

REQUEST FOR PROPOSALS

Federal Strategic Government Relations Services

RFP Issued: September 25, 2026

Deadline for Written Questions: October 16, 2026, at 5:00 p.m. ET

FAC Responses to Questions: October 21, 2026

Proposal Submission Deadline: October 30, 2026, at 12:00 p.m. ET



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SECTION 1 – RFP OVERVIEW AND SCHEDULE

1.1 Invitation

The Florida Airports Council ("FAC" or the "Council") invites proposals from qualified firms to provide federal strategic government relations services supporting Florida's public-use airports.

FAC seeks a firm with demonstrated experience in federal aviation policy, congressional appropriations, federal agency engagement, and strategic advocacy.

This solicitation provides respondents the opportunity to propose project-based services addressing specific FAC priorities and, alternatively, comprehensive year-round federal government relations and lobbying services.

FAC reserves the right to select the service model determined to best serve the interests of the Council and its members.

1.2 RFP Schedule

The anticipated schedule for this solicitation is as follows:

RFP Issued: September 25, 2026

Deadline for Written Questions: October 16, 2026, at 5:00 p.m. Eastern Time

FAC Responses to Questions: October 21, 2026

Proposal Submission Deadline: October 30, 2026, at 12:00 p.m. Eastern Time

FAC reserves the right to modify this schedule at its discretion. Any material modification to the RFP will be communicated in writing to known prospective respondents.

1.3 Questions and Communications

All questions concerning this RFP must be submitted in writing no later than the deadline identified above to:

Tiffany King

President & CEO

Florida Airports Council

tking@floridaairports.org

FAC may distribute responses to questions, without identifying the submitting firm, to all known prospective respondents.

No oral interpretation, clarification, or modification of this RFP shall be binding upon FAC. Material interpretations, clarifications, or modifications will be provided in writing.

To ensure a fair and consistent solicitation process, respondents are requested to direct communications concerning this RFP through the contact identified above.

SECTION 2 – FAC BACKGROUND AND PURPOSE

2.1 Background

The Florida Airports Council is the statewide association representing Florida's 129 public-use airports. FAC serves as the unified voice for Florida airports on legislative, regulatory, and policy matters while promoting a safe, efficient, and economically strong statewide aviation system.

As federal aviation policy continues to evolve, the Council seeks to establish strategic partnerships that strengthen Florida's position on key federal issues affecting airport funding, infrastructure, airspace management, and the continued development of Florida's aviation system.

2.2 Purpose

The purpose of this RFP is to identify a qualified firm capable of providing executive-level federal government relations, strategic policy development, agency engagement, congressional advocacy, and related services on behalf of FAC.

FAC is considering two alternative service models:

Project-Based Services: Services addressing specific Board-approved federal priorities through individual task orders.

Year-Round Federal Government Relations & Lobbying Services: Comprehensive ongoing representation of FAC's federal legislative, regulatory, funding, and policy interests.

Respondents may submit proposals for the project-based services identified herein and may also submit an alternative proposal for year-round federal government relations and lobbying services.

FAC will evaluate the proposed service models to determine the approach that best supports the Council's federal advocacy needs.

SECTION 3 – SCOPE OF SERVICES

3.1 Task Order No. 1 – Federal Funding & Appropriations Strategy

Objective

Develop and execute a comprehensive federal strategy to maximize investment opportunities for Florida's public airports and strengthen FAC's engagement with Congress and federal agencies on aviation funding priorities.

Expected Services

The selected firm may be expected to:

- Develop a federal funding and appropriations strategy aligned with FAC priorities.
- Identify emerging federal funding opportunities affecting Florida airports.
- Engage with congressional appropriations staff, FAA, USDOT, and other appropriate federal agencies.
- Assist FAC in communicating federal funding priorities to Congress and executive agencies.
- Monitor federal budget and appropriations activity affecting airport infrastructure and aviation programs.
- Provide strategic recommendations throughout the federal budget cycle.

Expected Deliverables

Anticipated deliverables include:

- Annual Federal Funding Strategy
- Federal funding opportunity matrix
- Congressional and agency engagement plan
- Quarterly written strategy updates
- End-of-year assessment with recommendations for future action

3.2 Task Order No. 2 – Florida Airspace Strategy

Objective

Assist FAC in developing and advancing a coordinated federal strategy addressing airspace issues affecting Florida airports, including the growing interaction among commercial aviation, military operations, and commercial space activities.

Expected Services

The selected firm may be expected to:

- Evaluate federal policies and operational issues affecting Florida airspace.
- Engage with FAA Headquarters, the Office of Commercial Space Transportation, and other appropriate federal agencies.
- Develop policy recommendations supporting efficient integration of aviation and commercial space operations while protecting airport access and operational reliability.
- Identify opportunities for congressional engagement or administrative action.
- Coordinate with relevant national and state stakeholders as appropriate.

Expected Deliverables

Anticipated deliverables include:

- Florida Airspace Strategic Assessment
- Federal stakeholder engagement strategy
- Policy recommendations
- Executive briefing materials
- Final report outlining recommended next steps for FAC

3.3 Optional Year-Round Federal Government Relations & Lobbying Services

Respondents may also submit an alternative proposal for comprehensive year-round federal government relations and lobbying services.

The proposal should describe the firm's recommended approach for providing ongoing representation of FAC's federal interests. Services may include, but are not limited to:

- Monitoring federal legislative, regulatory, budget, appropriations, and policy developments affecting Florida airports.

- Representing FAC before Congress, FAA, USDOT, and other relevant federal agencies.
- Providing strategic advice to FAC leadership and the Board of Directors regarding emerging federal issues, risks, and opportunities.
- Supporting congressional and federal agency engagement on FAC Board-approved priorities.
- Identifying federal funding and appropriations opportunities relevant to Florida airports.
- Coordinating, as appropriate, with national aviation organizations and other federal, state, and industry partners.
- Facilitating meetings and strengthening relationships with congressional offices, federal agencies, and other key stakeholders.
- Providing regular legislative, regulatory, and policy updates to FAC.
- Developing briefing materials, correspondence, policy documents, talking points, and other advocacy materials as requested.
- Assisting with federal advocacy events, congressional meetings, briefings, testimony, comment letters, or other advocacy activities as requested.

Respondents proposing year-round services should clearly identify the services included within the proposed retainer, services or expenses that would be billed separately, anticipated level of FAC staff and volunteer involvement, and the proposed reporting and communication structure.

SECTION 4 – PROPOSAL REQUIREMENTS AND SUBMISSION INSTRUCTIONS

4.1 Proposal Format

Proposals should be clear, concise, and organized in a manner that facilitates FAC's evaluation.

At a minimum, proposals should contain the following sections.

A. Letter of Transmittal

Provide a brief letter of transmittal identifying the firm and the services for which the proposal is submitted.

The letter should:

- Identify the firm's primary contact for the proposal.
- Confirm the firm's understanding of the requested services.
- Identify the individual authorized to make representations and commitments on behalf of the firm.
- Be signed by an individual authorized to bind the firm.

B. Firm Qualifications

Provide:

- History and background of the firm.
- Experience representing aviation, transportation, infrastructure, governmental, or association clients.
- Experience working with Congress, FAA, USDOT, and other relevant federal agencies.
- Description of the firm's federal government relations capabilities and resources.
- Location of offices and personnel expected to support FAC.

C. Proposed Team

Identify the personnel who would be assigned to FAC, including:

- Primary relationship manager.
- Personnel expected to perform the majority of the work.
- Relevant experience and responsibilities of each team member.
- Any subcontractors, affiliated firms, or outside consultants expected to participate in the engagement.

Resumes or biographies of key personnel may be included as an appendix.

FAC expects the personnel identified in the proposal to have meaningful involvement in the engagement. Any material change in key personnel following selection shall be communicated to FAC.

D. Understanding of FAC's Needs

Describe the firm's understanding of FAC, Florida's aviation environment, and the federal challenges and opportunities associated with the services proposed.

E. Approach and Methodology

For each service model proposed, describe:

- Proposed strategy and approach.
- Scope of services.
- Major milestones.
- Proposed deliverables.
- Estimated timeline.
- Communication and reporting approach.
- Recommended level of FAC staff, Board, committee, and member involvement.

F. Relevant Experience and References

Provide examples of similar engagements involving:

- Federal appropriations
- Aviation policy
- FAA engagement
- Transportation infrastructure
- Federal legislative or regulatory advocacy
- Complex federal policy initiatives

Provide three client references for engagements of similar scope, preferably involving airports, aviation, transportation, federal appropriations, associations, or FAA/USDOT matters.

For each reference, provide:

- Organization
- Contact name and title
- Telephone number

- Email address
- Brief description of services provided

G. Conflicts of Interest

Identify any current client relationships or other circumstances that could present an actual or potential conflict of interest with FAC or its member airports.

Describe how the firm would address any identified conflict.

H. Cost Proposal

Respondents should provide pricing as follows:

Task Order No. 1 – Federal Funding & Appropriations Strategy: Fixed fee.

Task Order No. 2 – Florida Airspace Strategy: Fixed fee.

Optional Year-Round Federal Government Relations & Lobbying Services: Proposed monthly and/or annual retainer.

For year-round services, respondents should clearly identify the services included within the retainer and any services that would be billed separately.

All respondents should identify anticipated travel, administrative, subcontractor, or other reimbursable expenses and any assumptions affecting the proposed fees.

4.2 Proposal Submission

Proposals must be received no later than:

12:00 p.m. Eastern Time
Friday, October 30, 2026

Proposals shall be submitted electronically in PDF format to:

Tiffany King
President & CEO
Florida Airports Council
tking@floridaairports.org

The email subject line should read:

RFP Response – Federal Strategic Government Relations Services

Respondents are responsible for ensuring that their proposal is received by FAC prior to the deadline.

Late proposals may not be considered.

4.3 Proposal Validity

Proposals should remain valid for a period of at least ninety (90) days following the proposal submission deadline unless otherwise agreed to by FAC and the respondent.

4.4 Modification or Withdrawal

A respondent may modify or withdraw its proposal prior to the submission deadline by providing written notice to FAC.

SECTION 5 – EVALUATION AND SELECTION PROCESS

5.1 Evaluation Criteria

FAC will evaluate proposals based on the following considerations:

- Demonstrated experience in federal aviation and transportation policy.
- Experience with congressional appropriations and federal funding.
- Experience engaging Congress, FAA, USDOT, and other relevant federal agencies.
- Qualifications and experience of the personnel proposed to serve FAC.
- Understanding of FAC's needs and Florida's aviation environment.
- Quality, practicality, and feasibility of the proposed approach.
- Communication and reporting approach.
- Relevant past performance and client references.
- Proposed fees and overall value to FAC.

FAC is not required to select the proposal offering the lowest price. Selection will be based upon FAC's assessment of the proposal that best meets the Council's needs.

5.2 Clarifications

FAC reserves the right to request clarification or additional information from any respondent regarding its proposal.

A request for clarification shall not obligate FAC to provide the same request to every respondent unless FAC determines that doing so is appropriate to the evaluation process.

5.3 Interviews

FAC may, at its discretion, invite one or more respondents to participate in an interview or presentation.

Interviews may be used to clarify information contained in a proposal, evaluate the proposed team, discuss the respondent's approach, or obtain additional information relevant to FAC's selection.

FAC reserves the right to make a selection based solely upon written proposals without conducting interviews.

5.4 Selection and Negotiation

Following evaluation of proposals and any interviews, FAC may identify a preferred firm and enter into negotiations regarding final scope, deliverables, compensation, contract terms, and other matters.

Selection of a preferred respondent does not create a contractual relationship or obligate FAC to enter into an agreement.

If FAC and the preferred respondent are unable to reach mutually acceptable terms, FAC may discontinue negotiations and negotiate with another respondent or take such other action as FAC determines appropriate.

SECTION 6 – GENERAL TERMS AND CONDITIONS

6.1 FAC Rights

FAC reserves the right, in its sole discretion, to:

- Reject any or all proposals.
- Waive minor irregularities or informalities.
- Request clarification or additional information.
- Conduct interviews or presentations.
- Modify or cancel this solicitation.
- Negotiate scope, pricing, deliverables, and contract terms.
- Authorize one or both project-based Task Orders independently.

- Select the year-round federal government relations and lobbying services model instead of the project-based model.
- Elect not to award an agreement as a result of this solicitation.

Issuance of this RFP does not obligate FAC to enter into a contract or incur any liability associated with this solicitation.

6.2 Costs of Proposal Preparation

FAC will not reimburse respondents for costs incurred in preparing or submitting a proposal, participating in interviews or presentations, negotiating with FAC, or otherwise participating in this solicitation.

All such costs are the sole responsibility of the respondent.

6.3 Accuracy and Completeness

Respondents are responsible for examining the requirements of this RFP and providing complete and accurate information.

FAC may reject a proposal that is materially incomplete or does not substantially respond to the requirements of this RFP.

6.4 Written Modifications and Addenda

No oral interpretation, representation, or modification of this RFP shall be binding upon FAC.

FAC may issue written clarifications, modifications, or addenda to this RFP. Respondents are responsible for considering any written modifications issued by FAC in preparing their proposals.

6.5 Public Statements

Respondents shall not issue press releases or public statements representing that they have been selected by or entered into an agreement with FAC unless and until an agreement has been fully executed or FAC has provided prior written authorization.

6.6 Contract Structure

FAC anticipates establishing an agreement with the selected firm based upon the service model ultimately approved by the FAC Board of Directors.

For project-based services, work will be authorized through individual Board-approved Task Orders under a Master Services Agreement.

If FAC elects to pursue year-round federal government relations and lobbying services, FAC will negotiate an appropriate annual agreement with the selected firm.

FAC reserves the right to authorize one or both Task Orders independently or select the year-round service model. Future project-based assignments may be authorized as additional federal priorities are identified by the Board of Directors.

6.7 Final Agreement

Any services resulting from this RFP will be governed by a written agreement executed by authorized representatives of FAC and the selected firm.

The final agreement may address, among other matters, scope of services, deliverables, compensation, invoicing, term and termination, confidentiality, conflicts of interest, insurance, compliance with applicable laws, and other terms determined appropriate by FAC.

Submission of a proposal does not constitute acceptance of any proposed terms by FAC.