

Advertisement to Submit Statement of Qualifications  
City of Ann Arbor



SOQ #877  
Ann Arbor Airport Consulting Services

The City of Ann Arbor intends to select a consultant to assist in City of Ann Arbor Municipal Airport development projects for the period 2014-2018. Interested consulting firms are requested to submit five (5) copies of a Statement of Qualifications (SOQ) to the City of Ann Arbor Procurement Unit, Fifth (5<sup>th</sup>) Floor, Guy C. Larcom City Hall, 301 E, Huron Street, Ann Arbor, MI 48107-8647 no later than 10:00 a.m. (local time) on Thursday, November 7, 2013.

The SOQ should demonstrate the consultants' interest in providing airport planning, architectural/engineering design, and construction administration services focused on City of Ann Arbor Municipal Airport's current Five-Year Airport Capital Improvement Plan (ACIP) (available at the Airport News & Projects page on the City's website). Services will include general consulting and advisement on airport development issues including assistance in the following projects:

- Rehabilitate Existing Airport Access Road
- Final Design and Approach Survey (Phase II) for Runway Safety Extension
- 800' Runway and Taxiway Extension Construction
- Terminal Parking Lot Expansion/Airport Drive Relocation
- SRE Equipment (Tractor and Broom) Purchase
- Terminal Building Expansion & Renovation

Services associated with the above project list, such as minor ALP Updates, programming, drainage improvements, environmental review, approach clearing, paint marking, crack sealing, NAVAID/electrical, land acquisition, and/or planning/user survey studies may be performed in association with the listed projects as funding and constructability allow. From time to time projects develop as a result of airport inspections, letters of correction and emergency circumstances. The selected consultant may be asked to perform said additional work as part of this procurement action.

Projects are anticipated to be initiated between 2014 – 2018. Projects are expected to be completed over several years and funded in full or in part with funds and/or multiple grants from the FAA, State, and/or local sources. The selected firm will be subject to all state and federal requirements.

This is a Quality Based Selection process, and services for each project will be negotiated independently. SOQ submittals shall exclude fees or costs. Not all of the services or development items listed in this advertisement may be contracted nor eventually required. The City reserves the right to initiate additional procurement action for any services included in this procurement, but not under contract.

Firms will be ranked in areas such as: familiarity and understanding of the airport needs; corporate history and background in aviation consulting; demonstrated experience with similar projects; key personnel professional qualifications; firms ability to provide contact person with demonstrated aviation experience and overall project coordination; knowledge/familiarity with Federal Aviation Administration (FAA) and State of Michigan (State) regulations, policies, and procedures; and success of recent projects. Awards or special recognition achieved by the firm should be highlighted.

Firms should demonstrate their reputation with other airports, by providing at least three (3) airport references within the State of Michigan. Additional information may be requested from the top selected firm or firms. Interviews may be conducted at the discretion of the City.

Proposal documents, specifications, and addendum shall be downloaded by respondents at either of the following web sites, Michigan Inter-governmental Trade Network (MITN) [www.mitn.info](http://www.mitn.info) or City of Ann Arbor web site [www.a2gov.org](http://www.a2gov.org).

Questions may be submitted by email to Airport Manager Matthew J. Kulhanek at [mjkulhanek@a2gov.org](mailto:mjkulhanek@a2gov.org).

## Ann Arbor Airport Consulting Services

### Statement for Qualifications

#### General Information

##### Objective

The City of Ann Arbor Municipal Airport is hereby requesting Statements of Qualifications (SOQ) from qualified consultant(s) for airport planning, architectural/engineering design and construction administration services.

This is a Quality Based Selection process. SOQ submittals shall exclude fees or costs. No fees will be discussed during the selection process. Fee discussions will only occur with the selected firm(s).

##### Issuing Office

Procurement Unit, Financial Services  
City of Ann Arbor  
301 E. Huron St., P.O. Box 8647  
Ann Arbor, MI 48107-8647

##### Contract Administration

Matthew Kulhanek, Airport Manager  
Fleet & Facilities Unit, Public Services Area  
City of Ann Arbor  
301 E. Huron St., P.O. Box 8647  
Ann Arbor, MI 48107-8647  
(734) 994-9124

##### SOQ Receipt

Respondent qualifications must be addressed to and delivered to the City of Ann Arbor, Procurement Unit, 5<sup>th</sup> Floor, City Hall, 301 E. Huron St., Ann Arbor, Michigan 48107 on or before 10:00 am on Thursday, November 7, 2013. Late submissions or submissions via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

Submissions must be clearly marked: **SOQ 877: Ann Arbor Airport Consulting Services** and then list Respondent's name and address. Respondents are responsible for the timely receipt of their submittal. The City will not be liable to any respondent for any unforeseen circumstances, delivery or postal delays. Postmarking on the Due Date will not substitute for receipt of the submission. All submittals become the property of the City of Ann Arbor once reviewed, whether awarded or rejected.

### Selection Criteria

This is a Quality Based Selection process. Respondents will be ranked in areas such as: familiarity and understanding of the airport needs; corporate history and background in aviation consulting; demonstrated experience with similar projects; key personnel professional qualifications; firms ability to provide contact person with demonstrated aviation experience and overall project coordination; knowledge/familiarity with FAA and State regulations, policies, and procedures; and success of recent projects. Awards or special recognition achieved by the firm should be highlighted.

Interviews may be conducted at the discretion of the City.

Firms should demonstrate their reputation with other airports, by providing at least three (3) airport references within the State of Michigan.

### Disclosures

All information in a submitter's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This act also provides for the complete disclosure of contracts and attachments thereto.

### Professional Services Agreement

Consultants selected to do business with the City of Ann Arbor will be required to execute a Professional Services Agreement which shall be acceptable to the City and consistent with FAA and State of Michigan regulation.

- Human Rights Information

All contractors proposing to do business with the City of Ann Arbor, except those specifically exempted by regulations promulgated by the Administrator and approved by City Council, shall receive approval from the Procurement Unit prior to entering into a professional services agreement with the City. Said firms shall take affirmative action to ensure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon race, national origin or sex.

The selected respondent shall submit to the City data showing current total employment by occupational category, sex and minority group. If, after verifying this data, the Procurement Unit concludes that it indicates total minority and female employment commensurate with their availability within the contractor's labor recruitment area, i.e., the area from which the firm can reasonably be expected to recruit, the prospective contractor shall be accepted by the Procurement Unit as having fulfilled affirmative action requirements for a period of six (6) months at which time the Procurement Unit will conduct another review.

Other firms shall develop an affirmative action program in conjunction with the City of Ann Arbor's Human Resources Director. The program shall include specific goals and timetables for the hiring and promotion of minorities and females. Said goals shall reflect the availability for minorities and females within the firm's labor recruitment area.

- Living Wage

All contractors proposing to do business with the City of Ann Arbor, except those specifically exempted by regulations promulgated by the Administrator and approved by City Council, agree to comply with the living wage provisions of Chapter 23 of the Ann Arbor City Code and, if a "covered employer" as defined therein to pay those employees providing services to the City under this agreement a "living wage" as defined in Chapter 23 of the Ann Arbor City code; and, if requested by the City, provide documentation to verify compliance. The contractor agrees to comply with the provisions of Section 1:1815 of Chapter 23 of the Ann Arbor City Code.

#### Cost Liability

The City of Ann Arbor assumes no responsibility or liability for costs incurred by the consultant prior to the execution of a Contract.

#### Reservation of Rights

The City of Ann Arbor reserves the right to accept any proposal in whole or in part, to reject any or all proposals in whole or in part and to waive irregularity and/or informalities in any proposal and to make the award in any manner deemed in the best interest of the City.