

RFP 2024-001

St. Joseph County Airport Authority

Request for Proposal

Architectural and Engineering Services

for

AIRPORT BOARD ROOM RELOCATION AND FINANCE OFFICE



St. Joseph County Airport Authority
South Bend International Airport
4477 Progress Drive
South Bend, IN 46628

RFP Issue Date: January 11, 2024

RFP Due Date: February 15, 2024 @ 12:00 PM EST

Approved By: St. Joseph County Airport Authority

REQUEST FOR PROPOSAL
Airport Board Room Relocation and Finance Office
At
SOUTH BEND INTERNATIONAL AIRPORT
SOUTH BEND, INDIANA

NOTICE IS HEREBY GIVEN that sealed proposals from qualified Applicants with relevant experience for the Relocation of Airport Board Room and Finance Office will be received by the ST. JOSEPH COUNTY AIRPORT AUTHORITY (SJCAA) at the office of the Project Manager, South Bend International Airport, 4477 Progress Drive, South Bend, Indiana 46628 until **Thursday, February 15, 2024, at 12:00 PM EST**. Late proposals will not be accepted.

Proposal Qualification Packets will be available on or before **Monday, January 15, 2024**, in PDF and may be obtained from Jeremy Yahwak, Project Manager, who may be contacted at 574-800-3307, or by e-mail at jyahwak@sbair.com. The Proposal Qualification Packet will also be available on the airport's website at <https://flysbn.com/about-sbn/doing-business/>. This Request for Proposal (RFP) is based on qualifications and fees in accordance with the purchasing policies of SJCAA.

A pre-proposal meeting will be held in the SJCAA Board Room at 4477, South Bend, Indiana 46628 on **Tuesday, January 30, 2024, at 10:00 AM EST**, at which time a site visit/walk-through will follow. Any Applicant not attending the pre-proposal meeting, may not have another opportunity to view the project areas. Please contact Jeremy Yahwak (574) 800-3307, or by e-mail at jyahwak@sbair.com if you plan to attend. It is recommended that all interested Applicants attend.

A selection committee will meet for the purpose of reviewing proposals and making a recommendation of award.

During the proposal period, only written questions received by **4:00 PM on Thursday, February 1, 2024**, will be accepted. Written responses will be distributed to all Proposers via an addendum sent through e-mail. E-mail questions to Jeremy Yahwak at jyahwak@sbair.com.

The Proposer agrees to comply with the following requirement: "No member, officer, or employee of the St. Joseph County Airport Authority or the County of St. Joseph, during his or her tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof".

The Owner reserves the right to reject all proposals with or without cause, to waive technical errors and informalities, and to accept the proposal that best serves the Owner.

St. Joseph County Airport Authority

Mike Daigle, A.A.E.

Executive Director

Part 1 – Introduction and Background:

The St. Joseph County Airport Authority is seeking Proposals from qualified Applicants to provide architectural/engineering design, bidding assistance, and construction administration services for a relocated Airport Board Room at the South Bend International Airport. The relocated Board Room will provide an updated space to better serve the public for board meetings and other public events. In addition, the current board room space will be converted under this project to office space for financial personnel expansion.

This project is locally funded and expected to be delivered via the Design, Bid, Build method.

The successful respondent firm will be selected based on qualifications and fees in accordance with the Authority's purchasing policies. The Authority intends to enter into an agreement with the selected firm for the services outlined in the Scope of Work.

Part 2 - Proposed Project Schedule

Advertise Request for Proposals – Thursday, January 11, 2024

Pre-Proposal Meeting – 10:00 AM (Eastern Standard Time) Tuesday, January 30, 2024

Deadline for Proposal Questions - 4:00 PM (Eastern Standard Time) Thursday, February 1, 2024

Proposals Due – 12:00 PM (Eastern Standard Time) Thursday, February 15, 2024

Anticipated Award of Contract to Successful Applicant – Thursday, February 29, 2024

Anticipated Construction Complete - December, 2024

Part 3 - Scope of Work:

While not a comprehensive list, services will consist of the following:

1. Design Services
 - a. Stamped construction documents to include detailed plans and specifications for the relocated board room and finance office based on Schematic Design Drawings found on <https://flysbn.com/about-sbn/doing-business/>:
 - i. Detailed Mechanical, Electrical, and Plumbing drawings
 - ii. Detailed Audio/Visual drawings
 1. Broadcasting and recording capabilities
 2. Public Address (PA) System
 - iii. Detailed Interior furnishings including but not limited to:
 1. Window shades
 2. Audience seating
 3. Board tables and seating
 4. Dedicated Information Technology (IT) Cabinet
 - iv. Other details as the Applicant sees fit based on past experiences with similar work



- b. Meetings between the design team and the Authority's representative(s) shall be a minimum:
 - i. Project Start-Review Schematic Design Drawings
 - ii. Design Development Drawings
 - iii. Final Documents
 - iv. Any other meetings the Applicant may deem necessary to deliver a successful project
2. Bidding Assistance
 - a. Provide to the airport a PDF set and one hard copy set of Final Construction Documents
 - b. Coordinate and lead a Prebid meeting on site for prospective bidders
 - c. Complete Addenda as necessary during the bidding process
 - d. Provide a bid tabulation and recommendation for award of the construction contract
3. Construction Administration
 - a. Contract Negotiation
 - b. Contractor Pay Application Review
 - c. Construction Oversight to include periodic onsite observations to ensure compliance with the project's construction documents
 - d. Review of all shop drawings submitted by the Contractor
 - e. Respond to Requests for Information (RFI) made by the Contractor
 - f. Project Closeout
 - i. Attend a Prefinal walkthrough to note any deficiencies and verify the contractor's conformance to the contract documents
 - ii. Prepare As-Built Drawings – Work with contractor to develop and deliver As-Built Drawings to the Authority not more than 30 days after the successful completion and acceptance of the project

Part 4 - Proposal Format:

Below is a general format of sections to be included in the Proposal. More information can be added as the Applicant deems necessary. Total pages of proposal shall not exceed twelve, single sided, 8.5"x11" Letter Pages or electronic equivalent.

1. Cover Letter: Acknowledge the requirements and conditions of the Request for Proposal as well as identify contact information of the principal of the firm responsible for the submittal. This person must be able to negotiate contracts on behalf of the firm.
2. Experience of the Applicant: Provide a description of the Applicant's prior experience and qualifications in interior building modifications as described in the scope of work.
3. References: Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm of similar nature as described in the above Scope of Work. Applicants must be properly licensed and insured under the laws governing the State of Indiana.

4. Project Understanding and Approach: Provide a general understanding of this project. Identify any potential challenges or special concerns that may be encountered. Provide project approach and schedule to include key milestones in both design and construction phases.
5. Scope and Fees: Separated at a minimum into the three sections detailed in the Scope of Work: Design Services, Bidding Assistance, and Construction Administration.

Part 5 - Pre-Proposal Meeting:

1. A Pre-Proposal meeting, optional for prospective Applicants, will be held on **Tuesday January 30, 2024, 10:00 a.m. (Eastern Standard Time)** at the South Bend International Airport in the Airport Board Room. Project locations will be visited as part of this meeting.
2. Only written questions in email form will be accepted after the Pre-Proposal meeting for two days. Responses to all questions will be sent to all those registered firms no more than three business days after the last day for questions.

Part 6 – Deliverables:

1. Proposals must be received no later than **12:00 P.M. Eastern Standard Time on February 15, 2024**
2. Three (3) Physical Copies of the proposal should be submitted to:

St. Joseph County Airport Authority
c/o Jeremy Yahwak, PE
4477 Progress Drive
South Bend, IN 46628

3. One (1) Electronic Copy should be emailed to Jeremy Yahwak at jyahwak@sbnair.com.

Part 7 - Contract:

The selected firm will enter into a contract with the St. Joseph County Airport Authority. A final detailed scope of work and fee will be developed and negotiated by the selected firm and the St. Joseph County Airport Authority.

The consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is encouraged.

Part 8 – Additional Information:

This Request for Proposal is issued by Michael A. Daigle, CEO and Executive Director, St. Joseph County Airport Authority.

The Board reserves the right to reject any and all proposals, or to waive any informalities in proposals, to accept a full or partial award of the proposal or proposals which, in its judgement, will be in the best interest of the St. Joseph County Airport Authority.

