



***Bishop International Airport • FNT***

**NOT THE ONLY WAY TO FLY. JUST A BETTER ONE.**

## **REQUESTS FOR PROPOSALS**

**FOR**

## **AIR SERVICE MANAGEMENT CONSULTING SERVICES**

8/6/2021

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## ADVERTISEMENT FOR PROPOSALS

Sealed proposals for the services of a qualified air service consultant will be received from Proposers at the time and place indicated below and will be evaluated in accordance with the conditions stated in the Request For Proposals (RFP) package.

Sponsor of Project: Bishop International Airport Authority

Scope of Work: To provide the Authority with Air Service Management Consulting Services in accordance with conditions stated in the RFP package.

Request for Proposal Packages: May be picked up starting August 6, 2021 at:

Bishop International Airport Authority  
Main Terminal – Administration Office  
G-3425 West Bristol Road  
Flint, MI 48507

OR

Downloaded from the web at:  
<https://www.bishopairport.org/business-fnt/business-opportunities/public-notices-bid-opportunities>

**\*\*\*NOTE FOR PROPOSERS DOWNLOADING DOCUMENTS FROM THE WEBSITE\*\*\***

**In order to receive addendums or changes, Proposers must notify the airport via email to [pcorfman@bishopairport.org](mailto:pcorfman@bishopairport.org) of their intent to provide a proposal in order to receive addenda, if any.**

Proposal Submission/Deadline: Sealed proposals will be received by Bishop International Airport Authority Airport Executive Director's office until **10:00am Eastern Standard Time on October 15, 2021**. ANY PROPOSALS RECEIVED AFTER THE SPECIFIED TIME WILL NOT BE CONSIDERED.

Dated and signed at Flint, County of Genesee, Michigan this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

Owner/Authority: Bishop International Airport Authority

By: \_\_\_\_\_

Pat Corfman  
Director of Marketing, Public Relations & Air Service Development

## INSTRUCTIONS TO PROPOSERS

Bishop International Airport Authority (Authority), Flint, Michigan

1. The Authority is seeking an agreement with one or more qualified Air Service Development Proposers to provide Air Service Management Consulting Services for the Authority for the next three (3) years, commencing on January 1, 2022, and ending December 31, 2024, with an option for two (2) additional one (1) year terms. Services under any agreement will be performed based on specific Authorizations of Service or a task order basis approved by the Authority. The Proposer shall demonstrate excellence in market definition and analysis, demographic data gathering and presentation, route analysis, messaging, and airline relationship development. A successful Proposer will, with Authority staff, develop and implement a comprehensive air service development strategy to maintain and increase air service through existing carriers and attract new carriers to the Airport.
2. It is the intent of this Request for Proposals to define requirements in sufficient detail to secure comparable proposals. Proposals shall be in accordance with Proposal document requirements. Proposals not confirming to the requested format or not in compliance with the specifications will be considered non-responsive.
3. The Proposer will be responsible for all costs (including site visits where needed) incurred in preparing or responding to this proposal. All materials and documents submitted in response to this proposal become the property of the Authority and will not be returned.
4. The Authority reserves the right to accept or reject any or all Proposals, to waive irregularities, award multiple agreements to more than one Proposer, to negotiate with any proposer, and to accept a Proposal which, in the Authority's opinion, is the most responsive and responsible Proposer who is determined by the Authority to be in its best interests.
5. The Award of Contract is subject to the approval of the Bishop International Airport Authority Board of Directors, and availability of funding.
6. COMPLIANCE WITH LAW
  - a. The Proposer covenants and agrees that he/she and his/her agents and employees will comply with all local, state, and federal laws, applicable national and local codes, Bishop International Airport Rules and Regulations applicable to the work to be conducted under this RFP and that he/she shall obtain all necessary permits, fees and licenses necessary for the proper execution and completion of the work, pay all required fees and taxes, and otherwise perform these services in a legal manner. Bishop International Airport Rules and Regulations are available upon request. The Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve him/her from responsibility.

- b. Proposer certifies that all material, equipment, etc., contained in his/her proposal meet all OSHA and MIOSHA requirements.
7. Sealed Proposals for the specified activities will be received by the Authority as indicated in the Cost Proposal.
8. Proposals will be received by the Authority at Bishop International Airport Authority, Flint, Michigan until October 15, 2021 at 10:00am.
9. Proposers may obtain RFP Documents from the Administrative Office of Bishop International Airport Authority beginning August 6, 2021 during regular business hours, or downloaded at <https://www.bishopairport.org/business-fnt/business-opportunities/public-notices-bid-opportunities>. No deposit is required. The Administrative Office of Bishop International Airport Authority is located at G-3425 West Bristol Road, Flint, MI 48507. 810-235-6560. RFP Documents include: Advertisement for Proposals, Instructions to Proposers, General Conditions, Proposal Submission Checklist, Proposal Contents, Scope of Services, Evaluation of Proposal, Contract Provisions.

**\*\*\*NOTE FOR PROPOSERS DOWNLOADING DOCUMENTS FROM THE WEBSITE\*\*\***

**In order to receive addendums or changes, Proposers must notify the airport via email to [pcorfman@bishopairport.org](mailto:pcorfman@bishopairport.org) of their intent to provide a proposal in order to receive addenda, if any.**

10. If any Proposer is in doubt as to the true meaning, spirit and/or intent of the RFP Documents, the Proposer may make request for interpretation thereof, provided said request is received by the Authority in writing No Later Than (NLT) 4:00pm on August 19, 2021 to allow sufficient time for the Authority to issue an addendum, if any. Any interpretation of the RFP Documents, if made, will be by Addendum only, duly issued to each known Proposer receiving a copy of the RFP Documents. The Authority is not responsible for any other explanations or interpretations made prior to the closing time set for receipt of Proposals. **No explanation or interpretation made orally will be considered binding.** In the event any addendums are issued, proposers shall complete and return the Acknowledgement of Addenda form with their proposal.

The Authority is committed to providing all interested parties with accurate and consistent information in order to ensure that no proposer obtains an undue competitive advantage. To this end, from the date of this RFP through award of agreement, the sole Authority contact is:

Pat Corfman  
Director of Marketing, Public Relations & Air Service Development  
G-3425 W. Bristol Road  
Flint, MI 48507  
[pcorfman@bishopairport.org](mailto:pcorfman@bishopairport.org)

11. This document outlines the prerequisites, selection process, and documentation necessary to submit a Proposal for the requested services. Before submitting a Proposal, Proposers shall carefully examine all Specifications and other proposed RFP Documents in order to avoid

omissions or duplications. Submission of a Proposal signifies that the Proposer has reviewed the documents, has made examinations and verifications and is fully conversant with all conditions under which the work is to be performed. No claims for additional compensation will be considered or paid by the successful Proposer, due to said successful Proposer's failure to be so informed.

12. Proposals shall be submitted on the forms provided and shall be delivered in sealed, opaque envelopes bearing the following inscriptions:

**AIR SERVICE MANAGEMENT CONSULTING SERVICES  
RFP DOCUMENTS – PLEASE KEEP SEALED**

Address all Proposals to: Bishop International Airport Authority  
ATTN: Marketing Department, Airport Admin  
G-3425 West Bristol Road  
Flint, Michigan 48507

13. Proposers shall delete from their Proposal, all State of Michigan sales taxes and any Federal Excise Taxes. The Authority is tax exempt. A certificate will be submitted if required.
14. A Proposal may not be withdrawn or cancelled by a Proposer for a period of ninety (90) days following the time and date set for receipt of Proposals.
15. Negligence in preparation, improper preparation, errors in or omissions from Proposals shall not relieve a Proposer from fulfillment of any and all obligations and requirements of the Proposal.
16. No responsibility shall attach to the Authority, or the authorized representatives for the premature opening of any Proposal that is not properly addressed and identified.
17. The Proposal Documents, as outlined, shall imply the inclusion of the entire agreement between the parties thereto, and the Proposer shall not claim any modification thereof resulting from any representation or promise made at any time by an officer, agent, or employee of the Authority or by any other persons.
18. Each Proposer shall provide one (1) original and four (4) copies of their proposal.
19. Each Proposer shall execute the Non-Collusion Affidavit in the form herein provided, to the effect that he/she has not colluded with any other person, firm, corporation, or Authority employee, in regards to the Proposal submitted.
20. If a Proposer should find discrepancies or omissions in these RFP Documents, he/she should at once notify the Director of Marketing, Public Relations & Air Service Development at the Bishop International Airport Authority.

21. The contract shall be subjected to the mandatory federal contract provisions including: Government-wide Debarment and Suspension, and Government-wide Requirements for Drug-free Workplace. A complete list of the mandatory contracting provisions is included in the RFP Documents. Each Proposer is individually responsible for the careful examination of the Technical Specifications, Forms, and all requirements for service. The failure or omission by any Proposer to do so shall in no way relieve any Proposer from any obligations with respect to its proposal.

22. Any information received within the proposal will be considered part of the public record for this RFP process and a public record subject to disclosure.

23. DISADVANTAGED BUSINESS ENTERPRISE (DBE)

- a. The requirements of 49 CFR Part 26 do not apply to this contract. It is the policy of the Authority to practice nondiscrimination based on race, color, sex, religion, age, marital status, sexual orientation, national origin, or the presence of any sensory, mental or physical disability in consideration of an award or performance of this contract. The Authority requires participation by all firms qualifying under this solicitation regardless of business size or ownership.
- b. The Authority further encourages Proposers to utilize DBE subcontractors throughout this project. Any anticipated DBE participation shall be listed and included in the Contractor DBE Commitment Form.

24. AWARD OF PROPOSAL

- a. The Proposal will be awarded based on the results of the proposal evaluations to that responsive and responsible Proposer whose Proposal conforms to this solicitation, will be most advantageous to the Authority, price, experience and other factors will be considered as identified in the Scope of Services.
- b. All proposals will be reviewed by Authority Staff and recommend to the Authority's Board of Directors the proposal that best meets the Authority's needs and requirements. Unsuccessful proposers will not automatically be notified of Proposal results.
- c. It is further desired that the RFP process will establish the cost of the Contract and ensure cost competitiveness among Proposers. Interested parties are urged to carefully review the requirements of the RFP Document.
- d. The Authority reserves the right to accept or reject any or all bids, award multiple agreements to more than one Proposer, to negotiate with any proposers, and to waive informalities and minor irregularities in proposals received.
- e. The Authority reserves the option of awarding this agreement in any manner most advantageous for the Authority. More than one (1) agreement may be awarded.
- f. No contract or agreement of any kind arising out of this Proposal and/or negotiations shall be binding or valid against the Authority, its departments, officers, employees, or

agents unless such contract or agreement is in writing and has been authorized by the Bishop International Airport Authority Board of Directors and signed by the Board Chairperson, or his designee. If awarded the Proposal, the undersigned agrees to have a contract start date **AS SPECIFIED.**

- g. *Any variation of this time frame shall be noted on the Proposal Form.*

## 25. TERM OF AGREEMENT

- a. The term of any awarded agreement for Air Service Management Consulting Services shall be three (3) years commencing January 1, 2022. At the Authority's option with Board approval through resolution, two (2) additional one (1) year terms may be exercised.

## 26. PREPARATION AND SUBMISSION OF PROPOSAL

- a. A complete Proposal must include the following items:
- i. Letter of Submittal
  - ii. Management Proposal
  - iii. Technical Proposal
  - iv. Cost Proposal
  - v. Signed Non-Collusion Affidavit
  - vi. Signed Proposal Affidavit
  - vii. Completed and Signed Consultant DBE Certification Form
  - viii. Acknowledgement of Addenda(s)
  - ix. Certification of Insurance
- b. The Proposer must submit his/her proposal as specified and on forms furnished by the Authority. All blank spaces in the proposal forms must be correctly filled in where indicated and the Proposer must state the price(s) in numerals. Where applicable, the unit process shall govern.
- c. Proposals shall be submitted as indicated in the "Proposal Form" and shall be signed in ink by an official of the firm before submitting the proposal.
- d. Erasures or other changes in a proposal shall be explained or noted over the signature of the Proposer.
- e. Proposals containing reservations, conditions, omissions, unexplained erasures or alterations, or irregularities of any kind may be rejected by the Authority.
- f. Each proposal shall indicate the full business name and address of the Proposer and shall be signed by him/her with his/her usual signature.



- g. The Proposer must supply all information required.

27. PROCUREMENT SCHEDULE

Action	Date
RFP Issued and Available	August 6, 2021
Final Day to Submit Written Questions	August 19, 2021
Authority Staff issues response to questions	August 24, 2021
Proposals due by 10:00am EST	October 15, 2021
Anticipated Recommendation to Authority Board	October 26, 2021
Contract Start Date	January 1, 2022

28. PAYMENT TO CONTRACTORS

- a. The Proposer shall be paid for the project work using local Authority funds. The Authority will expedite payments to the Proposer to the degree possible.
- b. Following is the typical procedure that will be used in making payments to the Proposer.
  - i. Payments will be made on a monthly basis for the contract amount as discussed between the Authority and Proposer.
  - ii. Payment for any additional services will be paid within 30 days of completion of work to the satisfaction of the Authority.
  - iii. The making of the final payment will not relieve the Contractor from claims arising from the failure of the work to comply with the requirement of the Agreement.

29. RIGHTS RESERVED

In addition to all other rights reserved, the Authority reserves the following rights:

- a. To extend the date for submittal of responses.
- b. To request additional information and data from any or all Proposers.
- c. To supplement, amend, or otherwise modify the RFP through addenda issued.
- d. To cancel this RFP with or without substitution of another RFP.
- e. To reissue this RFP.
- f. To make such reviews and investigations, as it considered necessary and appropriate, for evaluation of the Proposals.
- g. To not select any Proposer if the proposed price is more than the Authority’s budget for the work.
- h. To reject any Proposal in the event that the Authority’s analysis of the Proposer’s financial status and capacity indicates, in the Authority’s judgement, that the Proposer is not able to successfully perform the work.
- i. To cancel the RFP process in the event only one Proposal is received by the deadline.

- j. To deem a Proposal non-responsive if the Authority obtains information from any reference check that reveals concerns about the Proposer's past performance or their ability to successfully perform the work.

## GENERAL CONDITIONS

- A. It is not the intent of the specifications to preclude reputable consultants and/or contractors from participating. It is the intent of the specifications to secure for the Authority the services which will be most suitable for its type of operation and operating conditions and intended use, taking into account such factors as initial cost, anticipated operating costs, estimated longevity, parts availability and delivery, and other factors which reasonably may be considered in undertaking a purchase of this type.
- B. The Airport has made every effort to include enough information within this RFP for all Proposers to prepare a responsive Proposal. Proposers are encouraged to submit the most comprehensive and competitive information possible. Proposals that do not respond completely or sufficiently to the evaluation criteria in this RFP may be rejected as non-responsive, or will receive correspondingly lower scores for those criteria, which may result in the Proposal not scoring high enough to be further considered.

### C. CIVIL RIGHTS

In connection with the performance of work under this Proposal, the Proposer agrees as follows:

- 1. In accordance with Act No. 453, Public Acts of 1976, the Proposer hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. Further, in accordance with Act No. 220 Public Acts of 1976 as amended by Act No. 478, Public Acts of 1980, the Proposer hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of a handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants shall be regarded as a material breach of this Proposal.
- 2. The successful Proposer will be required to comply, and must comply, with all laws and regulations of the Bishop International Airport Authority, State of Michigan and the United States.

- D. The price quoted shall be for the requested services in accordance with the specifications.
- E. The Proposer shall state in writing and file with their Proposal, the number and location of the nearest service personnel, and shall also state the hours of operation of the service facility.
- F. The successful Proposer shall assume full responsibility for all materials, workmanship, and services provided, whether of his/her doing or by others.

G. Submission of a Proposal will be construed as a conclusive presumption that the Proposer is thoroughly familiar with the RFP Documents and Specifications and that the Proposer understands and agrees to abide in strict accordance with each and all of the stipulations and requirements contained therein.

#### H. FREEDOM OF INFORMATION ACT

The Authority is subject to the Freedom of Information Act, 5 U.S.C. § 552. Accordingly, notwithstanding any claim of confidentiality or that any or all of the Proposer's submittal contains proprietary information, the Proposer understands by its submission of a proposal that such proposal may be disclosed pursuant to a public records request.

#### I. PROHIBITION AGAINST LOBBYING

The Proposer shall not lobby, either on an individual or collective basis, the Board (its associated City and County representatives, or outside advisors) or any federal, state, or local elected officials or public officials or Authority staff regarding this RFP. Proposers, the Proposer's acquaintances, friends, family, outside advisors, agents, or other representatives shall not contact the Board (its associated City and County representatives, or outside advisors) or any federal, state, or local elected officials or public officials or Authority staff to arrange meetings, visits, or presentations to influence the outcome of the selection process. Violations of this provision, by or on behalf of a Proposer, intentionally or unintentionally, will result in disqualification of the Proposer and/or rejection of a written proposal.

#### J. INDEMNIFICATION

The Proposer hereby agrees to indemnify, defend, save and hold harmless the Bishop International Airport Authority (Authority), its officers, directors, agents, employees and representatives against any and all loss, claims or suits (including costs and attorney fees), which any or all of them may hereafter incur, be responsible for or pay out, as a result of the Proposer's or any other person's performance of the work including, without limitation, claims alleging negligence on the part of the Authority in supervision or inspection of the work or enforcement of Proposal provisions; claims alleging the creation or failure to correct or warn of dangerous or hazardous conditions on or about the job site or the completed work; claims alleging lack of compliance with common law or administrative rules and regulations relating to safety on or about the job site; and, claims alleging the failure on the part of the Bidder to provide or assure a safe place in which to work; provided, however, that said duty to defend and indemnify shall not apply:

1. As to the Authority, in the event the claim, damage, loss, or expense is allegedly caused or is caused by the sole negligence of either the Authority or its respective agents or employees; but the duty to defend and indemnify shall apply in the event the claim, damage, loss or expense is allegedly caused or is caused by the joint or concurrent negligence of the Proposer, or their agents or employees.

Upon the filing with the Authority of a claim for damages arising out of an incident for which the Proposer agrees to indemnify, defend, save and hold the Authority harmless, the Authority shall notify the Proposer of such claim. Any final judgment rendered against the Authority, for any cause for which

the Proposer is liable hereunder shall be conclusive against the Proposer as to liability and amount, provided the Authority has notified the Proposer of such claim as provided from above.

#### K. DEFAULT

Default is defined as the failure of the Proposer to fulfill the obligations of the Proposal, including but not limited to, failure to deliver on time or the unauthorized substitution of articles other than those quoted and specified. In case of the default of the Proposer, the Authority may cancel the Proposal and procure the articles or services from other sources and hold the Proposer responsible for any excess costs occasioned thereby.

#### L. INSURANCE

To protect the Authority, the consultant for this contract shall be adequately covered with liability insurance. All required insurance must be in effect and so continue during the life of the agreement in not less than the following amounts:

1. Workers' Compensation Insurance in compliance with the Workers' Compensation laws of the State of Michigan.
2. Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 per occurrence including bodily injury and property damage liability.
3. Professional liability insurance.

A Certificate of Insurance showing that this minimum amount of coverage is currently in force shall be included in the Proposal package for the Proposal to be considered. Upon awarding a contract, the consultant shall provide the Authority with a certificate of insurance naming the Authority, Genesee County, and the City of Flint and their respective directors, officers, agents, appointed officials, and employees as additional insureds.

#### M. PROTEST APPEAL PROCEDURE

In accordance with the Authority's Purchasing Policy, a Protester may file with the Authority's Chief Executive Officer a protest about any or all of the following:

1. Alleged defects in a Competitive Solicitation process;
2. A contract award recommendation reached through a Competitive Solicitation process;  
or
3. Award of a contract.

In order for a protest to be valid, the Protestor shall file the protest prior to award of the contract to which it relates, unless the Protester did not know and could not have known of the facts giving rise to such protest prior to the contract award. In such cases, the protest must be filed within 3 business days after the award of the contract to which the protest pertains. A Protester shall be deemed to have known of the facts giving rise to its protest prior to the contract award if the Authority sent notice of the contract award recommendation to the Protestor at least 5 business days prior to the award of the contract.

In order for a protest to be valid, it shall be filed in writing and include the following information:

- A. Name, address, telephone number, and email of the Protester.
- B. Description of the Competitive Solicitation to which the protest relates.
- C. A detailed statement of the legal or factual grounds, or both, for the protest. The protest shall include copies or specific reference to all documents, statutes or other materials the Protester wants the Authority to consider, and the Authority may, but need not, consider any data or material not included with or made specific reference to in the protest.
- D. A statement of the relief requested by the Protester.

The contract award process shall not proceed further until the Authority makes a written determination about the merits of the protest, unless the Authority, in consultation with the General Counsel, determines in writing that:

- a) The protest does not provide sufficient information to make a determination on its merits; or
- b) Award of the contract without delay is necessary to protect the Authority's best interests.

If the Authority determines that the protest is without merit, the solicitation or contract award process may continue.

If the Authority determines that the protest is with merit, then the Authority shall recommend relief to address the protest to the Chief Executive Officer, and the Authority shall provide any relief approved by the Chief Executive Officer. No matter the outcome, the Authority shall provide the Protester with the outcome of the protest along with a description of how the Authority reached such outcome.

Failure to meet any applicable deadline for a protest shall constitute a waiver of any and all rights to protest.

# BISHOP INTERNATIONAL AIRPORT AUTHORITY

## PROPOSAL SUBMISSION CHECKLIST

Refer also to Proposal Contents

The following information and documents must be submitted in the order noted below as part of the sealed proposal for the proposal to be considered responsive:

	<b><u>Attached or Included</u></b>
1. Letter of Submittal	Yes _____ No _____
2. Management Proposal	Yes _____ No _____
3. Technical Proposal	Yes _____ No _____
4. Cost Proposal	Yes _____ No _____
5. Non-Collusion Affidavit	Yes _____ No _____
6. Proposal Affidavit	Yes _____ No _____
7. Consultant DBE Commitment Form	Yes _____ No _____
8. Acknowledgement of Addenda(s)	Yes _____ No _____
9. Certification of Insurance	Yes _____ No _____

**Submission Due Date: October 15, 2021 – 10:00am**

Complete Package: Yes \_\_\_\_\_ No \_\_\_\_\_

# BISHOP INTERNATIONAL AIRPORT AUTHORITY

## PROPOSAL CONTENTS

### Preparation of Proposal:

Proposals may be submitted electronically to [pcorfman@bishopairport.org](mailto:pcorfman@bishopairport.org) or on eight and one-half by eleven-inch (8½" x 11") paper. If submitting by paper, please include 5 copies. The major sections of the Proposal are to be submitted in the order noted below:

- A. Letter of Submittal
- B. Management Proposal
- C. Technical Proposal
- D. Cost Proposal
- E. Non-Collusion Affidavit
- F. Proposal Affidavit
- G. Consultant DBE Commitment Form
- H. Acknowledgement of Addenda(s), if issued

Proposals shall provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the Proposal, but should assist the Proposer in preparing a thorough response. Submission of prior work samples included with the proposal must be by electronic media only (preferably thumb drive) and must be in a common file format (.pdf, .doc, .jpg, .wav, .mov). Work samples that have been redacted to remove confidential information are appropriate and will be accepted, although, please ensure the sample maintains sufficient information to allow for review and evaluation by the Airport.

### LETTER OF SUBMITTAL

The Letter of Submittal shall be signed and dated by a person authorized to legally bind the Proposer to a contractual relationship, e.g., the president or executive director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include the following information about the Proposer and any proposed subcontractors:

- A. Name, address, principal place of business, telephone number, and fax number/email address of legal entity or individual with whom contract would be written.
- B. Legal status of the Proposer (sole proprietorship, partnership, corporation, etc.).
- C. Location of the facility from which the Proposer would operate.
- D. Identify any current or former Airport employees employed by or on the Proposer's governing board as of the date of the Proposal or during the previous twelve (12) months.
- E. Acknowledge that the Proposer will comply with all terms and conditions set forth in the Request for Proposal, unless otherwise agreed by the Authority.



## MANAGEMENT PROPOSAL

The Management Proposal shall contain detail to convey to members of the evaluation team the Proposer's project management expertise and professional experience to complete the Scope of Services.

Submissions of prior work samples with any confidential information redacted must be by electronic media only (preferably thumb drive), must be in a common file format (i.e., .pdf, .doc, .jpg, .wav, .mov) and must be subjected to public dissemination and display with no restrictions.

The Management Proposal shall contain a comprehensive description that addresses the following elements:

### A. Project Management

1. *Project Team Structure / Internal Controls* – Provide a description of the proposed project team structure to be used to carry out the Scope of Services, including any subcontractors. Any and all subcontractors shall be subject to approval by the Authority. As indicated in the Instructions to Proposers, the Authority encourages use of certified DBE subcontractors and shall be listed on the Consultant DBE Commitment Form. Provide an organizational chart of the project team indicating lines of authority for personnel proposed to perform the Scope of Services and relationships of this staff or subcontractors to other programs or functions of the Proposer. Identify the project manager to be assigned to a proposed agreement and provide a resume for the project manager. This chart must also show lines of authority to the next senior level of management and include who will have prime responsibility and final authority for the work.
2. *Staff Qualifications / Experience* – Identify staff, including subcontractors, who will be assigned to the potential agreement, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Provide resumes (not to exceed two (2) pages per person) for the named staff, which include information on the individual's particular skills related to this project, education, experience (both with this Proposer and others, as well as specific airline experience, previous titles, and responsibilities), significant accomplishments, and any other pertinent information. The Proposer shall commit that staff identified in its Proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the Authority.

### B. Experience of the Proposer

1. Indicate the experience the Proposer and any subcontractors have in the following areas:
  - i. Provide specific examples of the Proposer's experience in successfully securing new air service for clients.

- ii. Provide specific examples of successfully expanding air service on existing routes for clients.
  - iii. Describe your understanding of the agreement and identify and discuss the Proposer and the project manager's ability to complete the proposed Scope of Services.
2. Indicate other relevant experience that indicates the qualifications of the Proposer, and any subcontractors, for the performance of the potential agreement.
3. Include a list of contracts the Proposer has had during the last five (5) years that relate to the Proposer's ability to perform the services needed under this RFP. List contact reference numbers, contract period of performance, current and valid names of contact persons, telephone numbers, and email addresses. The Proposer shall grant permission to the Authority to contact the client list.

### **C. References**

List current (within the last five (5) years), valid names, addresses, telephone numbers, and email addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided. By submitting such references, the Proposer grants permission to the Authority to contact any or all such persons. Do not include current Authority staff as references. The Authority may evaluate references at the Authority's discretion.

### **D. Related Information**

An affirmative statement indicating the Proposer and all assigned key professional staff are properly licensed, or will obtain proper licenses, to conduct business in Michigan.

## **TECHNICAL PROPOSAL**

The Technical Proposal shall contain sufficient detail to convey to members of the evaluation team the Proposer's knowledge of the subjects and skills necessary to successfully complete the Scope of Services. Include any required involvement of Authority staff. The Proposer may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.

Submissions of prior work samples with any confidential information redacted must be by electronic media only (preferably thumb drive), must be in a common file format (i.e., .pdf, .doc, .jpg, .wav, .mov) and must be subjected to public dissemination and display with no restrictions.

The Technical Proposal shall contain a comprehensive description that addresses the following elements:

### **A. Work Plan**

Include all Scope of Services requirements and the proposed tasks, services, activities, etc., necessary to accomplish the work as defined in the Scope of Services. In addition, the Proposer

should elaborate on their methodology or approach to achieving the objectives identified in the Scope of Services. Proposer should provide any additional information which, in the opinion of the Proposer, would be relevant to the Airport's evaluation process.

**B. Deliverables**

Fully describe deliverables to be submitted under the potential agreement.

**COST PROPOSAL**

The maximum fee of the Scope of Services will not exceed \$100,000, which is an annual not-to-exceed amount based on budget approval by the Authority Board and allocated on a per-task order basis approved by the Authority.

The evaluation process is designed to award an agreement not necessarily to the one or more Proposers of least cost, but rather to one or more Proposers whose Proposal best meets the requirements of the RFP and is in the best interest of the Authority.

**A. Identification of Costs**

Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the agreement.

Costs for subcontractors are to be broken out separately.

**B. Computation**

The score for the Cost Proposal will be based on evaluation of reasonable and efficient allocation of costs and the ease of administration.

**BISHOP INTERNATIONAL AIRPORT AUTHORITY**

**NON-COLLUSION AFFIDAVIT**

The Proposer, by its officers and authorized agents or representatives present at the time of filing of this Proposal, being duly sworn on their oaths say, that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer of such Bishop International Airport Authority, Flint, MI whereby such affiant or affiant(s) or either of them has paid or is to pay to such other proposer or public officer any sum of money, or has given or is to give to such other proposer or public officer anything of value whatever, or such affiant or affiant(s) or either of them has not directly or indirectly entered into any arrangement or agreement with any other proposer or proposers, which tends to or does lessen or destroy free competition in the letting of the Proposal sought for by the attached Proposal, that no inducement of any form or character other than that which appears on the face of the Proposal will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the Proposal or awarding of the Proposal, nor has this Proposer any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the Proposal sought by these Proposal Documents.

**PROPOSING COMPANY**

\_\_\_\_\_

**BUSINESS ENTITY**

\_\_\_\_\_

(Corporation-Partnership-Single Owner, etc.)

**SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE OF PROPOSAL:** \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_

(Notary’s Signature)

\_\_\_\_\_

(Notary’s Stamped or Printed Name)

Notary Public, in and for \_\_\_\_\_

County: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

**BISHOP INTERNATIONAL AIRPORT AUTHORITY**

PROPOSAL AFFIDAVIT

The following affidavit must be executed in order that your Proposal may be considered.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ of lawful age, bring first duly sworn, upon his/her oath, deposes and says: That he/she executed the accompanying Proposal on behalf of the Contractor therein named, and that he/she had lawful authority so to do, and said Contractor has not directly or indirectly, entered into any agreement, expressed or implied, with any Contractor or Contractors, having for its object the controlling of the price or amount of such Proposal or any Proposals, the limiting of the Proposal of Contractors, the parceling or farming out any Contractor or Contractors, to other persons of any part of the Contract or any of the subject matter of the Proposals, or of the profits thereof, and that he/she has not and will not divulge the sealed Proposal to any person whomsoever; except those having a partnership or other financial interest with him in said Proposal, until after the sealed Proposal is opened.

Signed: \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
(Notary's Signature)

\_\_\_\_\_  
(Notary's Stamped or Printed Name)

Notary Public, in and for \_\_\_\_\_

County: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

# BISHOP INTERNATIONAL AIRPORT AUTHORITY

## CONSULTANT DBE COMMITMENT FORM

Proposer Information		
Prime Contractor:		Vendor ID:
Contact Person Name:	Email Address:	Phone Number:

Prime Contract Dollar Value:                   \$ \_\_\_\_\_

Authority Participation Goal:                   \_\_\_\_\_ %     \$ \_\_\_\_\_

Contractor Proposed Participation:           \_\_\_\_\_ %     \$ \_\_\_\_\_

DBE Commitments			
<i>List the DBEs for the project. Include their MDOT Vendor Number, work code(s) being performed, and the dollar value of the proposed subcontract or purchase order.</i>			
DBE Name / Address	MDOT Vendor #	MDOT Work Code(s)	Dollar Amount
1.			
2.			
3.			
4.			
5.			
6.			
7.			
<b>Total DBE Commitments</b>			<b>\$</b>

By signing this form, the Contractor acknowledges that if they are awarded the contract, they will use the DBEs listed in DBE Commitments.

Authorized Prime Signature	Date
Authorized Prime Name	
<b>Detail Page for DBE Subcontractors</b>	

DBE Firm Name:			
DBE Firm Contact Person:		Prime Contractor:	
DBE Firm Address:	City:	State:	Zip:
DBE Firm Phone Number:		Email Address:	

Fully describe the type of work/service this DBE will provide and applicable Work Code(s) and/or NAICS Code(s). **Failure to provide all relevant information may result in the delay of award.**

MDOT Work Code(s)	NAICS Code(s)	Detailed Description of Work Being Performed <i>(If applicable, include location(s) of work being performed, material, type/grade/class, quantities and price)</i>	Dollar Amount for DBE Credit
<i>(Add additional pages as necessary)</i>			<b>Total</b> \$

**Acknowledged By**

By signing this commitment, we certify that the DBE firm is MDOT-certified as a DBE and is qualified in the types of work to be performed.

DBE Authorized Prime Signature	Date
Prime Contractor Authorized Prime Signature	Date

<b>Non-DBE Commitments</b>		
<i>(Attach copies of quotes from non-DBEs selected to do work that was quoted by DBEs)</i>		
Non-DBE Commitments	Type of Work Quoted	Committed Dollars
1.		
2.		
3.		
4.		
5.		
Total Dollars Committed to Non-DBEs		\$

<b>DBEs Providing Quotes, But Not Selected</b>			
<i>(Attach copies of quotes from all DBEs who quoted but who were not selected)</i>			
DBEs who quoted, but were not selected	Type of Work Quoted	Quoted Dollars	Reason not Selected
1.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (attach explanation)
2.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (attach explanation)
3.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (attach explanation)
4.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (attach explanation)
5.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (attach explanation)
6.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (attach explanation)
7.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (attach explanation)



# BISHOP INTERNATIONAL AIRPORT AUTHORITY

## ACKNOWLEDGEMENT OF ADDENDA

The following form shall be completed and included in the proposal. Failure to acknowledge receipt of all addenda, if any, may cause the proposal to be considered nonresponsive.

The undersigned acknowledges receipt of the following addenda to the RFP:

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Dated Company Name of Proposer: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

# BISHOP INTERNATIONAL AIRPORT AUTHORITY

## SCOPE OF SERVICES

### **Airport Background:**

FNT is a public use airport owned and operated by the Bishop International Airport Authority Board (BIAA). Located in Flint, Michigan, in central Genesee County, FNT serves as the commercial service airport for the area. The Part 139 Airport Certification Status verifies that FNT maintains a Class I Airport Operating Certificate (AOC) and classified as an ARFF Index B facility. The passenger enplanement level groups the Airport as a Category II under current TSA classification.

The Airport currently has a two-intersecting runway system oriented north-south and east-west. The north-south runway 18-36 is an asphalt paved surface, 7,849 feet long by 150 feet wide and is capable of non-precision approaches. The east-west runway 9-27 is 7,201 feet long by 150 feet wide, with an asphalt paved surface and is capable of handling precision approaches.

### **Scope of Services**

The Air Service Management Consulting Services agreement may include but it not limited to the following services:

#### *A. Market Definition and Analysis:*

The Proposer shall be able to define and analyze the Flint Catchment area in multiple ways, including but not limited to, a thorough demographic review of the area, including the ability to obtain employment, level of interest, and travel information from the local business community is required. The Proposer should be able to demonstrate how they can identify unique demand characteristics of the market area that can be used to develop a value proposition to specific airlines that will achieve firm results in scenarios including but not limited to retaining existing routes, upgauging aircraft on existing routes, increasing frequency on existing routes, and initiation of new nonstop seasonal and year-round service. Develop an annual Strategic Air Service Action Plan to include targeted carrier and route opportunities.

#### *B. Route Analysis:*

The Proposer shall be able to analyze route performance and recommend airlines and routes that would be financially viable, which analysis shall be based on, but not limited to, the following list of considerations:

1. Historic and forecast traffic volumes, service patterns, and seasons. These analyses will be primarily for domestic routes (forecast information for routes to international destinations may be requested on occasion).
2. Economic profile of historic and/or current commercial aviation services.

3. Traffic and revenue forecasts for new operations including total passengers, projected load factors, yield analysis, passenger revenue potential, estimated operating costs and potential route profitability.
4. Historic and forecast comparative data and analysis showing why Flint represents a strong opportunity for a targeted carrier to provide service on a specific route.

*C. Messaging and Presentation Packages:*

The Proposer shall demonstrate its ability to develop customizable presentations and messaging materials in various formats for a variety of audiences, including airlines planners, airline leadership, community business groups, Airport members, and others and may be required to attend and participate in meetings. Representation should include analysis and presentation preparation, for up to two (2) Air Service Development Conferences (such as Routes Americas or JumpStart) per year, as well as Carrier Opportunity Analysis and presentations for up to three (3) airlines at their corporate headquarters annually for the term of the agreement.

*D. Relationship Development:*

The Proposer shall provide detail about relationships, on an airline-by-airline basis, so as to establish sufficient evidence from which to assess relative scoring. For example, the Proposer could state the length of continuous relationships with an airline. Proposer has worked with the airline for 15 years, etc. The consultant shall work with staff to identify ways to develop and strengthen direct airport-airline relationship in both the short and long term.

*E. Incentive Program:*

The Proposer shall provide detailed examples of developing incentive programs for airports and their communities and also explain briefly how they worked to gain broad community support of incentives.

*F. On-Call Research*

On occasion, questions/inquires will arise regarding a start-up airlines, new entrant airline, incumbent airline, international air service possibilities, air service marketing opportunities, research into air service decisions made by airlines to other communities/airports, etc. The Proposer shall be able to prepare an appropriate response to the inquiry or other assistance may be requested of the Proposer by the Airport.

Additional Authorizations or Service may be issued under the agreement or during the term of agreement, as conditions warrant.

# BISHOP INTERNATIONAL AIRPORT AUTHORITY

## EVALUATION OF PROPOSALS

### A. Evaluation Procedure

Each proposal will be evaluated by a selection committee comprised of the Authority's staff.

The criteria to be used in the evaluation of proposals, along with respective weighted importance, are as follows:

### B. Evaluation Weighting and Scoring

The following weighting and points will be assigned to the Proposal for evaluation purposes:

<b><u>Management Proposal</u></b> – 50%		100 Points
Project Team Structure	20 Points (Maximum)	
Staff Qualifications/Experience	45 Points (Maximum)	
Experience of the Proposer/Team Lead	35 Points (Maximum)	
<b><u>Technical Proposal</u></b> – 37.5%		75 Points
Quality of Work Plan	50 Points (Maximum)	
Project Deliverables	25 Points (Maximum)	
<b><u>Cost Proposal</u></b> – 12.5%		25 Points
<b>GRAND TOTAL FOR WRITTEN PROPOSAL</b>		<b>200 POINTS</b>

## CONTRACT PROVISIONS

### NON-DISCRIMINATION

The consultant agrees to abide by and be in compliance with the following laws concerning to non-discrimination including the Authority's lease with the City of Flint:

1. Title VI of the Civil Right Act of 1964
2. City of Flint Lease provision – the consultant shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or any matter related to employment because of such applicant's race, color, religion, national origin, ancestry, age or sex, except where a requirement as to age or sex is based on a bona fide occupational qualification.
3. P.A. 453 of 1976 – Elliot-Larsen Civil Rights Act
4. P.A. 220 of 1976 as amended – Persons with Disabilities Civil Rights Act

A breach in the above covenants shall be regarded as a material breach of this Agreement.

### CONSTRUCTION OF TERMS

If any provision of this Agreement is held unenforceable by a court of competent jurisdiction, that provision shall be severed and shall not affect the validity or enforceability of the remaining provisions.

### GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

### ENTIRE AGREEMENT

This Agreement, together with all Exhibits, constitutes the entire agreement and sets forth the entire agreement and sets forth the entire understanding and agreement of the parties as to the subject matter of this Agreement and supersedes all prior discussions and understandings in respect to the subject of this Agreement, whether written or oral.

### DISPUTE RESOLUTION

If there is any dispute or controversy between the parties arising out of or relating to this Agreement, the parties agree that such dispute or controversy will be arbitrated in accordance with proceedings under American Arbitration Association rules, and such arbitration will be the exclusive dispute resolution method under this Agreement within the State of Michigan. The decision and award determined by such arbitration will be final and binding upon both parties. Each parties' costs and expenses incurred in any dispute which is determined and/or settled by arbitration pursuant to this Agreement will be borne by the respective party. Except where clearly prevented by the area in dispute, both parties agree to continue performing their respective obligations under this Agreement until the dispute is resolved unless terminated by either party.

### **MODIFICATION**

No modification, termination or attempted waiver of this Agreement, or any provision thereof, shall be valid unless in writing signed by the party against whom the same is sought to be enforced.

### **WAIVER OF BREACH**

The waiver by a party of a breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any other or subsequent breach by the party in breach.

### **SUCCESSORS AND ASSIGNS**

This Agreement may not be assigned by either party without the prior written notice of the other party. Furthermore, the benefits and obligations of this Agreement shall be binding upon and inure to the parties hereto, their successors and assigns.

### **NO CONFLICT**

The consultant warrants that the consultant has not previously assumed any obligations inconsistent with those undertaken by the consultant under this Agreement.