



**REVISED**

**REQUEST FOR QUALIFICATIONS**

Landside On-Call Engineering Services

**REQUEST NUMBER:** 2410

**DUE DATE:** October 24, 2024

**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 Professional Architectural firms to act in an on-call basis, providing any combination of preliminary design services, detailed design services, surveying, and construction engineering services for various landside improvements at the Gerald R. Ford International Airport for a period of five years.

It is the intent of the GFIAA to have engineering services available on an on-call basis for projects that require a quick turn-around or are small enough in nature that pursuing the formal Bid process is not justified. The selected firm must demonstrate a capacity to respond on site when necessary. A base contract, including required regulatory contract clauses and provisions for AIP and State funded projects, will be developed, and amendments added as items of work and fee schedules are approved.

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      | October 8, 2024          |
| Question Deadline   | October 17, 2024         |
| Submission Due Date | October 24, 2024 at 2 pm |

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.

## VOLUNTARY ON-SITE CONFERENCE

| CONFERENCE DETAILS      |  |
|-------------------------|--|
| Conference Date         | October 15, 2024   |
| Conference Time (local) | 10:30 am   |
| Conference Location     | International Room B on the 1st floor of the airport terminal building, 5500 44th St. SE, Grand Rapids, MI 49512 |

A voluntary pre-submission 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 will not be allowed to sign in after the conference has commenced. If a firm representative does not sign in prior to the scheduled pre-submission conference, their firm will not be considered.

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

Past and typical projects the Consultant team may be assigned include the following:

1. Assisting the Airport Authority in various investigations and report submittals, including determination of need, preliminary estimates, and a recommended schedule of completion.
2. Preparation of preliminary plans and estimates for various improvements.
3. Preparation of final plans and specifications, final cost estimates, and assistance with bidding various improvements.
4. Construction engineering services, including inspection, contract administration, materials testing, and preparation of as-built drawings.
5. Providing ancillary services such as surveying, geotechnical, or materials testing. The Consultant may be asked to coordinate the acquisition of non-traditional services required by the Airport.
6. Assistance with identifying, securing, and fulfilling state and federal grant opportunities.

**\* Please note, this RFQ does not include projects that are related to architectural infrastructure, such as vertical construction, MEP, interior design, building code review, etc.**

**Future Projects we have identified for the chosen respondent to work on include but are not limited to:**

| PROJECT   | EST. TIMING |
|---|-------------|
| Corporate Dr. Rehab   | 2025        |
| Oostema Drive Sidewalk  | 2025        |
| Viewing Park Expansion  | 2025-2027   |
| Landside Roadway and Sidewalk Lighting                                | 2025-2027   |
| Non-aeronautical site preparations (Ex: Grading, Drainage, Utilities) | 2025-2029   |
| Field Maintenance Building Entry Road Rehab                           | 2026        |
| Roadway and Traffic Flow Analysis and Improvements                    | 2026-2028   |
| Ross Dr SE Rehab  | 2027        |
| Van Laar Dr Rehab   | 2027        |
| Old Thornapple River Dr SE Rehab                                      | 2028        |
| Misc. Parking Lot Developments  | TBD         |

**This list has been revised from the originally posted RFQ.**

## REQUESTS FOR INFORMATION

Questions regarding this solicitation are to be submitted in writing to [purchasing@grr.org](mailto:purchasing@grr.org) prior to 2 p.m. on October 17, 2024.

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. Unless otherwise indicated, all questions will be compiled into one document and answers will be issued as a Questions & Answers document within 4 days after the question deadline.

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](http://www.grr.org).

## CONSTRUCTION

All work is to be done in a first-class workmanlike manner. All debris (packing materials, replaced materials, etc.) are to be cleaned up and removed by the workers.

The successful Respondent is responsible for obtaining all necessary permits and licenses so the completed work complies with all applicable codes, ordinances, regulations, standards, and laws. The cost of such permits and licenses is understood to be a part of the bid price. Any fines, fees, or other costs taxed or charged to Kent County because of the successful bidder's violation(s) of any laws, standards, etc. will be paid by the successful bidder.

Dimensions furnished are for general reference only. Respondents must take their own measurements as necessary for preparing their response.

All materials are to be new, not refurbished, and free from corrosion, scratches, or other such defects which present other than a new appearance.

## 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.

Project Staffing – No Page Limit

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. Please provide **one singular point of contact** to represent the firm on all inquiries from GFIAA staff throughout the life of the contract.

References – Five (5) 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.

## 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: AJ Nye, Procurement Specialist

Gerald R Ford International Airport Authority

5500 44<sup>th</sup> St SE

Grand Rapids, MI 49512

- Electronic responses can be securely uploaded as a single pdf document to:

<https://www.dropbox.com/request/HSY84U70RkV1KIs8hf4I>

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.

## EXHIBITS

### Exhibit A: Template Contract

See next page.