



DETROIT METRO • WILLOW RUN  
WAYNE COUNTY AIRPORT AUTHORITY

**REQUEST FOR PROPOSALS  
FOR  
WEBSITE RE-DESIGN, HOSTING, MAINTENANCE & SUPPORT SERVICES  
SOLICITATION NO. 240387**

Action	Date	Time
Issue Date	2/8/2024	
Pre-Proposal (Virtual) Conference (Recommended/Not Mandatory)	2/15/2024	1:00 pm
Pre-Proposal Question Deadline	2/22/2024	2:00 pm
Proposal Deadline	3/7/2024	2:00 pm
Board Date**	5/15/2024	

\*As Read Bid Totals will be posted to MITN the next the Business Day.

\*\*Anticipated dates. Subject to change.

**Pre-Proposal Meeting:** February 15, 2024, at 1:00 PM  
Join Zoom Meeting  
<https://wcaa-us.zoom.us/j/88494465501?pwd=dEdFZGt3NnRMbDVNQkFubHI3Tm83Zz09>

Meeting ID: 884 9446 5501  
Passcode: 240387

One tap mobile  
+13126266799,,88494465501#,,,,\*240387# US (Chicago)  
+16465588656,,88494465501#,,,,\*240387# US (New York)

Dial Toll free  
• 888 475 4499 US Toll-free  
• 833 548 0276 US Toll-free  
• 833 548 0282 US Toll-free  
• 833 928 4608 US Toll-free  
• 833 928 4609 US Toll-free  
• 833 928 4610 US Toll-free  
• 877 853 5257 US Toll-free

Meeting ID: 884 9446 5501  
Passcode: 240387

Find your local number: <https://wcaa-us.zoom.us/j/km1v4gJQh>

**Pre-Proposal Question Deadline:** February XX, 2024, at 2:00 PM Eastern Time  
Email: [purchasing.questions@wcaa.us](mailto:purchasing.questions@wcaa.us)  
(Reference Solicitation No. 240387 in all emails)

**Proposal Deadline:** May 4, 2023, at 2:00 PM Eastern Time  
(Late Proposals will not be accepted.)

**Proposal Submittal Location:** <https://www.mitn.info>  
Registration and Submittal technical assistance available by  
contacting MITN at 1-800-835-4603  
Monday – Friday, 8:00 AM – 7:30 PM EST  
*Free and Paid Subscription Registration Options Available*

**Procurement Contact:** Faye Northey, Deputy Director, Procurement  
Phone: (586) 980-9384, Fax: (734).955.5648

**All questions regarding this RFP must be submitted to the Procurement Contact at the above number and email address. Contact concerning this RFP with any other employee, officer or Board Member of the Airport Authority is not permitted during the solicitation process.**

**DESCRIPTION:** Proposals are being solicited for website re-design services, hosting services, and ongoing maintenance & support services for the public-facing websites MetroAirport.com and WillowRunAirport.com for the Wayne County Airport Authority (Airport Authority). The contract will be for a term of three (3) years with two (2) one-year renewal options exercisable by the CEO with an expected start date of June 2024 and an anticipated go-live by July 1, 2025.

**It is the Proposer's responsibility to obtain and view all solicitation documents and addenda issued by the Wayne County Airport Authority Airport Authority for this RFP.**

This RFP, all attachments and addenda are available via the Michigan Intergovernmental Trade Network (MITN) website at <https://www.bidnetdirect.com/mitn/wayne-county-airport-authority>, which is also where all Proposals must be uploaded and submitted through. Free and paid subscription registration options available. The documents may also be accessed via the Wayne County Airport Authority website at: [http://apps.metroairport.com/dtw\\_procurements\\_app/solicitations.aspx?mode=open](http://apps.metroairport.com/dtw_procurements_app/solicitations.aspx?mode=open), and then clicking on the desired solicitation name.