



11000 TERMINAL ACCESS ROAD  
SUITE 8671  
FORT MYERS, FL 33913

**REQUEST FOR  
LETTERS OF QUALIFICATIONS  
(LOQ)**

**LOQ # 11-20**

FOR

**DESIGN/CONSTRUCTION MANAGER  
FOR  
TERMINAL ACCESS ROAD AND SKYPLEX BOULEVARD  
ROADWAY PROJECTS  
AT THE  
SOUTHWEST FLORIDA INTERNATIONAL AIRPORT**

**DATED: April 13, 2010**

**PURCHASING OFFICE**

Sally Long, Purchasing Manager, CPPO, CPPB  
Sandra Kennedy, Senior Purchasing Agent, CPPB

TELEPHONE: (239) 590-4557  
FAX NUMBER: (239) 590-4548

**SUBMITTALS DUE: MAY 19, 2011  
TIME: 2:00 PM, LOCAL TIME**

**Legal Notice**  
**Request for Letters of Qualifications (LOQ #11-20)**  
**DESIGN/CONSTRUCTION MANAGER**  
**FOR**  
**TERMINAL ACCESS ROAD AND SKYPLEX BOULEVARD**  
**ROADWAY PROJECTS**  
**AT THE**  
**SOUTHWEST FLORIDA INTERNATIONAL AIRPORT**

The Lee County Port Authority, hereinafter referred to as "Authority," invites the submission of Letters of Qualifications (LOQ) from all interested and qualified parties with demonstrated expertise in providing Design and Construction Management Services for the Terminal Access Road and Skyplex Boulevard Roadway Projects at the Southwest Florida International Airport (RSW).

A copy of the Request for Letters of Qualifications and instructions for submittal may be obtained from the Lee County Port Authority Purchasing Office by calling (239) 590-4557, or online at [www.demandstar.com](http://www.demandstar.com).

One (1) original and twelve (12) identical copies of the Response to this LOQ, in conformance with the detailed submittal instructions, must be returned in a sealed envelope to the Purchasing Office, 3<sup>rd</sup> Floor, Southwest Florida International Airport Terminal, located at 11000 Terminal Access Road, Suite 8671, Ft. Myers, Florida, 33913-8899, no later than **May 19, 2011**. Letters of Qualifications shall be sealed and clearly marked on the outside "**LOQ 11-20, REQUEST FOR LETTERS OF QUALIFICATIONS FOR DESIGN/CONSTRUCTION MANAGER FOR TERMINAL ACCESS ROAD AND SKYPLEX BOULEVARD ROADWAY PROJECTS AT THE SOUTHWEST FLORIDA INTERNATIONAL AIRPORT.**"

Additionally, a **MANDATORY PRE-LOQ MEETING** has been scheduled for **April 28, 2011**, at 10:00 a.m., in the Lee County Port Authority's Training and Conference Center, Southwest Florida International Airport, 15924 Air Cargo Lane, Fort Myers, Florida, 33913. Letters of Qualifications submitted from firms that have not attended the mandatory pre-LOQ meeting will not be considered.

**AMERICANS WITH DISABILITIES ACT NOTICE:** Any person needing special accommodations for any pre-LOQ conference, oral presentation, and/or the public opening should contact the Authority's contact person listed below at least seven (7) days prior to the scheduled meeting.

Any questions concerning this request shall be addressed to Sandra Kennedy, Sr. Purchasing Agent, telephone (239) 590-4557, fax (239) 590-4548 or e-mail: [skennedy@flylcpa.com](mailto:skennedy@flylcpa.com).

Lee County Port Authority  
Southwest Florida International Airport  
11000 Terminal Access Road, Suite 8671  
Fort Myers, FL 33913-8899  
[www.flylcpa.com](http://www.flylcpa.com)



## **PART A – GENERAL INFORMATION AND CONDITIONS**

### **DOCUMENT NO: LOQ #11-20**

**TITLE:** REQUEST FOR LETTERS OF QUALIFICATIONS FOR DESIGN/CONSTRUCTION MANAGER FOR TERMINAL ACCESS ROAD AND SKYPLEX BOULEVARD ROADWAY PROJECTS AT THE SOUTHWEST FLORIDA INTERNATIONAL AIRPORT.

**LOQ OPENING: THURSDAY, MAY 19, 2011, 2:00 P.M. LOCAL TIME, IN THE PURCHASING OFFICE, 3<sup>RD</sup> FLOOR, TERMINAL BUILDING, SOUTHWEST FLORIDA INTERNATIONAL AIRPORT TERMINAL, 11000 TERMINAL ACCESS ROAD, SUITE 8671, FORT MYERS, FL 33913-8899**

### **1. INSTRUCTIONS TO CONSULTANTS:**

#### **1.1 DELIVERY OF LETTERS OF QUALIFICATIONS:**

- (a) The delivery of the LETTERS OF QUALIFICATIONS (LOQs) to the Lee County Port Authority prior to the deadline is solely and strictly the responsibility of the CONSULTANT. **THE DEADLINE FOR DELIVERY OF ALL LETTERS OF QUALIFICATIONS IS 2:00 P.M., LOCAL TIME, MAY 19, 2011. ONE (1) ORIGINAL AND TWELVE (12) IDENTICAL COPIES OF YOUR LETTER OF QUALIFICATIONS SHALL BE DELIVERED. ALL LETTERS OF QUALIFICATIONS MUST BE MARKED: "LETTER OF QUALIFICATIONS FOR DESIGN/CONSTRUCTION MANAGER FOR TERMINAL ACCESS ROAD AND SKYPLEX BOULEVARD ROADWAY PROJECTS AT THE SOUTHWEST FLORIDA INTERNATIONAL AIRPORT." ALL LETTERS OF QUALIFICATIONS WILL BE DELIVERED TO THE LEE COUNTY PORT AUTHORITY, PURCHASING OFFICE, 3<sup>RD</sup> FLOOR, SOUTHWEST FLORIDA INTERNATIONAL AIRPORT, 11000 TERMINAL ACCESS ROAD, SUITE 8671, FORT MYERS, FLORIDA 33913-8899.**
- (b) Electronic or faxed Letters of Qualifications will not be considered.
- (c) For informational purposes, firms responding to this Request for LOQs are advised that the United States Postal Service and Express Mail Services may not deliver your LOQs in a timely manner. Consultants are cautioned to plan necessary delivery time accordingly.
- (d) The delivery of said LOQs to the Purchasing Office prior to the time stated in the previous section is solely and strictly the responsibility of the responding firm. The Lee County Port Authority Purchasing Office will not be responsible for delays caused by any delivery services that may be used or for any other reason. Responding firms are hereby directed to cause delivery of their LOQs prior to the LOQ opening time. The LOQ delivery deadline will be scrupulously observed. **Any LOQ received after the scheduled opening time will not be considered.**

#### **1.2 INQUIRIES/RESULTS:**

Except during the Mandatory Pre-LOQ Conference, the Authority will not respond to oral inquiries regarding this request for Letters of Qualifications. Interested firms may submit written, faxed, or e-mail inquiries regarding this LOQ addressed to the Lee County Port Authority, Attn: Sandra Kennedy, Sr. Purchasing Agent, 11000 Terminal Access Road, Suite 8671, Fort Myers, FL, 33913-8899, via fax (239) 590-4548, or e-mail [slkennedy@flylcpa.com](mailto:slkennedy@flylcpa.com). The Authority will not respond to written or faxed inquiries received later than 4:00 p.m., local time, May 4, 2011.



The Authority utilizes Onvia DemandStar to distribute information/specifications/addenda/results. Interested firms may register to receive this information free of charge by contacting Onvia at (800) 711-1712 or submitting the electronic form available from the Port Authority website. It shall be the responsibility of the responding firm, prior to submitting their Letter of Qualifications, to contact the Purchasing Office to determine if addenda were issued, and to acknowledge and incorporate them into their Letter of Qualifications. All results concerning this request will be posted via Onvia DemandStar or may be obtained by contacting the Purchasing Office.

### **1.3 MANDATORY PRE-LOQ CONFERENCE:**

The purpose of the mandatory pre-LOQ conference will be to discuss the requirements and objectives of this Request for Letters of Qualifications and to answer any questions potential responding firms may have about the Request for Letters of Qualifications. At the mandatory pre-LOQ conference, the Authority will attempt to answer all questions received, reserving the right, however, to answer any question in writing in a subsequent addendum to the LOQ.

### **1.4 COST OF PREPARATION:**

The cost of preparing a response to this Request for Letters of Qualifications shall be borne entirely by the firm submitting Letters of Qualification.

## **2. GENERAL CONDITIONS:**

### **2.1 RESERVATION OF RIGHTS:**

The Lee County Port Authority reserves the right to reject any or all LOQs; to select one or more firms; to re-advertise this LOQ; to postpone or cancel this process; to waive irregularities in the LOQ process or in the Letters of Qualifications thereto; and to change or modify the LOQ schedule or process outlined herein at any time.

### **2.2 BINDING OFFER:**

Each Responding firm's submittal will be considered a binding offer to perform the required services, assuming all terms are negotiated satisfactorily. The submission of a LOQ shall be taken as prima facie evidence that the Responding firm has familiarized itself with the contents of this Request for Letters of Qualifications.

LOQs may be withdrawn by written or telegraphic requests dispatched by the Responding firm delivered prior to the time fixed for the opening of LOQs. Negligence on the part of the Responding firm in preparing the LOQ confers no right of withdrawal or modification after the LOQ has been opened, at the appointed time and place by the Lee County Port Authority. Any such withdrawn LOQ shall not be resubmitted. LOQs will be in force for a period of one hundred twenty (120) days after the opening date.

### **2.3 AVAILABILITY OF PERSONNEL:**

Personnel described in the LOQ must be available to perform the services as described. All personnel shall be considered to be, at all times, the employees, or agents of the Responding firm, and not employees or agents of the Lee County Port Authority.

### **2.4 OWNERSHIP OF DOCUMENTS:**

All documents resulting from this project will become the sole property of the Lee County Port Authority.



## **2.5 DISADVANTAGED & WOMAN/MINORITY OWNED BUSINESS ENTERPRISE PROGRAMS:**

The Lee County Port Authority has established Disadvantaged Business Enterprise (DBE) and Woman and Minority-Owned Business Enterprise (W/MBE) Programs for the purpose of increasing contracting and procurement opportunities for DBEs and W/MBEs.

The Lee County Port Authority is firmly committed to effectively implementing its DBE and W/MBE Programs. The Authority's DBE and W/MBE goals will be established on a task-by-task basis after award of the prime contract based on funding, availability of workforce, specialization of required services, etc. Typically these goals are between ten percent (10%) and twenty percent (20%).

It is the policy of the Authority that DBEs and W/MBEs will have full and fair opportunities to compete for and participate in the performance of contracts on federally funded and nonfederally funded Authority capital projects including the provision of materials and supplies. The Authority will encourage all current and prospective contractors, consultants, subcontractors, and subconsultants to assist in implementing this policy by taking the necessary measures to ensure meaningful and equitable participation by DBEs and W/MBEs and to encourage the development of existing and new DBEs and W/MBEs.

A business certified as a W/MBE by the State of Florida Department of Management Services Office of Supplier Diversity (OSD) or certified as a Disadvantaged Business Enterprise (DBE) under the Florida Unified Certification Program (FUCP) will be eligible to participate as a DBE or W/MBE on this prime contract.

## **2.6 ASSIGNMENT OF AGREEMENT:**

The selected Firm may not assign the Professional Services Agreement and any obligations resulting from this LOQ without the prior written authorization of the Lee County Port Authority.

## **2.7 NONEXCLUSIVITY OF AGREEMENT:**

By responding to this Request for Letters of Qualification, any selected firm understands and agrees that any resulting contractual relationship is nonexclusive and the Lee County Port Authority reserves the right to seek similar or identical services elsewhere if deemed in the best interest of the Lee County Port Authority.

## **2.8 PUBLIC ENTITY CRIMES:**

A person, affiliate, or corporation who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit their Letter of Qualifications on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or Consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

The Consultant certifies, by submission of the statement, attached as Form 4, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any state or federal entity, department or agency.



## **2.9 INDEMNIFICATION: (GENERAL LIABILITY & PATENT OR COPYRIGHT)**

The selected Consultant shall indemnify, hold harmless, and defend Lee County, the Lee County Port Authority and their respective Boards of Commissioners, their agents and employees, and anyone directly or indirectly employed by either of them, from and against any and all liabilities, losses, claims, damages, demands, expenses, or actions, either at law or in equity, including court costs and attorney's fees, that may hereafter at anytime be made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, wrongful, or intentional act or omission, or based on any action of fraud or defalcation by the Consultant, or anyone performing any act required of the Consultant in connection with performance of the Contract awarded pursuant to this Request for LOQs. The selected Consultant shall indemnify and hold harmless, and defend Lee County, the Lee County Port Authority and their respective Board of Commissioners, their agents and employees, and anyone directly or indirectly employed by either of them, from and against all liabilities, damages, claims, demands, or actions at law or in equity, including court costs and attorneys' fees that may hereafter at any time be made or be brought by anyone arising out of any infringement of patent rights or copyrights held by others or for the disclosure or improper utilization of any trade secrets by the Consultant during or after completion of the Work. These obligations shall survive acceptance of any goods, services, and/or performance and payment therefore by the Lee County Port Authority.

These obligations shall survive acceptance of any goods and/or performance and payment therefore by the Lee County Port Authority.

## **2.10 NO LOBBYING:**

All firms are hereby placed on notice that the Lee County Port Authority Board of Port Commissioners, Members of the Airports Special Management Committee, and all Authority employees (with the exception of the Purchasing Office personnel designated to receive requests for interpretations or corrections) are not to be lobbied, either individually or collectively, regarding this Request for Letters of Qualifications. During the entire procurement process, all firms and their subcontractors, subconsultants, or agents are hereby placed on notice that they are not to contact any persons listed above for such purposes as holding meetings of introduction, dinners, etc., if they intend to submit or have submitted LOQs for this project. All firms and their subcontractors, subconsultants, and any agents must submit individual affidavits with their LOQs in substantially the form attached, stating that they have not engaged in lobbying activities or prohibited contacts in order to be considered for this Request for Letters of Qualifications.

**ANY FIRM CONTACTING INDIVIDUALS MENTIONED HEREIN IN VIOLATION OF THIS WARNING SHALL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION FOR THIS REQUEST FOR LETTERS OF QUALIFICATIONS. JOINT-VENTURES MUST FILE A SEPARATE AFFIDAVIT FOR EACH JOINT-VENTURE PARTNER.**

## **2.11 AGREEMENT:**

The selected Consultant shall be expected to execute the Port Authority's standard Professional Services Agreement subject to successful negotiations of the parties.



#### **2.12 PUBLIC RECORDS:**

Responses to this LOQ are public records available for inspection by the public upon issuance of the Authority's Notice of Intended Decision or ten (10) days after the opening of the sealed Letters of Qualifications, whichever is sooner, pursuant to Florida Statutes Section 119.071.

#### **2.13 FINANCIAL ABILITY:**

Every Consultant may be required to demonstrate financial stability as evaluated at the sole discretion of the Lee County Port Authority.

#### **2.14 AUDITABLE RECORDS:**

The awarded Consultant shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods and the Authority reserves the right to determine the record-keeping methods in the event of nonconformity. These records shall be maintained for five (5) years after expiration or termination of the agreement and shall be readily available for inspection with reasonable notice.

#### **2.15 GOVERNING LAWS/RULES/REGULATIONS:**

All Consultants shall hold all state, federal and county licenses required to perform the above referenced scope of work. The Consultant shall ensure compliance with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and authority.

#### **2.16 UTILIZATION OF AGREEMENT BY OTHER GOVERNMENTAL ENTITIES:**

If mutually agreeable to the Consultant, other governmental entities may desire to utilize, i.e., piggyback, this agreement subject to the rules and regulations of that governmental entity. The Lee County Port Authority accepts no responsibility for other agreements entered into utilizing this method.

#### **2.17 TERMINATION CLAUSE:**

The agreement between the Lee County Port Authority and the selected Consultant will contain a clause whereby the agreement may be terminated at the convenience of the Lee County Port Authority at any time during the term of the agreement upon thirty (30) days written notice to the Consultant.

#### **2.18 INSURANCE:**

All firms should furnish proof of acceptable insurance. A copy of the firm's current insurance certificate or a statement from the firm's insurance company verifying the firm's ability to obtain the insurance coverage as stated herein, should be submitted with the Letters of Qualifications.

The Consultant shall provide evidence of its ability to furnish the minimum insurance coverage either under existing policies or by virtue of a specific project policy, with deductible limits acceptable to the Port Authority: 1) Professional Liability \$2,000,000; 2) Employer's Liability \$100,000; 3) Automobile Liability \$2,000,000; 4) Commercial General



Liability \$2,000,000; and 5) Workers' Compensation in accordance with Florida statutory limits shall be provided. The insurance provided will include coverage for all parties employed by the Consultant. At the discretion of the Port Authority, all insurance limits can be reevaluated at any time during the term of the agreement.

An insurance certificate on an approved form is required from the successful firm in the amounts stated above. The form must be properly executed and submitted by the insurance company and successful firm within fifteen (15) days after notification of the Lee County Port Authority Board of Port Commissioners' approval to award the agreement.

The appointed insurance agent or carrier shall be duly licensed to provide coverage and honor claims within Florida. The certificate of insurance must give the Authority a thirty-(30) day prior notice of cancellation and state that the coverage is primary. **The Lee County Port Authority shall be named as an additional insured.**

### 3. CONSULTANT EVALUATION:

The Port Authority's Staff Qualifications Committee shall meet to review the Letters of Qualification at a publicly noticed meeting. After reviewing all submitted Letters of Qualification, the Staff Qualifications Committee shall forward all Letters of Qualifications to the Airports Special Management Committee (ASMC) for review. During that review, the Staff Qualifications Committee Chair may make recommendations to the Airports Special Management Committee. Even though staff provides input and recommendations as part of the selection process, staff does not and cannot short-list the responding firms. In accordance with this Request for Letters of Qualifications, Florida Statutes and the Board approved Lee County Port Authority Purchasing Policies, the selection process, including potential short-listing of firms, oral presentations, etc., rests solely with the ASMC with final ranking approval by the Lee County Board of Port Commissioners.

The Airports Special Management Committee, at its discretion, may request oral, written, or visual presentations from; conduct interviews with; or conduct visits to the office, facilities, or projects of the firms it selects from among those submitting Letters of Qualifications. If the Committee decides to entertain presentations or conduct interviews at a subsequent meeting, it shall set the date, place and time for that meeting, and then establish the order of presentations for interviews by lot before adjourning. ***During the oral presentations, the Project Manager listed in the LOQ must be the principal speaker.***

The Committee may waive oral presentations or interviews. If no oral presentations or interviews are requested, the Airports Special Management Committee selection shall be based on its review and evaluation of qualified firms at its initial public meeting.

The Executive Director, or his or her authorized designee, the Authority staff, and members of outside agencies (i.e., FAA and FDOT) may participate in the oral presentations or interviews as appropriate.

Consideration shall be given to certified Disadvantaged Business Enterprise, Minority Business Enterprise and Women Business Enterprise Consultants in accordance with applicable Governmental laws, policies, or regulations.

At the conclusion of its evaluations, the Airports Special Management Committee shall establish at a public meeting, by consensus, a list of at least three (3) firms deemed most qualified and capable to perform the required services. The Airports Special Management Committee shall report its recommendations and order of preference to the Board of Port Commissioners.



Should the Airports Special Management Committee determine from its evaluations that there are less than three (3) qualified firms submitting Letters of Qualifications, it shall provide the Board of Port Commissioners with such recommendation(s) as it deems appropriate under the circumstances.

The Board of Port Commissioners, after consideration of the recommendation(s) and order of preference reported by the Airports Special Management Committee, will take such action as it deems appropriate to approve, in order of preference, the firms that it deems qualified and capable to perform the required services, and authorize Port Authority staff to enter negotiations with the top ranked firm(s). The Airports Special Management Committee and the Board of Port Commissioners have the sole right to award multiple contracts under this solicitation and assign work based on Board endorsed policies.

Port Authority staff, the ASMC and/or the Board of Port Commissioners reserves the right to request additional information and clarification of any answer or information submitted, including any omission from the original Letter of Qualifications. Additionally, the Authority reserves the right to waive any informalities or irregularities in any LOQ and to reject any and/or all LOQs in its sole discretion.

#### **4. DISQUALIFICATION:**

The Lee County Port Authority reserves the right to disqualify Letters of Qualifications before or after opening, upon evidence of collusion with the intent to defraud or other illegal practices upon the part of any firm submitting Letters of Qualification.

The Lee County Port Authority may consider any Letters of Qualifications informal, that is not prepared and submitted in accordance with the provisions of this Request for LOQs, and may waive any informalities or irregularities, at its sole discretion.

The Lee County Port Authority reserves the right to reject, at its sole discretion, any Letters of Qualifications if the evidence submitted by the Consultant or an investigation of the qualifications and/or experience of the Consultant fails to satisfy the Lee County Port Authority that such Consultant is sufficiently qualified or experienced to carry out the obligations as required in this LOQ. The Lee County Port Authority also reserves the right to reject all Letters of Qualifications in response to the Request for Letters of Qualifications, in its sole discretion.

[THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK.]



## **PART B: PROJECT INFORMATION AND LOQ REQUIREMENTS**

### **1. PROJECT IDENTIFICATION AND REQUIREMENTS: DESIGN/CONSTRUCTION MANAGER FOR TERMINAL ACCESS ROAD AND SKYPLEX BOULEVARD ROADWAY PROJECTS AT THE SOUTHWEST FLORIDA INTERNATIONAL AIRPORT**

#### **1.1 INTRODUCTION OF THE PROJECT:**

The Lee County Port Authority ("Authority") invites the submission of Letters of Qualifications from interested firms to provide DESIGN AND CONSTRUCTION MANAGEMENT FOR TERMINAL ACCESS ROAD AND SKYPLEX BOULEVARD ROADWAY PROJECTS in conjunction with the operation, maintenance, and development of the Southwest Florida International Airport (RSW) in Lee County, Florida.

#### **1.2 BACKGROUND INFORMATION ON THE AIRPORT:**

##### **SOUTHWEST FLORIDA INTERNATIONAL AIRPORT**

Southwest Florida International Airport (RSW) is one of the 50 busiest airports in the nation, currently serving over 7.5 million passengers annually. Due to the growth in the number of passengers at RSW since its opening in 1983, and the expected increase in passenger traffic in the future, the Authority recently constructed a larger terminal complex, known as the "Midfield Terminal," which opened in 2005 and replaced the original terminal.

The Midfield Terminal complex is located south of the Airport's existing runway and includes a two-story terminal, of approximately 800,000 square feet, with twenty-eight (28) aircraft gates along three (3) concourses. The complex also includes a rental car customer service building of approximately 27,000 square feet, a three-story parking garage, a new taxiway, related roadways, and has access to I-75 at Alico Road to the south and at Daniels Parkway to the north.

Approximately 4,600 people work at the Airport.

Additional information about RSW is available online at [www.flylcpa.com](http://www.flylcpa.com).

#### **1.3 SCOPE OF PROFESSIONAL SERVICES:**

Professional services to be provided under this Request for Letters of Qualification include preparing early cost estimates, conceptual design, final design plans and specifications, securing all necessary permits and approvals, and overseeing the construction by low-bid contractors. The LCPA will competitively advertise each roadway bid package prepared by the selected Design/CM firm and award construction contracts to the lowest responsive, responsible bidder.

The following roadway projects are planned for RSW and included under this solicitation. **These roadway projects are currently unfunded.** However, it is necessary to hire a Design/CM firm to prepare conceptual design plans and early order of magnitude cost estimates to assist the Port Authority in determining the amount of funding needed to begin the design and construction of these projects and submit grant requests with accurate cost information.



### Expand Terminal Access Roadway

This project involves the expansion of the RSW Terminal Access Roadway to six (6) lanes and provides roadway transition in anticipation of the RSW – I-75 Access Roadway connection. Project Status: currently unfunded; \$2.9 million state grant funding tentatively programmed for 2014/15. No local match funding currently identified.

#### 1. Construct Skyplex Boulevard

This project involves the development of Skyplex Boulevard between Daniels Parkway and Chamberlin Parkway, and includes various roadway and utility (water, sewer, electric, etc.) improvements needed to serve parcels in the general proximity of the new roadway. Project Status: currently unfunded.

Services under this contract include, but are not limited to:

- Design and Engineering
- Planning and Permitting
- Concept Refinement and Conceptual Design Analyses
- Cost Estimating
- Project Reporting and Presentations
- Design Development
  - o Preparation of detailed contract plans, specifications, and construction bid documents
  - o Cost Estimating and Budgeting
  - o Bidding Assistance
- Construction Administration
  - o Perform Project Inspections
  - o Responding to Requests for Information
  - o Reviewing Contractor Pay Applications
  - o Review Contractor submittals, shop drawings, and samples for conformance with the Contract Documents
  - o Provide Architecture/Engineering Project Certifications
- Construction Services
  - o Provide Cost and Schedule Control
  - o Bidding Assistance
  - o Construction Management
  - o Oversight of Low-Bid Construction Contractors (contracted separately to the Port Authority)
  - o Serve as the Port Authority's Field Representative
  - o Recommend Payments applicable to Contractor Pay Applications
  - o Provide Project Certifications
- Management of various subconsultant subcontracts and disciplines
- Management of numerous project schedules and budgets
- Management of design and engineering related projects
- General engineering analyses
- Civil, sanitary, structural, mechanical, electrical, surveying, building, geotechnical, and other related engineering disciplines
- Code compliance
- Application assistance (including, but not limited to, grant and permitting applications)
- Local, state, and federal permitting
- FAA/FDOT Coordination
- Feasibility studies, project development, and conceptual analyses
- Graphics and written/oral presentations



- Miscellaneous research studies, data collection, and report generation
- Testing services and investigative analyses
- Value engineering, critical path analysis, general conditions preparation, and interpretation
- Claims evaluation
- Providing DBE opportunities
- All other duties related to the services outlined above and as deemed necessary by the Port Authority to successfully accomplish an airport development project

A broad range of professional disciplines, analysis, and expertise is expected to be needed during the term of this professional services agreement. The specific number and mix of disciplines needed is unknown at this time. Therefore, the Authority expects that subconsultants will be recommended by the selected Consultant and subcontracted with after award of this prime contract. The Port Authority will have the right to reject any individual or subconsultant firm. As such, subconsultant information will not be considered during the evaluation of the LOQ responses submitted.

***As this contract will be between the selected prime Consultant and the Authority only, no subconsultant information is requested at this time and subconsultant information will not be considered during the evaluation of the LOQ responses submitted.***

This Request for LOQs outlines a single point of contact and accountability whereby the Project Manager representing a single firm demonstrates his/her ability to manage multiple aspects of a project. As such, joint-ventures are not preferred by Port Authority staff. However, nothing in this Request shall preclude the submittal of LOQs by joint-venture firms. The evaluation and consideration of a submittal by a joint-venture rests solely with the Airports Special Management Committee.

At the time of contract negotiations with the selected top-ranked firm, specific contract conditions will be negotiated including, but not limited to, term of contract, consultant fees, subconsultants/subcontractors, subcontractor/subconsultant mark-ups if applicable, additional services to be provided, etc.

The Port Authority reserves the right to:

- Select more than one firm to perform services from among the respondents to this request for Letters of Qualifications and to award work among selected firms as the Port Authority sees fit.
- Seek competitive Letters of Qualification or Requests for Proposal (RFP)s for any project. Neither this LOQ, nor any subsequent agreements, shall be construed to guarantee work for selected firm.
- Accept or reject any proposal. The Port Authority may, for any reason, deem it in the best interest of the Port Authority to withdraw from performing any work, to competitively LOQ, bid, or RFP the work or to perform the work with in-house or other resources after a proposal is received from the responding firm.
- Make a reasonable objection to the use of any subconsultant, in which event, the firm shall use an alternate subconsultant reasonably acceptable to the Port Authority.



#### **1.4 LOQ REQUIREMENTS:**

One (1) original document (marked as original) signed by the responding firm or its authorized representative, and twelve (12) identical copies (marked as copy) of the Letters of Qualifications, as well as, all other information required by the LOQ, including forms attached, must be prepared in the manner and detail specified herein, enclosed in a sealed envelope or package, labeled “**LOQ 11-20, REQUEST FOR LETTERS OF QUALIFICATIONS FOR DESIGN/CONSTRUCTION MANAGER FOR TERMINAL ACCESS ROAD AND SKYPLEX BOULEVARD ROADWAY PROJECTS AT THE SOUTHWEST FLORIDA INTERNATIONAL AIRPORT,**” and mailed or delivered so as to be received by the Purchasing Office of the Lee County Port Authority, not later than **2:00 p.m., local time, May 19, 2011**. Consultants must include all information contained herein.

Interested firms or individuals should include the following information in their submittals in the exact order listed here with separating page tabs in an 8.5 by 11 inch page format: **PLEASE INCLUDE THE PAGE TABS** so that those evaluating your submittal can compare each section with others that are submitted. In order to evaluate the qualifications and capabilities of each LOQ response regarding experience; capabilities; past record, past performance, adequacy of personnel; ability of professional personnel; willingness and ability to meet time and budget requirements; recent, current and projected workload; location; approach to the project; ability to furnish the required services; volume of work previously awarded to each firm submitting qualifications; and whether a firm is a certified disadvantaged business enterprise, the following information is requested and serves as the established evaluation criteria for the selection of consultants and award of future work under this LOQ.

##### **Section 1. Executive Summary**

An executive summary by the firm including a statement of client oriented approach, understanding of work to be performed, organizational structure (including organizational chart), office location(s), commitment to establish a local office if selected (if not already existing) with existing and proposed staffing levels, and an understanding of the Port Authority's goals and objectives. The primary goal of the Port Authority is to keep all projects on schedule, under budget, and fully coordinated. This information should not exceed three (3) pages (including the organizational chart).

##### **Section 2. Project Manager**

- Provide the name, address, and telephone number of one (1) person currently employed by the firm who will serve as the individual Project Manager responsible for the timely provision of all services and to whom all communications will be directed. The Project Manager should be an experienced individual with the availability (if requested by the Authority) to dedicate one hundred percent (100%) of his/her time to this agreement, to be located full-time in southwest Florida (if requested by the Authority), and to be given the contract authority to bind the firm orally and in writing, and who can only be removed as Project Manager upon written concurrence of the Port Authority. The Project Manager shall be available on-demand throughout the term of this agreement.
- Provide the office location where the Project Manager is currently working.
- Provide any degrees earned by the Project Manager with the name of educational institutions.
- Provide the total number of years of experience by the Project Manager.



- Provide the number of years the Project Manager has been employed by this firm.
- Local experience – Provide the number of years (please list specific years and/or range of years) the Project Manager has worked in:
  - o Lee County
  - o Lee, Collier, and Charlotte counties
  - o Southwest Florida (Lee, Collier, Charlotte, Hendry, and Glades counties)
- Provide a listing of projects during which the person identified as the Project Manager has worked extensively on that best demonstrates the Project Manager's experience, including:
  - o Airport roadway design experience
  - o Roadway design experience
    - in southwest Florida
    - in Florida
    - in the US
  - o Roadway construction management experience
- Demonstrate the Project Manager's ability to dedicate one hundred percent (100%) of their time to the Port Authority if requested.
- Demonstrate the Project Manager's ability to manage and coordinate the work of in-house staff and subconsultants/subcontractors.

### **Section 3. Firm Depth and Experience**

Offices and Employees - Please provide:

- o Location of corporate headquarters
- o Total number of employees
- o Number of offices worldwide
- o Number of offices in the US
- o Number of offices and locations and current staffing number for each office in Florida
- o Number of offices and locations and current staffing number for each office in southwest Florida (Lee, Collier, Charlotte, Hendry, and Glades counties)

Firm Experience - Provide a listing of projects, during which the firm has worked extensively on that best demonstrates the depth and experience of the firm, including:

- o Airport roadway design experience
- o Roadway design experience
  - in southwest Florida
  - in Florida
  - in the US
- o Roadway construction management experience

Key Support Personnel - List the key individuals and their experience who will directly be employed by the firm that will support the efforts of the Project Manager. These project support personnel shall be available on-demand throughout the term of the agreement and will require the Port Authority's written acceptance for reassignment to other projects. For each individual, list the following:



- Provide the office location where each key support staff person is currently working.
- Provide any degrees earned by each key support staff person with the name of educational institutions.
- Provide the total number of years of experience by each key support staff person.
- Provide the number of years the key support staff person has been employed by this firm.
- Local experience – Provide the number of years (please list specific years and/or range of years) each key support staff person has worked in:
  - o Lee County
  - o Lee, Collier, and Charlotte counties
  - o Southwest Florida (Lee, Collier, Charlotte, Hendry, and Glades counties)
- Provide a listing of projects for each key support staff person that best demonstrates their depth and experience to support the Project Manager on successfully completing the services outlined in this Request for Qualifications.

#### **Section 4. Local Commitment**

It is the Port Authority's desire to support the local economy. Please describe the approach of the firm and assurances that fees resulting from the award of this contract will go to local employees of the firm, to local subconsultants, and to support the local economy to the maximum extent possible.

#### **Section 5. DBE and W/MBE Plan**

Responding firms should submit information agreeing to ensure that DBEs and W/MBEs will have the maximum opportunity to participate in the performance of contracts under this agreement.

Responding firms should also demonstrate that they will subcontract to certified DBEs and W/MBEs or clearly demonstrate in a manner acceptable to the Authority its good-faith efforts to obtain DBE and W/MBE subconsultants whenever applicable. The successful Consultant's DBE and W/MBE commitment will be incorporated into the agreement and will be enforceable under the terms of the agreement.

Responding firms should demonstrate previous experience in achieving successful DBE and W/MBE participation on other projects, including historical percentages of contracts, sample DBE or W/MBE assignments, DBE or W/MBE success stories, etc. Each firm needs to demonstrate that it has a strong history of DBE or W/MBE participation, that it takes minority and disadvantaged businesses participation seriously, and that it commits to working with the Port Authority on achieving satisfactory DBE and W/MBE contracting opportunities if selected for this prime contract.

#### **Section 6. References**

All respondents to this LOQ should fill out Form 2 with the following information:

- o Project Manager References: Provide a listing of at least two (2) previous projects that the person identified as the Project Manager served as Project Manager that best exemplifies the Project Manager's abilities to successfully complete the services identified under this solicitation. For each project reference:



- 1) Provide the Project Name and location.
  - 2) Provide the year the Project Manager worked on the project.
  - 3) Provide the name of the firm which employed the Project Manager during the project.
  - 4) Provide a reference for each project including name, position held during the project, current title and employment, and current telephone number. The reference contact shall be a key person under whom the project work was performed or who was directly involved with the administration/supervision of all projects. Up-to-date and current contact information is requested and is the sole responsibility of the Respondent. The inability to perform reference checks due to the submittal of inaccurate or out-dated reference contact information will be viewed as a negative aspect of the firm's LOQ response.
- o Firm References: Provide a listing of at least one (1) previous project that the firm served a major role in completing that best exemplifies the firm's abilities to successfully complete the services identified under this solicitation. For each project reference:
- 1) Provide the Project Name and location.
  - 2) Provide the year the firm worked on the project.
  - 3) Provide the name of the entity/organization which employed the firm during the project.
  - 4) Provide a reference for each project including name, position held during the project, current title and employment, and current telephone number. The reference contact shall be a key person under whom the project work was performed or who was directly involved with the administration/supervision of the project. Up-to-date and current contact information is requested and is the sole responsibility of the Respondent. The inability to perform reference checks due to the submittal of inaccurate or out-dated reference contact information will be viewed as a negative aspect of the firm's LOQ response.

## **Section 7. Other Requested Information**

Firms are also requested to provide the following information to assist the Port Authority in reviewing responses to this Request:

- 1) On-call responsiveness of the Project Manager and firm
- 2) Willingness of the Project Manager and firm to accept all assignments (no job too small)
- 3) Timeliness of completing quick-turn assignments
- 4) Ability to meet project budget and scheduling demands
- 5) Knowledge of local codes, regulations, and permit requirements
- 6) Knowledge of FAA and FDOT regulations and requirements
- 7) Ability to work with other Consultants/Contractors – team approach

## **Section 8. Conflict of Interest/Business Ethics**

Responding firms shall disclose any circumstance where the conduct of the firm is being investigated or has been investigated in the past three (3) years by any legal or administrative body. If your firm is not being investigated, this fact should be stated.

The Port Authority desires to avoid any real or perceived conflicts of interest between Consultant's professional duties and obligations to the Port Authority and to any third-party client during the term of this agreement. Therefore, as part of the final negotiated agreement, the selected Consultant may be prohibited from performing any work for any



third party related to development on RSW or FMY, and may be prohibited from performing any work related to any property directly abutting an RSW or FMY boundary, or located within an RSW or FMY Runway Protection Zone, or within the RSW Noise Overlay Zone.

In responding to this LOQ, all respondents acknowledge that any services performed for a third party that have the potential to be a real or perceived conflict may be in violation of the agreement with the Port Authority and cause for termination. Responding firms shall identify and disclose any airline, other aviation related clients, and any of the clients with an interest in real property development in the general proximity of RSW or Page Field to whom the firm is currently providing services, or expects to provide services during the term of this professional services agreement, and the nature of the services provided. Potential conflicts of interest will be considered in evaluating responses to this Request for Letters of Qualifications. If no conflicts exist, this fact should be stated.

#### **Section 9. Requested Forms/Certifications/Licenses**

- Copy of Current Insurance Certificate
- Copy of Current State of Florida License/Certification
- Form 1: Consultant's Certification (Including Acknowledgement/Incorporation of Addenda)
- Form 2: Professional References (DO NOT USE CURRENT LCPA employees as references)
- Form 3: Lobbying Affidavit
- Form 4: Public Entity Crime Form

#### **Section 10. Standard Form 330**

Provide Standard Form 330 for Principal Consultant (subconsultants not required). Note: Standard Form 330 is available from the U.S. Superintendent of Documents, Public Documents Department, Washington, DC 20402, from Federal Regional Offices or on the Web at <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do>. Even if the Principal Consultant is not an Architect or Engineer, please complete this form for the services to be provided.

#### **1.5 EVALUATION TENTATIVE SCHEDULE**

|                          |                                                                                     |
|--------------------------|-------------------------------------------------------------------------------------|
| <u>April 28, 2011</u>    | Mandatory Pre-LOQ Conference, 10:00 a.m.,<br>Airport Training and Conference Center |
| <u>May 4, 2011</u>       | Deadline for questions due 4:00 p.m. from interested parties                        |
| <u>May 19, 2011</u>      | LOQs due by 2:00 p.m.                                                               |
| <u>June 7, 2011</u>      | Staff Qualification Committee Meeting                                               |
| <u>June 21, 2011</u>     | ASMC Meeting, 1:30 p.m.                                                             |
| <u>October 25, 2011</u>  | Presentations/Ranking, ASMC Meeting, 1:30 p.m.                                      |
| <u>November 14, 2011</u> | Board of Port Commissioners reviews/approves ASMC recommendations, 9:30 a.m.        |



**Part C: Forms**

**Note: These forms must be submitted with the Consultant's submittal.**

**FORM 1: CONSULTANT'S CERTIFICATION**

I have carefully examined this Request for Letters of Qualifications (LOQ) which includes scope, requirements for submission, general information and the evaluation and award process.

I acknowledge receipt and incorporation of the following addenda, and the cost, if any, of such revisions has been included in the price of the LOQ.

|                  |             |                  |             |
|------------------|-------------|------------------|-------------|
| Addendum # _____ | Date: _____ | Addendum # _____ | Date: _____ |
| Addendum # _____ | Date: _____ | Addendum # _____ | Date: _____ |
| Addendum # _____ | Date: _____ | Addendum # _____ | Date: _____ |

I hereby propose to provide the services requested in this LOQ. I agree that the Authority terms and conditions herein shall take precedence over any conflicting terms and conditions submitted with the LOQ and agree to abide by all conditions of this document.

I certify that all information contained in the LOQ is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this LOQ on behalf of the company as its agent and that the company is ready, willing and able to perform if awarded a contract.

I further certify, under oath, that this LOQ is made without prior understanding, agreement, connection, discussion, or collusion with any other person, company or corporation submitting a LOQ for the same product or service; no officer, employee or agent of the Port Authority or of any other Company who is interested in said LOQ; and that the undersigned executed this Consultant's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

|                                   |                                        |
|-----------------------------------|----------------------------------------|
| _____<br>NAME OF BUSINESS         | _____<br>MAILING ADDRESS               |
| _____<br>AUTHORIZED SIGNATURE     | _____<br>CITY, STATE & ZIP CODE        |
| _____<br>NAME, TITLE, TYPED       | _____<br>TELEPHONE NUMBER / FAX NUMBER |
| _____<br>FEDERAL IDENTIFICATION # | _____<br>E-MAIL ADDRESS                |

State of: \_\_\_\_\_

County of: \_\_\_\_\_

This foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2011, by \_\_\_\_\_, who is personally known to me or produced \_\_\_\_\_ as identification.

|                              |                                |
|------------------------------|--------------------------------|
| _____<br>Signature of Notary | _____<br>Serial/Commission No. |
|------------------------------|--------------------------------|



## FORM 2: PROFESSIONAL REFERENCES

### References:

**A. Please provide the following information as references. Up to date and current contact information is the sole responsibility of the Respondent. The inability to perform reference checks due to the submittal of inaccurate or out-dated reference contact information will be viewed as a negative aspect of the firm's LOQ response.**

#### Project References:

1.

PROJECT NAME

PROJECT LOCATION

YEAR PM WORKED ON PROJECT

NAME OF FIRM THAT EMPLOYED PM

CONTACT NAME

POSITION HELD ON PROJECT

CURRENT TITLE & FIRM

CURRENT ADDRESS

CURRENT CITY, STATE, ZIP CODE

CURRENT TELEPHONE #

CURRENT FAX #

CURRENT E-MAIL (If Available)

2.

PROJECT NAME

PROJECT LOCATION

YEAR PM WORKED ON PROJECT

NAME OF FIRM THAT EMPLOYED PM

CONTACT NAME

POSITION HELD ON PROJECT

CURRENT TITLE & FIRM

CURRENT ADDRESS

CURRENT CITY, STATE, ZIP CODE

CURRENT TELEPHONE #

CURRENT FAX #

CURRENT E-MAIL (If Available)



Firm/Company Reference:

1.

PROJECT NAME

PROJECT LOCATION

YEAR FIRM WORKED ON PROJECT

REFERENCE CONTACT NAME

REF POSITION HELD ON PROJECT

CURRENT TITLE & FIRM

CURRENT ADDRESS

CURRENT CITY, STATE, ZIP CODE

CURRENT TELEPHONE #

CURRENT FAX #

CURRENT E-MAIL (If Available)

[THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK.]



**FORM 3: LOBBYING AFFIDAVIT**

State of: \_\_\_\_\_

County of: \_\_\_\_\_

\_\_\_\_\_,  
being first duly sworn, deposes and says that he or she is the (sole owner) (general partner) (joint  
venture partner) (president) (secretary) or (authorized representative) (circle one) of  
\_\_\_\_\_ (Consultant), maker of the attached LOQ and that neither the  
Consultant nor its agents have lobbied to obtain an award of the Agreement required by this  
Request for Letters of Qualifications from the Lee County Board of Port Commissioners,  
members of the Airports Special Management Committee or employees of the Lee County Port  
Authority, individually or collectively, regarding this Request for Letters of Qualifications. The  
prospective Consultant further states that it has complied with the federal regulations concerning  
lobbying activities contained in 31 U.S.C. 1352 and 49 CFR Part 20 and the Lee County Lobbying  
Ordinance, No. 03-14.

\_\_\_\_\_  
AFFIANT

The foregoing instrument was acknowledged before me on \_\_\_\_\_, by  
\_\_\_\_\_ (name of person, officer or agent, title of officer or agent), of  
\_\_\_\_\_ (corporation or partnership, if applicable), a  
\_\_\_\_\_ (State of incorporation or partnership, if applicable), on behalf of  
the \_\_\_\_\_ (corporation or partnership, if applicable). He/She is personally  
known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of person taking acknowledgment

\_\_\_\_\_  
Name typed, printed, or stamped

\_\_\_\_\_  
(Title or rank)

\_\_\_\_\_  
(Serial or Commission No.)

**NOTE: THIS FORM IS REQUIRED FROM ALL CONSULTANTS**



**FORM 4: PUBLIC ENTITY CRIMES FORM**

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a) FLORIDA STATUTES**

A person, affiliate, or corporation who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or Consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

The Consultant certifies by submission of this form that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal entity, department or agency.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
[Signature]

Notary Public – State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Personally known \_\_\_\_\_ or Produced

identification \_\_\_\_\_ My Commission

Expires \_\_\_\_\_

(Type of identification) \_\_\_\_\_

\_\_\_\_\_  
Printed typed or stamped commissioned name of Notary Public



## FORM 5: OPTIONAL FORM

**Note: This form is optional – The Purchasing Office requests that this form be returned to the purchasing office if you are not submitting a bid.**

### NO LOQ SUBMISSION

If you are not submitting a LOQ, please indicate the reason(s) by checking any appropriate item(s) listed below and return this form to Sandra Kennedy, Sr. Purchasing Agent, Lee County Port Authority, 11000 Terminal Access Road, Suite 8671, Fort Myers, Florida, 33913 [slkennedy@flylcpa.com](mailto:slkennedy@flylcpa.com), (239) 590-4548 (fax).

We are not responding to this Port Authority Bid for the following reason(s):

- \_\_\_\_\_ Services are not available through our company
- \_\_\_\_\_ Our services do not meet the Scope of Services
- \_\_\_\_\_ Circle one - Scope of Services were -  
not clearly understood; not applicable; too vague; too rigid;  
Insufficient time allowed for preparation
- \_\_\_\_\_ Other reason(s): \_\_\_\_\_

\_\_\_\_\_  
Name of Firm: \_\_\_\_\_

Name of Individual: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

DATE: \_\_\_\_\_