

**RFP 2024-002**

**St. Joseph County Airport Authority**

**Request for Proposals**

for

**TERMINAL FRONTAGE IMPROVEMENTS**



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

**RFP Issue Date:** March 29, 2024

**STEP 1 Proposal Due Date:** May 1, 2024 @ 12:00 PM EDT

**Approved By:** St. Joseph County Airport Authority

REQUEST FOR PROPOSALS  
Terminal Frontage Improvements  
At  
SOUTH BEND INTERNATIONAL AIRPORT  
SOUTH BEND, INDIANA

NOTICE IS HEREBY GIVEN that sealed proposals for professional services for the Terminal Frontage Improvements will be received by the ST. JOSEPH COUNTY AIRPORT AUTHORITY (SJCAA) at the Airport Information Office, South Bend International Airport, 4477 Progress Drive, South Bend, Indiana 46628 until **Wednesday, May 1, 2024, at 12:00 PM EDT**. Late proposals will not be accepted.

Proposal Packets will be available on or before **Monday, April 1, 2024**, in PDF and may be obtained through the airport's website at <https://flysbn.com/about-sbn/doing-business/> under the "RFP and RFQs" headline. Proposal Packets may also be obtained from Jeremy Yahwak, who may be contacted at 574-800-3307, or by e-mail at [jyahwak@sbnair.com](mailto:jyahwak@sbnair.com).

A preliminary meeting will be held in the SJCAA Board Room at 4477 Progress Drive, South Bend, Indiana 46628 on **Tuesday, April 16, 2024, at 1:00 PM EDT**, at which time a site visit/walk-through will follow. Please email Jeremy Yahwak at [jyahwak@sbnair.com](mailto:jyahwak@sbnair.com) if you plan to attend. Please put "RFP 2024-002 Terminal Frontage Improvements" in the subject line.

This Request for Proposals (RFP) will be scored by a selection committee on qualifications. Up to three (3) shortlisted Applicants will then be further evaluated based on qualifications. The selection committee can then make a recommendation of award.

During the request period, only emailed questions received by **4:00 PM on Friday, April 19, 2024**, will be accepted. Written responses will be distributed to all Applicants via an addendum sent through e-mail. E-mail questions to Jeremy Yahwak at [jyahwak@sbnair.com](mailto:jyahwak@sbnair.com).

The Applicant 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



## Definitions

**Airport Information Center** – Located near Door D in the Terminal at the South Bend International Airport at 4477 Progress Drive, South Bend, IN 46628.

**Applicant** – The legal entity responding to this Request for Proposals. Applicants may be a cohesive team of companies to provide better services to the Owner. Applicants must be appropriately licensed and insured in the State of Indiana to complete the work outlined in this Request for Proposals. Applicant may be referred to as ‘consultant’ in this RFP.

**Request for Proposals** – may be abbreviated to RFP.

**Selection Committee** – individual(s) responsible for reviewing submitted proposals for the sake of scoring Applicants.

**St. Joseph County Airport Authority** – The Owner of the South Bend International Airport. The project Owner. May be abbreviated SJCAA or referred to as ‘the Owner’.

**Terminal Frontage Improvements** – the name of the Project. May be abbreviated TFI or referred to as ‘the Project’.

## Part 1 – Introduction and Background:

The St. Joseph County Airport Authority (the Owner) is seeking sealed Proposals from Applicants to provide Professional Services to design and manage the delivery of the Terminal Frontage Improvements (TFI) project at the South Bend International Airport. The project will provide necessary upgrades to improve the overall experience of the public at the airport from a functional and aesthetic standpoint. The three focus areas of the project are:

1. Updates and Upgrades to the Front Exterior Façade of the Terminal Building
  - a. Provide corrosion resistant infrastructure
  - b. Landscape improvements
  - c. Upgrades to provide for manageable preventative maintenance and upkeep
2. Improvements of the Terminal Drive to include
  - a. Raised pedestrian crosswalks to ADA standards
  - b. Vehicular traffic safety upgrades.
  - c. Mill and resurface terminal drive
3. Upgrade the terminal canopy
  - a. Replace the existing front drive canopy
  - b. Fully enclose portions of the drive lanes at drop off and pick up locations.

Preliminary renderings are included in this packet to give the Applicant a general idea of how the front drive is expected to function at the completion of this project. Architecture, aesthetics, final finishes, furnishings, and equipment will be



determined during the project. It is expected that the Owner be heavily involved in the overall project design and selection of finishes to ensure an appealing, desirable, finished product.

This project will be funded by an Airport Development Grant from the Indiana Department of Transportation (INDOT) and local supporting funds. No federal funds are expected to be used.

The Applicant selected under this RFP will be expected to develop a turn-key program comprised of conceptual design, final design, procurement services, development of construction documents and construction oversight during construction. The Applicant shall act as an extension of SJCAA staff providing support for the entirety of the project. The procurement services of the Project may be any allowable delivery method provided under Indiana Code; IC 36-1-12, IC 5-23, IC 5-30 or IC 5-32.

The SJCAA encourages partnering with Disadvantaged Business Enterprises (DBE). Each Applicant shall provide a goal of 5% DBE/WBE/MBE participation as part of their proposal. Team participants may either be certified under the Federal or State of Indiana program.

The selection process will be done in two steps as detailed below:

**STEP 1 – Qualifications and Methods:** The Applicant shall provide their experience and capabilities relative to the facets of the Project. A project manager and team shall be presented with relevant experience and capabilities pertaining to the included individuals. The Applicant shall also provide its recommended project delivery method in its Proposal. Reasons for recommended delivery method and successful projects of similar nature should be included. A schedule of key events from initial design through construction completion should be proposed. Proposals will be reviewed by the project's Selection Committee. Fees are **NOT** to be included in the Proposal. Each proposal will be scored based on the criteria detailed in this RFP packet according to the sample score sheet provided. The Selection Committee will then score and rank submitted proposals and move to **STEP 2**.

**STEP 2 – Interviews:** Up to three of the top scoring Applicants from **STEP 1** will be shortlisted and contacted by the Authority. The Owner may hold interviews with each of the shortlisted Applicants. In the event a shortlisted Applicant is unresponsive, subsequent Applicants may be contacted to participate in **STEP 2**. The Selection Committee will then score the shortlisted Applicants based on the interviews held. The SJCAA may choose to omit **STEP 2**.

The SJCAA will then negotiate an agreement with the selected Applicant for the services outlined in Part 7 - Scope of Work. Negotiations may include an Independent Fee Estimate (IFE) if required by the purchasing policies of the Authority. The Authority intends to enter into an agreement with the selected Applicant.



## Part 2 – Risk

During construction it is imperative that vehicular and pedestrian traffic be maintained in a safe and functional environment. Detailed pre-construction planning, coordination, and continuous re-evaluation of airport operations and traffic maintenance is expected for the successful completion of this project.

This project will affect the customer experience at the South Bend International Airport. At project completion the landside customer experience will be improved. The aesthetics of this project will be viewed by the public.

The Authority expects frequent communication from the selected team throughout the entirety of the project.

## Part 3 – Schedule of Events

Friday, March 29, 2024	Advertise Request for Proposals
<b>1:00 PM (Eastern Daylight Time) Tuesday, April 16, 2024</b>	<b>STEP 1 Meeting</b>
4:00 PM (Eastern Daylight Time) Friday, April 19, 2024	Deadline for RFP Questions
Wednesday, April 24, 2024	Addendum Released to Answer Questions
<b>12:00 PM (Eastern Daylight Time) Wednesday, May 1, 2024</b>	<b>STEP 1 – Qualifications &amp; Methods Proposal Due</b>
Friday May 17, 2024	Anticipated Notice Given for <b>STEP 2</b> to Shortlist
December 2025	Anticipated Construction Completion



#### Part 4 – STEP 1 Qualifications and Methods Format:

Below is the format of the sections to be included in the STEP 1 Proposal along with the maximum pages allowed for each section. Total pages for Sections 1 through 7 shall not exceed sixteen, single sided, 8.5"x11" Letter size pages or electronic equivalent. Sections 8 (Insurance) and 9 (DBE/MWBE) do not have a page restriction. Pages shall be formatted in Portrait orientation (8.5" top and bottom, 11" on sides), bound either in a three ring binder or spiral binding. Each section (Excluding the Cover and Cover Letter) shall be tabbed. If formatting is not followed, the submitted Proposal may be rejected.

1. Proposal Cover Page (1 page max): Include "Request for Proposals 2024-002 – STEP 1 Qualifications and Methods", the project Title, St. Joseph County Airport Authority, and the submitted Applicant's name and address.
2. Cover Letter (1 page max): Shall include at a minimum the following:
  - a. Acknowledge the requirements and conditions of the Request for Proposals.
  - b. Identify contact information of the principal of the Applicant responsible for the Proposal to include telephone number, email address, and mailing address. This person must be able to negotiate contracts on behalf of the Applicant. List the physical address of the Applicant's office. Applicant and/or Applicant's Team must be properly licensed and insured under the laws governing the State of Indiana.
  - c. Acknowledge any Addenda issued during the open RFP period.
3. Experience of the Applicant: Provide a description of the Applicant's prior experience and qualifications for the delivery of projects of similar size and nature.
4. Project Team: Identify one individual that will be the Project Manager and the primary point of contact between the Applicant's team and the Owner. Additional support staff should be identified for each facet of the Project. Include experiential resumes for key team members in this section describing background, skills, and relevant past projects.
5. Project Understanding: Provide a general understanding of the project. Identify potential challenges that may be encountered and explain the process that will be taken to address them.
6. Project Approach: Provide a detailed project approach to be used in completing the tasks described in **Part 7 – Scope of Work**. Applicant should describe their recommended delivery method and how it will lead to project success.



7. References: Provide the name and contact information for at least three (3) references familiar with the quality of work by the Applicant of similar nature as described in the above Scope of Work.
8. Insurance: Provide evidence of Professional Liability Insurance of up to \$5 million.
9. DBE/MBE/WBE: Provide certification information for any teaming partners that are included in this proposal.

**Part 5 – STEP 1 Meeting:**

1. An in person meeting, optional for prospective Applicants, will be held on **Tuesday, April 16, 2024, at 1:00 PM (Eastern Daylight Time)** at the South Bend International Airport in the Airport Board Room located near Door H. Project locations will be visited as part of this meeting.
2. Only written questions will be accepted during and after the STEP 1 meeting. Questions after the Pre-Proposal meeting shall be sent via email to [jyahwak@sbnair.com](mailto:jyahwak@sbnair.com). Responses to all questions will be sent to STEP 1 Meeting attendees no more than three business days after the last day for questions.

**Part 6 – Deliverables:**

1. **STEP 1 Proposals** must be received no later than **12:00 P.M. Eastern Daylight Time on May 1, 2024**
2. Three (3) Physical Copies of the Step 1 Proposals should be submitted to the Airport Information Center or mailed 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 submitted on a small USB drive that is formatted to be viewed on a computer with Windows 11 operating system.
4. An email should be sent to Jeremy Yahwak at [jyahwak@sbnair.com](mailto:jyahwak@sbnair.com). stating that the proposal has been delivered to the Airport Information Center. This is not a guarantee of receipt.



## Part 7 – Scope of Work

Upon selection of the professional services team the scope of the project will be comprised of six sections. The scope of work presented below may be altered as the Authority deems necessary with the selected team.

### Section 1

An organization and scoping meeting will be held with SJCAA.

1. Introduce the SJCAA/ Airport Team to the selected professional services team
2. Review objectives of the Project
3. Review overall Project Budget
4. Review scope of services
5. Review Project areas/boundaries
6. Collect available data and published material
7. Prepare meeting and presentation schedule
8. Establish communication channels with all parties involved
9. Review and list all applicable design and planning standards

Changes to the Scope of Work will be made (if necessary) at the conclusion of this effort, and an amended scope and schedule will be published.

### Section 2

Analyze existing and built elements within the proposed project areas to guide design.

1. Natural Site Elements
  - a. Topographic Survey: The selected team will be responsible for having a topographic survey performed for the project site. Survey to provide information of grades to the nearest 0.1 ft., boundary lines, easements, existing vegetation, utility lines, manholes, valve cans, fences, curbs, sidewalks, streetlights, and other site elements that could impact the design.
  - b. Geotechnical Report: The selected team will be responsible to have a soils report produced for the project site.
2. Built Site Elements
  - a. Lighting Study: The selected team will be responsible to perform a lighting study for the existing and proposed site conditions.





- b. Existing Infrastructure: Investigate and plan for all needed changes to existing site infrastructure.
- c. Permits, agreements and easements: Investigate all requirements for construction. Create a checklist of all permits required and impacts to schedule related to these permits.
- d. Coordinate with existing public and private utilities.

### Section 3

Develop at least two additional concept designs for building construction and site development, based on needs identified for the Terminal Frontage Improvements project, the most effective and efficient use of space in terms of space programming for the sidewalk, columns, and terminal entrances. Conceptual designs will take into consideration the program and construction elements of the existing site and the future needs. It is anticipated that during this task there will be multiple team meetings. Finalized concept/schematic designs will include at a minimum the following items:

1. Site layouts and renderings.
2. Budget level cost estimates itemized costs for budgeting purposes.
3. Finalize schedules and project milestones including bidding and construction schedules.
4. Based upon a mutually agreed-upon program for site development, define schedule and construction of budget requirements, produce schematic level site plan, driveway plan, elevations, sections, diagrams and narratives to describe structural, driveway, and electrical designs.
5. Consultant shall review, analyze and identify environmental impacts, including but not limited to, removal of vegetation, demolishing curb, gutter and pavement areas, visual, parking, lighting and construction impacts. Consultant shall be responsible for providing all documentation to the SJCAA.
6. Consultant shall review, analyze and identify storm water infrastructure to comply with SJCAA and State and local regulations relating to storm water.
7. Prepare selected concept for review by SJCAA.

### Section 4

#### Design Development

Facility Design Documents - The Applicant prepares construction plans, estimates and specifications for the Project. Plans shall meet all ADA requirements and include all structural details and specifications for proposed work.

4477 Progress Drive, South Bend, Indiana 46628 | 574-282-4590 | fax: 574-239-2585 | info@flySBN.com

St. Joseph County Airport Authority Board Members: Vincent Henderson | Andrew Kostielney | Michael Misch | David Sage



Construction Package to include:

1. Existing Site Survey Plan
2. Demolition and Building Protection Plan
3. Grading & Drainage Plan & Details
4. Street and Sidewalk Improvement Plan
5. Layout Plan
6. All manufacturer's specifications, where required
7. Lighting Plan & Details
8. Electrical Plan & Details
9. Irrigation Plan & Details
10. Planting Plan & Details
11. Parking and Lighting Plan & Details
12. Security Camera Plan & Details
13. Storm Water Pollution Prevention Plan
14. Storm Water Mitigation Plan and required calculations for the Project
15. Written specification Package
16. Construction cost estimate

The selected consultant will prepare a construction cost estimate based on the cost analysis prepared in Section 3 and value engineering to ensure the Project remains within the construction budget. The cost estimate shall include a 15% contingency. Consultant shall revise the project schedule to identify milestones.

At completion of this phase the plans may return to the SJCAA. This will depend on the significance of changes from the concept designs previously presented. Following these meetings, the consultant will be required to develop a phasing plan to budget requirements.

Section 5



#### Developer Procurement and Construction Documents

1. The procurement services of the Project may be any allowable delivery method provided under Indiana Code; IC 36-1-12, IC 5-23, IC 5-30 or IC 5-32. The SJCAA will identify the preferred delivery method with the selected team prior to proceeding to 100% construction documents. Procurement timing of the contractor/constructor/developer to deliver the physical improvements of the Project will be subject to the SJCAA preferred delivery method.
2. Complete the construction documents (drawings and specifications) to a 100% submittal stage, based on the SJCAA's comments on the Design Development submittal. This submittal will be reviewed for final plan check by SJCAA staff and should include, the 100% complete construction plans, specifications and estimates, all appurtenant information and design analyses required for building permits, if required, such as final structural calculations and technical information for any equipment or furnishings not previously reviewed. Apart from printing and binding, the complete construction documents, from a content viewpoint, should be ready for bidding with all technical specifications for site improvements, equipment and furnishings, value engineering, final cost estimate, and phasing plan.
3. Final Statement of Probable Costs. A final statement of probable construction cost shall be prepared and submitted, including a 15% contingency not to exceed the established construction budget. This estimate shall be used as the SJCAA's Engineer's Estimate for bid comparisons and to establish the Construction Budget.
4. The Applicant shall submit application for Building Permit and shall be responsible for obtaining permit approval
5. Prepare or review bid schedule(s) in consultation with SJCAA staff.
6. Support the bidding process by providing the SJCAA with responses to requests for information from project bidders.

#### Section 6

##### Construction Observation

1. Consultant shall report to the SJCAA on any deviations from the Contract Documents and on the progress of the Project.



2. Consultant shall review and take appropriate action upon contractor's requests for information and submittals such as Shop Drawing, Product Data, and Samples, for the purpose of checking for visual design concept and conformance in a timely manner to enable construction to proceed on schedule.
3. Consultant shall review and approve all shop drawings or materials submittals.
4. Consultant may authorize minor changes in the work that are consistent with the intent of the contract documents and do not involve an adjustment in the contract price and/or an extension of the contract time.
5. Consultant shall generate supplemental drawings and clarification, if required, as a basic service.
6. Consultant shall provide all necessary architectural and other design services as required by the General Conditions of Contract for this Project, including submittal and shop drawing review, responding to Contractor requests for information, attendance at construction progress meetings, Project close-out, and other tasks that are referred to in the General Conditions of Contract for this Project.

## Section 7

### Additional Services

If there are additional items the Applicant deems important to have in the Scope of Work, they should include those and bring attention to them in their proposal. Additional items added in **STEP 1 Proposals** may be added to the Scope of Work that will be distributed to the shortlisted Applicants.

Once under contract, additional services will be provided only as authorized in writing unless otherwise approved. Additional services must be brought to the attention of the SJCAA prior to commencement of the particular task and/or activity.

## Part 8 - Contract:

The selected Applicant 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 Applicant and the St. Joseph County Airport Authority. Should negotiations with the selected Applicant prove futile, the Authority reserves the right to move to an alternate qualified Applicant for subsequent negotiations.

Applicants 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 9 – 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 submissions, 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.

**Part 10 – Attachments:**

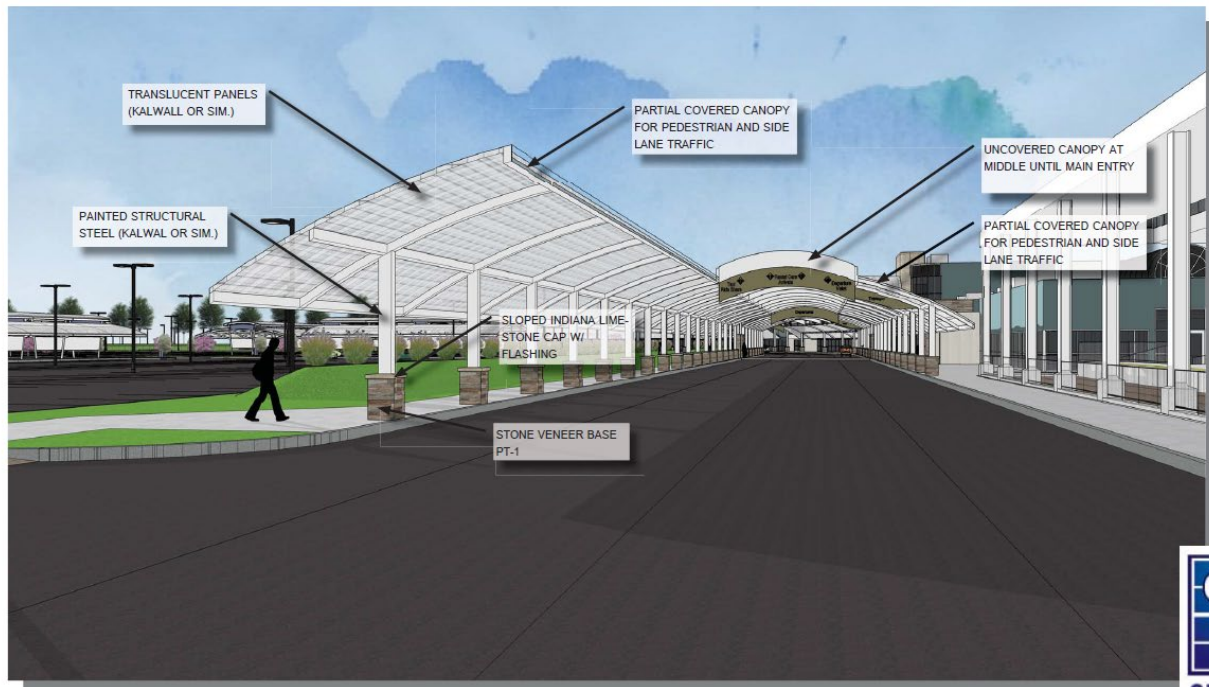
Attachment 1 – Functional Renderings

Attachment 2 - Sample **STEP 1** Score Sheet



Attachment 1 – Functional Renderings

## CANOPIES/WALKWAY CANOPIES



CLIENT  
ST. JOSEPH COUNTY AIRPORT AUTHORITY

PROJECT  
SOUTH BEND INTERNATIONAL MASTER PLAN

DATE  
06.30.16

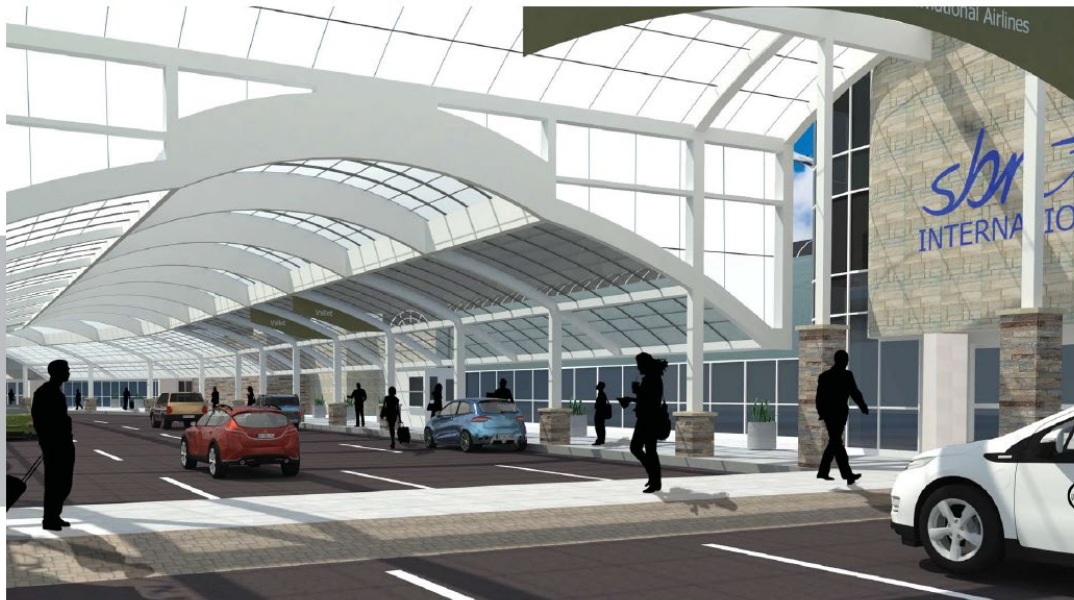
DOCUMENT DESCRIPTION  
SBN MASTER PLAN

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# BUILDING FACADE



	<b>CLIENT</b> ST. JOSEPH COUNTY AIRPORT AUTHORITY	<b>PROJECT</b> SOUTH BEND INTERNATIONAL MASTER PLAN	<b>DATE</b> 06.30.16	<b>DOCUMENT DESCRIPTION</b> SBN MASTER PLAN	 www.creativedesigninc.com
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**RFP – 2024-002 Terminal Frontage Improvements**

**STEP 1 –Qualifications and Methods Proposal Score Sheet**

Criterion	Score
Proposal format (0 to 5 pts) <i>*Scorer reserves the right to reject a proposal not correctly formatted.</i>	
Cover Letter (0 to 3 pts)	
Experience of the Applicant (0 to 15 pts)	
Project Team (0 to 20 pts)	
Project Understanding (0 to 20 pts)	
Project Approach (0 to 32 pts)	
References (0 to 5 pts)	
Total (Max 100 pts)	

Scorer Signature: \_\_\_\_\_