affected by the Respondent's work pursuant to the contract when such work involves providing recommendations for site or right-of-way acquisition, access control and the design or location of roads and facilities. Comment: This provision does not presume Respondent knows or has a duty to inquire as to all of the business objectives of their clients. Rather, it seeks the disclosure of information regarding cases where the Respondent has a reason to believe that its performance of work under the contract may materially affect the value or viability of a project it is performing for the other entity.

- d) The Respondent has a business arrangement with an Authority employee or immediate family member of such employee, including promised future employment of such person or a subcontracting arrangement with such person, when such arrangement is contingent on the Respondent being awarded a contract. Comment: This provision is not intended to supersede any statutes, policies or procedures applicable to Respondent's own employees accepting outside employment. This provision is intended to focus on identifying situations where promises of employment have been made contingent on the outcome of a particular procurement. It is intended to avoid a situation where a Respondent may have unfair access to "inside" information.
- e) The Respondent has, in previous work for any entity, provided consulting, design, design-build, contracting, or other professional services that potentially provides the Respondent with an unfair advantage in preparing a response for a project. Comment: This provision will not necessarily disqualify a Respondent who provided services for a project. However, such previous work must be disclosed. The scope of the services will be evaluated to determine whether Respondent has a conflict of interest.
- f) The Respondent has, in previous work for the Authority, been given access to data relevant to a procurement or a project, and such data potentially provides the Respondent with an unfair advantage in preparing a proposal for the subject project.
- g) The Respondent has, in previous work for the Authority, managed or assisted in the management of the Authority's design-build program, performing such work as: helping to create the ground rules for the subject solicitation, writing the subject solicitation, developing the scope of services, providing design criteria, and/or preparing evaluation criteria or evaluation guides for the subject solicitation.
- h) The Respondent, or any of its affiliates, because of any current or planned business arrangement, investment interest or ownership interest in any other business, may be unable to provide objective advice to the Authority.



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- i) The Respondent has or will receive compensation on this single consulting, design or design-build project from both the Authority and the construction contractor, either directly or indirectly.
- j) The Respondent has submitted a response wherein the lead or prime contractor or the lead or prime design consultant with the Respondent has also submitted as lead or prime on more than one response for a given project.

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST FORM

Having had the opportunity to review the Conflict of Interest Checklist, the Respondent hereby indicates that it has, to the best of its knowledge and belief:

Determined that no potential conflict of interest exists.

Determined a potential conflict of interest exists as follows:

Attach additional sheets as necessary. Describe in detail the nature of any potential conflict of interest:

Attach additional sheets as necessary. Describe in detail the measures proposed to mitigate the potential conflict of interest:

| | |
|---|-------|
| Signature | Date |
| If a potential conflict of interest has been identified, please provide the name and phone number for a contact person with Respondent authorized to discuss this Disclosure of Potential Conflict of Interest Form with Authority personnel. | |
| Name: | Phone |



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APPENDIX J

SCRUTINIZED COMPANY CERTIFICATION

This certification is required pursuant to Florida Statute Section 287.135.

As of October 1, 2016, a company that, at the time of bidding or submitting a bid/response for a new contract/agreement or renewal of an existing contract/agreement, is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statute Section 215.473, or has been engaged in business operations in Syria, is ineligible for, and may not bid on, submit a proposal/response for, or enter into or renew a contract/agreement with an agency or local governmental entity for goods or services of \$1 million or more.

Company: _____ FID or EIN No: _____

Address: _____

City/State/Zip: _____

I, _____ as a representative of

certify and affirm that this company is not on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or the Scrutinized Companies that Boycott Israel List and has not been engaged in business operations in Syria.

DATE

| | |
|-----------------|--------|
| Signature: | Title: |
| Printed Name: : | Date: |



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APPENDIX O

AIRPORT IMPROVEMENT PROGRAM CERTIFICATION

- I. BUY AMERICAN PREFERENCE - 49 USC § 50101, Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers Bipartisan Infrastructure Law (Pub. L. No. 117-58), Build America, Buy America (BABA) – See Attachment 4, Buy American Certification
- II. DEBARMENT AND SUSPENSION (NON-PROCUREMENT) - 2 CFR part 180 (Subpart CB), 2 2 CFR Part 200, Appendix II(H), 2 CFR part 1200, DOT Order 4200.5, Executive Orders 12549 and 12689

a. CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT

By submitting a bid/proposal under this solicitation, the Bidder or Offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

- b. CERTIFICATION OF LOWER TIER CONTRACTORS REGARDING DEBARMENT** The successful Bidder, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must confirm each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful Bidder will accomplish this by:

- i. Checking the System for Award Management at website: <http://www.sam.gov>
- ii. Collecting a certification statement similar to the Certificate of Offeror/Bidder Regarding Debarment and Suspension (Bidder or Offeror), above.
- iii. Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.



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REQUEST FOR QUALIFICATIONS

III. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT - 2 CFR § 200, Appendix II(K), 2 CFR § 200.216

Design-Builder and Subcontractors agree to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)].

IV. LOBBYING AND INFLUENCING FEDERAL EMPLOYEES - 31 USC § 1352 – Byrd Anti-Lobbying Amendment, 2 CFR Part 200, Appendix II(l), 49 CFR Part 20, Appendix A

CERTIFICATION REGARDING LOBBYING

The Bidder or Offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- a.** No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b.** If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c.** The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.



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This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

- V. TAX DELINQUENCY AND FELONY CONVICTIONS** – Section 8113 of the Consolidated Appropriations Act, 2022 (Public Law 117-103) and similar provisions in subsequent appropriations acts, DOT Order 4200.6 – Appropriations Act Requirements for Procurement and Non-Procurement Regarding Tax Delinquency and Felony Convictions

CERTIFICATION OF OFFEROR/BIDDER REGARDING TAX DELINQUENCY AND FELONY CONVICTIONS

The applicant must complete the following two certification statements. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (✓) in the space following the applicable response. The applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

Certifications

The applicant represents that it is () is not () a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

The applicant represents that it is () is not () a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

Note:

If an applicant responds in the affirmative to either of the above representations, the applicant is ineligible to receive an award unless the Sponsor has received notification from the agency suspension and debarment official (SDO) that the SDO has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore must provide information to the owner about its tax liability or conviction to the Owner, who will then notify Guidelines for Contract Provisions for Obligated Sponsors and Airport Improvement Program Projects the FAA Airports District Office, which will then notify the agency's SDO to facilitate completion of the required considerations before award decisions are made.



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TRADE RESTRICTION CERTIFICATION - 49 USC § 50104, 49 CFR Part 30

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror

- a.** is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
- b.** has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the U.S.T.R.; and
- c.** has not entered into any subcontract for any product to be used on the Federal on the project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001

The Offeror/Design-Builder must provide immediate written notice to the Owner if the Offeror/Design-Builder learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Design-Builder must require subcontractors provide immediate written notice to the Design-Builder if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

- a.** who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R. or
- b.** whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such U.S.T.R. list or
- c.** who incorporates in the public works project any product of a foreign country on such U.S.T.R. list;



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Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by U.S.T.R, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Design-Builder or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

VI. DOMESTIC PREFERENCES FOR PROCUREMENTS - 2 CFR § 200.322, 2 CFR Part 200, Appendix II(L)

CERTIFICATION REGARDING DOMESTIC PREFERENCES FOR PROCUREMENTS

The Bidder or Offeror certifies by signing and submitting this bid or proposal that, to the greatest extent practicable, the Bidder or Offeror has provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products) in compliance with 2 CFR § 200.322.



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REQUEST FOR QUALIFICATIONS

State of _____
County of _____
Company: _____
Address: _____
City/State/Zip: _____

I, _____, as a representative of _____ certify and affirm that this company will comply with the above requirements for the Airport Improvement Program.

I understand and agree that the Owner may immediately terminate any Contract resulting from this Solicitation upon written notice if the undersigned entity is found to have submitted a false certification.

SIGNATURE TITLE

PRINTED NAME DATE

Notary
STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,
this ___ day of _____, 202_ ,by _____ as _____,
(Name of person) (type of authority)

for _____
(name of party on behalf of whom certification was executed)

Signature of Notary Print, Type, or Stamp Commissioned Name of Notary
Personally Known OR Produced Identification
Type of Identification Produce



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REQUEST FOR QUALIFICATIONS

APPENDIX E.1

KEY & SUPPORT PERSONNEL RESUMES

| | |
|---|--|
| Name of Respondent submitting Response: | |
|---|--|

| |
|--|
| PERSONNEL RESUME |
| <i>Note: This page is to be completed once for each key and support personnel listed in Appendix C</i> |
| PERSON'S NAME: |

| | | |
|---|------------------------|------------------|
| PROFESSIONAL PROFILE | | |
| TITLE WITHIN CURRENT FIRM | YEARS OF EXPERIENCE | |
| | WITH CURRENT FIRM | WITH OTHER FIRMS |
| | | |
| CURRENT FIRM NAME | | |
| EDUCATION <i>DEGREES/SCHOOL/YEAR/SPECIALIZATION</i> | ACTIVE REGISTRATION(S) | |
| PROFESSIONAL AFFILIATION(S): | | |
| | | |

| |
|---|
| PROGRAM ROLE |
| PROPOSED PROGRAM ASSIGNMENT FOR THIS PROJECT: |
| |



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APPENDIX E.2

KEY & SUPPORT PERSONNEL RESUMES

| | |
|---|--|
| Name of Respondent submitting Response: | |
|---|--|

| |
|---|
| PROJECT EXPERIENCE OF COMPARABLE SCOPE AND COMPLEXITY <i>Note: For each key and support personnel listed in Appendix C, this page must be completed for each and every project of comparable scope and complexity. This page may be duplicated, as many times as necessary, to describe each project.</i> |
| PERSON'S NAME: |

| PROJECT OVERVIEW | CONSTRUCTION DETAILS | |
|----------------------------|--|--------------------|
| PROJECT NAME: | DELIVERY METHOD | |
| | Design / Build | |
| PROJECT LOCATION: | Design / Bid / Build | |
| | Construction Management | |
| OWNER NAME: | | TOTAL PROJECT COST |
| | | |
| BRIEF PROJECT DESCRIPTION: | PROJECT START DATE | PROJECT END DATE |
| | | |
| | PROJECT COMPLETION (Yes or No) | |
| | ON SCHEDULE: | WITHIN BUDGET: |
| | Explanation if answer is "No" to any of the above: | |
| | | |

| ROLES AND RESPONSIBILITIES | | | |
|---|--|---|-----------------------------|
| PROJECT ASSIGNMENT / ROLE: | NAME OF FIRM WITH WHICH PERSON ASSOCIATED: | TIME (IN %) ACTIVELY INVOLVED ON PROJECT: | |
| | | | |
| PHASES | | | |
| <i>Duration on the project will be defined in terms of project phases: Within 0% to 100% (with 100% being full time), indicate the percent of time this person was committed for each phase of the project:</i> | | | |
| SCHEMATIC DESIGN | DESIGN DEVELOPMENT | CONSTRUCTION DOCUMENTS | CONSTRUCTION ADMINISTRATION |
| | | | |
| PROJECT ROLE | | | |



**SARASOTA
BRADENTON
INTERNATIONAL**

SARASOTA MANATEE AIRPORT AUTHORITY

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Note: For each key and support personnel listed in Appendix C, this page must be completed for each and every project of comparable scope and complexity.

PERSON'S NAME:

DETAILED PROJECT PARTICIPATION AND RESPONSIBILITIES.



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REQUEST FOR QUALIFICATIONS

APPENDIX E.3

KEY & SUPPORT PERSONNEL RESUMES

| | |
|---|--|
| Name of Respondent submitting Response: | |
|---|--|

ADDITIONAL EXPERIENCE

Note: After completing all of the pages necessary to describe the individual project experience of each key and support personnel listed in Appendix C, this page should be used only once to expand upon the other relevant experience and qualifications of each key and support personnel listed in Appendix C

PERSON'S NAME:

OTHER EXPERIENCE AND QUALITIES RELEVANT TO PROJECT.

| |
|--|
| |
|--|



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REQUEST FOR QUALIFICATIONS

APPENDIX F.1

RESPONDENT'S EXPERIENCE IN WORK OF COMPARABLE SCOPE AND COMPLEXITY

| | |
|---|--|
| Name of Respondent submitting Response: | |
|---|--|

| PROJECT NO. 1 | | | |
|----------------------------------|---|--------------------------------------|--------------------------|
| PROJECT TITLE: | | COMPLETION DATE (ACTUAL/SCHEDULE) | CONTRACT DURATION |
| | | CONSTRUCTION COST: | |
| PROJECT OWNER'S INFORMATION | | | |
| OWNER'S NAME | NAME OF OWNER'S PROJECT REPRESENTATIVE | REPRESENTATIVE'S TITLE | TELEPHONE NUMBER & EMAIL |
| | | | |
| PROJECT DESCRIPTION | | | |
| DETAILED DESCRIPTION OF PROJECT: | | | |
| UNIQUE FEATURES OF THE PROJECT | | | |

Respondent's Role: Design-Builder Prime Contractor (D-B-B) Construction Manager at Risk

Type of Project: New Renovation

KEY AND SUPPORT PERSONNEL INFORMATION

| | | | |
|---|---|--|--|
| Check which personnel Listed in Appendix C That were part of Project #1 and describe their role | <input type="checkbox"/> Project Director | <input type="checkbox"/> PM for Design | <input type="checkbox"/> PM for Construction |
| | Name: Role: | Name: Role: | Name: Role: |
| | <input type="checkbox"/> Lead Architect | <input type="checkbox"/> Structural Engineer | <input type="checkbox"/> BHS Designer |
| | Name: Role: | Name: Role: | Name: Role: |
| <input type="checkbox"/> General Superintendent | <input type="checkbox"/> BHS Superintendent | <input type="checkbox"/> Other | |
| Name: Role: | Name: Role: | Name: Role: | |
| | | | |



REQUEST FOR QUALIFICATIONS

| PROJECT NO. 2 | | | |
|----------------------------------|---|--------------------------------------|--------------------------|
| PROJECT TITLE: | | COMPLETION DATE (ACTUAL/SCHEDULE) | CONTRACT DURATION |
| | | CONSTRUCTION COST: | |
| | | | |
| PROJECT OWNER'S INFORMATION | | | |
| OWNER'S NAME | NAME OF OWNER'S PROJECT REPRESENTATIVE | REPRESENTATIVE'S TITLE | TELEPHONE NUMBER & EMAIL |
| | | | |
| PROJECT DESCRIPTION | | | |
| DETAILED DESCRIPTION OF PROJECT: | | | |
| UNIQUE FEATURES OF THE PROJECT | | | |

Respondent's Role: Design-Builder Prime Contractor (D-B-B) Construction Manager at Risk

Type of Project: New Renovation

KEY AND SUPPORT PERSONNEL INFORMATION

| | | | |
|--|---|--|--|
| Check which personnel Listed in Appendix C That were part of Project #2 and describe their role | <input type="checkbox"/> Project Director | <input type="checkbox"/> PM for Design | <input type="checkbox"/> PM for Construction |
| | Name: Role: | Name: Role: | Name: Role: |
| | <input type="checkbox"/> Lead Architect | <input type="checkbox"/> Structural Engineer | <input type="checkbox"/> BHS Designer |
| | Name: Role: | Name: Role: | Name: Role: |
| | <input type="checkbox"/> General Superintendent | <input type="checkbox"/> BHS Superintendent | <input type="checkbox"/> Other |
| | Name: Role: | Name: Role: | Name: Role: |



SARASOTA MANATEE AIRPORT AUTHORITY

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REQUEST FOR QUALIFICATIONS

APPENDIX H.1

DISADVANTAGED BUSINESS ENTERPRISE

ASSURANCE AND PARTICIPATION

Participation by certified DBE firms will be required during the design of the Project and will be incorporated in all applicable contracts. The Respondent must assure and demonstrate in their response that they will subcontract to certified DBEs at least 0% of the total dollar amount of the design fees earned under the design phase of the Project.

Additionally, the Respondent will assure that they will subcontract to certified DBEs at least 0% of the total dollar amount earned on the construction phase of the Program.

The Respondent will complete and submit the following statement. Failure to complete this statement may be grounds for rejection of Respondent's response.

The Respondent assures that it will meet the requirements of the Authority Small Business Enterprise (SBE) Policy and Program and the Respondent will make good faith efforts to subcontract to certified SBEs during the construction phase of the Project.

For each DBE firm only, submit a letter of intent as attached.

On all solicitations for which an expectancy has been established, the Authority will inform all Respondents that they will be required to submit DBE participation information to the Authority as part of their response. Failure of a Respondent to submit the following DBE information in their response may render the response nonresponsive:

- I.** The names and addresses of DBE firms that will participate in the Part 1 Contract;
- II.** A description of the work each named DBE firm will perform;
- III.** The percentage participation by each named DBE firm;
- IV.** Written documentation of the Respondent's commitment to use a DBE firm whose participation it submits to meet a Contract expectancy;
- V.** Written confirmation from the DBE firm that it will be participating in the Part 1 Contract as provided in the response; and
- VI.** A copy of each named DBE firm's certification letter from the Florida Unified Certification Program (FLUCP).

A separate letter of intent must be completed for each DBE firm.

Name of Respondent: _____

Signed by: _____

Title: _____

Date: _____



SARASOTA MANATEE AIRPORT AUTHORITY

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REQUEST FOR QUALIFICATIONS

APPENDIX H.2

KEY & SUPPORT PERSONNEL DATA FORM

Note: Failure to complete this statement may be grounds for rejection of Response.

| RESPONDENT INFORMATION | | |
|------------------------|-----|-------|
| NAME OF RESPONDENT | | |
| ADDRESS | | CITY |
| TELEPHONE | FAX | EMAIL |

| RESPONDENT INFORMATION | | |
|--|-----|-------|
| NAME OF DBE FIRM | | |
| ADDRESS | | CITY |
| TELEPHONE | FAX | EMAIL |
| Identity of DBE (e.g. Hispanic, American Indian, Black, Female, etc.): | | |
| Description of work to be performed by DBE firm: | | |
| DBE firm percent (%) of Respondent's fee: | | |

Commitment

The Respondent is committed to utilizing the above named DBE firm for the work described above.

By: Print Name: _____ Date: _____

Signature Title Name of Respondent

Affirmation

The above named DBE firm affirms that it will perform the portion of the Contract as stated above.

By: Print Name: _____ Date: _____

Signature Title Name of DBE Firm

If the Respondent does not receive award of the Contract, any and all representations in this Letter of Intent and affirmation will be null and void.

A separate Letter of Intent will be completed for each DBE firm.



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REQUEST FOR QUALIFICATIONS

APPENDIX H.3

DBE SUBCONTRACTOR GOOD FAITH EFFORT WORKSHEET

In determining if the Respondent made sufficient good faith efforts to meet the DBE Contract goal, the Authority will consider the factors listed in the DBE Policy and Program. If the Respondent is unable to meet the prescribed DBE Contract goal, this worksheet must be completed and submitted with the response. Failure to complete this form may be grounds for rejection of the response. Sufficient written backup documentation in addition to this worksheet is required to substantiate the good faith effort.



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REQUEST FOR QUALIFICATIONS

APPENDIX H

(DBE) DISADVANTAGED BUSINESS ENTERPRISE

(OEPP) OPEN-ENDED PERFORMANCE PLAN

To meet the requirements of the Authority's approved DBE program, the Respondent will solicit and seek participation of certified DBE firms in all applicable contracts. The Owner's award of this Contract is conditioned Respondent satisfying the good faith requirements.

The Respondent must assure and demonstrate in their response that they will subcontract to certified DBEs at least **0%** of the total dollar amount of the Project.

Note: No DBE firms will be submitted at the time of bid.

I. Commitment to Meet the DBE Contract Goal

The Respondent shall attach to this Appendix their OEPP that includes as a minimum;

- a)** shall provide a summary of all steps that will be taken to ensure that the advertised DBE goal is met.
- b)** shall describe the Good Faith Efforts (GFE) it will take to secure DBE subcontractors to perform the scopes of work.
- c)** shall provide a plan for ensuring all DBEs utilized will perform a commercially useful function (CUF).
- d)** shall provide a plan for ensuring subcontractors are paid in accordance with FDOT's prompt payment specification.

II. Forecast for DBE utilization throughout the life of the project to meet the advertised DBE contract goal

In addition to the OEPP, the Respondent as a minimum:

- a)** shall provide all anticipated DBE opportunities that will be used to meet the advertised DBE goal. The DBE opportunities shall include the FDOT work code and work scope.
- b)** Shall provide the anticipated value of work that will be assigned to each work scope listed.
- c)** shall provide anticipated payout for each work scope by each calendar year that the contract will be active. The total for each calendar year shall equal the anticipated value of work.
- d)** shall provide the anticipated date of the execution of the DBE subcontract. The date should correspond to the quarter/year that the commitment will be secured.
- e)** The anticipated participation target should be broken down by each calendar year of construction

III. Proposed DBE Outreach and Workforce Development Efforts Commitment to Meet the DBE Contract Goal

In addition to the OEPP, the Respondent as a minimum:

- a)** shall provide its methodology for documenting and ensuring that DBE subcontractors will be procured to meet the advertised DBE goal. A description of the means of solicitation shall be provided.



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- b) shall provide a description of how potential DBE firms for each work scope are identified using the most current FDOT Directory of Firms.
- c) shall provide any other means of outreach it may use to facilitate DBE participation on the project.
- d) shall describe the types of workforce development efforts (e.g. apprenticeships, skill-building training, etc.) to be used during the life of the project.
- e) may include past and any ongoing efforts as additional information to show potential good faith efforts that will be used on the project.
- f) The proposer shall provide Nondiscrimination, Affirmative Action, and EEO policies

IV. Affidavit of Commitment

The Respondent is committed to take all reasonable steps to follow the DBE Performance Plan and meet the DBE requirements as stated in the proposal. The Respondent shall agree to negotiate and contract in good faith with all DBEs and ensure compliance with all federal and state regulations, and FDOT policies and guidelines. The Design-Build Team shall monitor the DBE participation throughout the life of the project.

By: Print Name: _____ Date: _____

Signature
Title
Name of Respondent



SARASOTA MANATEE AIRPORT AUTHORITY

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REQUEST FOR QUALIFICATIONS

APPENDIX L

INSURANCE COVERAGE

| | |
|---|--|
| Name of Respondent submitting Response: | |
|---|--|

The Designer agrees to provide its full limits for every policy specified herein, without restriction or reduction, and to the extent required by Florida Department of Transportation Public Transportation Grant Agreement, shall require the same of all of its contractors, subcontractors, suppliers, consultants, and subconsultants at each tier. To the extent that there is any exclusion, deficiency, reduction, or gap in a policy, which makes the insurance more restrictive than the coverage required, the Design-Builder agrees to remain responsible and obligated to make the Owner whole as if the Design-Builder and all of its contractors, subcontractors, suppliers, consultants, and subconsultants at each tier fully met the insurance requirements of the contract. Every policy shall be maintained without interruption or amendment throughout the life of this Contract, including but not limited to any warranty or limitation periods, and for any period of extension described herein. In the event the Designer becomes in default of any requirement, the Owner reserves the right to take whatever actions deemed necessary to protect its interests. The Designer shall require every policy, other than Workers' Compensation, Employer's Liability and Professional Liability, to be endorsed to include the Owner, members of the Owner's governing body, and the Owner's officers, volunteers, agents, and its employees as additional insureds. To the extent required by Florida Department of Transportation Public Transportation Grant Agreement, Design-Builder shall also ensure that the Florida Department of Transportation is added as an additional insured on the Commercial General Liability policy of the Design-Builder. There shall be no language in any policy, endorsement, or exclusion that reduces or limits recovery to any amount less than the full policy limits. The Design-Builder will submit evidence that it, and to the extent required by the Florida Department of Transportation Public Grant Agreement, all subcontractors, suppliers, consultants, and subconsultants at each tier has complied with this provision to the Owner before any work or service commences under this contract. Such evidence shall describe the full policy limits along with any deductible, retentions, attachment point, and any deviation from a fully insured program

| Prime A/E Respondent & A/E Team | Off Air Operation Area (AOA) | On Air Operation Area (AOA) |
|--|--|-----------------------------|
| Professional Liability (Project Specific) / Errors & Omissions | \$20M/Claim; \$25M/Annual Aggregate Prime A/E must ensure that all sub-consultants the same limits. F.S. 725.08 also requires an indemnity clause that limits the individual liability for the design professionals to their specific level of neglect. Requires 5-Yr. Extended Reporting Period/Statue of Repose (Tail) <ul style="list-style-type: none"> • \$5M Cyber Security Limit, with • \$5M business interruption • \$1M fraud (social engineering) | |
| Primary Comprehensive General Liability (CGL) | \$1M / Occurrence / \$2M aggregate. Professional Liability and CGL may not be combined. | |
| Excess Liability/Umbrella Liability | \$10M on top of Prime Policy. | |



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| | | |
|--|---|--------------------------------------|
| Commercial Vehicle Liability | \$1,000,000 occurrence/aggregate | \$5,000,000 Combined Single Limit |
| Property | Included in GLI | Included in GLI |
| Workers Comp incl. Employers Liability | Florida State Requirements | |
| Comprehensive Pollution Liability (CPL) | \$2M/Claim; \$2/M/Annual Aggregate (May Combine with Professional Liability/EO Policy) | |

| |
|--|
| <p>Additional Requirements</p> <ul style="list-style-type: none"> a) SMAA Requires Copies of All Policies b) SMAA Certificates and Insurance for All Policies c) All Policies/Certificates, Subject to SMAA Approval d) All Policies/Certificates, Primary Non-Contributory e) All Policies/Certificates, SMAA Named as Additional Insured f) All Policies/Certificates, Waiver of Subrogation in Favor of SMAA g) All Policies/Certificates, List All Action Over Exclusions i) All Design Subs Require 5-Yr. Extended Reporting Period |
|--|



SARASOTA MANATEE AIRPORT AUTHORITY

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REQUEST FOR QUALIFICATIONS

APPENDIX A.1

KEY & SUPPORT PERSONNEL DATA FORM

| | |
|---|--|
| Name of Respondent submitting Response: | |
|---|--|

Provide information on Respondent, fully execute and include the response immediately following the cover page.

| | | | |
|---|--|--|----------|
| XI. Legal contracting name including any dba. | | | |
| XII. State of organization or incorporation. | | | |
| XIII. Ownership: | | | |
| XIV. Federal Employer Identification Number. | | | |
| XV. Corporate Headquarters | | | |
| Address: | | State: | Zip code |
| City: | | Extension | |
| Phone: | | | |
| XVI. Local Office (if any) | | | |
| Address: | | State: | Zip code |
| City: | | Extension | |
| Phone: | | | |
| XVII. process | | Primary representative during the Solicitation | |
| Address: | | State: | Zip code |
| City: | | Extension | |
| Phone: | | | |
| XVIII. Solicitation process | | Secondary representative during the | |
| Address: | | State: | Zip code |
| City: | | Extension | |
| Phone: | | | |

XIX. Attest if the Respondent provides services to anyone related to or employed by the **Sarasota Manatee** Aviation Authority ("Authority"), including the Authority's Board members.

| | |
|--------------------------|--|
| <input type="checkbox"/> | No, the Respondent does not provide services to anyone related to or employed by the Authority, including Authority Board members. |
| <input type="checkbox"/> | Yes, the Respondent provides services to someone related to or employed by the Authority, including Authority Board members. |

If yes, identify each individual and explain the relationship.



SARASOTA MANATEE AIRPORT AUTHORITY

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REQUEST FOR QUALIFICATIONS

XX. Attest if the Respondent employs anyone related to an employee of the Authority, including Authority Board members.

- No, the Respondent does not employ anyone related to an employee of the Authority, including Authority Board members.
- Yes, the Respondent does employ a relative of an employee of the Authority, including Authority Board members.

If yes, identify each individual and explain the relationship.

The submittal of this response is a duly authorized, official act of the Respondent and the undersigned officer of the Respondent is duly authorized and designated by resolution of the Respondent to execute this response on behalf of and as the official act of the Respondent, this ___ day of ___, 2025.

| | |
|--------------|----------------------------------|
| ATTESTED BY: | Respondent By: |
| | |
| | Signature of Authorized Official |
| Signature | Printed Name |
| Printed Name | Title |
| Title | Date |