

FIXED BASE OPERATOR (FBO) BUILDING REHABILITATION

The project consists of providing a design and construction based on the specifications of the provided future drawings and existing layout drawings. The FBO control desk will be built to be moved up to match the curvature of the Pilots briefing area, creating a larger space, 44", between the customer service representatives and the customers.; the counter for the front desk will be at 36" in height; add a tall cabinet for storage 1' x 6'. Create a new office space dimensions 8' x 8'8". The break area will have a sturdy cabinet for radios and folders as well as putting in a 42" high counter along the windows, 72" x 36" table. Windows and walls will be added and one wall moved.

Request for Proposal (RFP) for FBO Remodel

1. Introduction

Bids due at 3:00 p.m., (Eastern Time), Thursday, September 5, 2024

The Peachtree City Airport Authority (PCAA) hereby extends an invitation to submit bids for: FIXED BASE OPERATOR (FBO) BUILDING REHABILITATION, Major elements of work for the project include but not limited to removing and adding walls, adding windows, replacing flooring, relocating the reception desk, and electrical work. Bids shall be submitted to Hope Macaluso, Aviation Director, at hope@kffc.org and received not later than 3:00 p.m., on Thursday, September 5, 2024, or any extension of the time made by addendum. Bids will be considered time-stamped and received by the Authority when received in the email inbox. The email subject line must include the project name as follows: FBO BUILDING REHABILITATION. The body of the email should plainly identify (1) the project name, (2) the bid opening time and date, (3) the bidder's name, and (4) the contractor's license number. Immediately following the filing deadline, the bids will be opened and publicly read. Bid totals will be posted on the Authority's website at <https://atlantaregionalairport.com/about-us/rfp/>.

Contract bid documents may be downloaded from the Authority website at <https://atlantaregionalairport.com/vendor/>. It is imperative those who download the contract bid documents check the website regularly for addenda, clarifications, and other pertinent notifications.

For project information concerning the proposed work, please contact Hope Macaluso, Aviation Director, (770) 639-0397. All questions will be addressed via an addendum to the solicitation documents and posted to the PCAA website. A **mandatory** pre-bid conference will be held at 10:00 a.m., Tuesday, August 13, 2024, at the Atlanta Regional Airport – Falcon Field Aviation Center, 7 Falcon Drive, Peachtree City, GA 30269. Potential bidders are required to attend the meeting to review the site conditions and ask project-related questions. The PCAA is an equal opportunity and affirmative action employer. The PCAA reserves the right to waive any irregularities or informalities in the bid or bidding process, reject any bid or all bids not in compliance with all prescribed public bidding procedures and requirements, may reject for good cause any or all bids upon a finding of the PCAA that it is in the public interest to do so, and to postpone the award of the Contract for a period of time which, however, shall not extend beyond 120 days from the bid opening date.

2. Project Overview

2.1. Objective The objective of this remodel is to modernize and upgrade the FBO facilities to better serve our clients and improve operational efficiency. This includes, but is not limited to, updates to the terminal building, office spaces, lounges, and other related areas.

2.2. Scope of Work The scope of work for this project includes, but is not limited to:

- **Construction:** Execute the remodel work including demolition, structural modifications, interior finishes, and installation of new systems and equipment.
- **Interior Renovation:** Upgrade office spaces, break room, front desk, and lounges. The scope of work consists of:
 - Moving the front desk up to align with the curve of the pilot briefing area.
 - The lease space will be a full wall kept in the pilot briefing area and the lease space will be two separate private areas, which includes putting a door for access from the hallway.
 - The door in the lease space that allows access to the pilot's lounge will be removed and the wall will be filled in.
 - In the pilot's lounge, the door that accesses the current archive room will be removed and the wall will be filled in; cabinets will be installed along the wall across from the pilot lounge bathroom.
 - The previously titled archive room will become a rectangle-shaped office while a door will be installed to allow access from the hallway and to the right of the room to allow access in what currently is known as the storage closet, or office 1.
 - A mini-conference room will be created in the currently named back offices, in which two doors will be installed for access to the management offices and to the main hallway.
 - The current accounting office, or screening room will have a door installed to allow access to the management offices
 - The management offices will have a small 48" high wall between the desks leaving about a 4' gap for easy access to the screening room, mini-conference room, and break area.
 - In the break area, a built-in cabinet will be installed between the catering fridge and the ice machine.
 - The door nearest to the windows that are attached to Office 6 will be removed and a wall will be filled in
 - The dishwasher will be moved to where the refrigerator is currently and the cabinets will be built out to an "L" moving the refrigerator to the end of the cabinets
 - A sit-stand island will in be in the break room
 - A counter of 42" in height will be along the windows in the break room
 - A hub cabinet for the radios will be on the wall above the monitor in the break room
 - An office will be created between the breakroom and the modified front desk area, or control desk area

- A tall built-in cabinet will be installed for storage and inventories next to the door of the control desk and and base cabinet will also be installed behind the control desk.
- A coffee station will be installed by the patio doors.
- **Exterior Renovation:** Enhance the exterior appearance of the building, including adding windows to various rooms as mentioned above.
 - In the Flex room, a window will be added to face the parking lot
 - In Office 1, a window will be added facing the parking lot
 - In the mini-conference room, there will be a window added
 - In Office 4 a window will be added
 - In Office 5 a window will be added
- **Systems Installation:** Upgrade or install new HVAC, electrical, and plumbing systems as required.
- **Compliance:** Ensure all work meets local building codes and safety regulations.

3. Proposal Requirements

3.1. Company Information

- The email subject line must include the project name as follows: FBO BUILDING REHABILITATION.
- The body of the email should plainly identify:
 1. the project name
 2. the bid opening time and date
 3. the bidder's name
 4. the contractor's license number. Immediately following the filing deadline, the bids will be opened and publicly read. Bid totals will be posted on the Authority's website at <https://atlantaregionalairport.com/about-us/rfp/>.
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3.3. Project Approach

- RFP available for review
10:00 a.m., Tuesday, August 13, 2024
- Deadline for submission of questions
no later than 3:00 p.m., on Thursday, September 5, 2024
- Proposal due date
no later than 3:00 p.m., on Thursday, September 5, 2024
- Proposal opening, review, and evaluation
Thursday, September 12, 2024
- Selection of firm
- Contract negotiation

3.4. Cost Proposal

- Detailed cost estimate, including breakdown of labor, materials, equipment, and any other expenses.
- Payment schedule and terms.
- Information on any potential additional costs or contingencies.

3.5. References

- Contact information for at least three references from previous clients for whom similar work has been performed.
- Brief descriptions of projects completed for these references.

4. Proposal Submission

4.1. Submission Deadline Bids due at 3:00 p.m., (Eastern Time), Thursday, September 5, 2024

4.2. Submission Address Proposals should be submitted to:

Peachtree City Airport Authority
7 Falcon Drive
Peachtree City, GA 30269
Hope@kffc.org

4.3. Inquiries Any questions or requests for additional information should be directed to: Hope Macaluso Phone number: 770-639-0397 email: hope@kffc.org

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications:** Demonstrated experience and expertise in similar projects.
- **Project Approach:** Clarity and feasibility of the proposed approach and timeline.
- **Cost:** Competitiveness and transparency of the cost proposal.
- **References:** Feedback from previous clients regarding performance and satisfaction.

6. Terms and Conditions

1. Additional information / Addenda:

The Authority shall issue responses to questions and any other corrections or amendments it considers to be necessary in written addenda issued prior to the PROPOSAL DUE DATE, September 5, 2024. Proposers should not rely on any representations, statements, or explanations other than those made in writing in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda, the last addendum issued shall prevail. In the interest of time, the PCAA may choose to issue addenda via email, and it will be the responsibility of the proposer to provide a suitable email address to the PCAA for this and other electronic communication issues.

2. Late proposals, late modifications, and late withdrawals:

Proposals and modifications received after the due date shall not be considered. In the event that an improperly marked envelope is opened before the scheduled opening date, the PCAA and Airport Management shall not be responsible for the early release of any information contained therein.

3. Rejection of RFPs:

The Authority may reject any and all RFP's and it reserves the right to waive any irregularities or informalities in any RFP or in the proposing procedure.

Proposals received after said time or at any place other than that stated in this notice shall not be considered.

4. Non-Collusion Affidavit:

By submitting this proposal, the proposer represents and warrants that such RFP is genuine and not a sham or collusive or made in the interest or behalf of any person not therein named, and that the proposer has not directly or indirectly induced or solicited any other proposer to submit a sham RFP, or any other person, firm, or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

By submitting a proposal, the proposer represents and warrants that no official or employee of the PCAA has, in any manner, an interest, directly or indirectly, in the RFP or in the contract which may be made under it, or in any expected profits to arise therefrom.

5. Cost incurred by Proposer:

All expenses involved in the preparation and submission of proposals to the PCAA, or any work performed in connection therewith is the responsibility of the proposer.

6. Americans with Disabilities Act (ADA):

If needed, a qualified interpreter for the hearing impaired shall be made available upon written request at least 10 (ten) days prior to the RFP review date (which is September 5th, 2024). This service is offered in compliance with the Americans with Disabilities Act (ADA).

7. Minority Business Enterprise Policy Statement:

It is the policy of the PCAA to provide fair and reasonable opportunities for participation by Minority Business Enterprise (MBE) and Disadvantaged Business Enterprise (DBE) firms. We encourage these firms to compete and encourage non-MBE / DBE firms to provide for the participation of MBE / DBE firms through partnerships, joint ventures, subcontracts, and other contractual opportunities. All bidders must indicate how such business shall be utilized in the performance of this contract. In those instances where a firm claims MBE or DBE status they must be prepared to verify that status based on State or Federal guidelines, as appropriate. They must also be prepared to verify the dollar amount of business dedicated to MBE / DBE firms on an annual basis throughout the contract.

8. Hold Harmless and Indemnification:

The proposer agrees, insofar as it legally may, to indemnify and hold harmless the Peachtree City Airport Authority and all of their officers, agents, and employees from and against all loss, costs, expenses, including attorney's fees, claims, suits and judgments whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by the Proposer, its officers, employees, and agents under any of the terms of this contract.

7. Project Timeline

- RFP Issued: [Issue Date]
- Pre-Proposal Meeting (if applicable): [Date]
- Proposal Submission Deadline: [Deadline Date]
- Proposal Review Period: [Review Period Dates]
- Contractor Selection and Notification: [Selection Date]
- Project Start Date: [Start Date]
- Project Completion Date: [Completion Date]

GEORGIA OPEN RECORDS ACT

Information submitted in this solicitation is subject to the Georgia Open Records Act and may not be held in confidence after the Respondent's submission is opened. A submission will be available for review after the project has been awarded.

PCAA cannot assure that all of the information submitted as part of or peripheral to the Respondent's submission will be kept confidential. Any Respondent submission language designated as confidential is considered automatically invalid and void. PCAA is subject to the Georgia Open Records Act, which prohibits it from concealing information on or associated with responses, successful or unsuccessful, once they are opened.