



REQUEST FOR QUALIFICATIONS
For
Continuing Services Contract For Spaceport Infrastructure General Consulting
RFQ-SF-04-0-2016/SS

Publication Date: April 22, 2016

Due Date: May 11, 2016

Space Florida (“SF”) is dedicated to fostering the growth and development of a sustainable and world-leading aerospace industry in the State of Florida. SF promotes aerospace business development by facilitating business financing, spaceport operations, research and development, workforce development, and innovative education programs. SF is an independent special district and a subdivision of the State of Florida and is governed by Part II of Chapter 331 of the *Florida Statutes*.

STATEMENT OF WORK

Space Florida requires the expertise of multiple consultants (Vendors) to advance Florida’s spaceport development program. SF intends to award two (2) to four (4) contracts. Each contract will have a three (3) year period of performance with SF having the option to award additional contract renewals annually. This RFQ is separate from the Florida Department of Transportation’s (FDOT) “Spaceport Improvement Program Planning and General Support Services”, Contract 17901, anticipated to be advertised by FDOT later this year.

Pursuant to Statute 287.055, professional services will be for projects in which the estimated construction cost of each individual project under the contract does not exceed \$2 million, for study activity if the fee for professional services for each individual study under the contract does not exceed two hundred thousand dollars (200,000.00), or for work of a specified nature and for projects exceeding these thresholds for projects identified in the *Florida Spaceport System Plan*, the *Cape Canaveral Spaceport Master Plan*, the *Cecil Spaceport Master Plan*, *Space Florida’s* Spaceport Development Program and Capital Improvement Plan. A Task Work Order (TWO) will be issued for each project or task.

Submittal Instructions: The Qualification Package must be submitted on 8-1/2” X 11” paper, Times New Roman, 12-point font. Vendors must submit four (4) hard copies and one (1) soft copy on compact disk in Microsoft Word (.doc) or Adobe Acrobat (.pdf) format.

The Qualification Package is limited to 50 one-sided pages. Permitted exclusions to the Qualification Package limit are: Front cover and back-cover pages, Title Page, Table of Contents, and Index or Divider inserts and Financial Statements. * *Please refer to the Trade Secrets and Information Confidential and Exempt from the Public Records Act section below regarding your Financial Statements.* *



Vendor's Qualification Package shall specifically identify and address and include, in the same order presented below, each of the following Sections A-D, including each subsection. If there is no information to present for a specific section or subsection, state the reason such as "not applicable" or "there is no information that we wish to present". Failure to follow these instructions may result in a Qualification Package being deemed non-responsive.

A. Title Page: Identify the RFQ subject, RFQ number, name of Vendor, Vendor address, Vendor phone and facsimile number, primary point of contact, primary point of contact's title and e-mail address for receipt of notifications and date of submittal.

B. Table of Contents: Provide identification of the material by Section and by page number.

C. Letter of Transmittal: The letter must be signed by a representative authorized to contractually bind the Vendor, and include the title or authority of the representative. The letter shall not exceed three pages and it shall briefly state the understanding of the Vendor regarding the work to be performed and confirm work can be performed within the specified time period. The following must be included:

1. Type of business (sole proprietorship, partnership, corporation, etc.)
2. State of Incorporation.
3. The names and contact information of the persons who will be authorized to make representations for the Vendor and the Vendor's proposed Contract Manager who would have day-to-day interaction with SF.
4. Indicate that the business is licensed in the State of Florida and has the necessary qualification to perform the work.
5. Give a brief history of the organizational structure of the firm (and any sub consultants), including the organization's inception. Indicate number of employees, and identify if the firm has a minority, women, and/or service disabled veteran business status with the State of Florida.
6. Location of Corporate headquarters and applicable branch offices.
7. Indicate financial wherewithal and stability of firm.
8. Indicate any potential conflicts of interest with SF or at the Vendor's firm, office, or engagement team level.

D. Vendor Profile: Space Florida requires that Vendors use a format similar to Federal GSA "Standard Form 330, Rev 3/2013" (OMB No.: 9000-0157) which is provided in Exhibit D. This form provides a standard format for Vendors to describe their proposed team, resumes of key personnel (including sub consultants), examples of similar projects, and the participation of key personnel on the example projects, and additional information including an approach. Providing the same type information and similar format of Standard Form 330 is required. Use of the actual Standard Form 330 is not required but is encouraged. Refer to instructions below and on the attached Standard 330 Form. Provide information as follows:



GSA Standard Form 330 Part I:

- Section A – List RFQ title, solicitation number, and notice/publication date. Location is not applicable and does not need to be filled in.
- Section B – List Point of Contact (name, title, firm, phone numbers, and email address).
- Section C – List Proposed Team (including sub consultants). Attach an additional sheet in the same format as Section C if needed.
- Section D – Organization Chart of Proposed Team. Attach as a separate sheet.
- Section E – Resumes of Key Personnel (name, role, experience, firm, education, professional registration, other qualifications, relevant projects). Attach up to 1 additional sheet per resume if needed.
- Section F – Example Projects (up to 10; title, location, year completed, project owner, owner point of contact name and number, project description, size, scope, cost, and firms involved). Images and figures are allowed. Attach up to 1 additional sheet per example project if needed.
- Section G – Key Personnel Participation in Example Projects
- Section H – Additional Information. Attach up to 15 additional sheets as needed.

Section H1. References: Provide three specific references with appropriate contact information, period of performance for specific engagement, and the value of services performed.

Section H2. Team Qualifications:

1. Describe which of the sections below the team is most qualified to provide services for and why. The sections, as described in Exhibit “A” are:
 - Section B: Spaceport Development Program Management Support
 - Section C: Spaceport Planning and Consulting
 - Section D: Spaceport Projects Development

Note: SF reserves the right to award contracts based on these sections. SF reserves the right to award more than one contract per section and/or to award a Vendor multiple sections. Vendors will be shortlisted based on the evaluation criteria listed in Stage Two below.

2. Describe the team’s single distinctive competency compared to other teams and include the three (3) top factors which the Vendor believes are key for success.
3. Discuss the team’s knowledge and experience related to successfully doing business at the Cape Canaveral Spaceport (i.e. with Space Florida, NASA, USAF, and/or industry partners).
4. Discuss the team’s knowledge and experience related to the commercial space industry, specifically in regards to future needs with regards to policy changes, spaceport needs, and operating conditions.



Section H3. Proposed Approach: The Vendor shall clearly describe the proposed approach to providing the Scope of Services in Exhibit “A”. At a minimum, address the following:

1. Proposed method and process for document and invoice management.
2. Proposed process which will be used to manage the team, including sub consultants.
3. How the team will communicate and share information, including with Space Florida and the Florida Department of Transportation (funding partner).
4. How the team will interact with Space Florida’s industry partners and stakeholders.
5. Proposed approach to providing “on-call”, fast-track tasks.
6. Discuss methods to streamline the proposal and fee estimating process.
7. How the team’s experience benefits the State of Florida.
8. Measures for cost, schedule, and quality control.
9. Recommendations for project delivery method for anticipated construction projects at the Cape Canaveral Spaceport.
10. Any other information on approach or Vendors qualifications that Vendor wishes to provide.

GSA Standard Form 330 Part II: Prepare for the specific branch office of the Vendor if the firm has branch offices.

Selection of Vendor Using Competitive Negotiations: SF will use the competitive negotiation process set forth in Section 287.055 of the *Florida Statutes* to select the Vendor. The Qualification Package will be evaluated by SF and three (3) or more Vendors deemed as best suited and qualified shall be selected by a committee of at least three (3) SF representatives for discussions and/or presentations, ranking, and subsequent negotiations with the highest ranked Vendor. SF will attempt to negotiate an agreement with the highest-ranked Vendor. If no agreement is reached with the highest-ranked Vendor, negotiations will be terminated with that Vendor and initiated with the next-highest-ranked Vendor, and so on, until agreements are reached.



RFQ Evaluation Criteria Score Sheet -- Stage Two

Vendors will be ranked based on the following criteria for Stage Two

Evaluation Criteria: Vendors will be evaluated on the following criteria:

Item #	Selection Criteria	Score Range
1.	Proposed Team (Sections A through E) – Vendor’s team experience and qualifications of key personnel.	0 - 20
2.	Example Projects (Section F & G) – Vendor’s relevant project experience.	0 – 20
3.	References (Additional Information Section H 1.)	0 - 5
4.	Team Qualifications (Additional Information - Section H 2.) - Vendor’s qualifications for providing the services as described in the Statement of Work including: Section A: General Requirements Section B: Spaceport Development Program Management Support Section C: Spaceport Planning and Consulting Section D: Spaceport Projects Development	 0 – 5 0 – 5 0 – 10 0 - 10
5.	Proposed Approach (Additional Information - Section H 3.) - Vendor’s proposed approach to providing the services as described in the Statement of Work including: Section A: General Requirements Section B: Spaceport Development Program Management Support Section C: Spaceport Planning and Consulting Section D: Spaceport Projects Development	 0 – 10 0 – 5 0 – 5 0 - 5
	Total	100 Possible



Ranking Qualification Packages and Negotiations: Qualification Packages will be evaluated in a three-stage process:

- **Stage One:** Qualification Packages shall be reviewed based on the submittal instructions identified herein. All Vendors who qualify based on the required submittal instructions shall proceed to the next stage.
- **Stage Two:** Qualification Packages received will be evaluated and ranked in accordance with the RFQ evaluation criteria as referenced above. A ranking will be established by totaling the sum of the scores. Neither the ranking nor the total scores established for the short-listing will be carried forward to the next step of the process, Stage 3.
- **Stage Three:** A minimum of (3) three short-listed Vendors will be selected to make a presentation and/or answer questions. The selection committee will rank the Vendors based on the RFQ Evaluation Criteria Score Sheet established for Stage Three.

Procurement Manager: All Vendor communications concerning this solicitation should be directed **in writing** to the Procurement Manager listed below.

Name: Art Robbins
Address: Space Florida
505 Odyssey Way, Suite 300
Exploration Park, FL 32953
Telephone: 321-730-5301, Extension 210
E-Mail: arobbins@spaceflorida.gov

Prospective Vendors shall not contact, communicate with, or discuss any matter relating in any way to this RFQ with any SF employee or SF board or committee member, other than the Procurement Manager. Any such communication initiated by a prospective Vendor may be grounds for disqualifying the prospective Vendor from consideration for award of this RFQ.

INSTRUCTIONS TO VENDORS

Deadline and Delivery of the Qualification Package: All qualification packages must be received by the Procurement Manager no later than 12:00 Noon (EST) on May 11, 2016. Unless otherwise specified herein, proposals must be sealed in one package and clearly labeled “REQUEST FOR QUALIFICATIONS FOR CONTINUING SERVICES CONTRACT FOR SPACEPORT INFRASTRUCTURE GENERAL CONSULTING, RFQ-SF-04-0-2016/SS” on the outside of the package. Late Qualification Packages will not be accepted by the Procurement Manager. Vendors accept all risks of late delivery of mailed Qualification Packages regardless of fault. Faxed and e-mailed Qualification Packages will be deemed non-responsive.



Local Laws and Requirements: The Vendor should become familiar with any local conditions, which may, in any manner, affect the services required. The Vendor is required to carefully examine the RFQ terms and to become thoroughly familiar with all conditions and requirements that may in any manner affect the work to be performed under the resulting contract. Prior to contracting with SF, owners of all forms of business doing business in the State of Florida, except sole proprietorships, must register with and be in good standing with the Florida Department of Corporations. A foreign corporation cannot transact business in the State of Florida until it obtains a certificate of authority from the Department of State.

Withdrawal of Qualification Packages: A Vendor may request a Qualification Package be withdrawn from consideration prior to the date and time the Qualification Packages are due. Qualification Packages that have been submitted to SF become a public record, subject to public record retention requirements.

Preliminary Schedule: These dates are estimates only and are subject to change by SF.



EVENT	DATE	TIME (EST)
Legal Notice sent to Florida Today <i>(2 days prior to posting to SF Website)</i>	4/20/2016	N/A
RFQ Posted on SF's Website and DemandStar	4/22/2016	12:00 Noon
Question Submission Deadline*	4/29/2016	12:00 Noon
Question Responses Posted	5/5/2016	12:00 Noon
Qualifications Packages Due	5/11/2016	12:00 Noon
Qualification Packages Evaluated – Procurement Manager (PM) (Stage 1)	5/11/2016 – 5/12/2016	N/A
Qualification Packages Evaluated – Eval. Committee (Stage 2)	5/12/2016 - 5/17/2016	N/A
Notice of Evaluation Committee meeting in Fla. Admin. Register and on SF Website (Public Forum) <i>(if applicable)</i>		N/A
Notice of Evaluation Committee meeting posted on SF's website <i>(if applicable)</i>		N/A
Evaluation Committee meeting to short-list 3 or more qualified Vendors (Stage 2) (Public Forum) <i>(if applicable)</i> or Committee submits Individual Score Sheets to PM <i>(no Notice necessary)</i>	5/17/2016 – 5/19/2016	TBD
Qualified short-listed Vendors notified to include day, date, time, criteria/agenda and scoring for Stage 3	5/19/2016	N/A
Notice of Evaluation Committee meeting for short-listed firm presentations published in Fla. Admin. Register and on SF website	5/19/2016	
Notice of Evaluation Committee meeting posted on SF's website	5/19/2016	N/A
Presentations / Interviews (Stage 3) (Public Forum)	6/2/2016	TBD
Notice of Intent to Negotiate <i>(3 day dispute period until negotiations may commence)</i>	6/3/2016	N/A
Notice of Intent to Award <i>(3 day dispute period until contract initiation may commence)</i>	TBD	TBD
Award Notice	TBD	TBD



*All questions must be submitted by e-mail to the Procurement Manager. All answers will be posted to the SF and DemandStar website.

Vendor Meeting or Site Visit: Not required.

Right to Reject Qualification Packages: SF reserves the right to make an award it determines to be in its best interests or to reject any and all Qualification Packages. Further, SF, in making its award decision, retains the authority to waive what it considers to be minor irregularities in the Qualification Package or to seek clarification on certain issues from any Vendors submitting a Qualification Package. Failure to provide requested information may result in the rejection of the Qualification Package.

Notice of Intent to Award: The Notice of Intent to Award will be posted on the SF and DemandStar website.

Disputes: Failure to file a protest within the time prescribed in Subsection 120.57(3) of the *Florida Statutes*, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120 of the *Florida Statutes*.

Property of SF: All information submitted by Vendor will become part of the project file and, unless otherwise exempt or confidential in accordance with Florida law, will become a public record. All Qualification Packages and accompanying documentation will become the property of SF and will not be returned.

Trade Secrets and Information Confidential and Exempt from the Public Records Act: Trade secrets and information confidential and exempt from Subsection 119.07(1) of the *Florida Statutes* and Subsection 24(a) of Article I of the Florida Constitution, is not solicited nor desired, as information to be submitted with Qualification Packages. The *Florida Statutes* and the State Constitution govern whether information in a Qualification Package is confidential or exempt from the Public Records Act. If information is submitted in the Qualification Package which the Vendor deems to be a trade secret or confidential and exempt from the Public Records Act, the information shall be submitted with the Qualification Package in a **separate, clearly marked envelope referencing the specific statutory citation for such exemption**. Submitted Qualification Packages which are marked "confidential" (or other similar language) in its entirety or those in which a significant portion of the submitted Qualification Package is marked "confidential" may be deemed non-responsive by SF. SF is not obligated to agree with the Vendor's claim of an exemption and, by submitting a reply or other submission, the Vendor agrees to be responsible for defending its claim that each and every portion of the separately marked information is exempt from inspection and copying under the Public Records Act. The Vendor agrees that it shall protect, defend, and indemnify, including attorney's fees and costs, SF for any and all claims and litigation (including litigation initiated by SF) arising from or relating to Vendor's claim that the separately marked portions of its reply are not subject to disclosure. If the Vendor fails to separately mark portions of its Qualification Package, or mark its Qualification Package "confidential" (or other similar language) in its entirety, SF is authorized to produce the entire document, data or record submitted by the Vendor in responding to a public records request.



Compliance with Laws: Vendor shall comply with all laws, rules, codes, ordinances, licensing and bonding requirements that are applicable to this RFQ and the conduct of Vendor's business, including those of Federal, State, and local agencies having jurisdiction and authority. By way of non-exhaustive example, the Vendor shall comply with the Florida Sunshine Law and Public Records Act, Immigration and Nationality Act, the Americans with Disabilities Act, and all prohibitions against discrimination on the basis of race, religion, sex, creed, national origin, handicap, marital status, or veteran's status. The selected Vendor understands and will comply with subsection 20.055(5) of the *Florida Statutes*.

Convicted Vendors: In submitting a Qualification Package Vendor affirms that it is aware of the provisions of Section 287.133(2)(a) of the *Florida Statutes* and that at no time has Vendor been convicted of a public entity crime.

Discriminatory Vendors: In submitting a Qualification Package Vendor affirms that it is aware of the provisions of Section 287.134(2)(a) of the *Florida Statutes*, and that at no time has Vendor been placed on the discriminatory Vendor list.

Vendor's Representation and Authorization: In submitting a Qualification Package, the Vendor understands, represents, and acknowledges the following (if the Vendor cannot so certify to any of following, the Vendor shall submit with its Qualification Package a written explanation).

1. The Vendor is not currently under suspension or debarment by the State or any other governmental authority.
2. The Vendor, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten (10) years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
3. The Vendor has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
4. The Qualification Package is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Qualification Package.
5. Neither the Vendor nor any person associated with it in the capacity of owner, partner, Director, Officer, Principal, Investigator, Project Director, Manager, Auditor or position involving the administration of Federal funds:
 - a. Has within the preceding three years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State, or local government transaction or public contract; violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
 - b. Has within the preceding three (3) years of this certification had one or more Federal, State, or local government contracts terminated for cause or default.

Vendor's Cost to Develop Qualification Package: Costs for developing Qualification Packages responsive to this RFQ are entirely the obligations of the Vendor and shall not be chargeable in any manner to SF.



EXHIBIT “A”

SCOPE OF SERVICES FOR CONTINUING SERVICES CONTRACT FOR SPACEPORT INFRASTRUCTURE GENERAL CONSULTING

INTRODUCTION: Space Florida (SF), an independent special district, a body politic and corporate, and a subdivision of the state, is responsible for spaceport planning and development at Florida’s spaceports and spaceport territories. SF’s purpose is to foster the growth and development of a sustainable and world-leading aerospace industry in this state. In cooperation and partnership with the Florida Department of Transportation (FDOT), SF requires the expertise of multiple consultants to perform tasks to implement the *Florida Spaceport System Plan*, the *Cape Canaveral Spaceport Master Plan*, the *Cecil Spaceport Master Plan* and SF’s Spaceport Development Program and Capital Improvement Plan.

OVERVIEW: The Consultant shall provide services in the areas of spaceport infrastructure planning and program development, professional architectural, engineering and environmental services (A/E), construction administration, and other technical services to support SF and FDOT. Specific projects and assignments, such as designs, reports, and studies will be further detailed and outlined in individual Task Work Order (TWO) agreements to be entered into between SF and the Consultant. In cases where FDOT is providing funding assistance, SF shall enter into a similar TWO agreement with FDOT prior to execution of the Consultant TWO.

SCOPE OF WORK DESCRIPTION: The Consultant will perform contract management, planning, studies, engineering for spaceport development, as well as construction administration, owner’s representative services, and other technical services. Consultant will have knowledge of spaceport operations and the development processes at Kennedy Space Center, Cape Canaveral Air Force Station, and other spaceports. The Consultant shall provide the following services:

A. General Requirements

1. Provide an appointed Contract Manager who will be the primary point of contact for the Consultant for the scope, schedule, and staffing coordination and completion of all tasks.
2. Hire qualified sub-consultants with specialized areas of expertise as needed. SF expects that the consultant will be responsive and provide the required expertise and seek expert sub-consultants on an as needed basis. Coordinate all subcontract management activities including budget forecasting, financial management, contract management, and quality oversight.
3. Provide project management, production coordination, and quality control and assurance for all tasks assigned, including sub-consultant tasks.
4. Utilize “agile” project management principles and be available for “on-call” services.
5. Develop and maintain work plans, schedules, and other documentation.
6. Establish and maintain project communications.
7. Coordinate with FDOT, spaceport partners, the aerospace industry and federal, state, and local agencies as directed by SF.



8. Coordinate with other consultants and sub-consultants doing related work for SF or FDOT.
9. Organize and attend periodic teleconferences with SF and FDOT to report progress.
10. Prepare monthly progress reports.
11. Prepare task work order proposals, fee estimates and scopes of services.
12. Organize, coordinate, and attend meetings and workshops.
13. Submit invoices in a timely manner and in a format acceptable to SF and FDOT.
14. Host and/or utilize a secure, cloud-based document management service for collaboration on reviews, deliverables, budgets, invoicing, work sessions and other information.
15. Provide technical support (part time) at FDOT or SF offices in order to assist in technical and professional reviews, prepare reports and graphic preparations, and perform research.
16. Provide resources capable of obtaining appropriate security clearances for access to Kennedy Space Center, Cape Canaveral Air Force Station, and other spaceport territories as needed.

B. Spaceport Development Program Management Support

1. Coordinate with FDOT on establishment of project funding approval and contract execution for FDOT Joint Participation Agreements and Financial Assistance Grant Agreements.
2. Coordinate with SF and FDOT for third party invoice review, approval, and processing for spaceport development projects funded with FDOT Joint Participation Agreements and Financial Assistance Grant Agreements.
3. Proactively coordinate with SF Spaceport Operations for the successful implementation of the spaceport development program in a timely and responsive manner.
4. Organize, coordinate, track, report, execute, and close out spaceport development projects.
5. Monitor project schedules, budgets, milestones, deliverables, and contract requirements for spaceport development projects.
6. Track and communicate open action items, deliverable progress, and budget status for spaceport development projects.
7. Prepare letters, progress reports, deliverable packages, presentations, and other written documentation related to spaceport development projects.
8. Other spaceport program management support as required.

C. Spaceport Infrastructure Planning and Consulting Services

1. Perform general planning in all areas of aerospace and spaceport development.
2. Coordinate with SF, FDOT, other consultants, and other entities, as appropriate, in developing scopes of services, level of effort estimates, and contract provisions for various studies, designs, and activities.
3. Recommend plans and practices to enhance spaceport operations, security, and safety.
4. Provide spaceport-specific consulting for the development of Florida's spaceports. Provide consulting services in the areas of:
 - a. Licensing and permitting (including FAA, state, and local approvals)
 - b. Explosive siting
 - c. Range infrastructure requirements
 - d. Facility consolidation planning
 - e. Autonomous Flight Safety System (AFSS) infrastructure requirements
 - f. Autonomous vehicle infrastructure requirements



- g. Disruptive technologies (applicable to this scope)
 - h. Propellant/fuel commodity infrastructure requirements
 - i. Related spaceport hazards
 - j. Environmental control systems
 - k. Ground support equipment infrastructure requirements
 - l. Interface control documentation
 - m. Launch complex maintenance and planning
 - n. Facility sustainment
 - o. Emergency and accident investigation plans
 - p. Security planning
 - q. Transport and movement requirements and planning
 - r. Other spaceport related planning as required
5. Develop regional economic and operations planning for quinti-modal operations with special emphasis on the spaceport connection to other intermodal hubs (seaport, airport, rail, etc.) and spaceport concessions and terminal services.
 6. Produce program management related documents such as publications, procedures, handbooks, manuals, training materials, presentation materials, graphics support, graphic materials, and public service announcements In coordination with SF marketing department.
 7. Perform economic and planning analyses including:
 - a. Real estate and asset appraisal services.
 - b. Florida Spaceports Improvement Program Project Handbook and infrastructure project related economic impact analysis, cost and eligibility reviews, risk analysis, financial model review and development, pro formas, value for money and financial calculations such as internal rate of return.
 - c. Florida Spaceports Improvement Program Project handbook and infrastructure project related feasibility analysis and technical support. Analysis may include cost savings analysis, return on investment analysis, or cost benefit analysis, as appropriate.
 8. Implement and prepare updates to the spaceport system plan and spaceport master plans.
 9. Support SF on transportation and infrastructure-related studies.
 10. Other spaceport infrastructure related planning and consulting services as required.

D. Spaceport Infrastructure Project Development Services

1. Provide general architectural, engineering, environmental technical expertise in the areas of aerospace and spaceport development.
2. Prepare and/or review reports, studies, design drawings and specifications for spaceport projects for consistency with federal, state, and local standards, applicable master plans, and the Florida Spaceport System Plan.
3. Coordinate with SF, FDOT, other consultants, and other entities, as appropriate, in developing scopes of services, level of effort estimates, and contract provisions for various studies, designs, and activities.
4. Perform facility studies, designs and/or construction administration for:
 - a. Horizontal launch and landing facilities (including aviation related facilities)
 - b. Vertical launch complexes
 - c. Payload processing, range, and launch control facilities



- d. Range assets and systems
 - e. Propellant, fuel, purge gas, and other commodity storage facilities
 - f. Communication systems
 - g. Existing facility assessments
 - h. Infrastructure including roads, utilities, and conventional facilities
 - i. Alternatives analysis
 - j. Other spaceport related projects as required
5. Perform field investigations including topographic surveying, geotechnical investigations, wetlands delineation, and other site surveys.
 6. Perform environmental consulting services including:
 - a. National Environmental Policy Act analysis required for Environmental assessments (EA), KSC and 45th Space Wing environmental impact statements , environmental baseline surveys (EBS), and permitting.
 - b. KSC and 45th Space Wing environmental checklists and AF Form 813.
 - c. Environmental permitting – including permit applications, appropriate correspondence and meetings with the applicable regulatory agencies (e.g. FDEP, St. Johns River Water Management District, USACE, etc.), reports, analysis, and actions associated to meet the permit conditions (including O&M and wetland management). Typical consulting services for all media – air quality, water (industrial wastewater, storm water, domestic, etc.), construction, operation, etc.
 - d. Spill Prevention, Control, and Countermeasures (SPCC) plan – write, sign and seal (Professional Engineer) SPCC plans, update existing plans when required.
 - e. General Compliance assistance – develop, write and produce plans and procedures for spill response, fuel handling, Hazardous Waste, and Hazardous Materials handling and management, emergency and contingency plans.
 - f. Coordinate with certified, licensed and approved hazardous waste haulers and characterize of hazardous waste generated by Space Florida, its contractors, or related entities
 - g. Asbestos – contract or subcontract appropriate certified Asbestos contractors and provide appropriate notifications to FDEP.
 - h. Remediation and Mitigation of other hazardous or toxic materials – contract or subcontract appropriate licensed mitigation contractors when required (e.g. lead, PCB, or other pollutants).
 7. Prepare maps, exhibits, plats, and documentation to support SF with real estate leases with KSC, 45th Space Wing, and others.
 8. Provide GIS and CADD, web-based application development, data editing, and map production support.
 9. Maintain the Florida Spaceports Database and Spaceport/Airport Layout Plan.
 10. Develop and maintain SF’s Capital Improvement Plan (CIP).
 11. Provide owners authorized representative services including project management, monitoring, and reporting. Tasks may include:
 - a. Coordinate and review the work of other consultants.
 - b. Coordinate with 45th Space Wing and NASA entities for information gather and approvals. CE Work Requests (Form 332).
 - c. Prepare documents, invoices, and other material for SF review and approval.
 - d. Act as SF’s representative on projects (planning, design, or construction)



- e. Monitor project budgets, schedules, quality, performance metrics and deliverables, and ensuring project objectives are met.
 - f. Perform construction administration and construction engineering and inspection (CEI) services on spaceport infrastructure projects. Perform construction inspection oversight, including materials and equipment and site inspections.
 - g. Perform in-progress reviews; assist with review of project submittals; review invoice backup and supporting documentation; review procedures; and project work plans.
 - h. Building code review and enforcement.
12. Implement and prepare updates to the spaceport system plan, spaceport master plans, capital improvement plans, and spaceport development plans.
13. Perform other spaceport projects/services as required.

ASSIGNMENT OF WORK: SF shall request Consultant services on an as-needed basis. There is no guarantee that any or all of the services described will be assigned. SF, at its option, may elect to have any of the services set forth herein performed by other consultants or SF staff. A TWO will be issued for each project scheduled.

When services are required, SF shall provide a request for TWO proposal to the Consultant with a draft outline scope of services for each assigned task. The Consultant shall then prepare a detailed TWO proposal which shall include the final scope of services, tasks descriptions, schedule, staffing requirements, description of deliverables, cost (including man-hour estimate), and the method and schedule of compensation. Consultant will be compensated for the cost to develop these proposals on a cost reimbursable not to exceed basis.

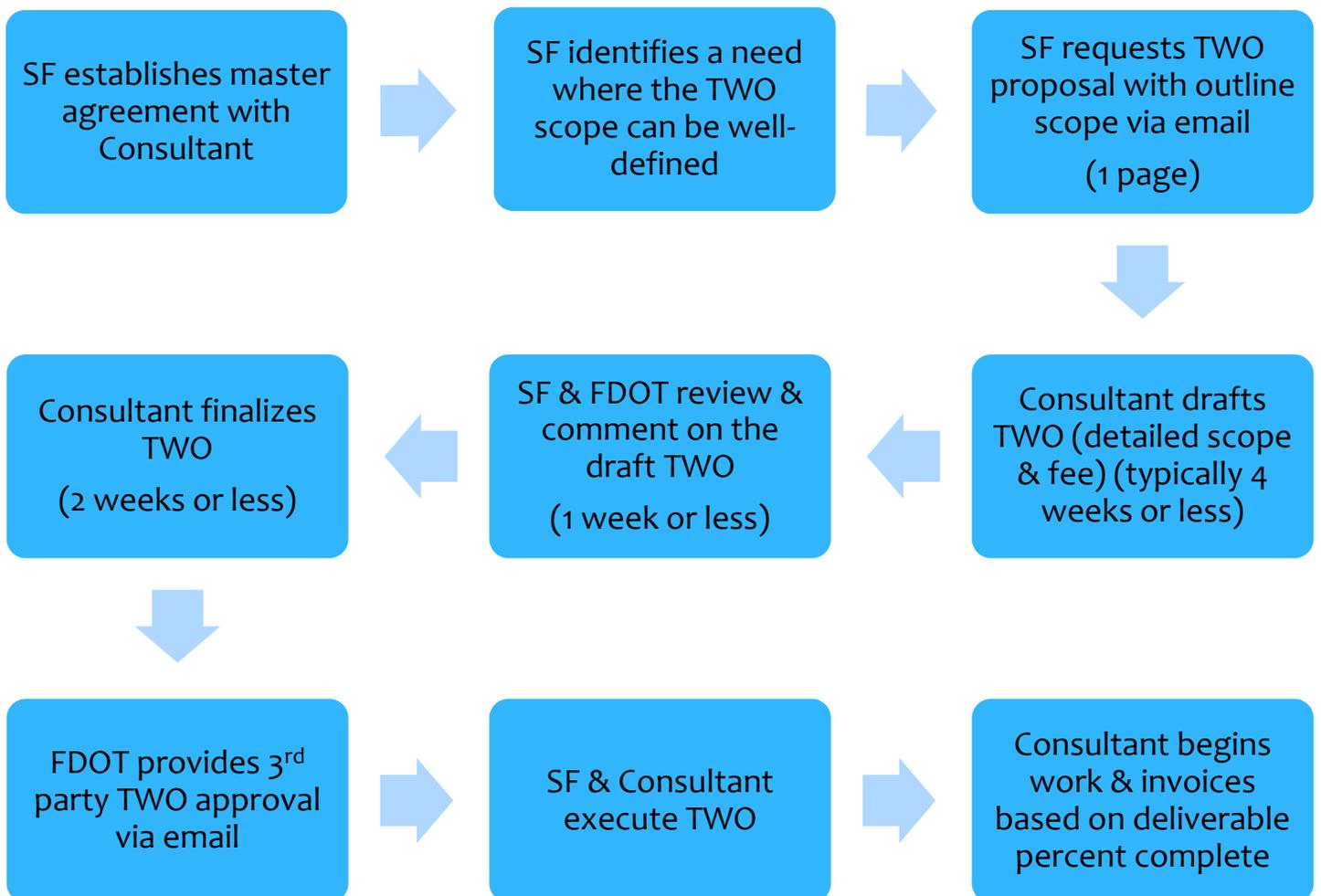
Once the TWO proposal is approved by SF and FDOT, the Consultant will be issued the TWO. See Figure 1 for the TWO development process for fixed price tasks. See Exhibit B and C for TWO and Scope of Services templates.

SF often requires quick response times on conceptual/preliminary estimates, feasibility assessments, research, and sketches. SF expects the Consultant to act as an “extension of staff” by quickly responding and sharing draft updates often (sometimes daily). For such needs, refer to Figure 2 which indicates the process for “On-Call” cost reimbursable services

COMPENSATION: SF will authorize services based on need and availability of budget. Fees for each TWO will be negotiated either as a lump sum amount (fixed price), a limiting amount (cost reimbursement), or as a combination lump sum and limiting amount. SF will establish an “On-Call” TWO for tasks that have scope uncertainty or require quick action. The Consultant is expected to be “on-call” to provide services. There will be no compensation for the following direct expense costs: web and telephone conferencing, cloud-based data and document management, non-deliverable printing, postage, and travel costs (mileage and per diems) from their offices to the spaceports, SF or FDOT offices. Those expenses are expected to be part of overhead rates.



**FIGURE 1
SPACE FLORIDA SPACEPORT GENERAL CONSULTANT
TASK WORK ORDER (TWO) PROCESS (FIXED PRICE)**





**FIGURE 2
SPACE FLORIDA SPACEPORT GENERAL CONSULTANT
ON-CALL (TWO) PROCESS (COST REIMBURSIBLE)**

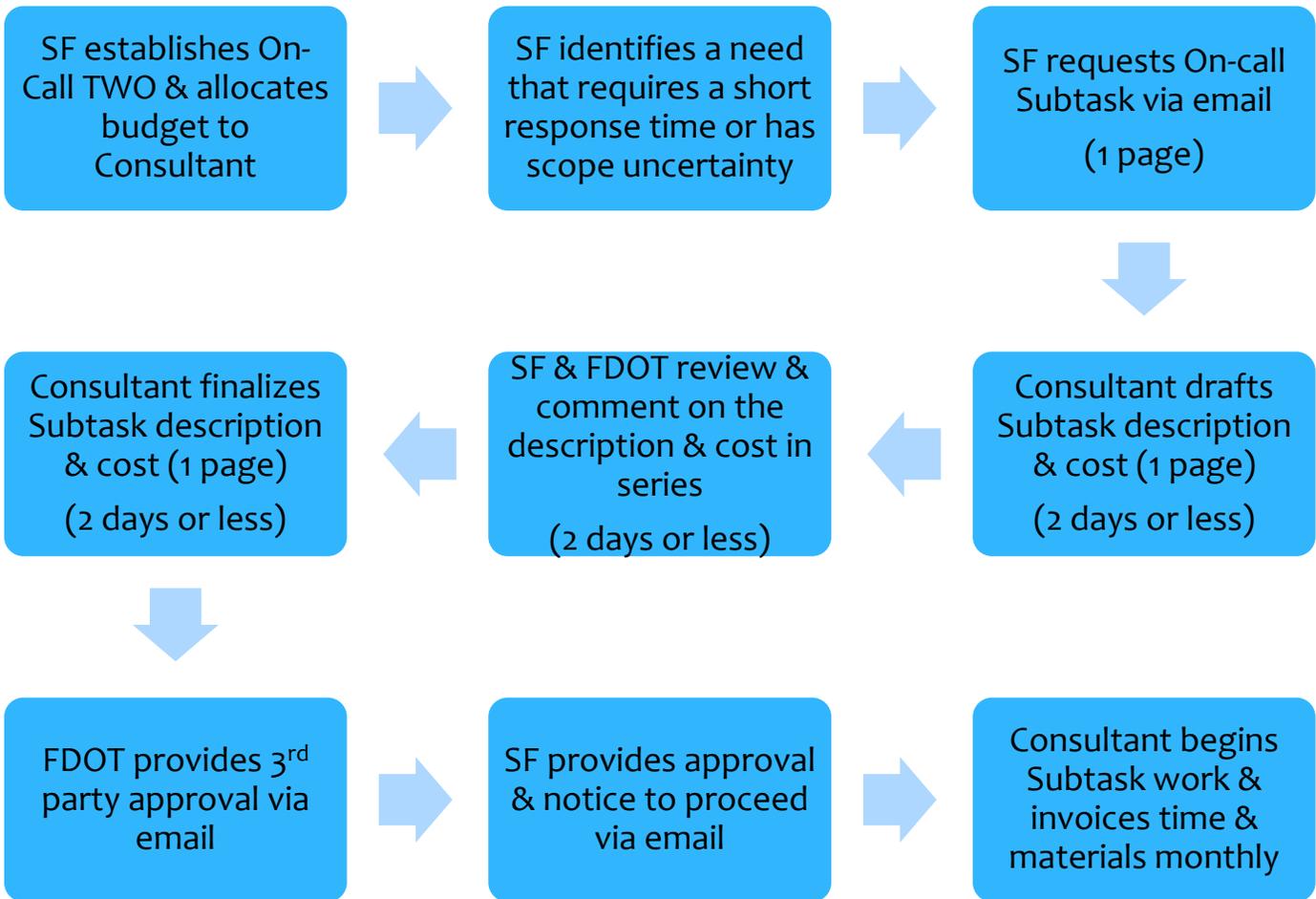




EXHIBIT "B"



EXAMPLE TASK WORK ORDER

Consultant:			
Address:			
(To be entered upon execution of T.W.O.) Date:		Task Work Order No.:	
Contract No.		Payment FM No.:	
Brief Task Description:			
In accordance with the above referenced contract, you are authorized to perform the tasks detailed in attached Exhibit A (Scope of Services). All services required under this Task Work Order will be completed on or before:			
The total amount or the limiting amount of the compensation will be:			
Compensation elements are as follows:			
Element Description	Method of Compensation	Amount	Est*
	<input checked="" type="radio"/>		
	<input type="radio"/>		
	<input type="radio"/>		
	<input type="radio"/>		
Total			
Other Notes:			
Total authorizations to date (including this one):			
Departmental Approval:			
_____	_____	_____	
(name)	(title)	(signature)	
Consultant Acceptance:			
_____	_____	_____	
(name)	(title)	(signature)	

*Limiting or Estimated/Budgeted Amount.

Distribution _____



EXHIBIT "C"



EXAMPLE TASK WORK ORDER SCOPE

SCOPE OF SERVICES FOR

[Title]

[Location]

[Date]

FDOT Financial Project Number – XXXXX-X-XX-XX

Space Florida Agreement Number XX-XXX

Task Work Order # XXX

Project Description:

The project will consist of ...

The purpose of this project is to ...

Description		Deliverable	Schedule (no later than date)	Authorized Amount
Task 1: [title]				
1.0	[subtask description]			
1.1	[second tier subtask description]	[deliverable description & format]	[deliverable date]	[cost]
1.2	[second tier subtask description]	[deliverable description & format]	[deliverable date]	[cost]
1.X	[second tier subtask description]	[deliverable description & format]	[deliverable date]	[cost]
Task 1 Totals				[subtotal]
Task 2: [title] and so on...				
Task 3: [title] and so on...				
Total				[total]



EXHIBIT “D”

see attached PDF