



REQUEST FOR QUALIFICATIONS (RFQ)

CAPITAL REGION AIRPORT AUTHORITY (CRAA)

CAPITAL REGION INTERNATIONAL AIRPORT (LAN)

TERMINAL ARCHITECTURE & ENGINEERING SERVICES

Solicitation #2026-01

Submittal Due Date:
March 13th, 2026
4:30 pm EST

RFQ Prepared by:

Kramer Management Group, Inc.
1305 S. Washington Ave
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CRAA RFQ Terminal Architectural & Engineering Services

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1 General Information & Requirements

1.1 **General Information & Background Information**

- ✈ The Authority's objective for this RFQ is to select a team to conduct conceptual, schematic, and detailed architectural and engineering design (including complete construction bid documents and construction administration) of a series of terminal-area modifications at the Capital Region International Airport. Reference Exhibit A for a more detailed scope of services as defined in the contract.
- ✈ The Capital Region International Airport (LAN) is a commercial service airport supporting both scheduled and charter passenger service, including international as well as domestic destinations, as well as significant cargo operations, corporate and general aviation activities. The airport is currently designated by the Federal Aviation Administration (FAA) as a Non-hub Primary airport. The airport's scheduled and charter passenger services support a significant catchment area covering much of the central region of the State of Michigan.
- ✈ The passenger terminal at the airport was first developed in the 1950's. It has been through several renovations and reconfigurations since that time. However, due to evolving passenger needs, security requirements, and changes in the aviation industry itself, there is now a need to address several functional shortcomings.
- ✈ The Authority intends to seek FAA approval to deliver the project(s) under a Construction Management at Risk (CMAR) delivery method.
- ✈ The Authority also expects respondent teams to have a clear understanding of relevant terminal facility requirements and guidance, including those promulgated by the Federal Aviation Administration, Transportation Security Administration, Customs & Border Protection, the Federal Inspection Services, and other Federal and state requirements.
- ✈ The Authority has already retained a team to provide Owner's Representative services. That team (led by Kramer Management Group) will fulfill a key role in helping the Authority manage the overall program design and implementation process.
- ✈ This is strictly a qualifications-based selection. The Authority will make its selection based solely on the professional qualifications presented by each respondent. The Authority will then work with the top-ranked team to negotiate a contract, including pricing structure and estimated costs. If the Authority is unable to reach a satisfactory agreement with the top-ranked team, then the Authority will initiate dialogue with the next-ranked team.
- ✈ The Authority anticipates issuing two separate but parallel contracts to the selected respondent—one for design of space that is eligible for funding under the Airport Improvement Program (AIP), and one for design of space that is not eligible for AIP funding.
- ✈ Moreover, the Authority anticipates issuing a series of separate task orders for conceptual, schematic, design development, construction documents, and

- construction administration. Those task orders may also delineate individual projects that may proceed on substantially different timetables.
- ✈ The conceptual design phase will start from the terminal-area plan that the Authority previously commissioned, (as part of a broader Master Plan Update) and included in Exhibit G. However, it is crucial to recognize that the report included in Exhibit G represents only one possible solution for relocation and reconfiguration of major functional areas. The Authority expects the selected Architect to review the project objectives and priorities, and to consider whether there may be better solutions for relocation and reconfiguration of key functional areas, as well as better solutions for phasing and sequencing of the projects.
 - ✈ The conceptual design phase will result in greater clarity and definition regarding the scope, location, scale, functional objectives, sequence, timing, and funding eligibility of the various specific projects. The results of this phase will also establish the basis of crucial decisions about subsequent design tasks as well as funding eligibility of the potential terminal phasing plans. These will be grouped into several priorities as shown on exhibit J.
 - ✈ Project priorities
 - Reconfiguration of ticketing areas
 - Reconfigure airline ticketing area, airline offices, TSA CTX Machines, and baggage makeup areas
 - Replace and reconfigure HVAC, MEP Systems (potentially including improved distribution systems)
 - Potential relocation and expansion of TSA Passenger screening (which could involve relocation to the 2nd floor and relocating the Airport Operations area)
 - Potential relocation of escalators and elevators serving the TSA screening area.
 - Potentially eliminate need for staffed oversight of egress from sterile area
 - Reconfigure FIS facility to support “baggage-first” sequencing
 - Potential modifications to the canopy over the terminal frontage roadway and/or entryways (vestibules)
 - Potential Concourse Improvements
 - ✈ Although the terminal-area planning study reflects a net increase in square footage, it is important to note that it is not the Authority’s desire to increase the size of the existing terminal. Rather, the primary objective is to reconfigure the space to meet evolving customer service needs as well as modernized functional, operational, and security requirements. In some areas, reconfiguration may necessarily increase square footage, but the Authority may seek to offset such increases with corresponding changes elsewhere.
 - ✈ It is also important to note that the cost estimates contained in Exhibits G, H, and I are very preliminary in nature, and their primary purpose was to help the Authority

- decide between terminal relocation / replacement versus reconfiguration of the existing facility. This is particularly important in the context of various categories of estimated professional fees, overhead, profit margins, etc. The Authority emphasizes that there are various methodologies and assumptions for calculating such amounts, and the ultimate, actual costs will likely be quite different from those reflected in the comparative cost estimates.
- ✈ The Authority reserves the right to update or cancel this solicitation at any point in the process.
 - ✈ The Authority cannot reimburse any entity for costs incurred in responding to this opportunity.
 - ✈ This RFQ requires specific technical responses regarding the selected firm’s specific approach and ability to provide the services required for this project.
 - ✈ The successful firm must demonstrate to the Owner that they best meet the Criteria defined in this RFQ and provides the overall best value to the Owner.
 - ✈ CRAA desires to establish a fully collaborative and behaviorally integrated design and construction team with the goal of achieving a best-in-class delivery approach and partnership for the delivery of the project. This RFQ requires a demonstration of commitment to this integrated partnership techniques as primary elements of selection and will be highly valued in the selection criteria.

1.2 Submission Requirements

- ✈ The submission due date for the RFQ **3/13/26 2026, at 4:30 P.M. EST.**
- ✈ Firms shall be required to upload one electronic copy in non-protected PDF format via the Kramer Management Group’s Bidding Portal (eBuilder), and then follow-up with delivery of four (4) identical hard copies of their RFQ.
- ✈ RFQ will not be returned to Respondent.
- ✈ Materials must be enclosed in a sealed envelope, box or container, and addressed as specified in the RFQ, and received within 24 hours of the date and time listed above.
- ✈ *****RESPONDENTS TO THIS RFQ MUST REGISTER AS OUTLINED BELOW*****
- ✈ Please review this solicitation and if your team is interested in proposing on this project, please contact Catherine Tome, at catherine.tome@kramermg.com, with your team’s name, address, phone number, and email address for the individual(s) from your team designated to be the point of contact for this solicitation. Catherine will provide your representative with instructions on how to interface with the Kramer Management Group online platform (KMG-eBuilder) where you can submit questions, monitor responses, and receive any additional information or changes to be issued by Addendum. **Only those teams who register as a Respondent** will be sent further information and instructions related to this RFQ.

1.3 Type of Contract

- ✈ The selected firm shall enter into the Agreements for Architectural and Engineering Services which may subsequently include multiple task orders based on the phasing, scope of work, and authorized funding sources. The anticipated form of agreement will be a modified version of AIA B101 - 2017 and the AIA 201 – 2017 included in this RFQ. The contract Agreement shall be held directly between the Architect and the Owner. All services must be provided in accordance with this Agreement. Refer to Exhibits C & D.

1.4 Clarifications and Interpretations

- ✈ Requests for information must be provided in writing to the Owner’s Representative and submitted no later than **3/6/26, at 4:30 P.M. EST** and submitted via e-Builder.
- ✈ Any clarifications and/or interpretations of this RFQ that materially affect and/or change its requirements will be issued by a written Amendment of this RFQ by the Owner. Firms shall be responsible to acknowledge receipt of and incorporate each Amendment into its Proposal.
- ✈ Interpretations and/or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing the Proposal.
- ✈ Respondents must contact the Owner through the Point of Contact listed below to request any information necessary to prepare this Proposal.

1.5 Point-Of-Contact

CRAA designates the following person as its representative and Point-of-Contact (POC) for this RFQ. Respondents shall restrict all contact with CRAA and direct all questions regarding this RFQ to the Point-of-Contact person.

Designated Point of Contact for RFQ:

Mike Morgan, Owner’s Representative
517-204-1889 Cell
Mike.Morgan@KramerMG.com

Deliver Clearly Marked Proposals to:

Kramer Management Group
Attn: Mike Morgan
1305 S. Washington Ave, Suite 101
Lansing, MI 48910

1.6 Pre-Proposal Meeting

- ✈ There will be a mandatory pre-proposal meeting and site tour for all Respondents, refer to section 2.5 for date and time. All participants **must register** with the designated point of contact three business days in advance. Please limit to one, no more than two, representatives per team.

1.7 No Reimbursement for Costs

- ✈ Respondents acknowledge and accept that any costs incurred from their company's participation in this RFQ process shall be at the sole risk and responsibility of the Respondent. CRAA shall not reimburse or otherwise compensate Respondents for the cost of submitting Qualifications.

1.8 Evaluation of Proposal

- ✈ The evaluation of the Qualifications shall be based on the requirements described in this RFQ. Based upon the review of the Qualifications, the Owner may select one or more firms to conduct follow up discussions through which the respondents will demonstrate their understanding of the project and present their vision for how CRAA can best achieve their goals and objectives for the project. The selected firm(s) will be required to attend an interview with the Owner to support their qualifications, present their approach for the delivery of services, and answer any additional questions.
- ✈ After the interview process has been completed, the Owner will then select the firm that provides the best overall qualifications based on the criteria requested in this RFQ, and the engagement during the interview to advance into contract negotiations with the Owner.
- ✈ Within 72 hours of the notification to advance into contract negotiations the selected firm will provide an estimate of professional fees as outlined in Exhibit K.
- ✈ Final selection will be made following an agreed upon contract price determination and evaluation of proposed cost pending a qualified peer review of proposed fees.

1.9 Owner's Reservation of Rights

- ✈ The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts (including the components of services outlined in this RFQ), to reject any and/or all Qualifications and re-solicit new Qualifications, or to reject any and all Qualifications and temporarily or permanently abandon the Project. The Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.

1.10 Acceptance of Evaluation Methodology

- ✈ By submitting a response to this RFQ, respondent accepts the Owner's evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) and the "best value to the Owner" will require subjective judgments by the Owner related to the evaluated firm's response to the Criteria outlined in Section 4 of

this RFQ. Respondent hereby waives any claim against the Owner related to this evaluation method.

1.11 Glossary of Terms

- ✈ Airport: Capital Region International Airport, Lansing, Michigan.
- ✈ Board: The governing body of the airport.
- ✈ Business: An individual, firm, vendor, association, corporation, limited liability company, partnership, joint venture, sole proprietorship, or other legal entity.
- ✈ Currency: All monetary references in this document are in U.S. dollars.
- ✈ Contractor: The successful awarded Respondent of a solicitation, who is legally bound to the contract.
- ✈ Capital Region Airport Authority: Owner of the Capital Region International Airport and Mason Jewett Field.
- ✈ Form of Agreement or FOA: The contract documents associated with this solicitation. The Authority anticipates issuing two separate but parallel contracts to the selected respondent—one for design of space that is eligible for funding under the Airport Improvement Program (AIP), and one for design of space that is not eligible for AIP funding.
- ✈ Freedom of Information Act (FOIA): Regulates and sets requirements for the disclosure of public records and defines when, how, and what information may be obtained from the Airport Authority by an interested party.
- ✈ Holiday: The legal holidays observed by the Airport Authority. (New Year’s Day, Martin Luther King Jr. Birthday, Presidents’ Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans’ Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Eve)
- ✈ Joint Venture: A partnership or other legal cooperative agreement between two or more persons or entities.
- ✈ Notice of Award: Written notification from the Airport Authority to the successful Respondent that they have been awarded the contract.
- ✈ Notice to Proceed: Written authorization from the Airport Authority to the successful Respondent to proceed with the work defined in the contract.
- ✈ Responsible Respondent: A Respondent who is qualified in all respects to fully perform the required services or to provide the required goods and who possesses the integrity, experience, and the reliability necessary for the good faith performance.

2 Executive Summary

2.1 Purpose of the RFQ

- ✈ Through this RFQ process, CRAA intends to identify an architectural and engineering firm who demonstrate the highest-level qualifications in delivery of similar projects and as indicated in the criteria.

2.2 General Scope of Work Description

Generally, the scope of Architectural and Engineering (A/E) services solicited under this RFQ will include all design and engineering services required for a complete project and as described below:

- ✈ CRAA has completed initial master planning and facility space programming services under separate contracts. A/E shall provide an efficient and deliberate planning process to validate the programming previously completed and provide conceptual options for consideration and evaluation by the team.
- ✈ The program and site location map are to convey the general requirements of the project but shall not be considered definitive in concept. CRAA will require the selected firm to add value by providing evidence-based design services for the delivery of a highly flexible and efficient Terminal Renovation. Industry trends, best practices, leveraging technology, and improved collaboration must be used by the selected design team to improve CRAA's current workflows and space utilization. CRAA seeks a cost-effective design allowing for workflow improvements throughout the terminal as identified in the master plan. The specific design solutions and implementation plans (e.g., phasing) may differ significantly from the concepts shown on the master plan.
- ✈ A/E shall use such experience to challenge/validate the current program, create a blocking/stacking plan, and overall site plan to ensure CRAA's vision and goals are best achieved.
- ✈ A/E shall provide full service architectural and engineering services, including Interior Design and FF&E, Equipment Planning, and Information Technology Planning, for the completed project for the CRAA Terminal Renovation.
- ✈ A/E shall provide all services from conceptual design, through construction administration and close out.
- ✈ The Owner intends to seek FAA approval to use a Construction Manager at Risk delivery method who will be brought on during Schematic Design.

2.3 Supplemental Terms and Conditions

- ✈ Refer to Exhibit F for Local, State and Federal regulations

2.4 Cited and Reference Standards

- ✈ Airport Cooperative Research Program (ACRP), Report 25, Airport Passenger Terminal Planning and Design, Volume 1: Guidebook
- ✈ ACRP, Report 52, Wayfinding and Signing Guidelines for Airport Terminals and

- Landside
- ✈ ACRP, Report 130, Guidebook for Airport Terminal Restroom Planning and Design
 - ✈ ACRP, Report 175, Improving Intelligibility of Airport Terminal Public Address Systems
 - ✈ ACRP, Report 177, Enhancing Airport Wayfinding for Aging Travelers and Persons with Disabilities
 - ✈ City of Lansing Building Safety – Various Codes and Regulations
 - ✈ FAA Advisory Circular (AC) 70/7460-1L, Change 2, Obstruction Marking and Lighting
 - ✈ FAA AC 150/5220-21C, Aircraft Boarding Equipment
 - ✈ FAA AC 150/5300-13A, Change 1, Airport Design
 - ✈ FAA AC 150/5320-6F, Airport Pavement Design and Evaluation
 - ✈ FAA AC 150/5340-1L, Standards for Airport Markings
 - ✈ FAA AC 150/5360-12F, Airport Signing and Graphics
 - ✈ FAA AC 150/5360-13A, Airport Terminal Planning
 - ✈ FAA AC 150/5360-14A, Access to Airports by Individuals with Disabilities
 - ✈ FAA AC 150/5370-2G, Operational Safety on Airports During Construction
 - ✈ FAA AC 150/5370-10H, Standard Specifications for Construction on Airports
 - ✈ FAA Order 5100.38D, Airport Improvement Program Handbook
 - ✈ FAA Standard Operation Procedure (SOP) 1.0, FAA Evaluation of Sponsor's Construction Safety and Phasing Plans Funded by the AIP or PFC Programs
 - ✈ 14 Code of Federal Regulations Part 77, Objects Affecting Navigable Airspace
 - ✈ TSA Planning Guidelines and Design Standards for Checked Baggage Inspection Systems (Version 6.0)

The cited standards as enumerated above and within this solicitation are not to be considered an inclusive list. These standards are to be considered minimum, with any referenced standards, regulations, policies, etc. described within them, or other standards applicable to the Project will apply as appropriate.

2.5 RFQ Milestone Schedule

The following schedule outlines the general milestones for the RFQ submission subject to adjustment and modification by the Owner.

Activity	Date
Issue AE RFQ	2/17/2026
Deadline to RSVP for Mandatory Site Tour <i>All Respondents must register with POC via email</i> <i>Limit 1-2 representatives per team</i>	2/23/2026, 4:30 p.m.
Site Tour Capital Region International Airport 4100 Capital Airport Boulevard Lansing, MI 48906 Marion "Babe" Ruth Community Room <i>Note all participants must register with POC in advance</i>	2/26/2026, 10:00 a.m.
Final RFQ Questions Due	3/6/2026, 4:30 p.m.
RFQ Due (electronic version)	3/13/2026, 4:30 p.m.
RFQ (hard copies)	3/16/2026, 4:30 p.m.
Notice of Short-Listed Firms for Interviews	3/23/2026
Interview Dates	Week of 3/30/2026
Target date for A/E Selection & Initiate Contract Negotiation	4/3/2026
CRAA Board Approval of AE Contract	4/22/2026
IFE	4/27/2026
AE Develop Final Grant Application to FAA	4/30/2026
All times are Eastern Standard Time (EST)	

3 **Requirements for Proposal**

Respondents must carefully read the information contained in the following Criteria and submit a response to all questions in this section. All firms responding to this RFQ must submit complete responses to the applicable information requested in this section and clearly note any exceptions to any information contained in the RFQ. Firms will submit responses in 8.5x11 single sided with 1" margins and no smaller than 12-point type face.

3.1 Criteria 1: Respondent's Statement of Qualifications and Availability (5 points)

- Provide a statement of interest for the Project including a narrative describing the respondent's qualifications as they pertain to this particular Project.
- Include information regarding any notable benefits, or key advantages to the owner if selected.
- Provide a statement on the availability and commitment of the respondent, its principal(s) and assigned professionals to undertake the Project.
- Provide a brief history of the firm leading the Respondent's team, and each of the major subconsultants or other teaming partner firms proposed for the project.
- Provide a graphical organization chart for the project team, identifying each firm and the proposed business relationship among the firms.

3.2 Criteria 2: Business Organization (5 points)

- Provide the following information on your team:
 - Legal name of the lead firm / prime consultant;
 - Branch Offices (name & location(s)) providing services to this project;
 - Number of years in business;
 - Annual revenue for the past 5 years of the local branch office proposing on this project;
 - Name of the senior Principal of the firm responsible for this project and where this person's office is located.
- Staffing levels of the local office, by discipline.
- Provide listing of any pending or completed litigation cases with previous clients for the last 5 years.
- Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any party to the Owner or officer or the same for any Consultant envisioned for this project? If so, please explain.

3.3 Criteria 3: Respondent's Qualifications for Professional Services. (20 points)

- List and describe five (5) recent projects, demonstrating the Respondent's past experience for providing Architectural and Engineering services on similar projects including but not limited to multi-year and phased renovation of existing airport terminals and the other criteria included in this RFQ. The successful Respondent must be able to demonstrate recent and relevant experience in these areas.
- List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:
 - Project name and Owner's name and Point of Contact/Reference

- Construction Type (New and/or Renovation) and Contract delivery method (GC, CM at Risk, Design/Build)
- Construction Manager/General Contractor and Point of Contact/Reference
- Project Size (number of square feet, delineating between new versus renovation space)
- Technical Scope of Services provided for the Project
- Duration of Construction Phase from Mobilization to Substantial Completion.
- Project Budget (Clarify if Total Owner’s Project Cost, or just Design and Construction Costs)
- Identify proposed individual team members who worked on these projects and their specific roles and employers at the time.
- Relevance of experience to this Project.
- Contractual relationship of Respondent on project and the specific services rendered
- Square footage and final project costs.
- Color images that demonstrate relevance to this project.
- Describe challenges encountered on each project and how AE firm added value to positively resolve the challenge.
- Identify the relevance of project experience related to the requirements of this Project as stated above.
- References (for each project listed above, identify the following):
 - The Owner’s name and representative who served as the day-to-day liaison during the design and construction phases of the project, including current telephone number and email address.
 - Prime Contractor’s name and representative who served as the day-to-day liaison during the construction phase of the project, including telephone number
 - Length of business relationship with the Owner.

Note: References shall be considered relevant based on specific project participation and experience with the Respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ process.

3.4 Criteria 4: Project Team Members qualifications to provide professional services for the Project. (25 points)

- Provide resumes of the A/E team members that will be directly involved in the Project, including their experience with similar projects, the number of years with the firm, and their city(s) of residence. Describe the specific role each will play on the project and the general time commitment at each stage of design/construction.

- Provide a project organization chart showing all key personnel and outlining the authority and communication lines between them. Describe in detail the experience and expertise of each team member.
- Identify the proposed team members (including consultants) who worked on the Projects listed in Criteria 3, and describe their responsibility in those projects compared to this project.
- Describe the basis for the selection of proposed sub-consultants included in the project team and the role each will play for this project.

3.5 Criteria 5: Management Approach and Work Plan (30 points)

- Describe the specific work plan for the Project for all Architectural and Engineering responsibilities required under this Proposal necessary to meet the requirements of the Project, the Milestone Schedule and the A/E Scope of Work. Include anticipated dates for specific design deliverables and any critical dates when information or decisions are required by the Owner to maintain the design schedule.
- Knowing that the Owner will not provide any additional architectural or engineering services for the project other than that provided by this A/E, describe additional tasks or responsibilities, not fully described in the A/E Scope of Work that must be provided to result in a fully functional and complete facility. Confirm such services are included in this Proposal.
- Describe your understanding of the critical issues, administrative challenges, and opportunities associated with providing services for the Project and your strategy for managing and resolving these issues.
- Include anticipated dates for specific design deliverables and any critical dates when information or decisions are required by the Owner to maintain the design schedule. Identify typical review periods and decision points in the workflow.
- Describe the recommended user groups required including a list of suggested user attendees and/or departments. Provide sufficient detail for the Owner to understand their role in the process and the overall durations of the work groups.
- Provide a detailed schedule that communicates the Work Plan and the responsibilities of all team members.
- Specifically describe the proposed method for providing Construction Administration both in the home office, and for field related (on site) services during construction. Address specific personnel assigned to this task, and the anticipated work effort to be provided during this phase of the project.
- Provide a description of the Owner's data required for the delivery of your services and record the timing of this requested data in the Work Plan.
- Discuss how your approach may be unique or particularly beneficial to the Owner.

3.6 Criteria 6: Understanding and Acceptance of Owner’s Agreement (5 points)

- Provide a statement of understanding and acceptance of the proposed Contract Agreement between the Owner and A/E.
- In order to facilitate and expedite execution of the Agreement, provide any requested modifications to the Scope of Work, or Terms and Conditions specified in the proposed Agreement. Requests for substantial modification or significant qualifications may be used in the Owner’s consideration for selection.

3.7 Criteria 7: Proposed Compensation Structure (To be submitted after interview and selection of a single firm, refer to Exhibit K)

- Based on the proposed Work Plan included in this Proposal, provide a lump sum cost proposal for the following services.
 - Programming / Conceptual / Schematic Design for the entire master plan
 - Baseline CAD Drawings of existing facility and primary infrastructure
 - Existing Systems Condition Assessment(s) and life cycle analysis
 - Grant Pre-Application Support Services
 - Assumed program to be \$150M (total project) with separate distinct phases by funding source.
- Based on the proposed Work Plan included in this Proposal, provide a percentage of the Cost of the Work fee for the following services. Fee to reflect distinct projects based on phasing and funding. Assume no single phase to be greater than \$40M (total project). Refer to AIA A133 for definition of the Cost of the Work.
 - Design Development
 - Construction Document
 - Construction Administration
 - Close Out
 - Grant Application Support Services
- Provide a guaranteed maximum price for reimbursable expenses as described in the Agreement and provide a detailed budget for such costs.
- Discuss the specific conditions for which A/E may request additional compensation and the basis for such requests. Include proposed hourly billing rates for all categories of services should such compensation methods be used for additional work.
- **Do NOT include any cost proposals in this RFQ.**

3.8 Evaluation Process

- The Authority intends to select a Respondent based on the composite scoring of the Criteria 1-6 listed above plus the interview (10 points).
- Upon selection of the Respondent based on these Criteria, the owner will begin contract negotiations with the Respondent and the Respondent to provide a cost proposal within 72 hours of selection.
- If for any reason the Authority is unable to negotiate an acceptable contract with the top-ranked Respondent, then the Authority reserves the right to terminate those negotiations and proceed to the next-ranked Respondent.

4 Format for Proposal

4.1 General Instructions

- Proposal shall be prepared simply and economically, providing a straightforward, concise description of the firm's ability to meet the requirements of this RFQ. Proposals shall be a MAXIMUM of Thirty-Five (35) printed pages, including any appendix or additional information for consideration. The cover, table of contents, and divider sheets do not count as printed pages. Pages with printing on both sides shall be considered as two (2) pages.
- Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions in the order presented. Incomplete Proposal will be considered non-responsive and subject to rejection.
- Proposal and any other information submitted by respondents in response to this RFQ shall become the property of the CRAA.
- CRAA makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFQs.
- Proposal shall include responses to all Criteria described in this RFQ.

1. Exhibit A: Design Professional Services and Deliverables

The successful design team will be contracted to provide complete design and engineering services for schematic design, design development, the development of contract documents intended for bidding purposes for the project, and construction administration.

In general, the basic services to be provided by the Design Professional shall include all typical meetings and correspondence to support the design activities, all architectural, mechanical, electrical, plumbing, structural, landscape, fire protection, interior design, FF&E, signage, security, audiovisual systems, acoustics, lighting, and technology / telecommunications elements, and civil design. Provide geotechnical and surveying services required to complete the scope of the work.

The Design Professional shall assist the Owner in optimizing the scope of work and provide advice on options regarding the site, scope, materials, methods, systems, schedules, and other conditions affecting development and construction of the project. The programming effort should include a validation of project needs working collaboratively with the Construction Manager to ensure the proposed design is programmatically and financially viable.

The professional team selected for this project will be required to produce the following deliverables as part of their scope of work for the project:

A. Conceptual and Schematic Design:

Program Validation, Conceptual, and Schematic Design:

- ✦ Prior to design, perform a site visit to thoroughly inspect all existing structures and systems to ensure they function and will perform in accordance with the design recommendations.
- ✦ Meetings with Stakeholders (i.e. Defining Operational Requirements). Stakeholders to be defined upon project award.
- ✦ Conceptual block plans with relationship demonstrating integration with existing parking and other adjacent features.
- ✦ Furnishings and Equipment List: Document proposed furnishings and equipment required to make the site complete and ready for use.
- ✦ Building and Construction Systems: Recommendations for technology, structural, mechanical, electrical, plumbing, water/sanitary-sewer, storm

- water retention and discharge, security, and other necessary systems. Basic utilities, including availability, capability, and environmental impact.
- ✈ Design Schedule.
- ✈ Drawings and Outline specifications: site plan, landscape plans, floor plans, elevations, connections with parking structures, wayfinding, safety and security for ingress and egress from building, delivery routes and accesses, prevention of flooding and surface water runoff, sections and outline specifications.
- ✈ Renderings as required to demonstrate design intent, plus three (3) photorealistic exterior rendering at the conclusion of Design for Owner’s use.
- ✈ Participate in cost/benefit analyses of program options.
- ✈ Review of design documents with CRAA and Stakeholders at appropriate stages of the design process.

B. Design Development:

- ✈ Building and Construction Systems: Recommendations for structural, mechanical, technology, security, and electrical and plumbing systems. Basic utilities, including availability, capability, and environmental impact.
- ✈ Coordination and incorporation into the documents all details related to owner-furnished equipment and systems including but not limited to:
 - ✈ Fixed and Moveable Site Furnishings and Equipment
 - ✈ Data Communications
 - ✈ Telecommunications
 - ✈ Information Systems
 - ✈ Security Systems
 - ✈ Other Local and Remote Communication Devices
- ✈ Design Schedule.
- ✈ Drawings and Outline Specifications: site plan, landscape plans, floor plans demonstrating space allocations, interior and exterior elevations, connections with parking structures, wayfinding, safety and security for ingress and egress from building, delivery routes and accesses, sections, and outline specifications developed to demonstrate design intent.
- ✈ Renderings as required to demonstrate design intent.
- ✈ Proposed finish material schedule and samples.
- ✈ Shall illustrate and describe the development of the approved schematic design documents and shall consist of drawings and other documents, including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the project as to civil, landscape, architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate.

- ✈ The design development documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.
- ✈ Design Consultant shall submit the design development documents to CRAA, advise CRAA of any adjustments to the estimate of the cost of the work based on an estimate by the Construction Manager, and request CRAA's written approval.
- ✈ Evaluation and preparation of cost-saving or value engineering alternatives developed during design, preconstruction, or construction phases. Incorporation of approved alternatives into the design documents.
- ✈ Set up and manage needs analysis meetings with the key technology personnel from the client. All design decision/direction of the engineering systems shall be documented via meeting minutes and submitted for record to the design team by the engineer.
- ✈ Identify long lead items.
- ✈ Three (3) photorealistic interior renderings at the conclusion of Design Development for Owner's use with philanthropy.

C. Construction Documents:

- ✈ Complete Building and Construction Documents: Plans and specifications, including but not limited to landscape, architectural, structural, mechanical, electrical, plumbing, , water and sanitary sewer, storm water retention and discharge, connections with parking, wayfinding, safety and security for ingress and egress from building, delivery routes and accesses.
- ✈ Construction Documents will be sufficient to allow for complete and accurate pricing, permitting, and construction of the intended space. Construction Documents shall be complete, thorough, and well-coordinated between consultants.
- ✈ Design Professional shall incorporate into the construction documents the design requirements of governmental authorities having jurisdiction over the project.
- ✈ Prepare signed and sealed documents as required by the municipal agency holding jurisdiction for the project, including follow-up requirement/requests by the municipal/agency and coordination with CRAA, Construction Manager and other vendors.
- ✈ ARC/IS/Revit files of Construction Documents are to be provided.
- ✈ Final BIM Model shall be turned over as part of the as-built documents.
- ✈ Interior Finishes: Finish boards and comprehensive presentation of the CRAA's appointed project committee.
- ✈ Design Professional will be responsible for the submission of drawings to the federal, state, or local for approval and other AHJ approval requirements on the project. Design Professional shall prepare and

manage all applications and other submittals and provide services necessary to obtain all applicable approvals that may be necessary for the construction of the proposed improvements.

D. Construction Procurement:

- ✈ The Design Professional will be instrumental in providing content and documents to CRAA/CMAR for issuance.
- ✈ Bidding/proposal documents – The Design Professional shall prepare the design and specifications in the CD phase for bidding. During construction procurement, the Design Professional may be asked to prepare separate bid packages to facilitate bidding and meet project schedule.
- ✈ Pre-bid conference – The Design Professional will be expected to participate in the pre-bid meeting.
- ✈ Bidding addenda – The Design Professional shall provide responses to vendor questions and revise drawings and specifications as needed to be released as an addendum during the bidding phase of the project.
- ✈ Project cost – If construction bids exceed the project target, assist CRAA with cost reduction options.
- ✈ Contractor selection – The Design Professional is expected to participate in vendor interviews, evaluations, and award notifications.
- ✈ The Construction Manager will regularly update CRAA with cost evaluations of key components of the Project, as reasonably requested by CRAA, and deliver to CRAA detailed estimates of the Construction Cost. In preparing the Construction Cost estimates and any updates thereto, A/E shall support the Construction Manager with coordination and clarifications about systems and material selections. After preparing the Construction Cost estimates and updates, A/E, Construction Manager, and CRAA will meet to review the updates and to compare them against the Construction Budget. If the Construction Cost estimate update exceeds the Construction Budget, CRAA, CM, and A/E will discuss what revisions, if any, have to be made to the documents to comply with the established budget. Each shall endeavor to reconcile any questions, discrepancies or disagreements relating to the estimate or Construction Budget. If the reconciled Construction Budget exceeds the current Construction Budget, then A/E shall provide, as part of its services hereunder, Value Engineering, constructability review and other services as required (including revising the drawings and specifications as necessary) to meet CRAA's budgetary requirements including the evaluation of alternative designs and systems with CRAA. CRAA may, in its sole discretion, accept or reject any proposed reconciliation, adjustments to the Construction Budget, the estimates of Construction Cost or the Project scope.

E. Construction Administration:

- ✈ Required construction administration services to maintain scheduled construction activities including but not limited to field visitations, processing submittals, responding to RFI's, issuance of bulletins, review of pay applications.
- ✈ No review period for shop drawings, samples, product information shall take more than one (1) week for any single submission.
- ✈ RFI's shall be responded to within two (2) business days of submission.
- ✈ Activities to support the project through reviews by Authorities having Jurisdiction including CRAA officials.
- ✈ Attend weekly progress meetings and conduct weekly site visits for the duration of the construction schedule. Verify locations of work as requested by CRAA or Construction Manager. Generally, verify that the work is proceeding in accordance with the contract documents. Prepare periodic field reports as necessary.
- ✈ Prepare and issue addenda/bulletin requests for pricing, as required.
- ✈ Review change order requests from the Construction Manager.
- ✈ Punch Lists: One or more punch lists to support phased occupancy if required, and final punch list at the completion of all work.
- ✈ Final sign off that all punch list work has been completed.
- ✈ Review and approve project close-out documents including as-built drawings and specifications, O&M manuals, RFI's, submittals, bulletins, shop drawings, field logs, warranties.
- ✈ Produce one or more Certificates of Substantial Completion (Standard AIA form).
- ✈ Provide record drawing sets (As-Built's) at close of project in both AutoCAD and PDF to CRAA. This may require conversion of the trade contractors as-built drawings. Provide final BIM Model to CRAA as part of the record set.
- ✈ Prepare and issue Certificate(s) for Payment of the client certifying that, to the best of Design Professional firm's knowledge and information, the quality of the suppliers or vendors' work is in accordance with contract documents, and that such entities are entitled to payment by the client in the amounts certified.
- ✈ Assist in resolving contract discrepancies with the project team.

F. Equipment and Furnishing Specifications

- ✈ Develop initial scope drawings for each equipment / furnishing requirement.
- ✈ Develop a generic "typical" for each furnishing or type of equipment, included but not limited to plan, exterior and interior elevations and 3D isometric drawing with notations.
- ✈ Develop complete finish palette option for each furnishing.

- ✦ Organize showroom tour of applicable dealer/manufacturers, if required.
- ✦ Prepare complete set of specifications for competitive bidding.
- ✦ Assist with analyzing bid comparisons for review with CRAA.
- ✦ Coordinate equipment and furnishing locations with Power & Communication Plans.
- ✦ Conduct and publish “Punchlist” with client and furnishing dealer/manufacturer, to ensure compliance with order.

- 2. Exhibit B: Qualification Submittal Form**
- 3. Exhibit C: AIA B101-2017**
- 4. Exhibit D: AIA A201-2017**
- 5. Exhibit E: Design Deliverables**
- 6. Exhibit F: Supplemental Terms and Conditions**
- 7. Exhibit G: LAN Phase 2 Terminal Study August 2025**
- 8. Exhibit H: LAN Master Plan Terminal Area November 2024**
- 9. Exhibit I: LAN Terminal Facility Assessment November 2024**
- 10. Exhibit J: Priorities and Major Systems Cross Reference**
- 11. Exhibit K: Proposed Fee Breakdown**