

REQUEST FOR PROPOSALS

Commercial Spaceport Planning Study

**Metropolitan Airport Authority
of Rock Island County, Illinois
2200 69th Avenue
P.O. Box 9009
Moline, IL 61265**



July 25, 2023

RFP INFORMATION AT A GLANCE

<p>CONTACT PERSON</p>	<p>Brooke Rutledge, Executive Assistant BRutledge@qcairport.com</p>
<p>HOW TO OBTAIN THE RFP DOCUMENTS</p>	<ol style="list-style-type: none"> 1. Access: https://www.qcairport.com/about-us/airport-authority/public-notices-rfps/ 2. Email request to: BRutledge@qcairport.com
<p>Q&A DEADLINE</p>	<p>July 28, 2023</p>
<p>PROPOSAL SUBMITAL DEADLINE</p>	<p>August 8, 2023</p>
<p>ANTICIPATED NEGOTIATIONS/AWARD DATE</p>	<p>TBA</p>

Section 1 – General Information.

Purpose. This Request for Proposal (“RFP”) is being issued seeking written proposals from eligible and qualified Firms interested in providing consulting services for a Commercial Spaceport Planning Study on behalf of the Metropolitan Airport Authority of Rock Island County, Illinois (“MAA”) at the Quad Cities International Airport (“AIRPORT”). Interested parties should submit a proposal in accordance with the requirements and directions described herein.

Background. The Metropolitan Airport Authority of Rock Island County, Illinois (“MAA”) is a municipal corporation classified as a public entity under jurisdiction of Illinois legislation known as the Airport Authorities Act (70 ILCS 5/). The MAA is governed by 8 appointed Board of Commissioners from within Rock Island County. The MAA owns and operates the Quad Cities International Airport and is dedicated to providing a safe, efficient, clean and economical air transportation facility for the Quad Cities and surrounding communities. The MAA owns and operates over \$240 million in assets on a 2,100 plus-acre campus. Some of those assets include a 12-gate passenger terminal facility, a four-bay public safety building, an airfield maintenance facility that houses specialized airfield maintenance equipment, a rental car service center, an air freight/cargo complex, a mixed-use industrial park, and other structures that serve a variety of needs. Additionally, the MAA owns and operates QCIA Airport Services, LLC (“LLC”) which provides airline and passenger services at Quad Cities International Airport. MAA management has operational responsibility of the LLC and the MAA Board of Commissioners serves as the governing body of the LLC. Improvement projects are underway to further enhance safety and efficiency for aircraft at the Quad Cities International Airport.

The Quad Cities International Airport (“Airport”), located in Moline, Illinois, has its roots in the earliest days of flight, stretching back to 1910. With nonstop and connecting destinations, the Airport served over 700,000 passengers in 2019. Four major airlines operate out of the Quad Cities International Airport including Allegiant Air, American Airlines, Delta Air Lines and United Airlines. The Airport boasts a 10,000-foot runway that can land any aircraft in any weather condition, as well as U.S. Customs and Border Protection as an International Port of Entry Airport, making it ideal for commercial flights and general aviation. Charter and fueling services are also offered.

The existing airfield infrastructure at the Airport can potentially support a commercial space launch site supporting horizontal launch and landing activities and the MAA has the available aeronautical land to develop future aviation facilities for emerging aviation industries, such as spaceports.

Who May Respond?

- Must have previous experience working with the FAA Office of Commercial Space Transportation (AST) to license or permit a Launch Site Operator or Launch Vehicle.
- Must be well-versed in the 14 CFR Part 400 Regulations, particularly Part 420, License to Operate a Launch Site.
- Must have previous experience working with 14 CFR 139 Airport Certification Regulations.
- Must have previous experience working with the FAA Air Traffic Control Organization.
- Must be well-versed in updating and modifying the NEPA Environmental Assessment of an existing Airport.
- Must have experience managing projects with grant funding and reporting requirements.

Closing Submission Date. Proposals must be submitted no later than 3:00 p.m. on Tuesday, August 8, 2023.

Inquiries. The MAA is committed to providing all interested parties with accurate and consistent

information to ensure that no submitting Firm obtains an undue competitive advantage. To this end, from the date of this RFP through award of contract, the MAA contact is **Brooke Rutledge, Executive Assistant**. All questions from Firms must be submitted in writing, electronically, to **BRutledge@gcairport.com** by 3:00 p.m. local time on Friday, July 28, 2023. It will be the sole responsibility of Firms to ensure questions are submitted in a timely manner. Answers to questions will be posted on the MAA's website by close of business on Monday, July 31, 2023. Any Addendums so issued are to be considered part of this RFP and therefore, receipt of all Addendums issued must be acknowledged by submitting Firms.

Submitting Firms and affiliates thereof are requested not to initiate contact with the MAA employees or members of the MAA's Board of Commissioners. Any Firm that attempts to contact any official, employee, or representative of the MAA in any manner may be disqualified from further consideration.

Section 2- Scope of Services.

The Firm shall be readily available to perform, but not necessarily be limited to, the following as requested by the Executive Director:

Task 1: Project Coordination Meeting. The MAA and selected Firm will participate in the following project coordination meetings:

Initial Coordination Meeting. The MAA and selected Firm will conduct a project coordination meeting at the Airport at the onset of the feasibility analysis. The goals of the meeting include introducing the spaceport development process to the MAA, reviewing proposed spaceports and launch vehicles, developing goals and objectives, and touring necessary parts of the Airport.

FAA Pre-Application Meeting. Once an analysis and project understanding has been developed, the selected Firm, in coordination with the MAA, will schedule a pre-application consultation teleconference to introduce the project to the Federal Aviation Administration Office of Commercial Space Transportation (FAA-AST).

Airspace Coordination Meeting. The MAA and selected Firm will conduct a meeting with Air Traffic Control and other airspace stakeholders to introduce the proposed spaceport and solicit early feedback.

Task 2: Feasibility Analyses. The selected Firm will conduct the following analyses to assess the feasibility of spaceport development at the Airport:

1. Runway Capability Review
2. Preliminary Explosive Siting
3. Infrastructure Support Review
4. Airspace Compatibility Review
5. Preliminary Environmental Review

A summary of the results of said analyses will be presented in a feasibility report.

Task 3: Feasibility Study. The selected Firm will prepare a draft outline that includes a detailed table of contents of the feasibility study with the following headings:

Executive Summary

Chapter 1: Introduction and Background

Chapter 2: Spaceport Goals

Chapter 3: Existing Infrastructure Review

Chapter 4: Feasibility Analyses

Chapter 5: Recommendations and Next Steps

Chapter 6: ROM Cost Estimates and Schedules

A presentation will be provided to the MAA during an in-person meeting at the conclusion of this project.

The MAA will provide the following documentation to the selected Firm:

1. Current Airport Master Plan
2. Current Airport Layout Plan
3. Summary of annual operations/fleet mix
4. Summary and location of existing tenants
5. Existing Emergency Response Plan

Section 3 – Proposal Format and Contents.

To achieve a uniform and fair evaluation process, Firms shall, in its proposal, at a minimum, include the following, with clear divisions between each section:

1. Cover Letter
2. Table of Contents
3. Executive Summary
4. Firm Profile
5. Team Qualifications and Management Plan
6. Project Approach/Understanding
7. Relevant Experience
8. References
9. Professional Fees (provided in a separate sealed envelope)

Cover Letter. The letter of interest should not be more than two pages and may contain any information not shown elsewhere in the submittals. This letter must be signed by an executive of the firm who can contractually commit the firm and its resources and shall include a contact phone number and email address.

Table of Contents. Include a clear identification of the material by section and by page number.

Executive Summary. This summary should give in brief concise terms the Firms qualifications and special expertise to provide the services requested in this RFP and may contain any information not shown elsewhere in the submittal.

Firm Profile. Information provided within this Section shall include:

1. Whether your Firm is local, national, or international.
2. Size of the Firm and size of local office (if applicable).
3. Location of the Firms corporate headquarters and location of the office that would handle the services requested.
4. Brief history of the Firm, including present ownership and key executives. (Please note if the Firm has been debarred for any reason thus preventing the MAA from utilizing any federal or state funding for the services requested.

5. Firm organizational chart.
6. Any substantiated complaints against the Firm in the last 5 years and any outstanding litigation.

Team Qualifications and Management Plan. Information provided within this Section shall include:

1. Current resumes of the proposed team members including their experience and specifically identify their experience providing the services requested in this RFP of similar size and complexity. Clarify if the proposed team members would be assigned on a full-time or part-time basis.
2. Identify the supervisory and management staff who would oversee the services requested.

Project Approach/Understanding. Information provided within this Section shall include:

1. Outline your Firms management tools, strategies, and methodologies that will enable successful delivery and quality assurance of the services requested in this RFP.
2. Describe your Firms understanding of the services requested and the possibilities of complexities around providing services to an active airport.
3. Describe your Firms approach to project communication.
4. Describe your Firms approach to conflict and dispute resolution and the management of contractual conflicts.

Relevant Experience. Information provided within this Section shall include:

1. Firms' overall aviation experience and aviation experience related to similar projects within the last five years and where said projects were located.
2. Describe how your Firm meets the requirements of Section 1. "Who may respond?"

References. Provide a minimum of three (3) professional references for projects providing similar services requested in this RFP performed at other airports and/or locations. Include the entity name, contact person, and contact person's address, phone number, and email address.

Professional Fees. Proposed fees for services requested in this RFP should clearly set forth the basis for fees to be charged for the work proposed. The names and positions of any individuals that will be involved with assisting the MAA and the rate at which their time will be billed to the MAA. Proposed fees shall also identify any additional out-of-pocket expenses the submitting Firm anticipates to seek reimbursement for related to providing the services requested.

Section 4 - Submission of Proposals.

All proposals shall include three (3) printed copies and one electronic copy on a flash drive together in a sealed package to:

Brooke Rutledge
Executive Assistant (309) 757-1725
Metropolitan Airport Authority of Rock Island County, Illinois
2200 69th Ave., P.O. Box 9009, Moline, IL 61265

Completed proposals must be received in the offices of the MAA no later than 3:00 p.m. on Tuesday, August 8, 2023. Material received after that time will not be considered.

Proposals must be enclosed in a sealed envelope addressed as described above. The envelope must clearly identify the RFP name, submittal due date, and the name and return address of the

submitting Firm.

Section 5 – Insurance and Indemnification.

Insurance coverage shall be in place and a Certificate of Insurance including any requested endorsements shall be submitted to the MAA prior to commencing the services requested in this RFP. All insurance policies shall be written by a company or companies lawfully authorized to do business in Illinois and are required to have a minimum A.M. Best financial rating of A-. A current Certificate of Insurance must be on file with the MAA Administrative office prior to working on Airport premises and must remain in effect until expiration or termination of services.

The Metropolitan Airport Authority of Rock Island County, Illinois shall be named on all general commercial liability, automobile liability, and umbrella/excess coverage policies as an additional insured and coverages shall be on a primary and noncontributory basis when applicable.

Thirty (30) Days written notice (10 for non-payment of premium) to the MAA is required to be provided by your insurer in the event of cancellation.

Types and limits of insurance required include:

Commercial General Liability - limits not less than \$2,000,000 per Occurrence, \$5,000,000 Aggregate.

Automobile Liability – limits not less than \$1,000,000 combined single limit for bodily injury and property damage, including all owned, non-owned, and hired vehicles.

Workers Compensation and Employers Liability – limits meeting the statutory requirements of the State of Illinois with a Waiver of Subrogation.

Professional Liability – limits not less than \$2,000,000 per claim and \$2,000,000 Aggregate.

The MAA reserves the right to revise or adjust these limit requirements with adequate notification.

To the fullest extent permitted by law, except for expenses or liabilities arising from the negligence of the MAA, Firm hereby agrees to indemnify, defend, and hold the MAA, its appointed or employed officials, directors, officers, members of commissions, boards, heirs, successors, executors, administrators, agents, legal representatives, subsidiaries, or other united operated by the MAA, harmless from all manner of actions, causes of action, claims and demands, including injury resulting in death, including reasonable attorney's fees, arising out of or resulting from providing the services requested within this RFP, provided that such loss, claim, damage or expense is attributable to bodily injury, sickness, disease or death or destruction of tangible property, including the use thereof, but only to the extent caused in whole or part of the negligent performance or lack of performance by the Firm providing services or anyone directly or indirectly employed by them or for whose acts they may be liable.

The foregoing indemnity shall not be limited in any way by an amount or type of damages, compensation, or benefits payable under any applicable Workers Compensation, Disability Benefits, or other similar employee benefits acts.

Firms submitting acknowledge and agree that there shall be no personal liability upon the MAA's Board of Commissioners or employees in carrying out any of the provisions within this RFP or in exercising any power or authority granted thereby.

Section 6 - Procedures and Rights of the Authority.

The MAA shall not be liable and Firms shall not be reimbursed for any costs or expenses incurred in the preparation and submission of Proposals. The RFP constitutes an invitation to submit a proposal to the MAA. The MAA may, in its sole discretion, exercise the following rights and options with respect to the RFP process:

1. To waive any irregularities in submittals received after notification to proposers affected.
2. To request additional information.
3. To modify dates at its discretion.
4. To select and enter into an agreement with the Firm whose proposal best satisfies the interest of the MAA and not necessarily based on any single factor.
5. To accept, reject, or negotiate modifications to any submittal as the MAA, in its sole discretion, deems to be in its best interest.
6. To re-solicit for new Proposals, in its sole discretion, if it deems to be in the best interest of the MAA.
7. To conduct investigations with respect to the proposals of each submitting party.
8. To exercise its discretion and apply its judgement with respect to any aspect of this RFP, the evaluation of submittals, and the negotiation and award of any contract.

The submission of a proposal in response to this process constitutes an invitation to negotiate with the MAA for the services requested within this RFP. The submission of a proposal in response to this process does not impose any legal obligation upon either the MAA or Firm, nor does it create any contractual or quasi-contraction relationship between them and no such representation is intended or should be construed by the issuance of this RFP.

All proposals shall become the property of the MAA. Only those Firms responding to this solicitation and having tendered their response which meet the requirements herein specified will be considered for the service contemplated regardless of prior contract with the MAA, or other agencies, departments, or personnel.

Section 7 – Proposal Selection and Evaluation Criteria.

It is the intent of the MAA to award services to the single responsive, responsible Firm who submits the most technically acceptable proposal that provides the best value to the MAA. Staff members of the MAA that have the knowledge and expertise with this scope of services, along with other personnel as designated by the Executive Director, shall serve on a Selection Committee to review and rate all of the Proposals received. The evaluation of each properly submitted proposal will be conducted by the Selection Committee. The MAA may consider additional information if the MAA deems such information relevant. **Proposals will be reviewed and scored in accordance with the following criteria (100 points maximum):**

1. **Firms Qualifications – 30 points** - Firms' overall aviation experience and aviation experience related to similar projects while demonstrating success in completing such projects, on time, within budget, and in a highly satisfactory manner; and Firm resources.
2. **Project Approach/Understanding – 30 points** – Demonstrated understanding of the services requested and the possibilities of complexities around providing services to an active airport; Firms management tools, strategies, and methodologies that will enable successful delivery of services; and Approach on project communication, and conflict/ dispute resolution.
3. **Team Qualifications and Management Plan – 20 points** – Firms proposed team members overall experience and experience specifically providing the services requested in this RFP of similar size and complexity. Proposed management plan and supervisory staff.
4. **References – 20 points** – Comments and feedback from Firms previous clients.

During the evaluation process, the MAA may, at its sole discretion, request any one, all, or no Firms to make an oral presentation or conduct an interview. Presentations or interviews will provide the submitting Firm an opportunity to identify its team and provide the MAA with an



overall outline of its approach to providing the services requested, as well as allow time for the Maa to ask any questions related to the RFP submittals. However, the MAA may elect to select directly from the Proposals depending on the number and qualifications of respondents.

If the MAA determines presentations or interviews are necessary, additional instruction will be forwarded to those Firms that are selected for such presentations or interviews. A decision regarding the details and timing of the final selection process will be based entirely on the judgement of the MAA's Selection Committee.

Upon conclusion of the selection process, the MAA Selection Committee will recommend their proposed selected Firm to the MAA Board of Commissioners for approval.

Section 8 – Confidentiality.

As a unit of local government, the MAA is subject to the Illinois Freedom of Information Act (FOIA) or 5 ILCS 140/1, et. Seq. as amended. Therefore, after award of the Contract, responses, documents, and materials submitted by Firm in response to this RFP may be available for public inspection in accordance with FOIA. Based upon the public nature of these RFP's, where applicable, Firm must inform the MAA, in writing, of the exact materials in the proposal which it claims are exempt from disclosure pursuant to FOIA.

Section 9 – Compliance with Laws.

Firms shall at all times observe and comply with all laws, ordinances and regulations of the federal, state, and local governments, which may in any manner affect the preparations of proposals. Firms hereby agree they will comply with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., including the provision dealing with sexual harassment and that if awarded the contract, will not engage in any prohibited form of discrimination in employment as defined in the Act prohibiting discrimination on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individuals ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service. and will require any subcontractor to abide by the same restrictions. Firms shall comply with all requirements of the Act and of the Rules of the Illinois Department of Human Rights in regard to posting information on employee's rights under the Act. Firms are also required to comply with all applicable federal and state laws and regulations regarding minimum wages, workers compensation, employment security law, act prohibiting unjust discrimination in employment because of age, Illinois prevailing wage act, Davis-Bacon and related act, fair labor standards, wage and hour act limit on payment to minors, minimum fair wage standards for minors, payment of wage due employees, and health and safety of employees.

Conclusion.

A summary timetable of this solicitation and related events:

RFP Available	July 25, 2023
Last Day for Submission of Questions	July 28, 2023
Proposals Due	August 8, 2023
Evaluation and Presentations/Interviews (if needed)	TBA
Final Selection	TBA
Contract Negotiations	TBA
Service Start Date	TBA

Issued By: 
Benjamin Leischner, A.A.E
Executive Director
Metropolitan Airport Authority of Rock Island County, Illinois