



REQUEST FOR QUALIFICATIONS

NEPA On-Call Services

REQUEST NUMBER: 2308

DUE DATE: August 17, 2023

DUE TIME: 2:00 pm (local)

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INTRODUCTION

The Gerald R. Ford International Airport Authority (GFIAA) is seeking Statements of Qualifications from interested firms to provide professional NEPA consulting services. The selected consultant will provide assistance to the GFIAA in meeting the Federal Aviation Administration's (FAA's) obligations under the National Environmental Policy Act of 1969 (NEPA) during implementation of the Airport's Capital Improvement and other aeronautical and non-aeronautical development projects.

The Gerald R. Ford International Airport is the second busiest airport in Michigan, serving business and leisure travelers with nonstop and connecting flights on six airlines. The Ford Airport is managed and operated by the Gerald R. Ford International Airport Authority.

SOLICITATION AND PROJECT SCHEDULE

ACTIVITY	DATE
RFQ Issue Date	July 20, 2023
Question Deadline	August 9, 2023
Submission Due Date	August 17, 2023 at 2 pm
Contract Start Date	Fall 2023

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

VOLUNTARY VIRTUAL CONFERENCE

CONFERENCE DETAILS	
Conference Date	August 4, 2023
Conference Time (local)	10 am
Conference Link	Email purchasing@grr.org to request link

A voluntary pre-submission virtual conference is scheduled for this request. Equal opportunity will be provided for all Respondents to ask questions.

Attendees should arrive a minimum of five (5) minutes before the scheduled date and time.

Attendees requiring special services are asked to provide their requirements to the GFIAA at least forty-eight (48) hours in advance to allow for accommodations.

WORK SCOPE

Project Overview

The Gerald R. Ford International Airport Authority (GFIAA) is seeking Statements of Qualifications from interested firms to provide professional NEPA consulting services. The selected consultant will provide assistance to the GFIAA in meeting the FAA's obligations under NEPA during implementation of the Airport's Capital Improvement and other aeronautical and non-aeronautical development projects as provided in FAA Order 5050.4B, NEPA Implementing Instructions for Airport Actions, for preparation of an Environmental Assessment; FAA Order 1050.1F, Environmental Impacts: Policies and Procedures; and FAA's Order 1050.1F Desk Reference, Version 2. Beyond NEPA compliance, the consultant selected for this work will be expected to support non-aeronautical airport developments by leading land review and land release work required by the FAA for airport property.

Scope of Work

- Annually review GFIAA's Capital Improvement Program (CIP) to provide the airport with a yearly "NEPA Playbook" to assist GFIAA staff plan for the NEPA requirements for future airport development projects. This planning document will help the airport set priorities and timelines for NEPA development to support project implementation. The Playbook will include, but is not limited to, identification of NEPA document to be prepared (e.g., Categorical Exclusion, Environmental Assessment, etc.), required subconsultants, agency coordination, any anticipated controversy, and schedule, to name a few.
- Coordinate with staff at the FAA's Detroit Airports District Office (ADO) regarding NEPA and land planning/release efforts.
- Prepare a NEPA document for submittal to the ADO for each identified project in accordance with the established project schedule, FAA Order 5050.4B, FAA Order 1050.1F and the Desk Reference.
- Where required, prepare notices for public notification and/or coordinate public meetings with Airport staff.
- Prepare and submit Section 163 evaluation request to the ADO, when required.
- Lead efforts required for creation and submittal of land release documentation, where required.

REQUESTS FOR INFORMATION

Questions regarding this solicitation are to be submitted in writing to purchasing@grr.org prior to 2 p.m. on August 4, 2023.

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.grr.org.

SUBMISSION FORMAT AND EVALUATION CRITERIA

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

Executive Summary – One (1) page maximum

Summarize the Respondent's strong points and how experience, particularly with similar responsibilities, will benefit the stakeholders.

Business Organization – One (1) page maximum

State the full name and address of the organization and, if applicable, the branch office, consultants, or other subordinate elements that will provide or assist in providing the service. **Include phone number(s), email address(s)** and Respondent's website address.

Problem Statement & Recommendation – Five (5) 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's expectations and identify deliverables.

Project Staffing – Two (2) pages maximum

Provide a chart with the staff you are committing to the solicitation. Show lines of authority and communication, and provide a brief role description with responsibilities for each person as they relate to the solicitation as well as each staff member's key credentials

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.

STATEMENT OF QUALIFICATIONS 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: AJ Nye, Procurement Specialist
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/VwiGgUh22luS6fvbdOEp>

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.

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.