

**METROPOLITAN AIRPORT AUTHORITY  
OF ROCK ISLAND COUNTY, ILLINOIS**



QUAD CITY INTERNATIONAL AIRPORT  
P.O. BOX 9009  
MOLINE, IL 61265-9009  
309-764-9621 TEL  
309-757-1515 FAX

**REQUEST FOR  
PROPOSALS**

**TERMINAL  
CASUAL/LOUNGE  
SEATING**

December 10, 2020

# **RFP Process**

## Communication with the Authority during this RFP

The Authority has designated Joseph Goetz, Airport Operations Manager, to be responsible for coordinating communications between the Authority and Respondents. Respondents should direct all communications to Joseph Goetz via email at [jgoetz@qairport.com](mailto:jgoetz@qairport.com). Respondents are further advised that any communication, either verbally or in writing, direct or indirect, subsequent to the date of issuance of the RFP by a prospective Respondent or any of its owners, officers, employees, or agents, or any individual or entity acting on its behalf, with any member of the Board of Commissioners or any officer or employee of the Authority, except as provided in this section, is strictly prohibited and may be cause for disqualification of the prospective Respondent. Please note that the Authority prefers all communication to be in writing.

## Addenda

All updates, addenda and other information, if any, shall be posted to the Authority's website, [www.qairport.com](http://www.qairport.com). Respondents are responsible for checking the Authority's website up to the time of the RFP submission deadline.

## Pre-Proposal

A virtual pre-proposal meeting will be held Thursday December 17, 2020, at 1 p.m. Central via Go To Meeting. The meeting information will be provided upon request. Meeting access information can be requested from Joseph Goetz at [jgoetz@qairport.com](mailto:jgoetz@qairport.com).

## Questions Regarding RFP

Questions regarding this RFP must be submitted in written form via email to Joseph Goetz at [jgoetz@qairport.com](mailto:jgoetz@qairport.com). Questions will be accepted until 4:30 PM, Wednesday December 23, 2020. Questions may be answered via email. Any addenda, if needed, will be issued by close of business Wednesday December 30, 2020.

## CAD Drawings

Simple CAD drawings of the terminal space are available upon request. Requests must be routed to Joseph Goetz at [jgoetz@qairport.com](mailto:jgoetz@qairport.com).

## RFP and Response Submissions

All responses shall be sealed and clearly marked with the Respondent's name and address and the words "Terminal Casual/Lounge Seating" on the outside of the envelope or container. The Respondent shall allow sufficient time to ensure receipt of the response. It is the sole responsibility of the Respondent to have the response delivered to the Authority at the address below before the closing hour and date given in this RFP or be able to show proof of attempted delivery prior to the closing date. Any response tendered for delivery to the Authority must be in the Authority's possession prior to the opening date and time unless proof of attempted delivery can be provided. Any delivery received after the submission deadline will not be accepted and

returned to the Bidder unopened unless proof of attempted delivery can be provided. Partial or incomplete responses may be rejected. The Authority reserves the right to reject responses. All proposals shall be shipped to:

Joseph Goetz  
Quad City International Airport  
2200 69<sup>th</sup> Avenue  
Moline, IL 61265

Nothing in this RFP shall be construed to create any legal obligation on the part of the MAA or any respondents. The MAA reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the MAA be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the MAA for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the MAA. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

### Response Costs

All costs incurred in preparing the response to this RFP, participating in this process and negotiating with the Authority, whether or not a contract is awarded, shall be solely the responsibility of the Respondent. All materials and documents submitted by Respondents in response to this RFP become the property of the Authority and shall not be returned to the Respondents.

### Protest

Any protest must be filed in writing and received by the Authority within seven (7) calendar days of the date of the occurrence of the event that is the subject of the protest, e.g., the opening of responses, the award, or a determination that a respondent is not responsible or that a response is not responsive.

## **Submission Requirements**

### Purpose and Background

The Authority, is adding casual/lounge seating elements and charging stations in a number of locations at the Quad City International Airport (MLI). This project will provide and install new casual/lounge seating elements that will enhance the aesthetic of the airport and provide a relaxing environment for passengers throughout the facility. Focus shall be placed on soft seating and the addition of charging options in the proposed spaces. The Authority is interested in finding a solution that would meet current and future needs of the facility.

### Submission Instructions

Each proposal received by the Authority for Terminal Casual/Lounge Seating will be evaluated as a single proposal to furnish and install all of the specified furniture. For a respondent's

proposal to be considered complete, it must include all components of the terminal casual/lounge seating items contained in this specification. Incomplete proposals could be cause for rejection. Each Respondent must submit a description of the seating proposed and provide any relevant product literature including assembly, maintenance and power requirements. Each Respondent must provide warranty and guaranty information for seating proposed. The minimum warranty requirements are described below. Longer warranty terms may be proposed if there will be no additional cost to the Authority. Each Respondent must provide documentation on maintenance requirements for seating or charging solutions proposed, for example, seat replacements, or back replacements.

The process for evaluation of the respondents will include the information provided in the qualifications proposal. Manufacturers can provide more than one style of seating for evaluation.

The MAA reserves the right to seek additional information to clarify responses to this RFP.

#### Warranty:

Furniture specified herein shall be covered by a warranty against wear and tear. Replace any and all furniture not withstanding normal wear and tear during the warranty period.

- 2-year minimum warranty for upholstery
- 10-year minimum warranty for bench components
- 3-year minimum warranty for power units

#### Response Structure:

It is not the intent of the Authority to restrict response preparation; however, to enable the Authority to evaluate each response in a uniform manner, all Respondents shall structure their response by submitting one (1) marked as “original” and two (2) marked “copies” of the response. Submit data as requested in the following sections:

**Cover Letter:** The cover letter shall include point of contact for the RFP response, name of manufacturer of seating proposed, name of authorized dealer/installer who will be working with the Authority on this contract.

**Company Information:** Respondent shall provide a brief company description, history, and financial status.

**Executive Summary:** Describe your team’s approach to providing the services in this RFP, identifying any unique or distinctive features, or alternatives to which the Respondent wishes the evaluation committee to give particular attention.

**Experience:** Indicate the experience the Respondent and any subcontractors have in providing the requested services. Indicate other relevant experience that shows the qualifications of the Respondent, and any subcontractors for the performance of the contract.

**Pricing:** Include pricing requirements based on the specifications of this RFP. All costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the

organizations being contracted. All costs must be itemized to include an explanation of all fees and costs. Costs are required to be itemized and broken out for each area listed in the layout attached to this document.

**Relevant Contracts:** Include a list of contracts the Respondent has held during the last five (5) years that relate to the Respondent's ability to perform the services outlined in this RFP. Examples should include the relative size and complexity of other similar work. Respondent must include photos of each installation included in the references.

**References:** List four (4) references, with contact names and telephone numbers, for terminal casual/lounge seating furniture that are similar in size and scope of services to the Authority. Please verify names and phone numbers of person to be contacted.

**Additional Data:** Submit additional data, exhibits, statements, and drawings necessary to assure the Authority has a total understanding of the Response. Include any other material which your team believes would be helpful in evaluation of the quality of your firm and its overall operations. The Authority may require an interview with short-listed Respondents to obtain a better understanding of their Response.

## **Award**

### Evaluation Criteria

The Authority staff will review qualifications and pricing based upon the documentation noted herein. Submittals that are timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, a contract shall be awarded to the respondent whose proposal demonstrates the highest quality response meeting the requirements of this RFP as determined by the scoring matrix below.

		Reviewer Score (0 to 10)	Weighted Score
Demonstrated Ability to Perform Service	15%		
Design Aesthetic and Fulfillment of Vision	25%		
Experience of Respondent	15%		
Pricing	25%		
Warranty Response	5%		
Responses of References	15%		

Upon notification, the contract negotiation with the winning respondent will begin immediately. All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time/non-recurring costs (NRC) or monthly/annual recurring costs (MRC/ARC).

The project timeline will be as listed below:

RFP Released: Thursday December 10, 2020  
Pre Proposal Meeting: Thursday December 17, 2020  
Questions Due: Wednesday December 23, 2020

Addenda Issued:	Wednesday December 30, 2020
<b>RFP Proposals Due:</b>	<b>Thursday January 7, 2021</b>
Commission Award:	Tuesday February 16, 2021
Project Completion:	Friday June 11, 2021

Final Selection:

If an appropriate Contract cannot be negotiated with the first choice, negotiations shall be terminated, and the second ranked firm may be contracted. This may continue until successful negotiations have been concluded or it is determined that it is in the Authority's best interest to cease negotiations and/or issue a new RFP. The Authority reserves the right to reject all responses, reject portions of any response, or accept the response deemed most advantageous to the Authority.

# Site Layout

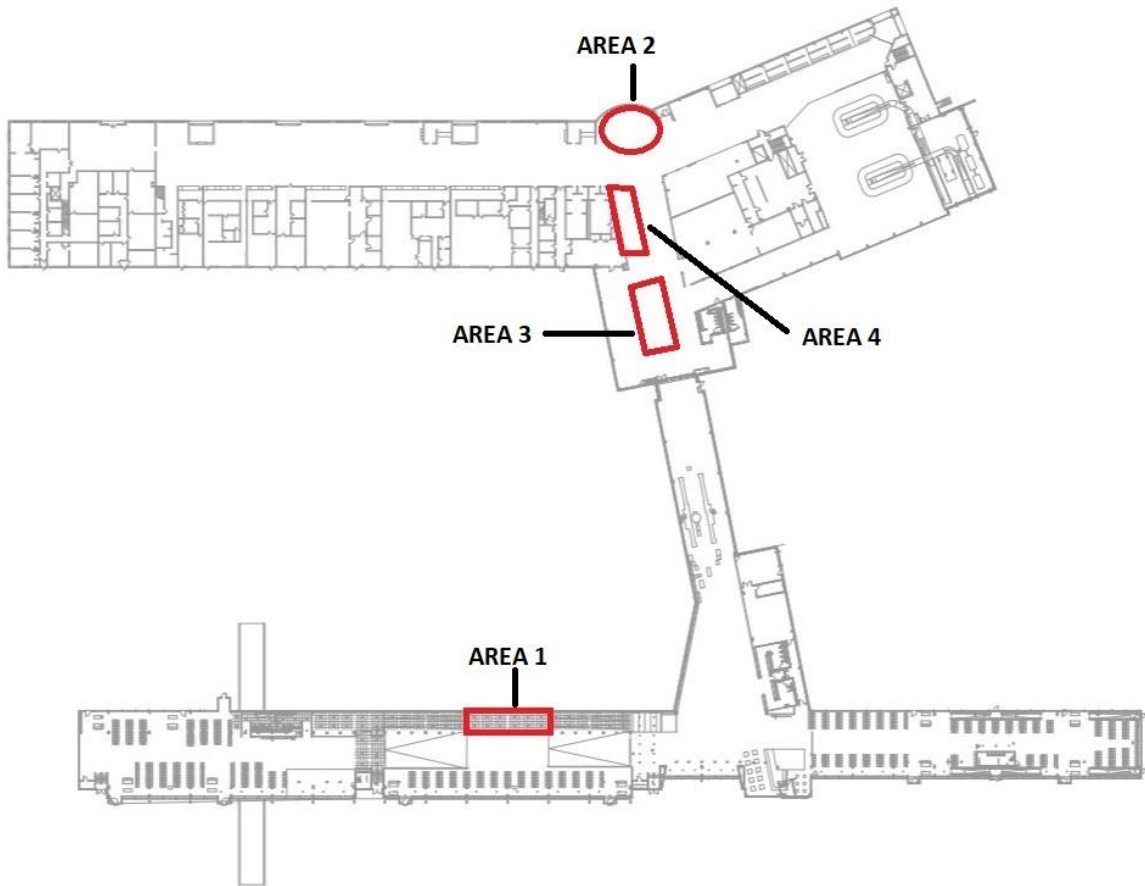
## Current Purpose and Vision:

Area 1: This area is primarily used by passengers waiting to board aircraft. This area currently offers 8 cubicles and 3 stressless reclining chairs. The stressless reclining chairs are heavily used by passengers and the Authority has received a multitude of compliments regarding their availability. The cubicles are most often used by passengers attempting to charge their devices and simply find a private space to relax prior to boarding their aircraft. The average passenger will spend roughly one hour in this area prior to boarding their aircraft. The current setup allows for a passenger to distance themselves from other members of the traveling public and remain out of the flow of passenger traffic. There is an electric outlet located in the steel beam on each end of this space.

Area 2: This area is primarily used by customers on a short term basis (less than 15 minutes) while waiting for a member of their traveling party to finish the check in process or by meters and greeters awaiting the arrival of a passenger. There are two electrical outlets on either side of the rotunda windows.

Area 3: This area is primarily used for meters and greeters as they await the arrival of a passenger. The average time a customer spends in this area is approximately 25 minutes. This area is the main corridor prior to entering the TSA Screening Checkpoint and the primary location for meters and greeters. There is a total of 4 in ground flush mounted electrical outlets equally spaced down the center of this area.

Area 4: This area is currently a row of beam seats positioned along the wall facing the gift shop and restaurant. Customers often sit here to charge personal devices and the average time spent by a customer in this area is 15 minutes. Customers may grab a quick snack from the gift shop or a drink from the restaurant to consume in this area prior to processing through the TSA Security Screening Checkpoint. There are two electric outlets located along the wall in this space.



Site Description:

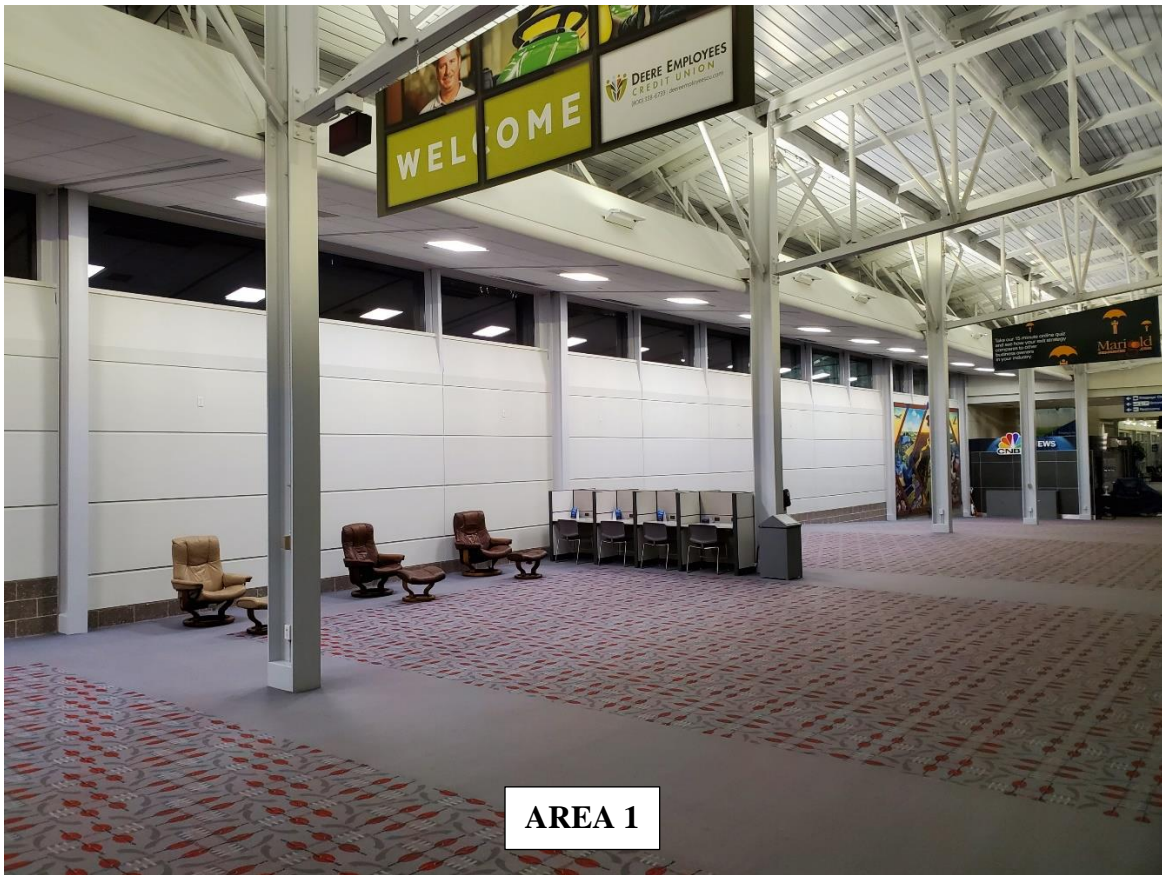
Area 1: 55 ft. long  
14 ft. wide

Area 2: 47 ft. long  
20 ft. wide

Area 3: 55 ft. long  
18 ft. wide

Area 4: 6 ft. wide  
50 ft. long

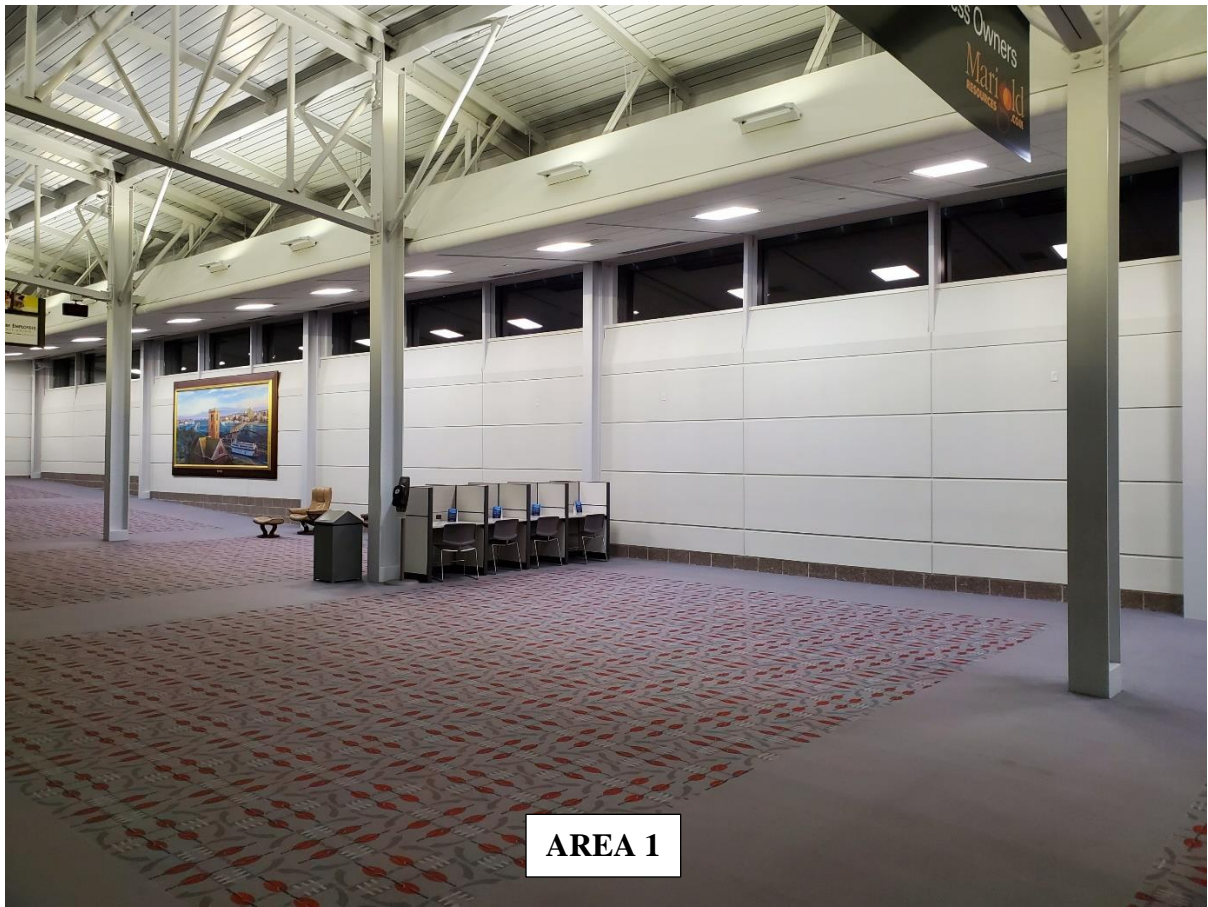




**AREA 1**



**AREA 1**



**AREA 1**



**AREA 2**

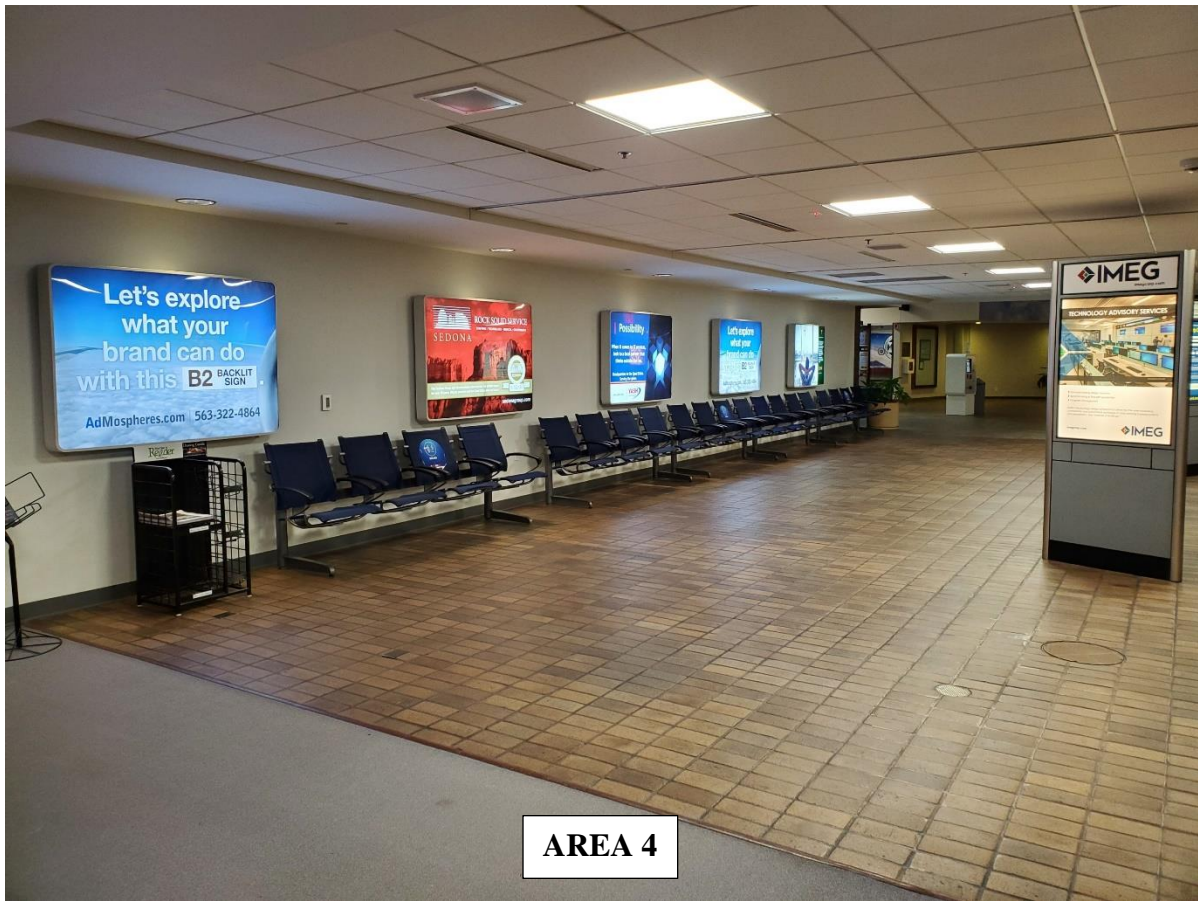


AREA 2

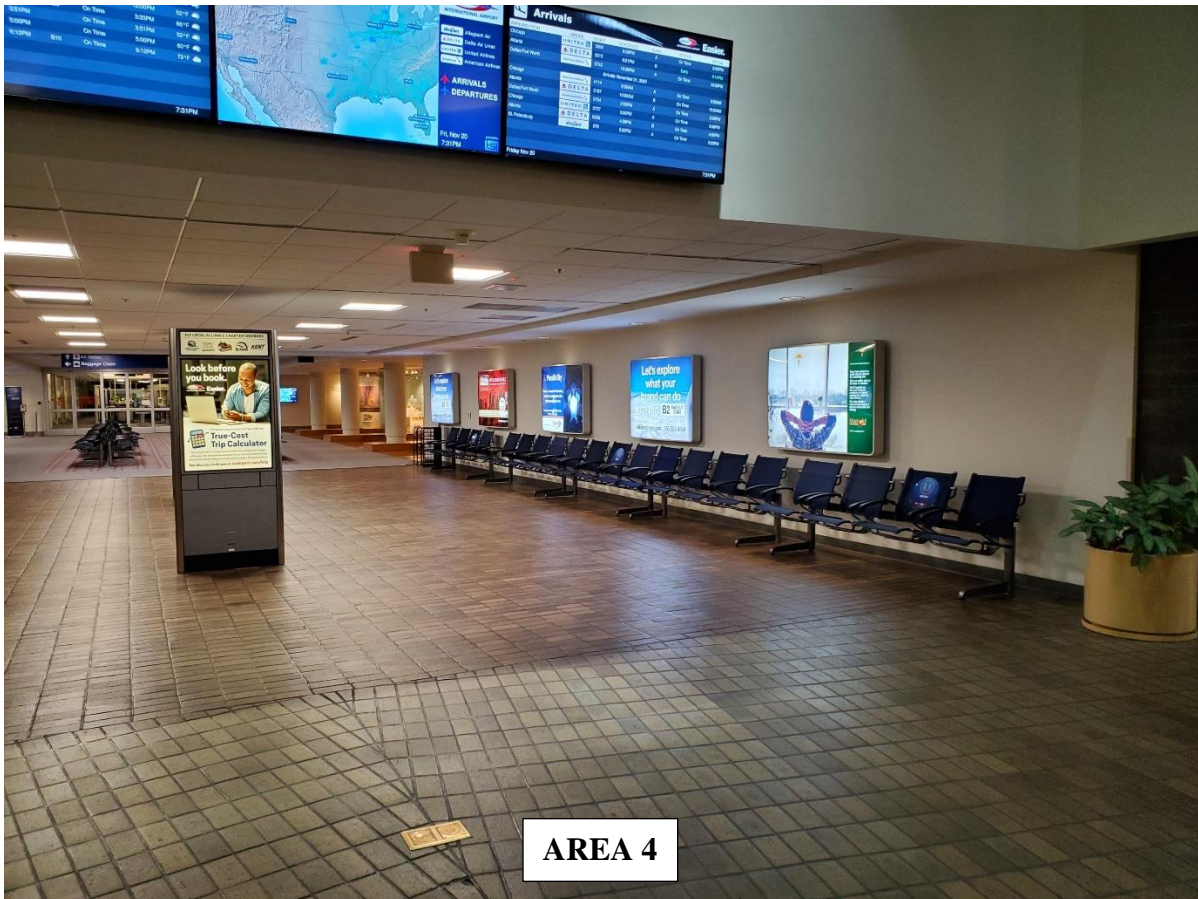


AREA 3

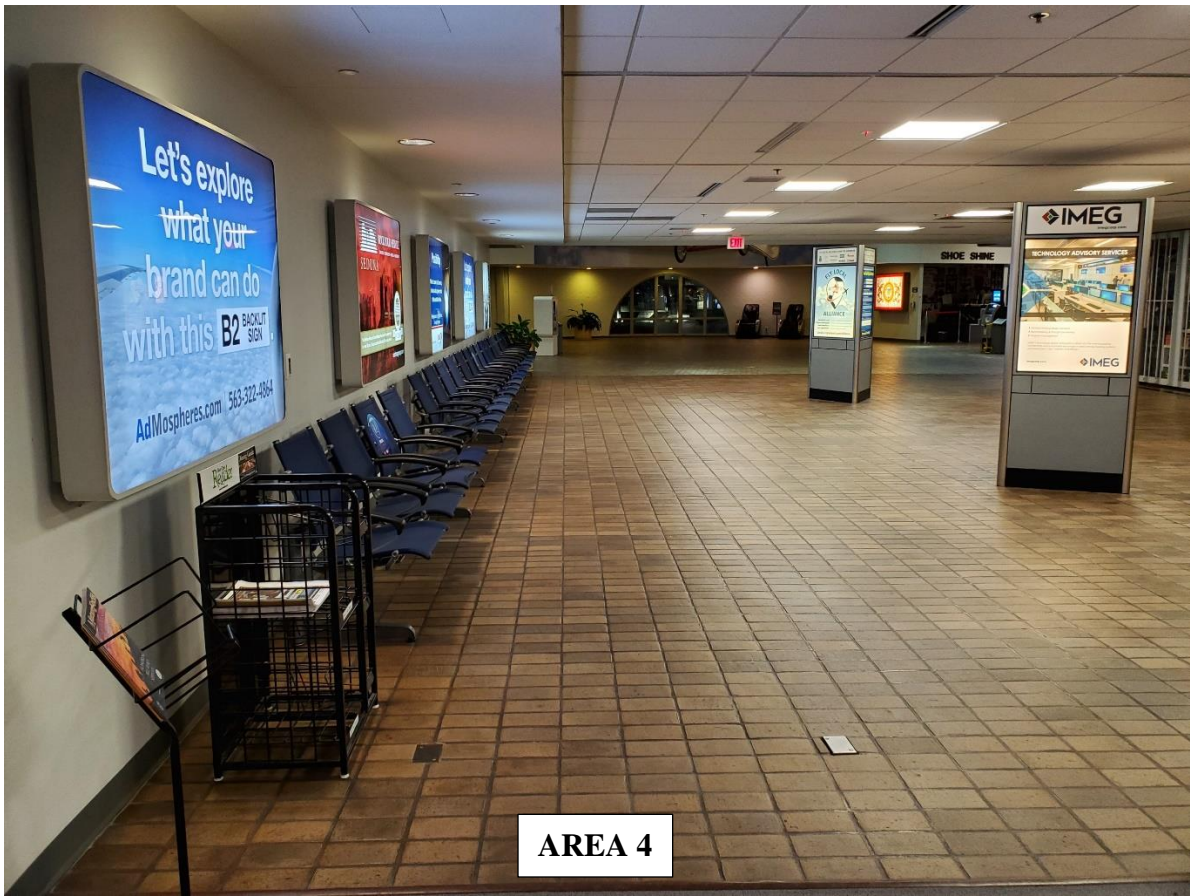




AREA 4



AREA 4



**AREA 4**