

Request for Proposals:
GMIA International Concourse Redevelopment, Feasibility Study
General Mitchell International Airport

Project No. WA221
Last Updated 8/15/16

I. INTRODUCTION

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services to conduct a feasibility and planning study for the redevelopment of the International Concourse at General Mitchell International Airport (GMIA) in Milwaukee, Wisconsin. The project background and scope is attached.

There is a consulting budget of \$100,000 (not-to-exceed) for this project.

Proposals to this RFP are due **September 9, 2016 by 3 p.m.** Interviews with a short list of consultants may be conducted during the week of September 12, 2016, following review of the responses. The consultant selection and notice to proceed are anticipated to be completed by November 1, 2016. This schedule does not preclude the negotiation of additional or reduced services and contract amounts prior to the initiation of work.

II. BACKGROUND

General Mitchell International Airport (GMIA; Airport) is classified by the Federal Aviation Administration (FAA) as a Medium Hub airport that serves the Milwaukee Metropolitan area and surrounding urban, suburban and rural communities of southeastern Wisconsin. The Milwaukee County Department of Transportation (MCDOT) seeks to develop an analysis of the existing and projected activity of international service at GMIA. Additionally, guidance and recommendations as to the location and size of potential redevelopment of the International Concourse and Federal Inspection Services (FIS) facilities, project delivery method, cost/revenue projections and return on investment are desired.

The current International Arrivals Building/Terminal (IAB) was constructed in 1975, and is a one-story, stand-alone building of approximately 23,000 square feet. It contains a traditional two-stop layout FIS processing facility, one arrival gate with a passenger loading bridge. The building is located approximately 1,100 feet from the nearest entrance to the main terminal complex, and is across the exiting roadway from the main parking structure.

The current level of international passenger activity is approximately 44,000 arriving passengers annually. The facility is primarily used during the winter charter season, which typically runs from November through April. International departures are currently handled through the regular domestic gates in the main terminal complex. Other than charters, there are currently no regularly scheduled international flights at GMIA.

With changes occurring in the global market for international air service, Milwaukee County and GMIA's vision for the future is to grow the level of international service. To maximize the growth potential, GMIA desires a functional, efficient and attractive international concourse facility that has capability for future expansion. To maximize facility utilization, an international concourse with the flexibility to serve both arrivals and departures of either domestic or international air service is preferred.

GMIA seeks professional airport planning services to assist in the evaluation and feasibility study of the international concourse facility, recommendation of a size, location and capacity of new, or remodeled international concourse facility space, FIS facility and financial analysis of alternatives to achieve the stated objective. Results of this study will be used to verify the purpose and need of the proposed international concourse redevelopment project.

MCDOT's project team will consist of GMIA staff (including the project manager) as well as the Milwaukee County Director of Transportation and Airport Director. The project team will help the selected consultant (Consultant) access GMIA staff, facilities, infrastructure, drawings, documents, data, etc. pertinent to this project.

III. SCOPE OF SERVICES

The Consultant shall provide the following services as specified per the standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services for Studies & Reports (Type D – Lump Sum) (copy will be emailed upon request):

Task #1: Stakeholders Engagement & Data Gathering

With assistance from MCDOT, the Consultant shall identify key stakeholders (Stakeholders) that will help guide the development of the feasibility study. Stakeholders could include but are not limited to: the MCDOT project team, GMIA management, GMIA engineering, United States Customs & Border Patrol (CBP), the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), Milwaukee County Sheriff's Department, Wisconsin Air National Guard 128th Air Refueling Wing, other public agencies, selected officials from Milwaukee County and surrounding municipalities, citizens, business groups, and community leaders with a stake in the future of the Airport. The Consultant may define more than one Stakeholders group if doing so facilitates completion of the study. GMIA desires for the Consultant to exhibit innovation and creativity to maximize buy-in and input from the Stakeholders throughout this study and beyond.

As part of Task #1, the Consultant shall convene meeting(s) with the Stakeholders group(s) to introduce the project and planning process to them, and engage the group(s) to define existing deficiencies in the international terminal operations and passenger processing. The Consultant shall also work with the Stakeholders to develop facility requirements and preferences, define regulatory project limitations and constraints and offer other input and insight for the purpose of achieving the vision of enhanced international service. As part of this task, evaluation criteria shall be developed for use in evaluating the international concourse alternatives. The criteria shall reflect the collective priorities of the Stakeholders for the international concourse.

With the assistance of GMIA staff, the consultant shall research and obtain all existing pertinent data on international activity at GMIA, both historical and forecasted. The consultant shall also obtain information on international air service trends and forecasts, particularly for the recent increase in newer, low-cost air carriers. Consultant shall compile and analyze the data to be utilized in the final report.

The Consultant shall prepare a brief “Project Program Basis” report which summarizes the discussion and outcomes from the Stakeholders meeting(s), describes the purpose and need of the project, and outlines next steps for developing the feasibility study.

Task #2: Alternatives and Financial Feasibility Analysis

As part of this task, the Consultant shall develop alternatives for the international concourse facility. Facility alternatives shall be schematic in nature for the purpose of comparison only. Variables within each alternative shall include facility size, capacity, location, passenger throughput and project delivery method. Each alternative or set of alternatives shall include a Rough Order of Magnitude (ROM) project cost estimate to be used in evaluation and financial analysis.

As part of the alternatives evaluation, the Consultant shall prepare a financial feasibility assessment of each option. The purpose of such assessment would be to evaluate each alternative in terms of a Return on Investment (ROI). The financial feasibility shall include a check against the overall project budget, established by Milwaukee County and GMIA. Alternatives that are significantly higher in estimated cost than the budget constraint shall be eliminated from further consideration, and documented as such. Recommendation of a final preferred alternative shall be based on the one that satisfies all identified constraints, maximizes desired criteria and has the best overall ROI.

The consultant shall provide data, analysis and recommendations as to a project delivery method that will achieve the greatest cost efficiency for this project. Delivery methods to be considered shall include, but not limited to Design-Bid-Build, Design-Build, Design-Build with Bridging, CM at Risk, Integrated Project Delivery or a hybrid of two or more methods. The consultant shall include in the scope of services cost-benefit analyses of each delivery method being considered, and shall present such analyses to the owner in a clear, concise format from which a decision can be made. Scope shall include time for gathering a clear understanding of the current State and local laws and regulations governing project delivery method, and shall include in their recommendation any requirements for approval of the recommended project delivery method.

Task #3: Final Report

Based on the analysis completed for Task #2, the Consultant shall prepare a detailed report that documents the entire process in a clear and concise format. A draft report shall be distributed to the Stakeholders for review and comment prior to issuance of the final version. The final report shall be delivered to the owner in both bound hard copy and pdf formats.

Throughout this project, the Consultant shall be accessible to MCDOT’s project team on a regular and as needed basis. The Consultant and project team shall also establish a regular communication format through which the team and Stakeholders can be kept current as to the study’s progress.

IV. QUALITY CONTROL

Milwaukee County reserves the right to request partial or full reimbursement from consultants for change orders resulting from errors and omissions in the services they are contracted to provide.

V. PROJECT SCHEDULE

The following schedule is anticipated for this project:

Date	Milestone or Deliverable
August 30, 2016	Optional pre-proposal meeting
Sept. 9, 2016	Proposals due by 3 p.m.
Week - Sept. 19, 2016	Consultant interviews, if necessary
Nov. 1, 2016	Notice to Proceed with study
Dec. 1, 2016	Task #1 – Project Program Basis Report due
Feb. 1, 2017	Task #2 – Analysis complete, draft Final Report due
Mar. 1, 2017	Task #3 – Final Report due

Dates not within study scope:

Date	Milestone
Jan. 2, 2017	Begin project design phase
Jan 2, 2018	Begin project construction phase
Dec. 31, 2019	Construction substantially complete

VI. PRE-PROPOSAL MEETING

There is an optional pre-proposal meeting as follows:

9:00 a.m. on Tuesday, August 30, 2016
GMIA Administration - Sijan Conference Room
5300 South Howell Ave
Milwaukee, WI 53207

Visitors can park in the hourly parking (parking structure). Access the administration offices through Concourse C. Contact project manager Jim Zsebe at 414-747-5394 for access.

VII. SUBMISSION REQUIREMENTS

The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 2). The proposal shall include the Consultant Proposal Form (Attachment 3) and the following information:

A. Cover Page: Include project number and name, project location, consultant's name, address, telephone number, FAX number, e-mail address, proposal date, etc.

B. Table of Contents: Include an identification of the material by section and page number.

C. Letter of Transmittal: The name and description of the organization submitting the proposal briefly stating the proposer's understanding of the service to be provided.

D. Description of the Organization: A description of the organization submitting the proposal. Include the name, size, legal status (corporation, partnership, etc.), professional registration/certification, major type of activity or areas of consulting.

E. Description of the Organization's Experience: Include a list of similar studies or projects that the consultant has participated with during the past five years. Attach a separate sheet for each project, up to five maximum, giving a brief description of each project, the consultant's participation, and a client contact reference and phone number. Provide a list of three (3) references that can be contacted with questions regarding your past work.

Due to the unique regulatory constraints of the Airport environment, experience with providing professional services to Medium Hub or Large Hub airports is mandatory. Along with this requirement, MCDOT desires consultants that have some or all of the following qualifications:

- Experience completing airport terminal and FIS facilities feasibility or planning studies.
- Understanding of airport planning, design, construction, maintenance and operations.
- Understanding of USCBP facility requirements and operations.
- Experience with economic and financial analysis for government agencies.
- Ability to complete feasibility studies on time and within budget.
- Innovation and creativity in engaging stakeholders with strategic planning projects.
- Understanding of international air service business and trends in the global aviation industry.

F. Description of Project Team/Resumes: Provide an organizational structure of the consultant's project team, including any subconsultants to be used for this project. Include the name of the Principal in Charge of this project along with the name, occupation and title of the Project Manager who will be in charge of this project.

Provide a one-page resume for each individual involved in the project, and include their name, title, address, telephone number, e-mail address, fax number, duties for the project, professional registration, a brief description of related experience including time contribution in this capacity to past projects, and Proposals.

G. Sub-Consultants: Indicate the names and addresses of any sub-consultants and/or associates proposed to be used in this project. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also state their past experience in the field.

H. Project Approach: Provide a description of challenges you anticipate in this project and how you propose to overcome them. Discuss how you plan to staff the project to efficiently complete the work effort.

I. Project Schedule to Completion: Provide a timetable and relationship of tasks which are necessary to complete this project as noted in the "Project Schedule" section of this RFP. The proposed schedule must include a line item indicating the final report of the International Concourse Redevelopment Feasibility Study shall be submitted to the MCDOT project team by December 31, 2016.

J. Constant Effort: Include a spreadsheet/matrix listing the names, classifications, hourly rates and hours to be spent by each required task to complete the project as described in this RFP.

K. DBE Goal: The Disadvantaged Business Enterprise (DBE) participation goal has been waived for this proposal. Milwaukee County however encourages participation by DBE firms wherever possible.

A necessary step in the good faith efforts process is contacting Community Business Development Partners at 414-278-4747 or cbdp@milwaukeecountywi.gov for assistance in identifying DBEs and understanding the County's DBE Program procedures. The official directory of eligible DBE firms can be accessed by the following link:

<https://app.mylcm.com/wisdot/Reports/WisDotUCPDirectory.aspx>

L. Quality Control: Submit a contract document quality control plan. Quality control is to be performed by individuals not assigned to the project on an ongoing basis.

M. Fee Proposal: The fee for this project shall be clearly stated as a lump sum not-to-exceed fee for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated.

VIII. CONSULTANT SELECTION

Proposals will be evaluated and ranked on the following criteria:

Quality and responsiveness to the RFP	20%
Project approach and understanding	20%
Qualifications and experience of assigned staff	35%
Total fee and hourly rates	25%
Grand Total:	100%

Proposers must recognize this is not a bid procedure, and a Professional Services agreement will not be awarded solely on the basis of the low fee proposal. Milwaukee County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

The proposal evaluation team will be made up of three to five individuals with technical knowledge of the requirements and familiarity with the project. Depending on the number and quality of the proposals, MCDOT may decide to conduct interviews of a short-list of consultants. The evaluation team may select up to three consultants to attend an interview, which, if required, will be held during the week of September 12, 2016. The interview will be evaluated based on project team, experience and qualifications, project understanding, and the overall presentation.

The project manager will post this RFP, as well as any pre proposal meeting minutes, sign in sheets, addendums and other information related to this project to the Milwaukee County Construction RFP website:

<http://county.milwaukee.gov/ConstructionBidsandR23075.htm>

The consultant should consider information on this website to be part of the official RFP. Please check the site frequently. To allow time for proposal preparation, Milwaukee County will not post anything new within two days of the proposal due date.

IX. GENERAL REQUIREMENTS

1. The selected consultant and/or any contractor affiliated with the prime consultant shall be prohibited from submitting bids in the construction bidding process for this project.
2. Selected consultant shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a Contract being considered by a County department or with an agency funded and regulated by a County department, may make a campaign contribution to any County official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County department or to an agency until the Contract has reached final disposition, including adoption, County Executive action, proceeding on veto (if necessary) or departmental approval.
3. The selected consultant must be an Equal Opportunity Employer.
4. The proposal shall conform with all attached documents. All proposals should use this RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum are the only official method through which interpretation, clarification or additional information will be given.
5. All costs for preparing a proposal, attending the selection interview if required, or supplying additional information requested by Milwaukee County, is the sole responsibility of the submitting party. Material submitted will not be returned.
6. The proposal must be submitted in a single bound 8-1/2" x 11" document.
7. With the signing and submission of a statement or proposal the submitting consultant certifies that the standard terms and conditions of the Agreement for Professional Services (that will be used to contract with the selected consultant) has been read and understood and that the

submitting consultant is ready, willing and able to sign the agreement when requested without making any substantive changes.

Four (4) copies of the proposal, sealed in an envelope or equivalent, must be submitted no later than September 9, 2016 by 3 p.m.

The proposals shall be addressed and submitted to:

James R. Zsebe, PE
Airport Engineering
General Mitchell International Airport
5300 South Howell Ave.
Milwaukee, WI 53207

Proposals submitted by telephone, fax, or email will be rejected.

Please direct any questions about this RFP to Jim Zsebe at 414-747-5394 or jzsebe@mitchellairport.com.

Sincerely,

Project Manager

Attachments:

1. Proposal Preparation, Submission and Evaluation Guidelines
2. Consultant Proposal
3. Sample copy of Milwaukee County Professional Services Agreement, Type D

cc: G. High, DAS-FMD I. Bonilla, MCDOT-GMIA B. Engel, CDBP
B. Dranzik, MCDOT