



**REQUEST FOR QUALIFICATIONS (PART 1)  
PLANNING, DESIGN & ENGINEERING SERVICES**

**Checked Baggage Inspection System  
RFQ Number 1071**

**Gerald R. Ford International Airport  
5500 44<sup>th</sup> Street S.E.  
DATE OF ISSUANCE: October 14, 2020  
DUE DATE: November 10, 2020 @ 2:00 pm**

## 1. Introduction

The Gerald R. Ford International Airport Authority (GFIAA) is seeking Professional Planning, Design & Engineering expertise for a consolidated in-line baggage handling system. The firm selected as the consultant for this project must be capable of providing the full range of planning, design and construction phase services for the entire scope of work. Successful planning and design of this project could require the use of specialists in baggage handling systems, Transportation Security Administration cooperation, and phased construction. Consulting firms that possess significant airport project management capability and resources, combined with demonstrated expertise in the performance of complex airport CBIS and airport improvements are invited to submit their qualifications in accordance with the criteria specified in the RFQ. Interested respondents must be able to demonstrate successful implementation of projects using alternative project delivery methods.

**Project:** Plan and design a consolidated and automated Checked Baggage Inspection System (CBIS) and baggage handling system in accordance with Transportation Security Administration (TSA) requirements.

To obtain the highest quality facility within the required schedule and budget allocations, GFIAA seeks a consulting firm 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 the project.

## 2. VOLUNTARY Pre-Submission Conference

VIRTUAL CONFERENCE DATE: October 22, 2020. 2pm Eastern

CONFERENCE PLATFORM: Microsoft Teams, email [purchasing@grr.org](mailto:purchasing@grr.org) to request the conference link.

A voluntary pre-submission conference is scheduled for this request. Due to gathering and physical distancing limitations, the conference will be conducted virtually. 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 a partner for an In-line Checked Baggage Inspection System planning, design and construction.

**Background:** Screening at GRR is currently split between two pods, one on the East and one on the West side of the ticketing lobby which is bisected by 3 baggage claim devices (see attached Terminal Layout – October 2020 diagram). Checked baggage screening is conducted via manual feed at each location, resulting in numerous capacity constraints. The screening pods are separated by inbound carousels. Consolidation is intended to provide an automated, PGDS compliant CBIS, allowing for more efficient TSA staffing, and more efficient use of

EDS equipment. The following items are considered as the minimum scope of work to be performed by the consultant. The final scopes of work will be negotiated with the selected consultant and is dependent upon federal project financing. An initial contract for planning phase services is anticipated with design and construction phase services amendments to follow. Both design and construction phase services are dependent upon available funds which are subject to federal approval and are not guaranteed at the time of RFQ issuance. Approval of design and construction phase funding is anticipated in separate fiscal years.

- Program Management
  - Project progress reporting;
  - Document control with a collaborative project management system.
- Conceptual Plan Development
  - Review the 2018 Master Plan prepared by RS&H as the project basis;
  - Provide drawings and renderings of preliminary and final recommended conceptual plans;
  - Provide a Conceptual Plan Report describing recommended improvements, construction phasing requirements, and estimated project costs;
  - Provide as needed environmental services to meet program requirements.
- Phasing
  - Provide recommended phasing and a schedule for implementation of the conceptual plan;
  - Improvements must be completed 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.
- Design Development Phase
  - Provide Design Development phase services, though final design to support the selected construction delivery method;
  - Deliver Schematic Design, Design Development, and Construction Documents for TSA and airport review and conduct associated review meetings.
- Construction phase
  - 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 training and 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.

#### **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 required to conform to all federal procurement and contract requirements including Disadvantaged Business Enterprise (DBE) firm participation in their submittal including those certified via the Michigan Department of Transportation Michigan Unified Certification Program (MUCP). GFIAA is projecting a

6% goal for DBE participation in this contract. All responses are required to submit information concerning the DBEs that will participate in the contract.

## **5. Statement of Qualifications (SOQ) Specifications**

Having recently completed several complex infrastructure projects including TSA equipment and improvements to TSA operations, GFIAA will continue a strong partnership with TSA to make the CBIS project a success. Firms interested in partnering with GFIAA and working to further a collaborative relationship with TSA are encouraged to submit statements of qualifications. Qualifications must be submitted in the format outlined below:

### **5.1 Executive Summary - One (1) page maximum**

Summarize your firm's applicable qualifications and describe how your experience, particularly with similar projects, will benefit GFIAA in its design of a CBIS.

### **5.2 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.

### **5.3 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 baggage screening facilities and work with TSA requirement. Discuss how the project organization will be coordinated and how you intend to interface with GFIAA staff.

### **5.4 Baggage Handling System Capabilities - Two (2) pages maximum**

The respondent shall include a discussion of their experience in the design and construction administration of CBIS including budget, scope, quality, and safety standards implemented on prior projects. The respondent shall demonstrate successful performance in managing the construction phase of three CBIS implemented at small or medium hub airports in the last six years.

### **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). 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 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.

### **5.7 Project Data Sheets - No page limit**

Provide specific information on a minimum of three (3) recently completed projects of similar scope and at least the scale of this project. Include the project 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 5.7 with staff member participation indicated for the individuals included in section 5.6.

### **5.8 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.

### **5.9 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:

- Baggage handling system design and construction administration experience;
- Similar experience working with local government work teams on the design and construction of a public use facility.
- Airport specific construction experience including conforming to TSA requirements during design and construction on airport property including checked baggage screening systems.
- Project planning including short term and construction phasing to facilitate continued operations.

A Project Manager (PM) shall be named by the submitting agency in the SOQ. The SOQ shall include the PM's relevant experience and experience with team members and subconsultant(s) proposed. 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 TSA. 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. The contract will not be executed until TSA funding is announced and a Design Other Transaction Agreement is in place between GFIAA and TSA.

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. Tom Cizauskas, at [tcizauskas@grr.org](mailto:tcizauskas@grr.org). Please note that staff interviews and/or site visits will not be granted until consultants have been invited for

final interviews. 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.

## **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 2<sup>nd</sup> floor of the airport terminal building located at 5500 44<sup>th</sup> Street S.E., Grand Rapids, MI 49512 before **2:00 pm, local time, November 10, 2020**.

All proposals must be submitted in writing and in a sealed envelope or package marked "Statement of Qualifications, RFQ 1071" 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 administrative office 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 C**

**Checked Baggage Inspection System  
Gerald R. Ford International Airport  
PRELIMINARY SCHEDULE**

Request for Qualifications (RFQ) Issue Date:	October 14, 2020
Voluntary Pre-Proposal Meeting:	October 22, 2020
Statement of Qualifications (SOQ) Due:	November 10, 2020
Short-List Determination / Part 2 Distributed:	On or Before November 23, 2020
Professional Interviews:	Early December, 2020
Notify Selected Firm / Contract Negotiations:	December, 2020
Airport Board Contract Review*:	January/February, 2021

\*GFIAA Board review and approval of the design contract, and contract execution, is contingent upon receipt of a Design Other Transaction Agreement between GFIAA and TSA.



Terminal Layout - October 2020

