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REQUESTS FOR QUALIFICATIONS

FOR

PROFESSIONAL AIRPORT ARCHITECTURAL AND ENGINEERING CONSULTANT ON-CALL SERVICES

July 11, 2022

Statement of Qualifications Due: August 1, 2022 at 10:00am

Bishop International Airport
3425 West Bristol Road
Flint, MI 48507

Point of Contact: Christopher Yeates, A.A.E. – Chief Operating Officer
Email: cyeates@bishopairport.org

Introduction

The Bishop International Airport Authority, “the Airport”, is soliciting Statements of Qualifications (SOQs) from interested and qualified Aviation Consultants for Professional Airport Architectural, Engineering, and Planning Consultant Services at Bishop International Airport for the next five (5) years. Professional, technical and advisory services are needed for projects identified in the Airport’s Capital Improvement Program (ACIP) and other projects as needed. The potential projects are likely to be subject to federal, state and local funding processes, and may require Authority Board approval prior to commencement.

The term of the agreement for these services is expected to run for five years from the date of execution, and selection will be conducted in accordance with Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5100-14E. Work is expected to be accomplished during the course of several federal grant projects.

Airport Overview and Background

The Airport is located within Genesee County on the southwest side of the City of Flint. The Airport was opened in 1934 following the donation of 220 acres of farmland by Arthur Giles Bishop, President of Genesee County Savings Bank and General Motors Vice President, to the City of Flint. It originally consisted of one concrete and four turf runways. The first commercial air service flight took place on January 15, 1937, operated by Pennsylvania-Central Airlines.

Following continued growth, the citizens of Genesee County created an Airport Authority Board in 1987. The advisory board consists of nine board members, appointed by the Genesee County Board of Commissioners and City of Flint.

Construction on a new terminal building was completed in 1993 and then further expanded in 1999, 2004, 2006, and 2012. The terminal building now encompasses 242,000 square feet, including 9 passenger boarding bridges, space for airline operations, rental car operations, passenger processing and holding areas, concessionaire space, and the Airport Authority Offices. The Airport is currently serviced by three airlines: American Airlines, United Airlines, and Allegiant Airlines.

The Airport has two runways, Runway 9-27 is the primary precision approach runway, and Runway 18-36 is the crosswind runway with non-precision approaches. The many airport tenants include the following services: cargo operations (FedEx), Fixed-Base Operator (Avflight), flight school (Crosswinds Aviation), emergency air medical transportation (Air Methods), aircraft maintenance (McClellan Aviation), commercial air service (United Airlines, American Airlines, Allegiant Air), aircraft maintenance base (Allegiant Air), and approximately 100 general aviation T-hangar tenants.

Scope of Services

The Airport plans to contract with one or more consulting firms, for a period of five (5) years, for services including architectural and engineering data collection, design development, contract documents, bidding and negotiation, construction phase services and project closeout including services of subcontractors, for various airport projects including rehabilitations, renovations, and improvements to existing facilities on airport property. Work will be authorized through Work Orders between the selected firm(s) and the Airport. The selected firm(s) may be required to coordinate efforts as necessary with the Airport’s other consulting firms.

As portions of the work conducted may be funded in whole or in part by the FAA, and accomplished during the course of multiple grants, the contract and all work orders will be subject to FAA Airport Improvement Program contract provisions, including disadvantaged business enterprise (DBE) requirements.

Consultants must be familiar with all relevant FAA and Michigan Department of Transportation (MDOT) regulations, funding programs, and requirements. More than one successful consultant may be selected, as needed, to ensure the best qualified firm for each project.

The following listed projects are subject to federal, state and local funding and may require environmental clearance and local approval prior to commencement. It shall be understood that some of the services related to the listed projects may not be completed and that the Airport reserves the right to initiate additional service not included in this procurement. The Airport reserves the right to conduct an additional Request for Qualifications at any time for services either listed or not listed in this scope of services.

Selection Process

All SOQs received will be evaluated by a selection committee comprised of three to five (3-5) members. The selection committee will evaluate each SOQ using the weighted criteria listed below. The Airport reserves the right to make additional investigations as it deems necessary and may require the submission of additional information.

Based on the information included in the submitted SOQ, the selection committee will identify a shortlist of best qualified consultants for further consideration in compliance with the evaluation criteria below.

Interviews will be scheduled with each firm included on the shortlist to provide the opportunity for the Selection Committee to familiarize and interact with the Proposer. During interview scheduling, each shortlisted firm will be given the same hypothetical project scope to discuss project and planning details during the scheduled interview. Items to discuss include: key team members and personnel, current workload, proposed schedule, and project approach.

Scope of Projects (Capital Improvement Program 2023-2027)

Projects fall into three primary categories: Airfield, Buildings and Aeronautical. The Airport Capital Improvement Program is derived from the Airport Master Plan completed in 2019, and includes, but may not be restricted to, the following projects.

Buildings	Airfield/Landside	Aeronautical
Terminal Roof Replacement Construction	Terminal Apron Rehabilitation Construction	Obstruction Removal
ARFF Station Replacement Construction	Corporate Aviation Development Taxilane and Apron Design & Construction	
Terminal Public Area Concessionaire Construction	Airfield Stormwater Drainage Investigation, Design &	

	Rehabilitation	
Corporate Aviation Development Hangar Design & Construction	Perimeter Road Design & Construction	
Terminal Restroom Rehabilitation Design & Construction	Main Service Drive Pavement Rehabilitation Design & Construction	
Terminal Loyalty Lounge Design & Construction	Taxiway B Rehabilitation Design & Construction	
Terminal Wayfinding Rehabilitation Design & Construction		
Federal Inspection Station Construction		
Terminal In-Line Baggage Explosive Detection System Design & Construction		
Passenger Skywalk from Terminal to Shuttle Lot Design & Construction		
Passenger Boarding Bridge Replacement Design & Construction		
Terminal Flooring Design & Construction		

SOQ Content

Proposers shall prepare a Statement of Qualifications as described below. Each Proposer shall provide detailed evidence of its competency, capability and expertise to complete the Scope of Services. The Airport desires succinct submittals that address the specific content requirements. To facilitate the review of all submittals, each SOQ shall be:

- Printed on 8-1/2" by 11" sheet size paper (folded 11" x 17" exhibits are acceptable);
- Typewritten no smaller than 10-point font size; and
- The entire Statement of Qualifications shall not exceed thirty (30) pages; excluding the front and back covers, dividers, and table of contents.

Each SOQ shall consist of the following elements in the prescribed order:

Cover Letter/General Firm Information

The Cover Letter shall not exceed 2 pages and shall include the following:

- Name and brief description of the firm;
- The name, work address, email address, and telephone number of the primary point of contact;
- Home office location and the location of other offices that will be performing the majority of the work;
- Number of relevant employees in the offices that will be performing the majority of the work;

- Legal organization of firm;
- Any litigation or arbitration action within the last three years. Briefly describe the circumstances and outcomes;
- Summary of major points contained in the SOQ; and
- An acknowledgement of receipt of amendments to the RFQ (if any).

The cover letter shall be signed by an officer or principal of the Proposers Firm.

Project Team

Proposers shall provide a written description of the proposed project team. The description shall include a profile of the team and a listing of the total number of personnel by discipline. Proposers may also include an organizational chart.

Each Proposer shall identify a Project Manager to serve as the primary point of contact for the Airport for the duration of this agreement. The Project Manager shall have recent, relevant experience. In addition, Proposers shall identify the individuals who would serve as the key team members of the Proposers organization, describe their experience and qualifications, and indicate their roles and responsibilities. It should be noted that it is the Airport's expectation that all key personnel listed as part of this requirement will actually be assigned to projects within the contract. For each key team member, include a resume detailing education, experience, work history, and appropriate background information as Attachment 1 of the Appendix.

List subcontractors that may be used during the duration of the agreement. Include all Disadvantaged Business Enterprises (DBEs), certified within the State of Michigan, who will participate in the performance of the work. Include type of DBE, certifying agency, and elements of work to be performed.

Provide any other information that the Proposer deems relevant. In particular, describe any particular aspect of the organization which, by way of background, experience, unique qualifications, or other bases, sets its team apart from the competition.

Demonstrated Experience

Describe the experience, qualifications, and technical competence of the organization and their key team members in providing architectural and engineering services within the last five (5) years.

Briefly describe at least three (3) other similar sized airports, with at least one commercial service airport, of similar scope and complexity where the firm or the key team members have provided similar services outlined in the scope of services for this RFQ. Reference the experiences of the firm in working with MDOT and FAA regulations and procedures

Project Understanding

Each Proposer shall briefly describe its understanding of the scope of services required for this contract. In particular, each response shall address the Proposer's understanding of the unique environment at the Airport, including local conditions and challenges, and the Proposer's understanding of and experience with applicable state and local codes and requirements that may pertain to work conducted under the scope of services.

References

Provide at least three (3) but no more than seven (7) references for projects similar to those identified in the Scope of Projects. Include the name of the client, full address, dates of service, contact name, title and contact telephone number for reference checks. Also provide a description of the work performed for each reference. For each reference, identify which of the key members identified above (to be assigned to this contract) were involved and the extent of their involvement.

In addition to the references required above, the Proposer is advised that the Airport may request information from Proposer's clients and any other available sources while investigating Proposer's experience and qualifications. Submittal of an AOQ constitutes consent to such requests.

Appendix

Attachment 1: Attach detailed resumes for all key team members identified in the Project Team.

Attachment 2: Identify any exceptions to the draft agreement (Exhibit 1 of this RFQ).

Attachment 3: Identify any potential conflicts of interest with Genesee County, the Airport, or any other relevant parties.

Attachment 4: Identify any legal actions against the Proposer or any key team members that are pending or have been settle or finalized in the last two years.

SOQ Submission Instructions

Proposers must submit four (4) hard copies of the entire SOQ, along with one (1) electronic version in a PDF on a USB flash drive, or other format approved by the Airport in advance of submission. All SOQs must be received by the Airport on August 1, 2022, no later than 10:00am.

SOQs not submitted in the manner described herein (including those sent solely by email or other electronic means) may be considered nonresponsive and subject to rejection. SOQs submitted after the specified due date and time in this RFQ will be rejected as late and will not be accepted. Proposers shall submit their SOQs to the following address:

Bishop International Airport Authority
ATTN: Christopher Yeates, A.A.E.
3425 West Bristol Road
Flint, MI 48507

SOQs must be enclosed in a sealed envelope, box or package, and clearly marked on the outside with the following: **"Statement of Qualifications for Airport Architectural and Engineering Services."** Include business name and address of responder on the outside of the qualifications package.

It is each Proposer's responsibility to ensure that its SOQ is received by the Airport prior to the deadline. This responsibility rests entirely with the Proposer, regardless of delays resulting from postal handling or for any other reasons. Responses will be accepted in person daily from 8:00am – 5:00pm local time, Monday through Friday, legal holidays excepted.

Proposers are advised they may be required to supply additional information upon request, or to make additional submissions under secondary selection criteria as indicated above under the Selection Process.

Inquiries

All questions regarding this RFQ shall be submitted in writing. All questions/correspondence shall be emailed to the Chief Operating Officer at cyeates@bishopairport.org. The deadline for filing questions is July 20, 2022 at 12:00pm. Answers will be provided via addendum on or before July 25, 2022. No questions will be accepted after the deadline.

SOQ Evaluation Criteria

The following criteria will be used by the selection committee in screening and ranking the SOQs:

Item	Criteria	Weighting Factor	Raw Score	Weighted Overall Score
1	Demonstrated Experience (Firm’s Project Experience, Qualifications, and Technical Expertise)	7	(1-5)	(Max 35)
2	Project Team (Project Manager and Key Team Members’ Qualifications and Experience)	5	(1-5)	(Max 25)
3	Familiarity with Local Environment	4	(1-5)	(Max 20)
4	DBE Utilization Strategy	2	(1-5)	(Max 10)
5	Understanding of RFQ Scope	2	(1-5)	(Max 10)
	Raw Scoring: 5 – Outstanding 4 – Very Good 3 – Satisfactory 2 – Barely Acceptable 1 – Inadequate 0 - Unacceptable	Score:	(Max 25)	(Max 100)

The selection committee will evaluate the written proposals based on the listed evaluation criteria and will create a shortlist of the two-to-five most qualified Proposers based upon the SOQ responses. Interviews will be scheduled with each firm included on the shortlist to provide the opportunity for the Selection Committee to familiarize and interact with the Proposer. During interview scheduling, each shortlisted firm will be given the same hypothetical project scope to discuss project and planning details during the scheduled interview. Items to discuss include: key team members and personnel, current workload, proposed schedule, and project approach.

Total scores will be determined by combining the initial scores of the SOQs (based on the evaluation criteria identified above) with the scores from the interviews. The Proposer(s) with the highest total score will be deemed the “best qualified” and will be recommended for contract award. Upon approval by the Airport Authority Board, contract negotiations with the “best qualified” team(s) will commence.

Selection of the successful Proposer will be qualification based. At no time should overhead rate, fees, or any cost information be identified as part of this submission process.

RFQ Schedule

The schedule for this RFQ process is identified below.

RFQ Issued	July 11, 2022	
RFQ Question Deadline	July 20, 2022	12:00pm
Airport Response to Questions	July 25, 2022	4:00pm
RFQ Response (SOQ) Due Date	August 1, 2022	10:00am
Shortlist Proposers Notified	August 10, 2022	1:00pm
RFP issued to Shortlist Proposers		
Proposal Interviews	September 6-9, 2022	
Notice of Selection	September 20, 2022	
Airport Authority Board Approval	September 27, 2022	11:30am

General Information/Provisions

Airport Reservation of Rights

The Airport reserves the right to: reject any and all submissions to this RFQ; extend the date for submittal of responses; request additional information and data from any or all Proposers; supplement, amend, or otherwise modify the RFQ through addenda issued; cancel this RFQ with or without substitution of another RFQ; to reissue this RFQ; make reviews and investigations as it considers necessary and appropriate for evaluation; to not select any Proposer; initiate additional procurement action for any services included in this initial procurement; and to deem a Proposal as non-responsive if the Airport obtains information from any reference check that reveals concerns about the Proposer's past performance or their ability to successfully perform.

The Airport assumes no responsibility for costs incurred in responding to this RFQ or any part of this selection process. Any materials submitted through this selection process shall become the property of the Airport upon receipt. The Airport shall have the right to copy, reproduce, or otherwise dispose of such documents in any way that the Airport selects. The airport shall be free to use as its own, without payment or any kind of liability, any idea, scheme, concept, technique, suggestion, layout, or plan received in response to this RFQ including any future RFP process, if conducted.

Contact with Airport Employees

All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subcontractors) shall refrain from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the Selection Committee, Authority Board, and Airport staff. This is intended to create a level playing field for all potential firms and protect the integrity of the selection process. All contact on this selection process should be addressed to the Chief Operating Officer as identified in **Inquires** above.

Disadvantage Business Enterprise (DBE)

It is the policy of the Airport that DBEs as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts, even if not financed in whole or in part with Federal funds. It is the policy of the Airport to practice nondiscrimination based on race, color, sex, or national origin in the

award or performance. The Airport encourages participation by all firms qualifying under this solicitation regardless of business size or ownership. The successful Proposer(s) will be required to make good faith efforts to work with the Airport to fulfill the commitment to these business enterprises.

Freedom of Information Act

The Airport is subject to the Freedom of Information Act, 5 U.S.C. § 552. Accordingly, notwithstanding any claim of confidentiality or that any or all of the Proposer's submittal contains propriety information, the Proposer understands by its submission that information may be disclosed pursuant to a public records request.

Protest Appeal Procedure

In accordance with the Authority's Purchasing Policy, a Protester may file with the Authority's Chief Executive Officer a protest about any or all of the following:

1. Alleged defects in a Competitive Solicitation process;
2. A contract award recommendation reached through a Competitive Solicitation process; or
3. Award of a contract.

In order for a protest to be valid, the Protester shall file the protest prior to award of the contract to which it relates, unless the Protester did not know and could not have known of the facts giving rise to such protest prior to the contract award. In such cases, the protest must be filed within 3 business days after the award of the contract to which the protest pertains. A Protester shall be deemed to have known of the facts giving rise to its protest prior to the contract award if the Authority sent notice of the contract award recommendation to the Protester at least 5 business days prior to the award of the contract.

In order for a protest to be valid, it shall be filed in writing and include the following information:

- A. Name, address, telephone number, and email of the Protester.
- B. Description of the Competitive Solicitation to which the protest relates.
- C. A detailed statement of the legal or factual grounds, or both, for the protest. The protest shall include copies or specific reference to all documents, statutes or other materials the Protester wants the Authority to consider, and the Authority may, but need not, consider any data or material not included with or made specific reference to in the protest.
- D. A statement of the relief requested by the Protester.

The contract award process shall not proceed further until the Authority makes a written determination about the merits of the protest, unless the Authority, in consultation with the General Counsel, determines in writing that:

- a) The protest does not provide sufficient information to make a determination on its merits;
or
- b) Award of the contract without delay is necessary to protect the Authority's best interests.

If the Authority determines that the protest is without merit, the solicitation or contract award process may continue.

If the Authority determines that the protest is with merit, then the Authority shall recommend relief to address the protest to the Chief Executive Officer, and the Authority shall provide any relief approved by the Chief Executive Officer. No matter the outcome, the Authority shall provide the Protester with the outcome of the protest along with a description of how the Authority reached such outcome.

Failure to meet any applicable deadline for a protest shall constitute a waiver of any and all rights to protest.

Sample Agreement

An example of the Airport's standard-form Professional Service Agreement and provisions is attached as Exhibit 1. Revisions may be made before formal presentation to the successful Proposer

Title VI Solicitation Notice

The Bishop International Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC § § 2000d to 2000d-4) and the Regulations, hereby notifies all parties that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantage 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 this award.