

**Request for Qualifications 24-02
Owner's Representative Services
Terminal Renovation Design / Construction
Capital Region International Airport
Lansing, MI 48906**

The Capital Region Airport Authority (CRAA) is seeking qualifications from qualified firms or individuals to provide Owner's Representative (OR) services during the design and construction phases of the upcoming Terminal Renovation project, scheduled to commence in the first quarter of 2025.

Submission Details:

Interested firms or individuals are requested to submit five (5) copies of a Statement of Qualifications (SOQ) to:

Mr. Ron O'Neil
Director of Facilities Infrastructure and Environmental Management
Capital Region Airport Authority
4100 Capital City Boulevard
Lansing, MI 48906

Pre-Proposal Meeting: 2:00 PM December 6, 2024, Community Room (attendance is not mandatory)

Deadline: 3:00 PM on December 20, 2024.

Draft Terminal Area Plan from Master Plan available upon request.

The SOQ should demonstrate your interest in providing Owner Representative Services (OR) as outlined below.

Project Overview

The Owner's Representative will serve as the primary liaison for communications and coordination between the Capital Region Airport Authority (Owner) and its design professionals, contractors, trade partners, and other stakeholders throughout the development and completion of the project. The OR will keep the Owner informed of relevant information and project progress.

Required Services

Design Phase

- Assist with drafting the RFQ for design services.
- Attend RFQ review meetings.
- Aid Owner in selecting the most qualified design team.
- Aid in preparation of, review and recommend execution of design contracts.

- Based on project goals and requirements of funding sources recommend and justify a preferred construction delivery method.
- Attend all design meetings in-person at the Owner's site.
- Coordinate stakeholder interviews for programming assessments.
- Understand airport leadership and departmental vision and goals for the project then document and articulate these goals and expectations to the design and construction teams.
- Aid with design inquiries throughout the design phase.
- Manage design to completion in a phased approach to align with construction.
- Review monthly progress payment requests.
- Collaborate with designers, architects, and engineers to ensure project alignment with goals, schedule, and budget.

Construction Procurement Phase

- Based on project scope and funding availability recommend construction phasing, including breakdown of contracts and bid packages, to align with airport goals.
- Develop contractor procurement documents and lead the airport team through contractor selection and contracting.
- Aid in preparation of, review and recommend execution of construction contracts.
- Confirm construction contracts adhere to funding requirements.

Construction Phase

- Familiarize with the construction schedule prepared by the Builder and approved by the Owner.
- Review and recommend revisions to the construction schedule.
- Coordinate traffic management and maintenance of operations plans with the Construction Manager and Contractors.
- Review monthly/weekly progress reports from the Builder and ensure compliance with Contractor Agreement requirements.
- Attend weekly Owner meetings and project progress meetings.
- Conduct regular project walk-throughs and prepare summary reports for the Owner.
- Review work performance periodically to ensure compliance with contract requirements.
- Review invoices and recommend payment amounts, ensuring proper documentation.
- Assist in resolving questions related to drawings and specifications.
- Coordinate the change management process and project budget.
- Coordinate project closeout and commissioning with all stakeholders.
- Ensure punch list completion on behalf of the airport.
- Manage warranty issues.

Project Description

The Terminal Renovation project will consist of six (6) to eight (8) phases over five (5) to seven (7) years, at the Capital Region International Airport Terminal, including:

- Removal of the canopy, front building build-out, and baggage claim.
- Relocation of airline offices and TSA checked baggage screening CTX machines.
- Creation of a baggage-first concept in our Federal Inspection Station / Customs.
- Replacement of HVAC, mechanical, electrical & plumbing systems.

- Relocation of escalators and elevators.
- TSA pax screening to 2nd floor / Relocate Operations Department to lower concourse with terminal ramp access.
- Concourse improvements, (i.e concessions, mothers' room, sensory room, etc.)
- Incorporation of solar solutions into covered parking.

Projects are expected to be completed over several years and funded in full or in part with funds and/or multiple grants from the Federal Aviation Administration, State of Michigan, and/or local sources. The selected firm/individual will be subject to all state and federal requirements.

Submission Format

This is a Quality Based Selection process; therefore, SOQ submittals must exclude fees or costs. The CRAA reserves the right to initiate additional procurement actions as needed.

Evaluation Criteria

Firms will be ranked based on the following weighted criteria:

- **Form of Submission:** 5%
- **Cover Letter/Introduction:** 5%
- **Key Personnel Qualifications:** 25%
- **Demonstrated Experience with Similar Projects:** 35%
- **Understanding of Project:** 10%
- **Corporate Background:** 5%
- **Familiarity with State and Local Regulations:** 5%
- **Recent Project Success:** 5%
- **Awards and Recognition:** 5%

SOQ Organization

1. **Tab 1:** Cover Letter (2-page maximum)
2. **Tab 2:** Organization Chart
3. **Tab 3:** Resumes of Key Personnel (2-page limit per person)
4. **Tab 4:** Summaries of Example Projects (5 projects, 3-page limit per project)
5. **Tab 5:** Familiarity with Project and Potential Challenges (2-page maximum)
6. **Tab 6:** Additional Information (10-page maximum)
7. **Tab 7:** References

Contact Information

For questions related to this RFQ, please contact:
Ron O'Neil, Director of Facilities Infrastructure and Environmental Management
Phone: (517) 213-9792
Email: roneil@craa.com

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.

CRAA cannot assure that all 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. Owner 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.

EVALUATION, STATUS UPDATES/AWARD NOTIFICATION

The Authority 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 the Authority. The presentation may be followed by a question-and-answer session.

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

The Authority, at its sole discretion, reserves the right to award to the Respondent whose response is deemed most advantageous to the Authority. The Authority, at its sole discretion, shall select the most qualified respondent and evaluate all responses based on the requirements and criterion set forth in this solicitation while reserving the right to weigh all factors stated in the award.

The Authority reserves the right to initiate additional procurement actions for any services not included under this solicitation / contract. The Authority also reserves the right to reject all submissions of this solicitation.

We look forward to receiving your qualifications.