

BISHOP INTERNATIONAL AIRPORT AUTHORITY

REQUEST FOR QUALIFICATIONS APPRAISAL SERVICES FOR AIRPORT BUILDINGS AND LAND

General Information

The Bishop International Airport Authority (the "Authority") is soliciting proposals from qualified firms to provide appraisal services for the Bishop International Airport. The Authority intends that the term of the contract will be for a two-year period with up to one two-year renewal option, subject to the initial approval of the Authority Board of Directors and subsequent review by Authority staff.

The selected firm will have the ability to assist the Authority in all phases of airport appraisal projects as follows:

1. Airside: bare land, ramps, hangars and other structures for lease to others.
2. Landside: bare land, commercial structures and land, and other real estate to either purchase from or lease/sell to others.
3. Condemnation proceedings.
4. Avigation and/or utility easements.
5. Other appraisal or related services as needed throughout the duration of the contract.

To be considered, an original and two (2) copies of a proposal must be received at the offices of the Bishop International Airport Authority, 3425 W Bristol Rd., Flint, Michigan 48507 by 4:30 p.m. eastern time on March 23, 2018. Proposals must be sealed and clearly marked "Appraisal Services". The Authority reserves the right to reject any and all proposals submitted. Questions during the solicitation period may be directed to Dionne Griffin at (810) 235-6560. Any modifications to this Request for Qualifications will be issued by a written, formal addendum.

Scope of Work

Listed below are the types of projects that **may** be undertaken throughout the anticipated term of the agreement.

- Appraisal of hangars, office space, and warehouses on airport property as well as land evaluation for the determination of a fair market value.
- Assess value of land that may be purchased by the Airport Authority.
- Miscellaneous easements and other on-call assignments.

The contractor is advised that some of the services may not be required and that the Authority reserves the right to initiate additional procurement action for any of the services included in this solicitation.

Key milestone dates for this RFQ are:

| | |
|------------------------------|------------------------|
| RFQ Release | March 2, 2018 |
| Proposals Due | March 23, 2018 |
| Evaluation of RFP by Airport | March 23-April 9, 2018 |
| Anticipated Award by Board | April 24, 2018 |

The Airport Authority will negotiate compensation with the selected firm on a project-by-project basis.

Deliverables

The selected consultant will be capable of performing, at a minimum, the following:

1. Appraise Authority owned improved and unimproved land (airside and landside) for their fair market lease rate or fair market sale value.
2. Determine fair market lease rates of Authority owned facilities both airside and landside.
4. Appraise both improved land, structures and unimproved land not owned by the Authority for fair market sale value.
5. Prepare reviews of the above appraisals done by other appraisers following FAA/DOT guidelines.
6. Experience in condemnation cases and appraising avigational and/or utility easements.
7. Commitment to meet thirty (30) day completion deadline of all projects.
8. Commitment to execute an appropriate service agreement.

Minimum Standards for Airport Appraisals

Respondents must have a minimum of three (3) years of professional experience valuing airport property. Appraisal standards for Airport property shall be based on best practice of determining the fair market value of land, hangars, office, or warehouse leases for both aviation and non-aviation property.

To be considered qualified to complete Airport appraisal work, appraiser must be certified as a Member of the Appraisal Institute (MAI) and licensed by the State of Michigan with all appraisal reports submitted as a final work product certified by an MAI appraiser. The respondents shall have an active license and Certification from the State of Michigan to perform real estate appraisals with a copy of the State Certificate to be submitted with the response to this RFQ. Qualified respondents under this RFP, shall also agree to be guided by recognized appraisal standards supported by the American Institute of Real Estate Appraisers and have a background of experience in Airport property appraising. The Appraisal Report requested for the Airport appraisals shall be in a Summary Appraisal Report format. The Appraisal Report should provide the Authority with the Fair Market Rental Value for all Aviation and Non-Aviation property at the Airport.

Proposal Evaluation Process

Proposal Format

The proposal that the vendor will submit shall contain, at a minimum, the following critical information:

1. General qualifications and history of the company and of the individuals that will be working on projects for the Authority.
2. At least two (2) specific examples of work done at other airports similar to the work contemplated herein including copies of appraisals.
3. Detail your firm’s experience in working within FAA appraisal guidelines.
4. Detail any subcontractors that your firm may utilize.
5. Provide three (3) references from government agencies to include the contact name and phone number for projects of like size and scope. Reference experience shall have been completed in the last 5 years.
6. Detail information if your company is a certified Disadvantaged Business Enterprise (DBE).
7. A copy of the firm’s Michigan State Certification and MAI Certificate.
8. Evidence of the interested firm’s or individual’s ability to provide the following insurance coverage, either under existing policies or by virtue of a project specific policy:
 - a. Professional Liability -- \$1,000,000
 - b. Worker’s Compensation – Statutory
 - c. Comprehensive General Liability -- \$1,000,000 CSL

Evaluation Process

The proposals will be evaluated and ranked on the basis of the written material submitted. Evaluation criteria and weight is outlined below:

| <u>Weight</u> | <u>Criteria</u> |
|----------------------|--|
| 30% | Qualifications and Experience of the firm at similar airports. |
| 20% | Experience of the firm in working within FAA guidelines. |
| 15% | Capacity to perform all or most aspects of the potential projects. |
| 20% | DBE Participation |
| 15% | References |

A short list of firms may be developed and oral presentations requested from the selected companies. The Authority reserves the right to request oral presentations will be used in the final evaluation process if they are requested.

Contract

The Authority will negotiate a contract with the top ranked firm after Board approval. The detailed scope of work and associated fee will be incorporated as part of the contract. A sample contract is attached for review.

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

Submission of Qualifications and Contact Person

Submit three (3) hardcopies and one (1) PDF format copy on a USB thumb-drive of the Statement of Qualifications no later than **5:00 pm (ET) on Friday, March 23, 2018** to:

Submission of Qualifications to:

*Mr. Craig Williams, A.A.E.
Airport Director
Bishop International Airport Authority
G-3425 W. Bristol Road
Flint, MI 48507-3138
810-235-6560*

Questions about RFQ to:

*Dionne Griffin, CPA
Deputy Director, Finance & Administration
Bishop International Airport Authority
G-3425 W Bristol Rd.
Flint, MI 48507-3138
Phone: 810-235-6560*