

**PALM BEACH COUNTY
NOTICE
REQUEST FOR PROPOSALS
PROJECT # DOA 26-6**

Airport Facilities & Systems Consultant Services

Pursuant to the Brooks Act, 40 USC 1101 and Florida Statutes 287.055 and County PPM # CW-O-048, notice is hereby given that Palm Beach County Department of Airports is seeking proposals for the purpose of selecting a Consultant(s) to provide Architectural, Mechanical, Electrical, Structural, and Landscape Design Services under a Continuing Contract. The Consultant(s) will provide, on an as-needed basis, professional facility and systems design services. All services required will be scoped by individual Consultant Service Authorizations (CSAs) issued by DOA. The selected Consultant(s) will be an external source of facility and systems expertise and assistance to the DOA which is responsible for planning and development at all four (4) Palm Beach County owned and operated airports – Palm Beach International (PBI), Palm Beach County Park (LNA), North Palm Beach County General Aviation (F45) and Palm Beach County Glades (PHK). The services shall comply with Federal Aviation Administration (FAA), Florida Department of Transportation (FDOT), and all applicable Federal, State, and Local Codes, Regulations, Ordinances, and Policies.

This is a request for qualifications only. No overhead rates, fees, or cost information should be included with this proposal.

The firm(s) selected by the County will enter into a non-exclusive agreement with the Department of Airports and will be expected to satisfy the County's applicable Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), and Insurance Requirements. The contract to be awarded under this RFP will be funded in whole or in part with federal, state and/or local funds. A SBE goal, a minimum of **20%**, has been set for the total dollar value of Consultant Service Authorizations assigned under the Continuing Contract that are ineligible for federal or state funding. A DBE participation goal will be set for each CSA assigned under the Contract that is eligible for federal or state funding. The type of goal is dependent on funding source eligibility of the services that are assigned to the selected Consultant.

Palm Beach County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4), 28 CFR § 50.3, and 49 CFR Part 21, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, creed, age, or disability in consideration for an award.

Task assignments will be subject to scope definition and determination of level of effort on a task-by-task basis. Primary services to be performed by the Consultant may include but are not limited to the following:

- Vertical infrastructure design
- Investigative Services
- Construction Administration
- Construction Management (CM) and Construction Engineering and Inspection (CEI) Services
- Cost estimation
- Extension-of-Staff

Up to three (3) firms will be selected for a contract term of two (2) years with an option of three (3) one (1) year contract renewals at the County's discretion.

Projects assigned under this continuing contract will be funded in whole or in part with federal funds.

Firms submitting proposals must be familiar with the detailed federal requirements applicable to projects funded with federal grants that are described in detail in the Request for Proposals (RFP).

Projects under this Continuing Contract may also be funded in whole or in part with State grants.

The RFP may be downloaded from the County's on-line Vendor Self-Service (VSS) system at:
<https://pbcvssp.pbc.gov/vssprd/Advantage4>

Proposals are due by 3:00 P.M. on July 22, 2026 at the Palm Beach County Department of Airports Administration Building, 846 Palm Beach International Airport, West Palm Beach. Please note that this location is not at the PBI terminal but is located to the west of the airport. Lobby is open between 8:00am-5:00pm.

Non-Mandatory Pre-Proposal Conference. Proposers are invited to attend a non-mandatory pre-proposal conference to be held on **July 1, 2026, at 10:00 AM** at 846 Palm Beach International Airport, West Palm Beach. Attendance at this pre-proposal conference is strongly recommended and encouraged. To request a virtual participation option for the meeting please send an e-mail to rfi@pbia.org. Include the words "DOA 26-6 RFP Airport Facilities Consultant Services" in the subject line.

Responses will be evaluated based on the selection criteria set out in the RFP.

Prior to submission of a proposal, any firm or individual, as prime consultant or as a sub-consultant, desiring to provide architectural, engineering, landscape architectural, or surveying and mapping professional services to Palm Beach County must first be CCNA certified by the County's Engineering and Public Work's Department as qualified pursuant to law and in accordance with the most recent administrative procedures for awarding of design professional consulting contracts adopted by Palm Beach County.

Palm Beach County reserves the right to waive any irregularities or reject any and all proposals.

ATTEST:

**MICHAEL A. CARUSO
CLERK & COMPTROLLER**

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA**

PUBLISH: Palm Beach Post

Sunday: June 21, 2026

Sunday: June 28, 2026