

Standard Operating Procedure (SOP) for the Management of Unsolicited Proposals for Public Private Partnership (P3) Projects

1. Introduction/Purpose of Standard Operating Procedure

In accordance with Florida Statute 255.065, the Aviation Authority is a responsible public entity that may receive Unsolicited Proposals, or may solicit proposals for Qualifying Projects, and may enter into a comprehensive public private partnership agreement with a Private Entity for a Qualifying Project. This standard operating procedure (SOP) establishes the Procurement Services Department's responsibilities for management of the submission, receipt, tracking, reporting, and facilitating initial reviews and evaluations of Unsolicited Proposals. This SOP shall be followed by all Aviation Authority staff. SOP shall be consistent with GOAA policies. GOAA policies take priority over this SOP when there is a conflict.

2. Definitions (per Florida Statutes, as may be amended):

- *Conflict of Interest* (as to a public officer/employee): A situation in which regard for a private interest tends to lead to disregard of a public duty or interest.
- *Conceptual Unsolicited Proposal*: An Unsolicited Proposal that includes conceptual information sufficient to determine whether the proposed idea is attractive enough to justify investment of resources to undertake a process that may lead to a Detailed Unsolicited Proposal. The form and content of the Conceptual Unsolicited Proposal must meet the minimum defined criteria outlined in Appendix A.
- *Detailed Unsolicited Proposal*: An Unsolicited Proposal that contains details beyond a conceptual level for which terms such as costs, payment schedules, financing, deliverables, and project schedule are defined. The form and content of the Detailed Unsolicited Proposal must meet the minimum defined criteria outlined in Appendix B.
- *Private Entity*: Any natural person, corporation, general partnership, limited liability company, limited partnership, joint venture, business trust, public benefit corporation, nonprofit entity, or other private business entity.
- *Proposer*: the Private Entity submitting a Detailed Unsolicited Proposal and/or Conceptual Unsolicited Proposal.
- *Unsolicited Proposal*: A proposal for a prospective Qualifying Project submitted by a Proposer without an explicit request by the Aviation Authority.
- *Qualifying Project*: A facility or project that serves a public purpose, including, but not limited to, any ferry or mass transit facility, vehicle parking facility, airport or seaport facility, rail facility or project, fuel supply facility, oil or gas pipeline, medical or nursing care facility, recreational facility, sporting or cultural facility, or educational facility or other building or facility that is used or will be used by a public educational institution, or any other public facility or infrastructure that is used or will be used by the public at large or in support of an accepted public purpose or activity; *or* An improvement, including equipment, of a building that will be principally used by a public entity or the public at large or that supports a service delivery system in the public sector; *or* a water, wastewater, or surface water management facility or other related infrastructure; *or*, notwithstanding any provision of this section, for projects that involve a facility owned or operated by the governing board of a county, district, or municipal hospital or

health care system, or projects that involve a facility owned or operated by a municipal electric utility, only those projects that the governing board designates as qualifying projects pursuant to Section 255.065, Florida Statutes.

3. Application Fee for Detailed Unsolicited Proposal

The Aviation Authority will charge a reasonable application fee (minimum \$10,000 for reviewing an Unsolicited Proposal) to be paid by the Proposer via cashier's check at the time of submission. The Aviation Authority will not continue to review the Unsolicited Proposal until the payment is made. The Aviation Authority may request, in writing, additional application fees if it finds that the originally requested application fee does not cover the Aviation Authority's cost to review and evaluate the Unsolicited Proposal. The Proposer must pay the requested additional amounts within 30 days after receipt of the notice. The Aviation Authority may, at its sole discretion, cease evaluation and review of the Unsolicited Proposal if the Proposer fails to pay any application fee in whole or part.

4. Submittal of a Conceptual Unsolicited Proposal

Step 1. Proposer submits a Conceptual Unsolicited Proposal

- a) Procurement Services will post on the Aviation Authority's website instructions for how an Unsolicited Proposal may be submitted to the Aviation Authority.
- b) Proposers must submit a Conceptual Unsolicited Proposal to Senior Vice President Procurement Services at procurementservicesadmin@goaa.org.
- c) The Conceptual Unsolicited Proposal must include all the requirements listed in Appendix A.
- d) The Conceptual Unsolicited Proposal must be signed by a duly authorized representative of the Proposer on the Proposer's letterhead and not be longer than 10 pages.
- e) Aviation Authority staff members shall not receive any Unsolicited Proposals and shall direct all inquiries to Procurement Services at procurementservicesadmin@goaa.org.
- f) Procurement Services will maintain a tracking log of all Unsolicited Proposals and provide monthly updates to the Aviation Authority's CEO (or designee).
- g) The CEO (or designee) will inform Board Members of the status of all Unsolicited Proposals, as necessary, using their discretion.

Step 2. Review and Distribution of a Conceptual Unsolicited Proposal

Procurement Services will review each Conceptual Unsolicited Proposal within 14 days after receipt and determine whether the Conceptual Unsolicited Proposal complies with the submission requirements detailed in Appendix A. If a Conceptual Unsolicited Proposal is not complete, Procurement Services will notify the Proposer of any deficiencies and Procurement Services will cease further review until a complete Conceptual Unsolicited Proposal is submitted.

Procurement Services will distribute a complete Conceptual Unsolicited Proposal to the Chief Development Officer (CDO), who will review the Conceptual Unsolicited Proposal and determine whether the project warrants further evaluation. The CDO may designate another department (i.e., Commercial Properties, Concessions) to lead the review of a Conceptual Unsolicited Proposal. **As used throughout this SOP, CDO means CDO or designee.**

The CDO may consult with technical Subject Matter Expert(s), finance Subject Matter Expert(s), legal Subject Matter Expert(s), the Chief Executive Officer, Chief Financial Officer, Vice President, Risk Management & Safety, Legal Counsel and any other relevant staff member. At the request of the department leading the review, Procurement Services will engage Consultants (following all applicable procurement requirements) to assist with the review as advisors. Procurement Services will obtain the standard Conflict of Interest and Nondisclosure Agreement before distributing the Conceptual Unsolicited Proposal to any staff member or Consultant (following standard procedures).

Any determination to further evaluate the project shall not be construed as a Request for Proposal or acceptance of the Proposal. The Aviation Authority shall not guarantee acceptance, and/or pay any compensation, in any form, for the preparation of the Proposal.

Step 3. Review of Conceptual Unsolicited Proposal

Upon request by CDO, Procurement Services will schedule one or more meetings. (either in-person or Teams) with the Proposer, staff and Consultants, as requested by the CDO, to obtain additional information, as necessary.

Step 4. Chief Development Officer (CDO) Determination on Proceeding After consultation with the CEO, the CDO will determine whether a Conceptual Unsolicited Proposal warrants further evaluation. The CEO will brief the Aviation Authority Board Chairperson and other board members as necessary, using their discretion. The time for review will vary depending upon the complexity of the proposed project.

Reject. If the CDO is not interested in further evaluating the project, Procurement Services will notify the Proposer in writing and update the tracking report. At any time, regardless of the status of the evaluation of a Conceptual or Detailed Unsolicited Proposal, the CDO may inform Procurement Services that an Unsolicited Proposal is rejected, and Procurement Services will inform the Proposer.

Compete. At any time, regardless of the status of the evaluation of a Conceptual or Detailed Unsolicited Proposal, the CDO may decide to proceed with a Competitive Solicitation (ITN or Alternative Project Delivery Method, such as Design Build Operate Maintain), following standard policies and practices. In that case, Procurement Services will facilitate the submission of the procurement notice to the Aviation Authority Board (following standard procedures). Proceed to Part 7 (Proceed with Competitive Solicitation).

Evaluate. If the CDO is interested in further evaluation of the project, Procurement Services will advise the Proposer of the amount of the Application Fee and its due date.

The Proposer must mail a Cashier's Check payable to Greater Orlando Aviation Authority in the amount of the application fee (minimum \$10,000) as determined by the Aviation Authority by the established deadline to:

Greater Orlando Aviation Authority – Annex 2nd Floor
Attn: Senior Vice President of Procurement Services or Designee
5855 Cargo Road
Orlando, FL 32827

Once the fee is received, Procurement Services will schedule as many workshops that are needed (either in-person or Teams) with the Proposer, staff, and Consultants, to help the Proposer understand all the information needed to properly complete the Detailed Proposal (Appendix B) sufficient to meet the Project requirements. Once the CDO is satisfied that the Proposer will submit a Detailed Proposal consistent with the Aviation Authority's requirements, Procurement Services will send the Proposer a link to the Aviation Authority's e-Procurement Platform for the Proposer to submit a Detailed Unsolicited Proposal Proceed to Step 5.

Step 5. Technical and Financial Analysis of the Unsolicited Proposal

The CDO may request Procurement Services to engage technical, financial and/or legal Consultants (following all applicable procurement requirements) to assist with the review as advisors, as long as the Consultants certify that they do not have a Conflict of Interest. For any Unsolicited Proposal involving architecture, engineering, or landscape architecture, the Aviation Authority will assign a licensed architect, landscape architect, or engineer to review, evaluate and advise the Aviation Authority on the proposed design and construction to ensure sufficient material quality standards, interior space utilization, budget estimates, design and construction schedules, and sustainable design and construction standards are applicable to the project. Consultants may be utilized before, during or after the initial review.

Procurement Services may engage an independent Financial Consultant (following standard procurement policies) to perform a financial analysis of the Detailed Unsolicited Proposal.

Procurement Services will distribute the Technical and Financial analysis to the CDO and facilitate discussions of preliminary analysis and any revisions as necessary.

At any time during the evaluation of an Unsolicited Proposal, the CDO, in consultation with the CEO, may inform Procurement Services that the Unsolicited Proposal is rejected, and Procurement Services will inform the Proposer.

Step 6. Submittal of the Detailed Unsolicited Proposal

- i. If requested from the CDO, the Proposer will have the ability to submit its Detailed Unsolicited Proposal using the provided link that is accessible via the emailed invitation within 30 days after the date of Procurement Services' link.
- ii. The Proposer must complete the 'Vendor Questionnaire' section on the e-procurement platform (which will include all elements of Appendix B) by the deadline

established.

- iii. The Detailed Unsolicited Proposal shall contain all the requirements of Appendix B and include the following:
 - (a) A description of the Qualifying Project, including the conceptual design of the facilities or a conceptual plan for the provision of services, and a schedule for the initiation and completion of the Qualifying Project.
 - (b) A description of the method by which the Proposer proposes to secure the necessary property interests that are required for the Qualifying Project (as applicable).
 - (c) A description of the Proposer's general plans for financing the Qualifying Project, including the sources of the Proposer's funds and the identity of any dedicated revenue source or proposed debt or equity investment on behalf of the Proposer.
 - (d) The name and address of a person who may be contacted for additional information concerning the Unsolicited Proposal.
 - (e) The proposed user fees, lease payments, or other service payments over the term of a comprehensive agreement, and the methodology for and circumstances that would allow changes to the user fees, lease payments, and other service payments over time.
 - (f) Additional material or information that Procurement Services reasonably requests.
 - (g) Any pricing or financial terms included in an Unsolicited Proposal must be specific as to when the pricing or terms expire.

5. Review of Detailed Unsolicited Proposal

Step 1. Initial Compliance Review and Distribution of the Detailed Unsolicited Proposal

Procurement Services will review the Detailed Unsolicited Proposal for compliance with Part 4 and Appendix B. Procurement Services will provide access to a complete Detailed Unsolicited Proposal to the CDO and any technical Subject Matter Expert(s), finance Subject Matter Expert(s), legal Subject Matter Expert(s), the Chief Executive Officer, Chief Financial Officer, Vice President of Risk Management, Legal Counsel and any other relevant staff member or Consultant, as determined by the CDO.

The CDO may recommend to the Aviation Authority that it proceed with the procurement of the project covered by the Detailed Unsolicited Proposal in accordance with these procedures if the Procurement Committee determines that the Qualifying Project:

- a. Is in the public's interest, considering the following criteria:
 1. The benefits to the public.
 2. The financial structure of and economic efficiencies achieved by the proposal.
 3. The qualifications and experience of the private entity that submitted the proposal and such entity's ability to perform the project.
 4. The project's compatibility with regional infrastructure plans.

5. If there is a public meeting in accordance with Step 3 of this Section, public comments submitted at the meeting.
 - b. Is for a facility that is owned by the Aviation Authority or for a facility for which ownership will be conveyed to the Aviation Authority. For a proposed project that was unsolicited, if ownership will not be conveyed to the Aviation Authority within 10 years after initial public operation begins, the public benefits apart from ownership must be identified and stated by the Aviation Authority in the public interest determination required under Florida law governing P3 procurements.
 - c. Has adequate safeguards in place to ensure that additional costs or service disruptions are not imposed on the public in the event of material default or cancellation of the comprehensive agreement.
 - d. Has adequate safeguards in place to ensure that the Aviation Authority or Proposer have the opportunity to add capacity to the proposed project or other facilities serving similar predominantly public purposes.
 - e. If the proposal was solicited, it will be owned by the Aviation Authority upon completion, expiration, or termination of the comprehensive agreement and upon payment of the amounts financed.

Step 2. Technical and Financial Analysis of the Detailed Unsolicited Proposal

The CDO may request Procurement Services to continue to engage technical, financial and/or legal Consultants (following all applicable procurement requirements) to assist with the review as advisors, as long as the Consultants certify that they do not have a Conflict of Interest and follows the process identified in Step 5 above.

Step 3. Procurement Committee Public Interest Determination

When the CDO advises Procurement Services that the technical and financial analysis is sufficiently complete to make a Public Interest Determination, the CDO shall advise whether the project procurement should proceed with or without competitive bidding. If it is to proceed without competitive bidding, Procurement Services will issue a notice via the Aviation Authority’s e-Procurement Platform and on the Aviation Authority’s Sunshine Calendar, of a duly noticed public meeting, where the Detailed Unsolicited Proposal will be presented by the Proposer and the public will have the opportunity to comment. If, however, the CDO determines it wants competitive bidding on the proposed Project, then it shall proceed with Section 7 below and not proceed with this 1st public meeting of the P3 Committee.

The Ad Committee shall be selected pursuant to Procurement Policy 120.17.

The Procurement Committee Chairperson will work with Procurement Services to determine which individuals will make presentations to the Committee at the 1st public meeting. Procurement Services will arrange for attendance of the presenters and ensure the public meeting has been duly noticed.

Step 4222. 1st Public Meeting of Procurement Committee

At the 1st public meeting, affected public entities and members of the public shall be able to provide comment. Thereafter, the Procurement Committee will make a preliminary recommendation to the Aviation Authority Board as to whether the Detailed

Unsolicited Proposal is for a Qualifying Project based on the factors set forth in 255.065(5)(e) (2025):

1. There is a public need for, or benefit derived from, a project of the type that the Private Entity proposes as the Qualifying Project.
2. The estimated cost of the Qualifying Project is reasonable in relation to similar facilities.
3. The Private Entity's plans will result in the timely acquisition, design, construction, improvement, renovation, expansion, equipping, maintenance, or operation of the Qualifying Project.

The Procurement Committee can recommend moving forward with a Competitive Solicitation or proceeding without engaging in a public bidding process. If the Procurement Committee chooses to proceed without a public bidding process, it shall schedule a 2nd duly noticed public meeting to determine whether the Detailed Unsolicited Proposal is in the public's interest.

Step 5. 2nd Public Meeting of Procurement Committee

If the Procurement Committee decides to proceed with a 2nd public meeting to consider public comments for the purpose of determining that the Detailed Unsolicited Proposal is in the public's interest, Procurement Services will issue a notice via the Aviation Authority's e-Procurement Platform and on the Aviation Authority's Sunshine Calendar of a duly noticed public meeting. The Procurement Committee will consider public comments, then make a final recommendation to the Aviation Authority Board as to whether the Detailed Unsolicited Proposal is in the public's interest, based upon the same criteria set forth on Part 5, Step 1. The P3 Committee may also recommend, if the procurement should proceed, whether an interim agreement is advisable before a comprehensive agreement, depending on the complexity of the project and contract structure.

The Procurement Committee will recommend to the Aviation Authority Board whether to:

- Proceed without a Competitive Solicitation, in accordance with the statutory requirements. In this case, the Procurement Committee shall provide a statement explaining why the Detailed Unsolicited Proposal should proceed and addressing public comments submitted at the 1st and 2nd meetings.
- Proceed with a Competitive Solicitation for the Qualifying Project, or
- Reject the Detailed Unsolicited Proposal.

Step 6. Aviation Authority Board Meeting

Procurement Services will submit a procurement notice to the Aviation Authority Board detailing the Procurement Committee's recommendation on whether and how to proceed. Upon Aviation Authority Board approval, Procurement Services will notify the Proposer of the determination as to whether, and if so, how the Aviation Authority will proceed with the project.

6. Proceed without Competitive Solicitation

Publication of Report

Upon Aviation Authority Board approval to proceed without a Competitive Solicitation, Procurement Services will facilitate the development of a Report addressing the following

based upon the Procurement Committee's evaluation:

- The public interest determination required under Part 5, Step 1 above.
- The factors considered in making such public interest determination.
- The Aviation Authority's findings based on each considered factor.

Procurement Services will publish the completed Report in the Florida Administrative Register for at least 7 days.

7. Proceed with Competitive Solicitation

Step 1. Technical Study / Preparation of Design Criteria Package

Upon Aviation Authority Board approval to proceed with a Competitive Solicitation, Procurement Services will proceed in accordance with this Section 7. If the solicited Qualifying Project includes design work, the solicitation must include a design criteria package prepared by an architect, a landscape architect, or an engineer licensed in this state which is sufficient to allow private entities to prepare a bid or a response. The design criteria package must specify reasonably specific criteria for the Qualifying Project such as the legal description of the site, with survey information; interior space requirements; material quality standards; schematic layouts and conceptual design criteria for the Qualifying Project; cost or budget estimates; design and construction schedules; and site development and utility requirements. The licensed design professional who prepares the design criteria package shall be retained to serve the Aviation Authority Board through completion of the design and construction of the project.

Step 2. Public Release of Solicitation

- i. For projects for which the Aviation Authority chooses to engage in competitive solicitation, Procurement Services will publish an Invitation to Negotiate (ITN) or Request for Statements of Qualifications for Design Build Finance Operate Maintain Project Delivery Method on the Aviation Authority's e-Procurement Platform, stating that the solicitation is based on an Unsolicited Proposal. Procurement Services will follow standard Competitive Solicitation procedures for the applicable method.
- ii. The Aviation Authority may request information regarding qualifications, general business terms, innovative design techniques, cost reduction terms, and finance plans.
- iii. For Competitive Solicitations based upon Unsolicited Proposals, the Aviation Authority shall publish notice in the Florida Administrative Register and a newspaper of general circulation at least once a week for 2 weeks stating that the Aviation Authority has received a proposal and will accept other proposals for the same project.
- iv. A copy of the Competitive Solicitation must be mailed to each local government in the affected area.

Step 3. Solicitation Response Preparation Period

- i. Proposers may submit questions via the e-Procurement Platform.
- ii. Procurement Services will schedule and facilitate a pre-submittal meeting.
- iii. Response due date must be at least 21 calendar days, but not more than 120 calendar days from the original publication date; however, if deemed necessary, the

Aviation Authority may, by majority vote approval of its governing body, alter the due date to more adequately suit the needs of the Qualifying Project.

Step 4. Evaluation of Solicitation Responses and Recommended Ranking

- i. The Procurement Committee will evaluate the solicitation responses following standard Competitive Solicitation procedures.
- ii. If the Competitive Solicitation includes private financing, the Procurement Committee will make recommendations as set forth above in Part 5 (Public Interest and Qualifying Project Determinations) and review each solicitation response considering, at a minimum, qualifications, general business terms, innovative design techniques, cost reduction terms, and finance plans. The Procurement Committee will also determine whether an interim agreement is needed and in the best interest of the Aviation Authority.
- iii. The Committee will recommend to the Aviation Authority Board a ranking of the Proposers in order of preference based upon the evaluation criteria set forth in the solicitation.
- iv. The Chief Executive Officer or Designee will present the recommended ranking to the Aviation Authority Board for approval. Award of the project will comport with standard procurement procedures and applicable law.

8. INTERIM AND COMPREHENSIVE AGREEMENTS WITH THE PRIVATE ENTITY AWARDED THE PROJECT

Step 1. Optional Interim Agreement

Before or in connection with the negotiation of a comprehensive agreement, the Aviation Authority may enter into an interim agreement with the Private Entity awarded the project for the development or operation of the Qualifying Project. An interim agreement does not obligate the Aviation Authority to enter into a comprehensive agreement. The interim agreement is discretionary with the parties and is not required on a Qualifying Project for which the parties may proceed directly to a comprehensive agreement without the need for an interim agreement. An interim agreement must be limited to provisions that:

- i. Authorize the Private Entity to commence activities for which it may be compensated related to the proposed Qualifying Project, including, but not limited to, project planning and development, design, environmental analysis and mitigation, survey, other activities concerning any part of the proposed Qualifying Project, and ascertaining the availability of financing for the proposed facility or facilities.
- ii. Establish the process and timing of the negotiation of the comprehensive agreement.
- iii. Contain other provisions related to an aspect of the development or operation of a Qualifying Project that the Aviation Authority and the Private Entity deem appropriate.

If the Procurement Committee determines that an interim agreement would be in the best interest of the Aviation Authority, Procurement Services will facilitate negotiations of the interim agreement. The Aviation Authority will not make any payment under an interim agreement, unless the interim agreement is specifically authorized by the Aviation Authority Board.

Step 2. Negotiation of Comprehensive Agreement

- i. The Aviation Authority's negotiating team, to be appointed by the CEO, will negotiate a comprehensive agreement with the Private Entity that complies with all statutory requirements and present it to the Procurement Committee for recommendation to the Aviation Authority Board for approval.
- ii. The Comprehensive Agreement must provide for:
 - a. Delivery of performance and payment bonds, letters of credit, or other security acceptable to the Aviation Authority in connection with the development or operation of the Qualifying Project in the form and amount satisfactory to the Aviation Authority. For the components of the Qualifying Project which involve construction, the form and amount of the bonds must comply with s. 255.05, Fla. Stats. The negotiation team must ensure the most efficient pricing of the security package that provides for the performance and payment of subcontractors.
 - b. Review of the design for the Qualifying Project by the Aviation Authority and, if the design conforms to standards acceptable to the Aviation Authority, the approval of the Aviation Authority. However, absent agreement of the parties, the Private Entity is not required to complete the design of the Qualifying Project before the execution of the comprehensive agreement.
 - c. Inspection of the Qualifying Project by the Aviation Authority to ensure that the Private Entity's activities are acceptable to the Aviation Authority in accordance with the comprehensive agreement.
 - d. Maintenance of a policy of public liability insurance, a copy of which must be filed with the Aviation Authority and accompanied by proofs of coverage, or self-insurance, each in the form and amount satisfactory to the Aviation Authority and reasonably sufficient to ensure coverage of tort liability to the public and employees and to enable the continued operation of the Qualifying Project.
 - e. Monitoring by the Aviation Authority of the maintenance practices to be performed by the Private Entity to ensure that the Qualifying Project is properly maintained.
 - f. Periodic filing by the Private Entity of the appropriate financial statements that pertain to the Qualifying Project.
 - g. Procedures that govern the rights and responsibilities of the Aviation Authority and the Private Entity in the course of the construction and operation of the Qualifying Project and in the event of the termination of the comprehensive agreement or a material default by the Private Entity. The procedures must include conditions that govern the assumption of the duties and responsibilities of the Private Entity by an entity that funded, in whole or part, the Qualifying Project or by the Aviation Authority, and must provide for the transfer or purchase of property or other interests of the Private Entity by the Aviation Authority.

- h. Fees, lease payments, or service payments. In negotiating user fees, the fees must be the same for persons using the facility under like conditions and must not materially discourage use of the Qualifying Project. The execution of the comprehensive agreement or a subsequent amendment is conclusive evidence that the fees, lease payments, or service payments provided for in the comprehensive agreement comply with this section. Fees or lease payments established in the comprehensive agreement as a source of revenue may be in addition to, or in lieu of, service payments.
- i. Duties of the Private Entity, including the terms and conditions that the Aviation Authority determines serve the public purpose of this section.

If an Agreement is not reached within a reasonable time as determined by the CDO, Procurement Services will inform the Procurement Committee, who will recommend to the Aviation Authority Board whether negotiations should be terminated, in which case, once termination is approved by the Aviation Authority Board, Procurement Services will inform the awarded Proposer in writing of termination of the award. The Aviation Authority may then determine whether or not to do a new procurement.

APPENDIX A: CONCEPTUAL UNSOLICITED PROPOSAL REQUIREMENTS

A Conceptual Unsolicited Proposal submitted by a Private Entity to the Aviation Authority must include the following requirements unless waived or excused by the Aviation Authority:

1. General Requirements

- 1.1. A description of the proposed project, including the conceptual design of the facilities or a conceptual plan for the provision of services, and a preliminary schedule for the initiation and completion of the Qualifying Project.
- 1.2. The name, email address and mailing address of a person who may be contacted for additional information concerning the proposal.
- 1.3. The full legal name of the Private Entity.
- 1.4. A description of the need for the project and how it fits into the Aviation Authority's strategic plan.
- 1.5. A confirmation that the Proposer is registered to do business in the State of Florida, that the Proposer is not on any Debarment List, and that the Proposer (and any partner, affiliate, parent, or subsidiary) does not have any Conflict of Interest, or disclose the name of any officer, director, employee or agent (or their spouse or child) who is also an employee or officer of the Aviation Authority.

2. Public Interest and Ownership

- 2.1. A preliminary assessment of the public need for the proposed project, including a description of the benefits to the Aviation Authority and alignment with the Aviation Authority's infrastructure policies, plans and objectives, including:
 - The Aviation Authority Mission Statement;
 - The Aviation Authority Strategic Plan; and
 - Any other Aviation Authority plans, policies, or statements relevant to the proposed project.

3. Feasibility

3.1. Economic/Commercial

- A preliminary assessment of economic feasibility of the proposed project or a cost benefit analysis.
- The proposed P3 contractual structure for the Comprehensive Agreement to be entered into between the Aviation Authority and the Private Entity (availability-based, revenue, ground lease, etc.) and the proposed categories of major subcontracts (design-build, operations and maintenance, etc.).

3.2. Technical

- A preliminary estimate of the costs to deliver the proposed project, including design, construction, financing, operations, maintenance, and lifecycle (as applicable). Preliminary estimates may be a rough order of magnitude or range based on benchmarking of past projects.
- A preliminary technical description of the proposed project, including project delivery approach, high level design, strategies for mitigating airport operational impacts, phasing plans, summary construction schedule and requirements for connections to existing assets/infrastructure or services (if required);
- A preliminary service and operating plan for the proposed project;
- A preliminary description of the method by which the Private Entity proposes to secure the necessary property interests that are required for the proposed project, if applicable.

3.3. Financial

- A description of the Private Entity's general plans for financing the proposed project, including the sources of the Private Entity's funds and the identity of any dedicated revenue source or proposed debt or equity investment on behalf of the Private Entity.
- A preliminary description of the proposed payment mechanism for the project, including any proposed user fees, lease payments, or other service payments over the term of a Comprehensive Agreement.

4. P3 Suitability

4.1. A preliminary assessment of risks associated with the project (financial, technical, performance, etc.) and the proposed risk allocation between the Private Entity, the Aviation Authority, and affected third parties.

4.2. A preliminary assessment of the suitability of the proposed project to be procured as a P3 in a competitive bid environment.

5. Affordability / Value for Money

5.1. One of the following: • Confirmation that the proposed project does not require any Aviation Authority support, or • A preliminary description of the type and extent of Aviation Authority support that the proposed project is expected to require.

5.2. If Aviation Authority support is required, the Conceptual Unsolicited Proposal should:

- Identify what is being sought from government to facilitate the proposal (which may include financial support, assets, legislative/regulatory amendments or other support); and
- Demonstrate that the proposal involves an acceptable and optimal sharing of costs and risks between the government and the proposer.

6. Statutory Requirements

6.1. Additional Materials in accordance with the P3 statute and any additional information the Aviation Authority reasonably requests following receipt of the Conceptual Unsolicited Proposal to inform the Aviation Authority's substantive review.

APPENDIX B: DETAILED UNSOLICITED PROPOSAL REQUIREMENTS

A Detailed Unsolicited Proposal submitted by a Private Entity to the Aviation Authority must include the following requirements unless waived or excused by the Aviation Authority:

1. General Requirements

1.1. A description of the Qualifying Project, including the conceptual design of the facilities or a conceptual plan for the provision of services, and a detailed schedule for the initiation and completion of the Qualifying Project.

1.2. The name, email address and mailing address of the primary person who may be contacted for additional information concerning the proposal.

2. Public Interest and Ownership

2.1. A detailed assessment of the public need for the proposed project, including a comprehensive business plan outlining how the project satisfies the public interest and how the project will be aligned to meet the Aviation Authority's long-term infrastructure policies, plans and objectives, including:

- The Aviation Authority Mission Statement;
- The Aviation Authority Strategic Plan; and
- Any other Aviation Authority plans, policies, or statements relevant to the proposed Qualifying Project.

2.2. Information sufficient to demonstrate that the Qualifying Project:

- Is for an asset or facility that is either (1) owned by the Aviation Authority, or (2) for which ownership will be conveyed to the Aviation Authority.
- Has adequate safeguards in place to ensure that additional costs or service disruptions are not imposed on the public in the event of material default by the Private Entity or cancellation of the Comprehensive Agreement by the Aviation Authority.
- Has adequate safeguards in place to ensure that both the Aviation Authority and Private Entity have the opportunity to add capacity to the proposed Qualifying Project or other facilities serving similar predominantly public purposes.
- Will be owned by the Aviation Authority upon completion, expiration, or termination of the comprehensive agreement and upon payment of the amounts financed.

2.3. A description of the environmental and social features of the proposed project, including the proposed project's contribution to sustainability, cultural growth, equity and inclusion.

3. Feasibility

3.1. Economic/Commercial

- The financial structure of economic efficiencies achieved by the proposal.
- The recommended P3 contractual structure for the comprehensive agreement to be entered into between the Aviation Authority and the Private Entity (availability-based, revenue, ground lease, etc.) and a list of proposed major subcontracts (design-build, operations and maintenance, etc.) along with the key provisions of those agreements.

3.2. Technical

- A detailed technical overview of the proposed Qualifying Project and delivery strategy including the approach to site access, impacts to existing infrastructure, and management of the design and construction activities.
- A detailed description of the method by which the Private Entity proposes to secure the necessary property interests and permits that are required for the proposed Qualifying Project, including a listing of all proposed obligations and requirements of the Aviation Authority for the project financing, staffing and permitting.
- The Project’s compatibility with regional and Aviation Authority infrastructure plans.
- A narrative describing any anticipated or potential environmental impacts resulting from the undertaking of the proposed Qualifying Project.
- Stakeholder Engagement Plan – A narrative describing the approach to identifying and managing the relationship with key stakeholders

3.3. Financial Feasibility

- A description of the Private Entity’s plans for financing the proposed Qualifying Project, including: a) A description of the payment mechanism for the Qualifying Project, including any proposed user fees, lease payments, or other service payments over the term of a comprehensive agreement and the methodology for and circumstances that would allow changes to the user fees, lease payments, and other service payments over time, b) High level explanation of development budget, c) High level explanation of financing plan, d) Any dedicated revenue source or proposed debt or equity investment on behalf of the Private Entity, e) the sources of the Proposer’s funds. Any pricing or financial terms included in an Unsolicited Proposal must be specific as to when the pricing or terms expire.

4. P3 Suitability

4.1. A quantitative and qualitative assessment of risks associated with the Qualifying Project (financial, technical, performance, etc.) and the proposed risk allocation between the Private Entity, the Aviation Authority, and affected third parties.

4.2. A detailed assessment of the suitability of the proposed Qualifying Project to be procured as a P3 in a competitive bid environment.

5. Affordability / Value for Money

5.1. The Private Entity will provide one of the following:

- Confirmation that the proposed Qualifying Project does not require any Aviation Authority support, or
- A description of the type and extent of Aviation Authority support that the proposed Qualifying Project is expected to require.

5.2. If Aviation Authority support is required, the Detailed Unsolicited Proposal shall:

- Identify what is being sought from government to facilitate the proposal (which may include financial support, assets, legislative/regulatory amendments or other support);
- Identify all means by which the costs of the proposed Qualified Project will be borne by persons other than the Aviation Authority; and
- Demonstrate that the proposal involves an acceptable and optimal sharing of costs and risks between the government and the participant.

6. Qualifications of Private Entity

- 6.1. Names of the members of the project team, an organizational chart, and resumes for key personnel, including contact information;
- 6.2. Any such information as may be necessary to evaluate the qualifications of the critical personnel to be engaged in the project; and
- 6.3. A detailed narrative outlining the members of the bidding team's experience in developing, operating, and/or maintaining projects similar to the one proposed;
- 6.4. Descriptions and samples of similar projects performed within the past five years;
- 6.5. References with up-to-date contacts, telephone numbers, email addresses, project descriptions, contract duration, contract amounts, and the date of project for all similar projects listed above;
- 6.6. A list of all engineering and construction firms, technical advisors, legal advisors, financial advisors and consultants proposed to be employed on the project, together with profiles, experience data, qualifications and a description of their role;
- 6.7. Assurances that the Private Entity is able to provide performance and payment bonding and has all required licensing meeting the requirements of Florida law.

7. Additional Materials

- 7.1. Any additional information the Aviation Authority reasonably requests following receipt of the Detailed Unsolicited Proposal.