



REQUEST FOR PROPOSALS

Embedded Resident Architect

Concourse A Expansion & Widening

Proposal Number: 1149

DUE DATE: September 29, 2022

DUE TIME: 2:00 pm (local)

INTRODUCTION

The Gerald R. Ford International Airport Authority (GFIAA) is requesting proposals, on behalf of Mead & Hunt, from architecture and consulting firms to partner with the airport via direct contract with Mead & Hunt to provide embedded resident architect (RA) services for the Concourse A Expansion and Widening component of ELEVATE. An overview of ELEVATE and the Concourse A Expansion project can be viewed here: <https://flyford.org/elevate/>

The design and construction administration phase of the project is led by Mead & Hunt who was selected based on qualifications to lead the Concourse A, Central Utility Plant, and FIS components of the ELEVATE program. The Concourse A architect of record is HKS, a subconsultant to Mead & Hunt. Concourse A is being constructed by The Christman Company under Construction Manager at Risk contract with GFIAA.

Construction began in late 2021 and is slated for substantial completion in late 2023 with RA services expected to extend into 2024. At this time the RA architect role, a full-time on-site individual representing the design team to the Owner and Contractor, is vacant. GFIAA and Mead & Hunt seek to fill the RA role for the duration of the project.

SOLICITATION AND PROJECT SCHEDULE

ACTIVITY	DATE
RFP Issue Date	September 16, 2022
Question Deadline	September 23, 2022
Submission Due Date	September 29, 2022 at 2 pm
Contract Start Date	October 2022

GFIAA reserves the right to modify the deadline set forth in the above table in its sole discretion. Any such modifications will be stated in an addendum.

WORK SCOPE

Background

In 2019, The Gerald R. Ford International Airport Authority unveiled ELEVATE, a series of improvements to GRR's terminal facilities and infrastructure to meet growing demand for air travel and implement the airport's master plan vision. Gerald R. Ford International Airport consists of a central terminal and two connected concourses: Concourse A (currently 7 gates) and Concourse B (currently 8 gates). As part of Elevate, the Concourse A Expansion project is adding 8 new gates to Concourse A, widening the 66-foot concourse to up to 120 feet and lengthening by over 500 feet. Reference Figure 1. The project is currently under construction with estimated substantial completion targeting early 2024.

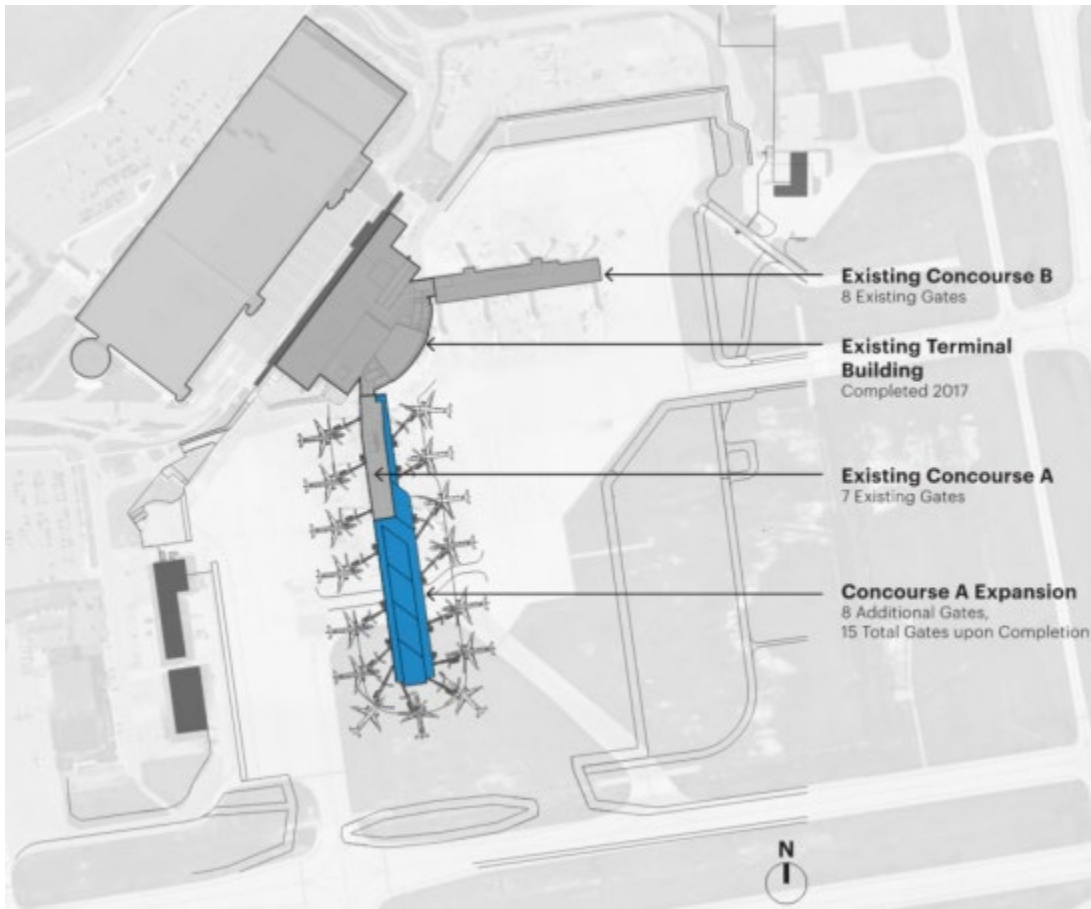


Figure 1 – Gerald R. Ford International Airport Overall Site Plan – Concourse A Expansion Project

Concourse A Design

At the onset of the project, the design team along with the airport were clear on one direction as a result of the engagement with the local community: the project must represent a West Michigan identity. Every design and planning decision has carefully and deliberately been made to keep the focus on outstanding customer service, an elevated passenger experience, and creating a sense of place that is unique to GRR.

Inspired by the distinct characteristics of West Michigan, including the lake, the dunes, the woods/agriculture and the towns and cities, the design team organized the project expansion to convey a sense of place as people moved through the concourse. Four zones along the concourse are organized and distinguished by variations in colors, materials, and lighting, each representing the journey through West Michigan.

A central concessions spine runs the length of the new expansion providing access to local food and retail offerings. These amenities are strategically designed to provide unimpeded views to gates from the circulation zones as well as enhance the proximity between passengers and gates. The central concessions spine is enhanced by a clerestory space allowing daylight into the gathering and circulation spaces. The clerestories undulate down the length of the expansion mimicking the waves of the Great Lakes and reflect the airport’s curbside canopy and branded imagery. In total, 20,000 SF of new amenities will be added to support the gates operating in Concourse A.

Resident Architect Scope

With the goal of creating a cohesive team, with local project representation, GFIAA and Mead & Hunt are seeking an architecture firm to provide an experienced construction phase project architect to embed at the airport for the

duration of the project. While qualified firms are encouraged to submit a response for this proposal, and to show support for a resident architect, emphasis should be given to the individual proposed to fill the RA role at the airport from October 2022 through project completion in early 2024. The proposed individual is expected to report to the project site 5 days and 40-50 hours per week, and may require weekends occasionally based on the construction activity schedule.

RA Requirements:

- Minimum of 10 years of experience in on-site construction administration
- Training and background as a project architect, licensure preferred
- Ability to work effectively and professionally under pressure while sustaining a high level of attention to detail
- Demonstrated ability to work collaboratively with large teams
- Ability to coordinate multiple project components at the same time
- Experience maintaining project budgets and familiarity with construction site operations
- Experience interacting with Owners General Contractors, CMAR's and Trade Contractors

Responsibilities:

- Provide full-time on-site representation of the entire design team comprised of Mead & Hunt, HKS, and other sub-consultants
- Develop in-depth working knowledge of the project plans and specifications
- Coordinate status of construction activities with the Design Team. Prioritize critical path of any outstanding/unresolved issues.
- Recommend appropriate dates for Design Team site visits based upon on-going construction activities.
- Participate in weekly Design Team progress meetings.
- Verify that Submittals, RFI's, RFC's, RFI's are distributed to appropriate Design Team members for review. Maintain status log for each.
- Coordinate with construction activities and Design Team to determine priority items to be included in regularly scheduled Construction Bulletins.
- Provide cost review input to RFC's, Owner Change Orders, and Pay Applications.
- Participate and provide regular reports in bi-weekly Owner-Architect-Contractor meetings. Provide progress reports on items of coordination between the RR and stakeholders
- Participate and provide regular reports in bi-weekly stakeholder (i.e. airline and other airport tenant) meetings and provide report of current construction progress and upcoming construction activities that will impact stakeholders.
- Participate in weekly Design Team Meetings, weekly Trade Contractor Meetings, and weekly Budget Review meetings.
- Act as a liaison to the design team for the Contractors and Owner
- Use project management best practices, such as detailed project schedules, budgets, and communication platforms already established by the project team
- Monitor construction activities and troubleshoot/coordinate solutions to problems that arise during the course of construction
- Other duties as assigned

REQUESTS FOR INFORMATION

Questions regarding this solicitation are to be submitted in writing to purchasing@grr.org prior to 5 p.m. on September 23, 2022.

GFIAA reserves the right to publish and respond to an inquiry, respond directly to the inquirer without publishing or not respond to the inquiry at its sole discretion.

It is the firm's responsibility to become familiar with and fully informed regarding the terms, conditions, and specifications of this solicitation. Lack of understanding or misinterpretation of any portions of this solicitation shall not be cause for withdrawal after opening or for subsequent protest of award.

Addendums will only be published by the GFIAA Purchasing Department and available for review at www.flyford.org.

SUBMISSION FORMAT AND EVALUATION CRITERIA

Submissions should include and will be evaluated on the elements outlined below:

Summary – Two (2) page maximum

Summarize the Respondent firm's strong points and how experience, particularly with similar responsibilities, will benefit the stakeholders and support the RA. State the full name and address of the individual or organization and phone number(s), email address(s) and Respondent's website address (if applicable).

Problem Statement & Understanding – Two (2) pages maximum

State in succinct terms the Respondent's understanding of the major issues of this request. Describe specifically the Respondent's intended process and responsibilities. Identify important steps that will be taken to meet the GFIAA and Mead & Hunt's expectations and identify deliverables.

RA Background, Experience, and Resume – Four (4) pages maximum

Provide information describing and supporting the individual recommended to fill the RA role.

RA Workload and Assignment Verification – Two (2) pages maximum

Provide detailed information outlining the individual's work assignments in the past 12-months, including hours per project and project duration. Include a detailed plan of re-assignment (as necessary) to commit the individual full-time to the GFIAA in October 2022.

References – One (1) page maximum

Provide a minimum of three (3) relevant references, preferably for projects of similar scope and complexity. Include the names of the projects, location, completion date, project cost, and specific challenges; identify project team members and references for each project including telephone numbers and email addresses.

Fee Proposal – Two (2) pages maximum

Submit a detailed cost proposal for resident architect services. It is anticipated that this engagement will require an average of 40 hours per week for 18-24 months. GFIAA reserves the right to negotiate directly with respondents. Reimbursable costs shall be itemized separately.

In-Person Interview – TBD

GFIAA reserves the right to conduct in-person interviews with the candidate put forth to fulfill the resident architect role.

REQUEST FOR PROPOSAL SUBMISSION

Responses may be delivered physically or electronically. To be considered, complete submissions must be received prior to the due date and time specified (local time).

- Hard copy responses can be mailed or otherwise delivered to the address below.

Submission address:

Attn: Tom Cizauskas, Business Manager
Gerald R Ford International Airport Authority
5500 44th St SE
Grand Rapids, MI 49512

- Electronic responses can be securely uploaded as a single pdf document to:
<https://www.dropbox.com/request/5RJv5Cl82GbqL184BxtJ>

Electronic submissions shall be named with a form or portion of the firm's name as part of the document name.

The firm certifies the response submitted has not been made or prepared in collusion with any other respondent and the prices, terms or conditions thereof have not been communicated by or on behalf of the respondent to any other respondent prior to the official opening of this request. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties for perjury. Moreover, it is made subject to the provisions of 18 U.S.C. Section 1001, relating to the making of false statements.

Submissions may be withdrawn by written request only if the request is received on or before the opening date and time. Submissions not meeting these criteria may be deemed non-responsive.

GFIAA is not liable for any costs incurred by any prospective firm prior to the awarding of a contract, including any costs incurred in addressing this solicitation.

TERMS AND CONDITIONS

GFIAA reserves the right to require that its standard terms and conditions apply to any actual order placed in response to a firm's submission. No attempt to modify GFIAA's Standard Terms and Conditions shall be binding, absent agreement on such modification in writing and signed by GFIAA.

No payment shall be made to the Respondent for any extra material or services, or of any greater amount of money than stipulated to be paid in the contract, unless changes in or additions to the contract requiring additional outlay by the Respondent shall first have been expressly authorized and ordered in writing by contract amendment or otherwise furnished by the GFIAA.

The intent of these specifications is to solicit a properly designed and all-inclusive response. Any requirements not in the specifications, but which are needed for such a response, are to be included in the submission.

The Gerald R Ford International Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The Respondent shall not discriminate against an employee or applicant for employment with respect to hire, tenure,

terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

The Respondent shall observe and comply with all applicable federal, state, and local laws, ordinances, rules and regulations at all times during the completion of any contract with the GFIAA.

The terms of this request shall be interpreted, construed and enforced pursuant to the laws of the State of Michigan, and the Parties irrevocably consent to the jurisdiction of the federal and state courts presiding in Michigan.

The GFIAA is tax-exempt and a regional airport authority organized under 2015 P.A. 95, being MCL 259.137 et. seq.

Vendor Representation and Warranty Regarding Federal Excluded Parties List: The Respondent acknowledges that the GFIAA may be receiving funds from or through the Federal Government; such funds may not be used to pay any Respondent on the Federal Excluded Parties List (EPLS). The Respondent represents and warrants to the GFIAA that it is not on the Federal EPLS. If the Respondent is in non-compliance at any time during execution or term of this agreement (including any extensions thereof), the Respondent shall be in breach and the GFIAA shall be entitled to all remedies available to it at law or equity, specifically including but not limited to recovery of all moneys paid to the Respondent, all consequential damages (including the loss of grant funding or the requirement that grant funding be returned), and attorney fees (including the costs of in-house counsel) sustained as a result of the Respondent's non-compliance with this warranty and representation.

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business," as that term is defined in the Act.

Insurance requirements are posted on the Documents and Forms page of the GFIAA website within the Purchasing Terms and Conditions document.

Termination For Cause: Should the firm fail to perform the Work as required by and in accordance with the schedule or time requirements, or otherwise violate any of the terms set forth in the Solicitation Request, it shall constitute breach of the Contract. Other than in force majeure situations, Respondent shall have five (5) calendar days to cure a breach of the Contract (the "Cure Period") following issuance of GFIAA written notice. Failure to cure a breach of the Contract within said Cure Period shall allow the GFIAA to, without further notice to the Respondent, declare the Contract terminated and proceed with the replacement of the Respondent and the GFIAA shall be entitled to all remedies available to it at law or in equity including a claim against any required payment/performance bonds.

Termination Without Cause: Notwithstanding any other provision, at any time and without cause, GFIAA shall have the right, in its sole discretion, to terminate the contract by giving sixty (60) days written notice.

Although it is the intent to contract with one provider, the GFIAA reserves the right to contract with alternate sources if the Respondent is unable or unwilling to service its obligation, or it is deemed by GFIAA to be in its best interest to use alternate sources.

Assignment: Neither party shall assign or delegate any of its rights or obligations under this Agreement without the prior written consent of the other party.

Respondent warrants that they are an authorized provider of products or services of his/her submission.

MICHIGAN FREEDOM OF INFORMATION ACT

Information submitted in this solicitation is subject to the Michigan Freedom of Information Act and may not be held in confidence after the Respondent's submission is opened. A submission will be available for review after the project has been awarded.

GFIAA cannot assure that all of the information submitted as part of or peripheral to the Respondent's submission will be kept confidential. Any Respondent submission language designated as confidential is considered automatically invalid and void. GFIAA is subject to the Michigan Freedom of Information Act, which prohibits it from concealing information on or associated with responses, successful or unsuccessful, once they are opened.

EVALUATION, STATUS UPDATES/AWARD NOTIFICATION

The Authority reserves the right to request additional information it may deem necessary after the submissions are received.

As part of the evaluation process, Respondents may be requested to make an oral presentation, at the Respondent's expense, to an evaluation committee. Key staff to be assigned to this project must participate in this presentation unless otherwise waived by the Authority. The presentation may be followed by a question-and-answer session.

The Authority reserves the right at its discretion to waive irregularities of this solicitation process.

In the event of extension errors, the unit price shall prevail and the Respondent's total offer will be corrected accordingly. In the event of addition errors, the extended totals will prevail and the Respondent's total will be corrected accordingly. Respondent must check their submission where applicable. Failure to do so will be at the Respondent's risk. Submissions having erasures or corrections must be initialed in ink by the Respondent. Respondents are cautioned to recheck their submissions for possible errors.

The Respondent shall not be allowed to take advantage of error, omissions or discrepancies in the specifications.

The Authority, at its sole discretion, reserves the right to award to the Respondent whose response is deemed most advantageous to the Authority. The Authority, at its sole discretion, shall select the most responsive and responsible Respondent and evaluate all responses based on the requirements and criterion set forth in this solicitation while reserving the right to weigh specifications and other factors in the award. The Authority reserves the right to reject any and all submissions as a result of this solicitation.

The Authority reserves the right to award by line item when applicable and to accept or reject any or all parts of a submission.

Accelerated discounts should be so stated at the time of submission. If quick-pay discounts are offered, The Authority reserves the right to include that discount as part of the award criterion. Prices must, however, be based upon payment in thirty (30) days after receipt, inspection, and acceptance. In all cases, quick-pay discounts will be calculated from the date of the invoice or the date of acceptance, whichever is later.

Award notifications are posted on the Authority website. It is the Respondent's responsibility to monitor the website for status updates.