



**REQUEST FOR QUALIFICATIONS (PART 1)
ARCHITECTURAL & ENGINEERING SERVICES**

**Project Elevate
RFQ Number 1007**

**Gerald R. Ford International Airport
5500 44th Street S.E.**

DATE OF ISSUANCE: June 4, 2018

DUE DATE: 2:00 pm, June 26, 2018

PRE-SUBMISSION CONFERENCE: 2:00 pm, June 14, 2018

**DESCRIPTION: Programming, Architectural and Engineering Design,
and Construction Phase Services**

1. **Introduction**

The Gerald R. Ford International Airport Authority (GFIAA) is seeking Professional Architectural & Engineering expertise for Project Elevate. The firm selected as the consultant for this project must provide the full range of design and construction phase services for the entire scope of work. Successful design and construction of this project could require the use of specialists in Federal Inspection Station (FIS) design, airside design, technology and security systems, aircraft and passenger movements, building restoration, environmentally sensitive design, and life-cycle cost analysis.

The selected consultant will provide preliminary design phase services which may extend into final design and construction phase services for the identified project.

Project: Project Elevate includes two distinct and unique work areas at the Gerald R. Ford International Airport (GRR) terminal facility located at 5500 44th Street SE, Grand Rapids, MI 49512:

- Federal Inspection Station (FIS)
- Concourse A Expansion and Widening (Concourse A)

As both of these work areas are integral to the airport terminal infrastructure, GFIAA is seeking an architectural and engineering partner to work with the airport through the development of both work areas. GFIAA is in the process of completing a Master Plan update which has identified and justified the need for both work areas. The Master Plan has generally defined an area for the FIS at the east end of the existing ticketing/baggage claim hall and an extension of Concourse A to the South (see Attachment A). The terminal building and Concourse A originally opened in 1963 and has been expanded and remodeled since that time due to airport growth and changes in operations. Most notably, the terminal was expanded in 2000 to the current ticketing/baggage claim configuration and was expanded and remodeled from 2014-2017 to the current security/concourse configuration.

To obtain the highest quality facility within the required schedule and budget allocations, GFIAA seeks a consulting firm for Project Elevate through a 2-part public Qualifications-Based Selection process which includes an initial qualifications evaluation followed by short list interviews and fee negotiation with the selected firm. This 2-part selection process articulates the GFIAA's goals and provides openness and consistency so that all qualified firms receive fair consideration. The remainder of this Statement of Qualifications (SOQ) identifies specifics regarding Project Elevate.

2. **VOLUNTARY Pre-Submission Conference**

CONFERENCE DATE: 6/14/2018, 2:00 pm

CONFERENCE LOCATION: Airport Terminal, 5500 44th Street SE, Grand Rapids, MI 49512, 1st Floor – International Room (adjacent to the Airport Police Office)

A voluntary pre-submission conference is scheduled for this request. Parking is available in the short term lot of the airport parking garage, parking tickets will be validated at the pre-proposal meeting. Equal opportunity will be provided for all Respondents to ask questions.

The pre-submission meeting purpose is to provide equal opportunity for Respondents to inspect the location, if applicable, and seek clarifications to the solicitation. Respondents shall have fully reviewed all solicitation documents and correspondence prior to the pre-submission meeting. The GFIAA will respond to post pre-submission meeting material inquiries at its sole discretion. Any

material response to a post-submission meeting question will be posted on the inquiry page for this solicitation.

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.

3. Scope of Work

The GFIAA issues this Request for Qualifications (RFQ) in its process to obtain Architectural/Engineering Design and Construction Phase services for terminal expansion projects which has been titled "Project Elevate".

The proposed facility improvements are planned to provide infrastructure for the screening of arriving international passengers by U.S. Customs and Border Protection (FIS) and to provide additional and expanded hold rooms on Concourse A (Concourse A). These two work areas will be developed in similar, but not identical schedules with unique challenges to each project. The following items are considered as the minimum scope of work to be performed by the consultant. The final scope of work will be negotiated with the selected consultant and dependent upon project financing.

- **Conceptual Plan Development**
 - Review the 2018 Master Plan (draft format to be submitted to the Federal Aviation Administration (FAA) in June 2018, prepared by RS&H) as the project basis;
 - Review short and long-term passenger growth to recommend a final project scope;
 - Review "Federal Inspection Station (FIS) Feasibility Study: Final Report" (prepared by Steven Baldwin Associates);
 - Determine preliminary improvements and modifications required for each work area;
 - Provide drawings of final recommended conceptual plans;
 - Provide a Conceptual Plan Report describing recommended improvements, construction phasing requirements, and estimated project costs;
 - The Conceptual Plan development schedule and specifics will be unique to each work area.
 - Provide as needed environmental services to meet FAA requirements.
- **Phasing**
 - Provide recommended phasing and a schedule for implementation of the conceptual plan;
 - Improvements must be done while maintaining the current level of service for airport operations.
- **Cost Estimates and Contracting**
 - Provide estimated costs for construction, design services, and construction administration;
 - Provide recommendations as to construction delivery methods for each work area.
- **Design Development and Construction Phase**
 - Provide Design Development phase services, though final design for each work area to support the selected construction delivery method;
 - Provide Construction Phase/Administration services, through project closeout;
 - Provide contract support in accordance with all local, state, and federal requirements including documentation required for federal and state funding for all project phases.
- **Close Out**
 - Coordinate and verify commissioning efforts;

- Contract close out and post occupancy evaluation;
- Provide as-built drawings in CAD and PDF format;
- Coordinate and conduct an eleven month warranty walk through.

The following scope summary identifies the work areas individually. All respondents shall propose on both work areas as Project Elevate.

Work Areas – Each work area will have a unique development schedule. Similar design and construction phase services may be executed for each work area; however, architectural/engineering contract amendments will be phased according to the development schedule of each work area.

Federal Inspection Station (FIS): The U.S. Customs and Boarder Protection (CBP) facility at GRR does not currently provide infrastructure for the screening of arriving international passengers. A new FIS facility is to be developed to accommodate this operation by CBP.

The planning level construction cost for the FIS is approximately \$20,000,000. An anticipated schedule for the Architect/Engineer procurement process is included in Attachment B. The final design and construction administration scope, including construction start date and final duration of construction, will be dependent on the final project scope, funding source, and availability of construction funds.

The scope of work for the selected firm will include, but is not limited to:

- Working with CBP to define and refine project elements and scope;
- Full project architectural and engineering services including code work with Cascade Township;
- Design and construction phase scheduling;
- Design phase cost estimating;
- Recommendation on construction delivery methods;
- Acceptance and execution of non-disclosure agreements with CBP and GFIAA.

Concourse A Expansion and Widening: The terminal facility at GRR is comprised of a central terminal, with security checkpoint, which is connected to two Concourses – A and B. Concourse A contains 7 aircraft gates with hold rooms while Concourse B contains 8 gates. Concourse A is a narrower concourse which GFIAA would like to widen to account for the up-gauging of aircraft that continues at GRR. Further, master plan projections indicate that 15 gates will be insufficient to support increasing operations in the near future. A southerly expansion of Concourse A will increase the number of gates and hold rooms available at the airport.

GFIAA has executed a contract with C&S Companies for design of a Terminal Apron Expansion project to provide the airside civil infrastructure required to support the expansion of Concourse A. Coordination will be required between the Project Elevate team and the Terminal Apron Expansion team to align project scopes.

The planning level construction cost for Concourse A is approximately \$50,000,000. An anticipated schedule for the Architect/Engineer procurement process is included in Attachment B. The final design and construction administration scope including construction start date and final duration of construction will be dependent on the final project scope, funding source, and availability of construction funds.

The Concourse A scope of work for the selected firm will include, but is not limited to:

- Working with airport staff to define and refine project elements and scope as an extension of the sense of place established through the existing concourses;
- Full project architectural and engineering services including code work with Cascade Township;
- Design and construction phase scheduling including phasing considerations to facilitate uninterrupted airport operations during construction;
- Design phase cost estimating;
- Recommendation on construction delivery methods;
- Concessions and retail recommendations for new spaces;

4. Contractual Expectations

GFIAA anticipates utilizing the Michigan Department of Transportation (MDOT) Office of Aeronautics standard consultant contract as basis for the consultant contract resulting from this selection. Contract documents will be outlined in part 2 of this selection process which will be issued to short listed firms. Federal regulations related to the use of federal funding will be incorporated into the contract.

Consultants are encouraged to include Disadvantaged Business Enterprise (DBE) firms in their submittal including those certified via the Michigan Department of Transportation Michigan Unified Certification Program (MUCP).

5. Statement of Qualifications (SOQ) Specifications

Qualifications must be submitted in the format outlined below:

5.1 Executive Summary - One (1) page maximum

Summarize your firm's strong points and describe how your experience, particularly with similar projects, will benefit GFIAA in its design and construction of Project Elevate.

5.2 Sustainable Construction and Life Cycle Cost Analysis Experience and Qualifications - Two (2) pages maximum

GFIAA has a desire to employ "Green Building Principles" and Life Cycle Cost considerations for this project. Describe in detail your experience with "Green Building Principles", including those specific to airport work. Does your firm have any concerns with pursuing "Green Building Principles" for this project? If so, please identify the concerns and your firm's plan to overcome them.

5.3 Problem Statement & Management Summary - Four (4) pages maximum

State in succinct terms your understanding of the major issues of this project. Describe specifically your firm's intended process to address the main issues of the project. Identify important steps your firm will take to meet the project goals and GFIAA expectations.

5.4 Programming Plan and Process - Three (3) pages maximum

Describe your firm's proposed programming plan and process. In specific, provide past experience with your firm's proposed team and project work teams (including the Owner and other stakeholders) for FIS and airport terminal facilities. Discuss how the project organization will be coordinated and how you intend to interface with GFIAA staff.

5.5 Design and Construction Methods - Three (3) pages maximum

Describe pertinent methods for project coordination, cost & quality control, scheduling, and verification of constructability. Describe your preferred method of interface with GFIAA and contractor(s), and construction administration. Attach your firm's quality control procedure for construction documents, drawings and specifications. Address your firm's experience with DBE participation and means to achieve DBE participation.

5.6 Cost Estimating Capabilities - Two (2) pages maximum

Describe your strategy, plan and time frame for cost estimating during and upon completion of Project Programming, Schematic Design, Design Development, and Construction Documents, including limiting Change Orders and cost overruns.

5.7 Project Staffing - No page limit

Provide a chart with the staff you are committing to the project. Show lines of authority and communication, and provide a brief role description and responsibilities for each person as they relate to the project. Attach resumes of all personnel in GSA SF-330 format.

5.8 Project Data Sheets - No page limit

Provide specific information on a minimum of four (4) recently completed projects of similar scope and at least the scale of this project including scope, schedule, key contact person from your firm and the project Owner. For each project, GFIAA recommends including the pre-construction estimate, contractor's initial pricing, total final cost, number of change orders, and type of Owner/Contractor agreement and contractor references. SF-330 format project data sheets may be utilized. A SF-330 section G shall be included to summarize the example projects included in section 5.8 with staff member participation indicated for the individuals included in section 5.7.

Specific attention should be given to FIS and Airport Terminal (gate/hold room) experience of the personnel proposed for each project.

5.9 Business Organization & References - 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 numbers and firm's website address.

Indicate whether you operate as an individual, partnership, or corporation; if as a corporation, include the state in which you are incorporated. State the names of the principles of your firm who are licensed to practice in the State of Michigan.

A minimum of three (3) professional references shall be provided with contact information.

5.10 Additional Information - Six (6) page maximum

Include any additional information not provided elsewhere which the proposer deems important or necessary to convey the qualifications of the team.

6. Miscellaneous

It is preferred by GFIAA that the selected firm have previous experience related to the following:

- FIS design and construction administration experience;
- Passenger terminal design and construction administration experience;
- Similar experience working with local government work teams on the design and construction of a public use facility.
- Construction experience utilizing “Best Practices” in sustainability/Green Building Principles and life cycle cost considerations, including those specific to existing building remodels and expansions.
- Airport specific construction experience including conforming to TSA requirements during construction and constructing CBP or related security facilities.

A Project Manager (PM) shall be named by the submitting agency in the SOQ. The SOQ shall include the PM’s relevant experience including FIS and terminal work experience and experience with team members and subconsultant(s) proposed for Project Elevate. The PM must participate in the firm’s short list interview if selected.

Information submitted in this solicitation is subject to the Michigan Freedom of Information Act (FOIA) and may not be held in confidence after the Respondent’s submission is opened. A submission will be available for review after staff has evaluated it, or fifteen (15) business days after the opening date, whichever comes first. GFIAA cannot assure that any of the information submitted as part of or peripheral to the Respondent’s submission will be kept confidential. Any Respondent submission language as confidential is considered automatically invalid and void. GFIAA is subject to FOIA which prohibits it from concealing information on or associated with responses, successful or unsuccessful, once they are opened.

Project fees and expenses will not be part of this SOQ submission. Do NOT provide fees and expenses within this proposal.

Costs for Responding to this RFP – GFIAA will not pay for any information requested in the RFP or any cost incurred in submitting proposals, responding to additional questions, or participating in the interview process.

Rejection of Proposals – GFIAA reserves the right to reject any or all proposals in whole or in part and to waive irregularities in proposals received.

Evaluation, Status Updates, and Award Notification – GFIAA 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. Staff to be assigned to this project must participate in this presentation unless otherwise waived by GFIAA. The presentation will be followed by a question and answer session.

Any errors, omissions or discrepancies in the SOQ discovered by a prospective Respondent shall be brought to the attention of the GFIAA Purchasing Division as soon as possible after discovery. Further, the Respondent shall not be allowed to take advantage of error, omissions or discrepancies in the specifications.

GFIAA, at its sole discretion, reserves the right to award to the Respondent whose response is deemed most advantageous to GFIAA. GFIAA, 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.

Proposer's Communications with Airport Officials and Employees Restricted – GFIAA staff will not be available for project related informational meetings until after the short list of firms has been identified. Persons or entities who intend to respond to the RFQ shall only discuss the RFQ with the designated contact person.

Non-Discrimination - The vendor 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 vendor shall observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations which shall be deemed to include, but not be limited to, the Elliott-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act.

Project funding will include federal funding sources including the FAA. All federal regulations related to the use of federal funding, including federal wage rates, must be adhered to under the construction contract resulting from this RFQ.

Disadvantaged Business Enterprise (DBE) - GFIAA encourages and solicits participation of qualified minority and women businesses consistent with the principle of utilizing the most highly qualified and competitive firms. The selected firm will be expected to include DBE participation in the resulting contract at a rate to be determined by the Michigan Department of Transportation.

Signature - Each proposal must be signed by a person authorized to sign contracts on the behalf of the firm. The name of the person signing must be followed by title.

Addendums - Addendums are published on the airport's website. It is the vendor's sole responsibility to monitor the website for addendums and consider accordingly during preparation of this request.

Taxes - GFIAA is tax exempt. A copy of the Tax Certificate of Exemption is available upon request.

Inquiries - For questions regarding submittal requirements, contact Mr. Casey Ries, P.E., Engineering & Planning Director, at (616) 233-6040 or cries@grr.org. Please note that staff interviews and/or site visits will not be granted until consultants have been invited for final interviews.

7. Qualifications Submission

To be considered, six (6) physical copies and one (1) pdf copy on a USB flash drive must be received at the Gerald R. Ford International Airport administrative office on the 2nd floor of the airport terminal building located at 5500 44th Street S.E., Grand Rapids, MI 49512 before **2:00 pm, local time, June 26, 2018**.

All proposals must be submitted in writing and in a sealed envelope or package marked "Statement of Qualifications, Architectural & Engineering Services, Project Elevate" and include the submitting firm's

name. Proposal contents shall be as described in this Request for Qualifications; sales and marketing materials beyond the scope of this request will not be used to determine award of this proposal.

Proposals submitted not meeting these criteria may be deemed non responsive. Late, faxed or e-mailed proposals will NOT be considered.

If the proposal is delivered by an express mail carrier or by any other means, it is the vendor's responsibility to ensure delivery to GFIAA. GFIAA is not responsible for deliveries made to any place other than the designated address or for any failure associated with any mode of delivery selected by the respondent.

GFIAA is not responsible for delays caused by any occurrence. The time/date clock located in the GFIAA lobby shall serve as the official authority to determine lateness of any proposal. Under no circumstances shall proposals delivered after the time specified be considered. The decision to refuse or consider a proposal that was received beyond the date/time established in the solicitation shall not be the basis for a protest.

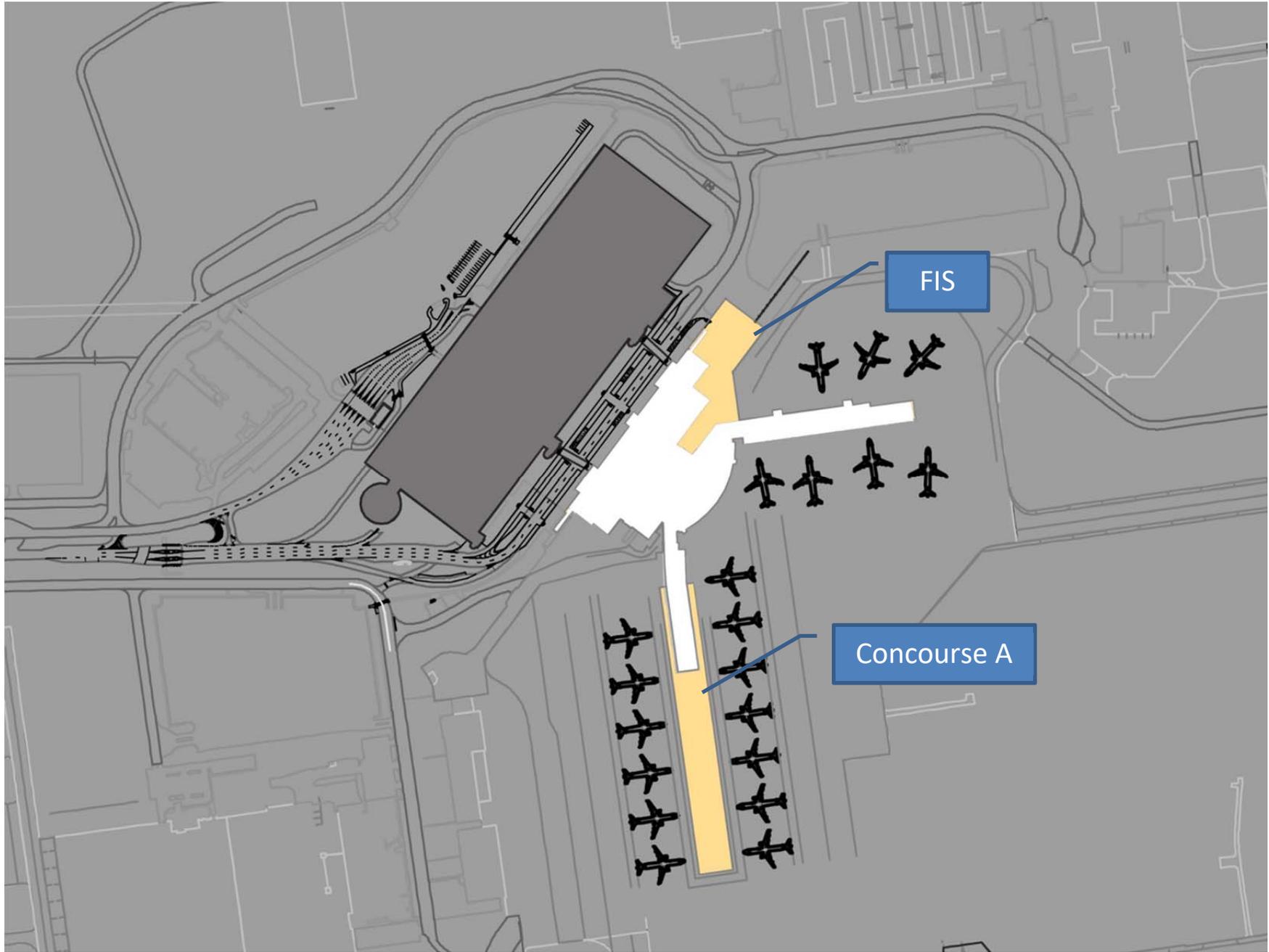
ATTACHMENT A

**Project Elevate
Gerald R. Ford International Airport
Preliminary Project Sketches**

Drawings are provided for reference only to demonstrate the general scope of the project and are subject to change.

Final project scope, size, and layout to be determined during design.

PRELIMINARY SKETCH – For Information Purposes Only



ATTACHMENT B

**Project Elevate
Gerald R. Ford International Airport
PRELIMINARY SCHEDULE***

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|--|---------------------------|
| Request for Qualifications (RFQ) Issue Date: | June 4, 2018 |
| Mandatory Pre-Proposal Meeting: | June 14, 2018 |
| Statement of Qualifications (SOQ) Due: | June 26, 2018 |
| Short-List Determination / Part 2 Distributed: | On or Before July 9, 2018 |
| Professional Interviews: | July 23-25, 2018 |
| Notify Selected Firm / Contract Negotiations: | Week of July 30, 2018 |
| Airport Board Contract Review: | August 29, 2018 |
| FIS Construction Begins: | Spring/Summer 2019** |
| Concourse A Construction Begins: | Spring 2020** |
| Construction Completed: | TBD** |

*This schedule is provided as an overview of the project and is subject to change as GFIAA's needs change or through negotiation with the successful Proposer.

**The construction schedule and phasing is dependent on funding and availability of funds and may be accelerated or delayed.