



## REQUEST FOR PROPOSALS

Airport History Display and Interactive Media Design

Bid Number: 1122

DUE DATE: February 8, 2022

DUE TIME: 2:00 pm (local)

## INTRODUCTION

The Gerald R. Ford International Airport Authority (GFIAA) is requesting proposals from interested firms to provide Detailed Design, Procurement Support, and Construction Support for new interactive and engaging exhibits detailing aviation history in West Michigan to be housed in and around the 3200 sq. ft. public mezzanine level of the Gerald R. Ford International Airport (GRR) in Grand Rapids, Michigan.

West Michigan has played an important and pioneering role in aviation for many years including the 1926 first all-passenger regularly scheduled airline service in the United States, and in 2001 GRR was the country's first airport to screen 100% of checked baggage.

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
RFP Issue Date	January 10, 2022
Question Deadline	January 28, 2022
Submission Due Date	February 8, 2022 at 2 pm
Contract Start Date	March 2022

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

## SITE INSPECTION

Respondents may request an on-site inspection by appointment only or may inspect the publicly available space at their leisure. Discussions between the Respondent and airport staff during the on-site inspection do not override any written specification or correspondence provided in this solicitation.

Contact for an appointment:

Contact Name	Tom Cizauskas
Contact Email	purchasing@grr.org

Respondents shall not communicate with the above contact for any reason other than for on-site inspection purpose. Any Respondent requesting a modification to the written specification should contact the Purchasing Department as instructed within this request.

## WORK SCOPE

The Scope of Services, as may be modified through negotiation and/or by written addendum issued by the Airport Authority, will be made a part of the Agreement.

1. Inspection of airport terminal building mezzanine level, existing bubble diagram of potential exhibit space, artifacts to be displayed, etc. (Exhibit A) and historical timeline, artifacts, and display opportunities assembled by the Airport History Committee.
2. Preparation of preliminary plans, phasing, and estimates for exhibits.
3. Preparation of final design plans and specifications, final cost estimates, and assistance with bidding.
4. Construction administration services, including inspection, contract administration, artifact placement, etc.

5. Anticipated project outcomes:
  - a. Engaging exhibits detailing the history of West Michigan aviation utilizing artifacts, graphics, interactive displays, photographs, and text; areas of special focus include, but not limited to:
    - i. Historical figures
    - ii. West Michigan aviation “firsts”
    - iii. Historical plaques
  - b. Engaging historical timeline display highlighting the development of aviation and airfields in Kent County, Michigan
  - c. Effective use of the terminal building’s mezzanine level and Airfield Observation Area
  - d. Engaging display signage at the Airfield Observation Area windows facilitating greater understanding of the GRR airfield environment and orienting viewers to airfield landmarks
  - e. Dynamic visual and interactive displays of airport infrastructure components, their uses, and their evolution over time i.e., aircraft evolution and impacts on airfield components, airfield lighting, runway pavement layers, capacity or parking considerations, historical airport project plaques, etc.
  - f. Engaging “call-out” display for the terminal’s main level and stairwell directing attention and foot traffic to the mezzanine level historical exhibits

## REQUESTS FOR INFORMATION

Questions regarding this solicitation are to be submitted in writing to [purchasing@grr.org](mailto:purchasing@grr.org) prior to 5 p.m. on January 28, 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](http://www.flyford.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 – Twelve (12) pages maximum

State in succinct terms the Respondent’s understanding of the major opportunities and challenges of this request including the proposed approach to delivery of an appealing, engaging, timeless exhibit. 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 – Four (4) 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.

### Fee Proposal – Two (2) pages maximum

Provide a fee proposal including all associated cost for this project based on the tasks/work items presented in your submission, inclusive of expenses such as estimated travel cost, material printing, etc.

Additionally, provide hourly rates and planned consulting hours (level of effort) by team member. The hourly rates will be used as a basis for determining the cost for additional/reduced work if the scope of work is adjusted. The hourly rates proposed will be inclusive of labor, insurance costs and all other overhead.

The inclusion of Disadvantage Business Enterprise (DBE), Women's Business Enterprise (WBE) and/or Minority Business Enterprise (MBE) partners in the proposed project team is encouraged but not mandatory for selection.

## **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 Administration Manager  
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/wZKW4LIG1WpPyG6QmN7o>

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.