



REQUEST FOR QUALIFICATIONS

On Call Architectural Services

Bid Number: 1015

DUE DATE: December 12, 2018 at 2 PM Eastern

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, and construction administration services for various airside and landside improvements at Gerald R. Ford International Airport for a five year period.

It is the intent of the GFIAA to have architectural 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 FAA and MDOT 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 on-call firm is not prohibited from submitting on future projects that may be advertised by the GFIAA.

The Gerald R. Ford International Airport (GFIA) is the second busiest commercial services airport in Michigan. The airport served over 2.8 million passengers in 2017 and over 7,000 travelers pass through GFIA each day. The Gerald R. Ford International Airport offers nonstop service to 26 major market destinations with more than 120 daily nonstop flights. The Gerald R. Ford International Airport is managed and operated by the Gerald R. Ford International Airport Authority.

SOLICITATION AND PROJECT SCHEDULE

| ACTIVITY | DATE |
|----------------------|----------------------------------|
| RFQ Issue Date | November 20, 2018 |
| Question Deadline | December 6, 2018 at 5pm Eastern |
| Submission Due Date | December 12, 2018 at 2pm Eastern |
| Firm Interviews | January 2019 |
| Estimated Start Date | February 2019 |

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

WORK SCOPE

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

1. Assisting the GFIAA in various building code review issues, including structural, electrical, plumbing, HVAC, and ADA compliance.
2. Inspection and report submittal on GFIAA building facilities, including identification of deficiencies, cost estimates to repair, and a priority listing of needed repairs.
3. Preparation of preliminary plans and estimates for various improvements.
4. Preparation of final plans and specifications, final cost estimates, and assistance with bidding various improvements.
5. Construction administration services, including inspection, contract administration, materials testing, and preparation of as-built drawings for various projects.
6. Assistance with identifying, securing, and fulfilling state and federal grant opportunities.

*This RFQ does not include projects that are related to civil infrastructure, such as landside and airside pavements, drainage, geotechnical, surveying, etc.

AIRPORT SECURITY

It is essential that during the performance of this contract airport security be maintained and that construction operations conform to Airport security requirements.

Airport-Issued Identification Badges: Identification badges are issued by the Airport Police Department to provide authorized access to employees performing job duties within the airport. Contractor personnel requiring badges include the project manager, security person, job site foreman and/or superintendents and all job site workers. Personnel at the construction site shall be badged at all times. The Contractor assumes responsibility for the conduct of all personnel working at the construction site and on airport property. Contractors working within the Secured Area must display an airport-issued identification badge or be escorted by personnel with a badge who has been granted escort privileges. Identification badges must be worn on an individual's outermost garment and above the waist at all times. The Airport encourages all Contractor personnel to be badged. **An unbadged person is to be under escort at all times.** This will be strictly enforced.

All initial badging fees will be at no cost to the Contractor. If an ID badge is lost, stolen, or otherwise unaccounted for immediate notify Airport Communications at 616.233.6055. The ID badge replacement fee is \$50.00 cash or check. The badge holder is responsible for the ID badge replacement fee.

SUBMISSION FORMAT

Submissions should be submitted in the format 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 resources for this project. 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 project. Show lines of authority and communication, and provide a brief role description, responsibilities and availability for each person as they relate to the project. The respondent shall demonstrate both technical knowledge and project management abilities. In addition to representing team members' experience, the team's approach to defining and managing projects, including coordination with the Airport through project closeout, should be demonstrated. Attach resumes of all proposed personnel in GSA SF-330 Part 1 format.

Relevant Experience/References – Six (6) 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.

REQUESTS FOR INFORMATION

Questions regarding this solicitation are to be submitted in writing to purchasing@grr.org prior to 5 pm on December 6, 2018.

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 Respondent'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.

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 Respondent'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 promote 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 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 respondent 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.

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.

REQUEST FOR QUALIFICATIONS SUBMISSION

Responses may be delivered physically or electronically. To be considered, complete submissions must be received in the Gerald R Ford International Airport Authority office located on the second floor of the terminal building 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, Purchasing Manager
Gerald R Ford International Airport Authority
5500 44th St SE
Grand Rapids, MI 49512

- Electronic responses can be uploaded as a single pdf document to:
<https://www.dropbox.com/request/WJGvkgpWbaTc9XAXQ9GMQ>

Late or emailed responses will NOT be considered.

Hard copy submissions shall be submitted in an envelope clearly labeled with the solicitation number, Respondent's name, telephone number, and company name.

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

The Respondent certifies that 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.

Sales and Marketing material beyond the scope of this request will not be used to determine the award and is not desired. Each submission should be simply and economically prepared, providing a concise description of the Respondent's ability to perform the product or services requested. Emphasis should be on completeness and clarity of content.

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 Respondent prior to the awarding of a contract, including any costs incurred in addressing this solicitation.

Each submission must be signed by a person authorized to sign contracts on the behalf of the Respondent. The name of the person signing must be followed by title.

EVALUATION, STATUS UPDATES/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. Key staff to be assigned to this project must participate in this presentation unless otherwise waived by GFIAA. The presentation may be followed by a question and answer session.

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

GFIAA, at its sole discretion, reserves the right to award to the Respondent whose response is deemed most advantageous to GFIAA. GFIAA reserves the right to reject any and all submissions as a result of this solicitation.

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