



**REQUEST FOR BIDS  
FOR  
ADA IMPROVEMENTS AT DETROIT METRO AIRPORT  
SOLICITATION NO. 25-04010  
(NON-FEDERALLY FUNDED)**

Action	Date	Time
RFB issued	2/24/26	
Pre-Bid (Virtual) Conference (Recommended/Not Mandatory)	3/3/26	2:00 PM
Pre-Bid Question Deadline ( <a href="mailto:purchasing.questions@wcaa.us">purchasing.questions@wcaa.us</a> ) Reference RFB #25-04010 in all emails	3/10/26	2:00 PM
Bid Deadline	3/24/26	2:00 PM
Public Bid Opening*	3/24/26	2:15 PM
Board Date**	5/20/26	

\*As Read Bid Totals will be posted to MITN the next the Business Day.

\*\*Anticipated dates. Subject to change.

**Pre-Bid Meeting:** **ZOOM meeting:** To expedite preparing the virtual sign-in list of attendees, for the record and distribution, **submit a list** of potential virtual participants via email to [purchasing.questions@wcaa.us](mailto:purchasing.questions@wcaa.us) by 3/2/26 close of business. The list should include the participant's name, company name and phone number.

**Join Zoom Meeting**

<https://wcaa-us.zoom.us/j/89049357626?pwd=1q0b6ByHB9cjCHDFyqqVGt566Jl4Jb.1>

Meeting ID: 890 4935 7626

Passcode: 25-04010

One tap mobile

+16465588656,,89049357626#,,,,\*21720427# US (New York)

+16469313860,,89049357626#,,,,\*21720427# US

**Join instructions**

<https://wcaa-us.zoom.us/join>  
[https://wcaa-us.zoom.us/meetings/89049357626/invitations?signature=XBrOI\\_g4Dk1qEWfAI1G24AXyh6nW0b7lyWKBFXJIYII](https://wcaa-us.zoom.us/join)

**Bid Submittal Location:** <https://www.bidnetdirect.com/mitn/wayne-county-airport-authority>

Registration and Submittal technical assistance: 1-800-835-4603

Monday – Friday, 8:00 am – 7:30 pm (Eastern Time)

*Free and paid subscription registration options available*

**Public Bid Opening:** **In lieu of an onsite meeting,** a virtual (audio-only) Bid Opening will be held, at the date, and time indicated on the cover of this RFB. The telephone access information is as follows:

**Phone number: 888.278.0296 Access Code: 2554780#**

To expedite preparing the virtual sign-in list of attendees, for the record and distribution, submit a list of potential virtual participants via email to [purchasing.questions@wcaa.us](mailto:purchasing.questions@wcaa.us). The list should include the participant's name, company name and phone number.

**Procurement Contact:** Darwin Hadley, Assistant Deputy Director of Procurement  
Phone: (734) 247-7900, Fax: (734) 955-5648  
[purchasing.questions@wcaa.us](mailto:purchasing.questions@wcaa.us)

**All questions regarding this RFB must be submitted to the Procurement Contact at the above number and email address. Contact concerning this RFB with any other employee, officer or Board Member of the Airport Authority is not permitted during the solicitation process.**

**DESCRIPTION:** The Wayne County Airport Authority (Airport Authority) is soliciting bids from general contractors, construction managers and other businesses for Bids for ADA improvements at Detroit Metro Airport - Evans Terminal, McNamara Terminal, and Westin Hotel. **(The Contract resulting from this solicitation is subject to Airport Authority Prevailing Wages Requirements.)**

**It is the Bidder's responsibility obtain and view all solicitation documents and addenda issued by the Wayne County Airport Authority (Airport Authority) for this RFB.**

This RFB, all attachments (except Attachment I), and addenda are available via the Michigan Intergovernmental Trade Network (MITN) website. All bids must also be uploaded and submitted to MITN. Free and paid subscription registration options are available.

This RFB may be viewed or obtained as follows:

1. To download a copy of this RFB, all attachments (except Attachments I), and all addenda, access the RFB directly from the MITN website at: <https://www.bidnetdirect.com/mitn/wayne-county-airport-authority>,
2. The document may also be accessed at the Wayne County Airport Authority website at: <https://www.metroairport.com/business/doing-business-wcaa/business-opportunities/solicitations>
3. To **obtain by purchase** only Attachments I - Construction Documents, send an email request to [Detroit@Eng-Repro.com](mailto:Detroit@Eng-Repro.com). Reference **RFB# 25-04010 in the subject line** and provide **your company contact info**.

Engineering Reproduction, Inc. will respond to the email request with a security form (found in Attachment I) to be completed by the potential Plan Holder for return to Engineering Reproduction, Inc. When the completed form has been received, Engineering Reproduction, Inc. will give the Requestor all the information related to the job, including Cost and availability. **No partial sets will be issued.**

Engineering Reproduction, Inc. is located at:  
13550 Conant Ave.  
Detroit, MI 48212  
[Detroit@eng-repro.com](mailto:Detroit@eng-repro.com)  
Telephone: 313.366.3390  
Fax: 313.366.3393

Paper and electronic files are available for purchase. The Contractor must purchase the paper files, which are the official documents of record for this RFB, and the electronic files. The following is a list of the attachments that are available for purchase. The estimated cost for all is approximately \$100.00 excluding shipping.

The Bidder is responsible for the cost of printing/reproduction and shipping. The Bidder may contact Engineering Reproduction, Inc. for an exact amount and shipping options and costs.

Att.	Date	Attachment Description	No. of Pages / Drawings / Size
I1	9/5/2025	Project Drawings	52
I2	9/5/2025	Project Manual	559

## TABLE OF CONTENTS

SECTION 1 – GLOSSARY OF TERMS .....	4
SECTION 2 – INSTRUCTIONS AND SPECIAL REQUIREMENTS.....	6
SECTION 3 – MINIMUM QUALIFICATIONS.....	11
SECTION 4 – PROJECT OVERVIEW .....	12
SCOPE OF WORK AND SPECIFICATIONS .....	12
SECTION 5 – KEY TERMS AND CONDITIONS .....	16
SECTION 6 – INSURANCE REQUIREMENTS.....	18
SECTION 7 - SUBMITTAL DOCUMENTS CHECKLIST (not required) .....	20
SECTION 8 – REQUIRED FORMS AND CONTRACT DOCUMENTS.....	21
REQUIRED FORMS:.....	21
ATTACHMENT A – BID FORM .....	21
ATTACHMENT B – SBE PROGRAM OVERVIEW AND FORMS .....	21
ATTACHMENT C – BUSINESS INFORMATION QUESTIONNAIRE.....	21
ATTACHMENT D – VERIFICATION OF MINIMUM QUALIFICATION FORMS .....	21
ATTACHMENT E – PRICE FORM.....	21
ATTACHMENT F – PROJECT DOCUMENTS DECLARATION FORM .....	21
ATTACHMENT G – DOCUMENT SECURITY AGREEMENT FOR SENSITIVE SECURITY INFORMATION .....	21
CONTRACT DOCUMENTS:.....	21
ATTACHMENT H – FORM OF AGREEMENT AND GENERAL TERMS AND CONDITIONS.....	21
ATTACHMENT I – CONSTRUCTION DOCUMENTS .....	21
ATTACHMENT J - MISCELLANEOUS CONSTRUCTION REQUIREMENTS AND FORMS .....	21
ATTACHMENT K – WCAA PREVAILING WAGE INSTRUCTIONS, GENERAL DECISION & SAMPLE CERTIFIED PAYROLL TEMPLATE.....	21

## SECTION 1 – GLOSSARY OF TERMS

To the extent in this solicitation document the following are defined as:

- 1) **Airports:** Detroit Metropolitan Wayne County Airport and Willow Run Airport.
- 2) **Air Trade Area (ATA):** Michigan counties of Genesee, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne.
- 3) **Bid Guarantee:** sum of money or a bond provided by a Bidder to the Airport Authority with a Bid to guarantee that the Bidder will not withdraw the Bid for a specified period of time, and will enter into a contract with the Airport Authority within the time specified in the Bid, based upon the substantive terms and conditions contained in the RFB or Form of Agreement included in the RFB.
- 4) **Bidder:** Business that submits a Bid in response to an RFB issued by the Airport Authority.
- 5) **Board:** the governing body of the Airport Authority.
- 6) **Broker:** a firm does not itself perform, manage or supervise the work of its contract or subcontract in a manner consistent with the normal business practices for contractors or subcontractors in its line of business.
- 7) **Business:** an individual, firm, vendor, association, corporation, limited liability company, partnership, joint venture, sole proprietorship, or other legal entity.
- 8) **Certified Small Business Enterprise (SBE):** Business certified by the Wayne Country Airport Authority as being headquartered within the ATA, and not exceeding the Small Business Administration (SBA) Size Standards.
- 9) **Contractor:** the successful awarded Bidder of a solicitation, who is legally bound to the contract.
- 10) **Currency:** All monetary references in this document are in U.S. Dollar.
- 11) **Detroit Metropolitan Wayne County Airport or DTW:** Detroit Metro Airport
- 12) **Experience:** For the purposes of this solicitation, Experience shall equal a standard Michigan construction season, which ranges from April to November.
- 13) **Form of Agreement or FOA:** the contract document for the solicitation.
- 14) **Freedom of Information Act (FOIA):** regulates and sets requirements for the disclosure of public records and defines when, how, and what information may be obtained from the Airport Authority by an interested party.
- 15) **Holiday:** the legal holidays observed by the Airport Authority. (New Year's Day, Martin Luther King Jr. Birthday, Friday before Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve)
- 16) **Insurance:** all projects require insurance naming the Wayne County Airport Authority and the Charter County of Wayne as additional insured.
- 17) **Joint Venture:** A partnership or other legal cooperative agreement between two or more persons or entities.
- 18) **LEED:** Leadership in Energy and Environmental Design
- 19) **Managed:** For the purpose of this solicitation, Managed shall be defined as being in full responsible charge of, and administering all facets of, a project.
- 20) **Metro Airport or DTW:** Detroit Metropolitan Wayne County Airport.
- 21) **Nonresponsible Bid:** a Bid submitted in reply to an RFB issued by the Airport Authority, where the Bidder does not meet all required minimum qualifications or SBE goal requirements, if required, or is not in compliance with the Airport Authority's requirements concerning ethics, debarment and/or arrearage.

- 22) **Nonresponsive Bid:** a Bid submitted in reply to an RFB issued by the Airport Authority, which does not conform to all material requirements of the RFB.
- 23) **Notice of Award:** written notification from the Airport Authority to the successful Bidder that they have been awarded the contract.
- 24) **Notice to Proceed:** written authorization from the Airport Authority to the successful Bidder to proceed with the work defined in the contract.
- 25) **Partnership:** an agreement under which two or more persons agree to carry on a business, sharing in the profit or losses, but each liable for losses to the extent of his or her personal assets.
- 26) **Prevailing Wage:** Local minimum wage and fringe benefit rates established by the U.S. Department of Labor to be paid to onsite laborers and mechanics on construction projects.
- 27) **Procurement and Contracting Ordinance (Purchasing Ordinance):** the common name of the Wayne County Airport Authority Procurement and Contracting Ordinance, which is the policy governing procurement and contracting at the Wayne County Airport Authority.
- 28) **Public-use Airport:** an airport that is open to the public which is either 1) publicly owned, or 2) privately owned but designated by the Federal Aviation Administration (FAA) as a reliever, or 3) is privately owned but having scheduled service and at least 2,500 annual enplanements
- 29) **Reciprocity:** an expedited application process available to firms headquartered within the Air Trade Area that are already certified as a small business with the Small Business Administration or maintains small business certification with any Public Agency located in the Air Trade Area (at the discretion of the Procurement Administrator).
- 30) **Responsible Bidder:** a Bidder who is qualified in all respects to fully perform the required services or to provide the required goods, and who possesses the integrity, experience and reliability necessary for good faith performance. A responsible Bidder meets the minimum qualification requirements and conforms to the Airport Authority's requirements concerning ethics, debarment, arrearage, and where applicable, SBE participation goal.
- 31) **Responsive Bid:** a bid timely submitted by a Bidder in reply to, and in conformity with all material requirements of a Request for Bids issued by the Airport Authority.
- 32) **Similar Government or Private facility:** is defined as a facility that has high security of a critical infrastructure, for example, stadiums, court houses, jails, nuclear plants, college campuses, or corporate campuses.
- 33) **Small Business Enterprise (SBE) Program** - Program created by Wayne County Airport Authority to increase opportunities for qualified small businesses to participate on Airport Authority contracts that are not federally funded.
- 34) **Subcontractor:** Any person or business entity employed to perform part of a contractual obligation under the control of the principal contractor. Any supplier, distributor, or firm that furnishes supplies or services to a prime contractor or another subcontractor.
- 35) **Substantially Complete:** a construction project having achieved the "Substantial Completion" date, which is defined in Section 7.1.2 of the Typical Construction Services Agreement General Terms and Conditions, which is included in Attachment B of this RFB.
- 36) **Team Member:** an entity identified in the Bidder's response to this RFB that will be assigned to the project outlined in this RFB if the Bidder is awarded the contract for construction. A Team Member may be the Bidder's business (as identified on the Business Information Questionnaire included in the RFB), or a Subcontractor, or if the Bidder is a partnership or joint venture, an entity that is part of the partnership or joint venture.
- 37) **Willow Run or YIP:** Willow Run Airport

## SECTION 2 – INSTRUCTIONS AND SPECIAL REQUIREMENTS

- 1) **SOLICITATION INFORMATION AND QUESTIONS:** Bidders are advised to review this document in its entirety and to rely only upon the contents of this RFB and accompanying documents and any written clarifications or addenda issued by the Airport Authority. **THE AIRPORT AUTHORITY IS NOT RESPONSIBLE FOR ANY VERBAL INSTRUCTIONS.** If a Bidder finds a discrepancy, error, or omission in the RFB or any accompanying documents thereto, the Bidder shall promptly notify the Procurement Contact noted on the Cover Page of this RFB, so that written clarification may be sent to all prospective Bidders. All questions must be submitted in writing by the pre-bid question deadline. **No contact with other Airport Authority employees, officers or Board members regarding this document is permitted.**
- 2) **PRE-BID MEETING:** A pre-bid meeting concerning this RFB may be held. If so, the date, time and location are indicated on the Cover Page of this RFB. Airport Authority staff will be available at this meeting to answer questions about this RFB. Attendance at the meeting is strongly encouraged for the entities that will be submitting a Bid that will be signatory on a contract with the Airport Authority for the work contained in this RFB, as well as subcontractors participating on the Bidders teams.  
**RSVP REQUIRED TO:** [purchasing.questions@wcaa.us](mailto:purchasing.questions@wcaa.us) by March 2<sup>nd</sup> close of business. Include your name, company name, email address, and phone number.
- 3) **RFB MODIFICATIONS/ADDENDA:** Clarifications or modifications may be made to this solicitation at the discretion of the Airport Authority. Any and all Addenda issued by the Airport Authority will be posted as noted on the Cover Page of this RFB. It is the responsibility of the Bidder to obtain from MITN any issued Addenda and to acknowledge the Addenda on the Bid Form. If any changes are made to this solicitation document by any party other than the Airport Authority, the original document in the Airport Authority's files takes precedence.
- 4) **BID DEADLINE / LATE SUBMISSIONS:** The bid is due not later than the date and time listed on the Cover Page of this RFB. ***The MITN system does not accept late Bids and will cut you off at the exact deadline date and time, so allow yourself plenty of time when submitting your Bid.*** The deadline date may in some instances change during the solicitation issuance period. If any deadline date for submission changes, such change will be issued in a published Addendum to this solicitation prior to the deadline date indicated on the Cover Page of this solicitation.
- 5) **SMALL BUSINESS ENTERPRISE (SBE) PARTICIPATION:** The Airport Authority encourages participation from small businesses headquartered in the ATA on all non-federally funded contracts. SBE participation of at least twenty-five percent (25%) has been set as a minimum requirement on this solicitation and is required as a matter of responsiveness. SBE participation can be met by a combination of any SBE prime contractor, subcontractors and/or suppliers. **WCAA SBE Certification status must be active as of the Proposal deadline.** Upon contract award, the contractor must use any such forms as are required and made available by the Airport Authority to demonstrate that the Contractor has met the SBE Commitment. Contractor will be required to submit monthly Contractor/Subcontractor participation reports as required by WCAA. Responses including voluntary participation of **30% or more** may be eligible to receive SBE Equalization Credits during the evaluation process. Details about the Airport Authority's SBE Program may be found in **Attachment B1**. For more information regarding the SBE program, please contact the Business Development Unit at [business.development@wcaa.us](mailto:business.development@wcaa.us) or (734) 955-5785. All other questions related to this particular solicitation must be sent to [Purchasing.Questions@wcaa.us](mailto:Purchasing.Questions@wcaa.us)
- 6) **ELECTRONIC BID SUBMISSION:** Failure to submit a timely bid including: 1) a signature binding the offer; 2) a completed Price Form, and 3) Bid Guarantee, if required, may result in your bid being deemed nonresponsive.
  - a) The Bidder is also to submit the following required information:

- i) Electronic copy of the complete Bid must be uploaded and submitted via the MITN website at <https://www.bidnetdirect.com/mitn/wayne-county-airport-authority>. The electronic file(s) submitted will be considered the original Bid.
- ii) **BID GUARANTEE:** The Bidder is required to submit a refundable Bid Guarantee (an AIA 310 Bond from a surety licensed to conduct business in the State of Michigan or cashier's check) in the amount of 5% of the Bidder's total potential value of the Base Bid, should be made payable to the Wayne County Airport Authority. The Bidder should submit photocopy of the Bid Guarantee, Bond, or cashier's check with the Bid in the electronic response to this RFB. This photocopy must be of sufficient resolution to show a valid stamp and seal. The original should be postmarked by the Bid deadline date and sent to:

**The bidder is responsible for submitting the original Bid Guarantee, postmarked by the Bid deadline, to the Airport Authority. The original should be sent to:**

Wayne County Airport Authority  
Michael Berry Administration Building  
Detroit Metropolitan Wayne County Airport  
11050 Rogell Drive, Building #602  
Detroit, Michigan 48242  
Attn: Procurement Department (RFB #25-04010)

(Tracking number may be requested.) Failure to submit the properly postmarked Bid Guarantee, Bond, or cashier's check in the specified form may result in the Bid being deemed Nonresponsive and the Bid rejected without any further evaluation.

*Detroit, Michigan 48242 is the mailing address of Detroit Metropolitan Wayne County Airport. The Detroit Metropolitan Airport is physically located within the boundaries of the City of Romulus, Michigan*

*(Tracking number may be requested.) Failure to submit the properly postmarked Bid Guarantee, Bond, or cashier's check in the specified form may result in the Bid being deemed Nonresponsive and the Bid rejected without any further evaluation.*

**Note: Return of Bid Guarantee:** Bid Guarantees will be returned to Bidders immediately after the Airport Authority has deemed that a Bidder is either Nonresponsive or Nonresponsible. Bid Guarantees for all remaining Bidders will be held until a contract is fully executed; or upon the request by the Bidder, but only after the "firm offer period" has expired.

- iii) Verification of Minimum Qualifications Form (or provide the required information to show the Bidder meets each of the Minimum Qualifications as listed in this solicitation document).
- iv) Submit an executed Project Documents Declaration Form
- v) Submit an executed Document Security Agreement for Sensitive Security Information
- vi) Business Information Questionnaire
  - (1) **Certification concerning Iran:** The Bidder certified that its business neither (a) engages in investment activities in the energy sector of Iran, including the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran, nor (b) extends credit to another person or entity, if that person or entity will use the credit to engage in investment activities in the energy sector of Iran.
- vii) Subcontractor Form
  - (1) The Bidder must include information about each subcontractor that will be utilized in the contract. Subcontractors cannot be added or replaced after submittal of the bid without the prior written approval of the Airport Authority.
- viii) Bidder must be in Good Standing with the State in which their business is domiciled. The Bidder must certify on its Business Information Questionnaire that it is in Good Standing or not required

to obtain such a certificate or otherwise register with that state. If the Bidder is domiciled outside of Michigan, the Bidder will also be required to be in Good Standing with the State of Michigan or certify on its Business Information Questionnaire that it is not required to obtain such standing or otherwise register with the State of Michigan. How to obtain information regarding obtaining a Certificate of Good Standing from the State of Michigan may be found at <https://cofs.lara.state.mi.us/corpweb/HelpPages/OrderSystemInfo.aspx>.

- b) Bids must be submitted via the MITN portal: <https://www.mitn.info>
- c) Submission of a bid establishes a conclusive presumption that the Bidder is thoroughly familiar with the Request for Bids (RFB), and that the Bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.
- d) All documentation submitted with the bid will become the property of the Airport Authority.
- e) All costs incurred in the preparation and presentation of the bid is the Bidder's sole responsibility; no pre-bid costs will be reimbursed to any Bidder.
- f) Bids must be held firm for a minimum of 120 days from the Bid Deadline date of the RFB.
- g) The Airport Authority has the right to request samples from Responsive and Responsible Bidder. The requested samples must be provided within two (2) business days of the request by the Airport Authority, or the bid will be considered nonresponsive.
- 7) **BROKER:** The Airport Authority will not accept any Proposals from a broker. Any Proposer that is determined to be a broker will be deemed nonresponsive.
- 8) **EXCEPTIONS:** Bidder shall clearly identify any proposed deviations from the language in the Request for Bids (including its Terms and Conditions). Each exception must be clearly defined and referenced to the proper paragraph in this RFB or its Terms and Conditions. The exception shall include, at a minimum, the Bidder's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Bidder's Bid, the Airport Authority will assume complete conformance with this specification and the successful Bidder will be required to perform accordingly. Bids not meeting all requirements may be rejected. Bids taking exception to material terms and conditions (i.e., indemnification, subrogation, insurance, ownership of documents, governmental requirements) will not be considered. The Airport Authority reserves the right to accept or to allow the Bidder to withdraw any or all exceptions.
- 9) **WITHDRAWAL:** Bids may be withdrawn or revised via the MITN portal up to the deadline date and time. No Bid may be withdrawn after the deadline for submission.
- 10) **REJECTION OF BIDS:** Bids will be rejected for the following reasons:
  - a) Bidder's failure to submit all required information of RFB.
  - b) Bidder's failure to meet minimum qualifications of RFB.
  - c) Bidder is in arrears or in default to the Airport Authority on any contract, debt, or other obligation.
  - d) Bidder is debarred by the Airport Authority or federal government (for federally funded contracts) from consideration for a contract award.
  - e) Bidder has committed a violation of the Airport Authority's Ethics Ordinance which resulted in a termination of a contract or other material sanction within the two (2) years immediately preceding the date of issuance of this document.
  - f) Bidder has a contract or other relationship with a client that is determined by the Airport Authority to be a legal or business conflict that is unwaivable or that the Airport Authority, at its sole discretion, is unwilling to waive.

- g) In the event a Bidder, including its subsidiaries, affiliated companies and franchises, submits more than one (1) bid, the Airport Authority, at its sole option, will have the right to determine which bid will be considered, or reject all such multiple bids.
- 11) **CANCELLATION OF RFB** The Airport Authority reserves the right to cancel this solicitation, in whole or in part, as well as reject any or all bids, or to accept or reject any bid in part, and to waive any minor informality or irregularity in bids received if it is determined by the Chief Executive Officer (CEO) or his designee that the best interest of the Airport Authority will be served by so doing. If the solicitation is cancelled or all bids are rejected by the Airport Authority, a notice will be posted on MITN.
- 12) **PROCUREMENT POLICY:** Procurement for the Airport Authority will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Airport Authority. The Chief Executive Officer has the vested authority to execute a contract, subject to Board approval where required.
- 13) **BID SIGNATURES:** Bids must be signed by an authorized official of the Bidder. Each signature represents binding commitment upon the Bidder to provide the goods and/or services offered to the Airport Authority if the Bidder is determined to be the lowest Responsive and Responsible Bidder. Properly authenticated electronic signatures are acceptable and shall be treated the same as if the signee had put pen to paper
- 14) **CONTRACT AWARD AND CONTRACT EXECUTION:** The Airport Authority reserves the right to award by item, group of items, or total proposed items and to award more than one contract at its sole discretion, to the lowest Responsive and Responsible Bidder, or Bidders.
- i) All contract award recommendations must be approved by either the Airport Authority's CEO or Board.
  - ii) The Bidder(s) to whom the award is being recommended will be notified and provided the Airport Authority's contract for execution at the earliest possible date. If for any reason, the awarded Bidder(s) does not execute a contract within the time specified by the Airport Authority, then the Airport Authority may recommend award to the next lowest Responsive and Responsible Bidder. A final Notice of Award, and if required, a Notice to Proceed, will be issued after completion of a fully executed contract.
  - iii) If a Bidder requires an agreement beyond any agreement (e.g. Terms and Conditions) required by the Airport Authority, or required as a part of this solicitation by the Airport Authority, the Airport Authority reserves the right to reject execution of any additional agreements required by the Bidder. In instances where the Airport Authority rejects execution of additional agreements that are required by the Bidder, the Airport Authority reserves the right to deem the bid as Nonresponsive, and to recommend award to the next most Responsive and Responsible Bidder.
- 15) **NO RFB RESPONSE:** Bidders who receive this RFB but do not submit a Bid are asked to submit a notice stating the reason(s) for not responding.
- 16) **FREEDOM OF INFORMATION ACT ("FOIA") REQUIREMENTS:** Bids are subject to public disclosure after the Bid Deadline in accordance with state law. For additional information, contact the Airport Authority's FOIA Coordinator at [FOIA@wcaa.us](mailto:FOIA@wcaa.us).
- 17) **PROTESTS:** A protest must be filed in writing and within the timeframes outlined in Section 9 of the Airport Authority Procurement and Contracting Ordinance. A copy of the Procurement Ordinance is available from Procurement Department at the Airport Authority, and accessed at <https://www.metroairport.com/business/about-wcaa/important-documents>
- 18) **SECURITY BADGES:** Security badges are required. Information regarding the requirements, process and fees for obtaining a badge is available via: <https://www.metroairport.com/business/dtw-airport-id-badges> .

- 19) **PROOF OF INSURANCE REQUIREMENTS:** The successful Bidder must submit proof that they meet all Airport Authority insurance requirements prior to receiving an executed contract and purchase order.
- 20) **BASIS FOR CONTRACT AWARD:** The determination of the lowest responsive and responsible Bid shall be based upon total base bid (Package A – Package C) amount including SBE equalization credits. RFB responses without a complete Price Form and all required forms and information in the Bid Package will be deemed non-responsive for that Bid Package. The Airport Authority anticipates awarding all three packages however the Airport Authority reserves the right to award packages based on availability of funding.
- 21) **AIRPORT AUTHORITY ETHICS ORDINANCE:** To report an ethics violation or for more information, go to [www.wcaa.ethicspoint.com](http://www.wcaa.ethicspoint.com) or call 1-888-447-8643. To view or download the WCAA Ethics Ordinance, access the following link: <https://secure.ethicspoint.com/domain/media/en/gui/35303/ethics.pdf>
- 22) **TITLE VI:** The Wayne County Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all businesses will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

## SECTION 3 – MINIMUM QUALIFICATIONS

- 1) **MINIMUM QUALIFICATIONS:** Bidders (specifically, the Business that will be contractually bound under the contract with the Airport Authority) will be deemed nonresponsible and rejected without any further evaluation if they as a Business, do not meet the following qualifications:

Refer to Attachment D – Verification of Minimum Qualifications Form

**If you have received this document electronically, Attachment D – Verification of Minimum Qualifications Forms is a separate document.**

## SECTION 4 – PROJECT OVERVIEW

- 1) **INTRODUCTION:** Through this Request for Bids (RFB), the Wayne County Airport Authority (Airport Authority) hereby invites businesses that meet the qualifications set forth herein to submit Bids for ADA improvements at DTW - Evans Terminal, McNamara Terminal, and Westin Hotel. After investigation, corrective action items were identified to comply with the Americans with Disabilities Act (ADA). Package A addresses corrective action items in Evans Terminal. Package B corrective action items in McNamara Terminal. Package C addresses corrective action items in the Westin Hotel.

ADA Improvements – Work areas include public areas and secured areas around the DTW campus, and all work is OUTSIDE the Airfield Operations Areas (AOA). WCAA Contractor Badging will be required for secured areas. Majority of work in the terminals shall be performed during inactive airport hours - 10:00 PM to 4:00 AM, or during regular work hours when work is contained within fully enclosed temporary construction walls, when appropriate. Work in the Westin Hotel shall be performed during standard work hours, with prior coordination with Westin management and the Airport Authority. Contractor is responsible for partitioning work that may impact the travelling public, as required. Contractor is responsible for maintaining cleanliness and staging equipment and materials at appropriate locations according to the CSPP located in the contract documents or according to WCAA directions.

- 2) **GENERAL INFORMATION:** In August 2002, the Public Airport Authority Act, MCL 259.108-259.125 (“Act 90”) transferred full operational jurisdiction of the Detroit Metropolitan Wayne County Airport and the Willow Run Airport from the Charter County of Wayne to the Wayne County Airport Authority (Airport Authority). The Airport Authority became responsible for the management and operation of the Detroit Metropolitan Wayne County (DTW) and Willow Run (YIP) Airports, including the power to plan, promote, extend, maintain, acquire, purchase, construct, improve, repair, enlarge and operate both airports.

The Detroit Metropolitan Wayne County Airport is one of the largest domestic and international airports in the United States and has a major role in the future of southeast Michigan and the national airport system. The Willow Run Airport serves as a reliever airport, primarily serving cargo and general aviation activity.

## SCOPE OF WORK AND SPECIFICATIONS

- 1) **SCOPE OF WORK:** The successful Bidder (Contractor) will be required to comply with all requirements and provisions of the Project as described and detailed in this RFB (including its attachments), and to complete the Scope of Work upon the receipt of a Notice to Proceed(s) from the Airport Authority. The Contractor must provide any and all labor, materials, equipment, tools, supervision, permit costs, coordination, mobilization, demobilization, delivery charges, insurance, bonds, taxes, costs and other services necessary or required to complete the Work in accordance with the Agreement. An overview summary of the items included in the Scope of Work is as follows:
  - a) Package A – Evans Terminal ADA Improvements, Adult Changing Rooms, Baby Changing Counters – Provide: vestibule threshold adjustments, solid surfaces, new guard rails, miscellaneous signage improvements, miscellaneous bathroom improvements, new baby changing countertops in bathrooms, and new adult changing rooms.
  - b) Package B – McNamara Terminal ADA Improvements – Provide: Signage replacements or relocations, service animal relief area improvements, new handrails, new alarm strobes.
  - c) Package C – Westin Hotel ADA Improvements – Provide: Westin guest room improvements, Westin employee locker room improvements, Westin public restroom improvements, and miscellaneous signage.
  - d) Contractor may work on Package A, Package B and Package C improvements concurrently with approval from the Airport Authority.
  - e) Obtain all Required Permits: The Airport Authority may obtain approvals of the permit applications from the jurisdictional agencies. The successful Bidder will be responsible for obtaining all permits

and paying for all associated construction permit fees, application fees, inspection fees, bonds, and insurances. The following is a list of the required permits:

- i) Building Permit – City of Romulus Department of Building & Safety
  - ii) Any other applicable permits required by federal, state and local laws and regulations.
- f) Written Site Security Program: The Contractor will be required to comply with all security requirements. Refer to the Attachment I – Construction Documents, including Specification SP- 20 – Airport Security Requirements for additional requirements. Prior to initiating any construction activity on the site, the Contractor must submit a Written Site Security Program as described in Article 9 of the General Terms and Conditions (Attachment H), for review and approval by the Airport Authority.
- g) Safety Program: The Contractor will be required to comply with all safety requirements. Refer to the Attachment I – Construction Documents, including Specification SP-10 – Airport Safety Requirements for additional requirements. Prior to beginning construction, the Contractor will be required to develop and submit its written Safety Program AND Site-Specific Safety Plan to the Airport Authority for review and approval.
- h) Provide, install and remove all necessary fall protection required by Michigan Occupational Safety and Health Administration.
- i) Provide, install and remove all necessary traffic maintenance equipment required by Michigan Department of Transportation - Michigan Manual of Uniform Traffic Control Devices.
- j) Manage the Work as required including:
- i) Satisfy documentation requirements as required in the Attachment J, including but not limited to the monthly submittal of detailed progress reports and progress schedule updates to the satisfaction of the Engineer and Airport Authority Project Manager.
  - ii) Manage the Work, the Contractor's staff, and all subcontractors to the satisfaction of the Engineer and Airport Authority Project Manager.
- k) The contractor is responsible for ensuring all roads and airfield space are always kept free of dust and debris at all times
- l) Provide all temporary utilities, site offices and site management necessary to perform the work as described
- m) The Contractor will be required to complete the work in accordance with the durations and Substantial Completion dates listed in Section 5.4 – Substantial Completion of Construction.
- 2) **CONSTRUCTION REQUIREMENTS AND PROCEDURES:** This Project is located within a fully operational airport that is active 24-hours a day, 365 days a year. Work shall be performed consistent with approvals provided by the Airport Authority.
- a) Access to Site, Staging, Temporary Trailers, Contractor Parking, temporary facilities:
    - i) No claims for additional fees or extension to contract duration will be considered on the grounds of site restrictions imposed by any security requirements associated with this Project. The Contractor will not be permitted access to the airfield or other restricted areas without proper approval from the Airport Authority.
    - ii) All deliveries to the Project site shall be accomplished using public access roads.
    - iii) All materials and tools that are required to be delivered to the Project site shall be stored and secured within a designated staging area at all times. No tools shall be left unsecured or unattended in public areas. No containers (toolboxes, storage containers, debris containers, etc.) shall be left unsecured or unattended in public areas.

- iv) Locations for staging, Contractor's and Engineer's temporary construction trailer, and additional contractor parking will be assigned on the Airport property at the Pre-Construction Meeting, if required. The Contractor shall be required to obtain a permit for the temporary construction trailers. The Contractor shall not park any vehicle, nor store any construction materials within ten (10) feet of the Airport Operations Area (AOA) perimeter fence.
  - v) The Contractor shall be required to provide and install all temporary measures required to maintain safety and security for the construction of the Project.
  - vi) The Contractor will conduct the required work in such a manner so as to cause minimum disruption to Airport Authority operations. The Contractor shall be required to provide and install all temporary measures required and as directed by the Airport Authority to maintain safety and security for the construction described herein.
  - vii) The Contractor will be responsible to provide toilet facilities for all construction workers.
  - viii) The Contractor will be responsible for providing all power and other utilities including water needed to construct the Project.
  - b) The Contractor shall schedule all Airport Authority utility verification and disconnection requests through the Planning, Design & Construction Department.
  - c) Hot Work: Hot work is defined as a process or procedure that could result in a fire if not properly controlled. No welding, flame cutting, or other operations involving the use of flame, arcs, or sparking devices will be allowed without adequate protection, subject to prior approval by the Fire Marshal, and a Hot Work permit from the Airport Fire Division.
- 3) **SEQUENCE OF WORK:** The Contractor is required to coordinate its Work with the Engineer and Airport Authority Project Manager, and others, in accordance with the following general sequence of work for this Project.
- a) Contractor to coordinate required inspections and testing of this Project with the Engineer, the Airport Authority Project Manager, the Airport Authority Fire Marshal, and any other Authorities having jurisdiction over this Project.
  - b) Refer to the Attachment G - Construction Documents for any work sequencing requirements.
- 4) **PROJECT MILESTONES:** Work is required to be Substantially Completed in the phases and construction durations as required in this RFB and its attachments. Refer to Attachment G - Construction Documents for specific information. General information related to project milestones is as follows:
- a) Contract Award - It is anticipated that this contract will be awarded in the May 2026 by the Wayne County Airport Authority Board, based upon confirmation of lowest responsive and responsible Bidder. It should be noted the delay of the issuance of an executed Contract, or Notice to Proceed due to incomplete, untimely, or rejected Contractor's insurance, bonds, Pre- Construction submittals, schedules, permit approvals, and/or other Contractor required submissions shall not be the basis of a claim for a delay nor for additional mobilization costs.
  - b) Administrative Notice to Proceed - Following receipt of approved Contractor's insurance, bonds, and issuance of an executed Contract, it is anticipated that an Administrative Notice to Proceed will be issued to permit the Contractor to obtain, prepare and submit pre-construction schedules, administrative and technical submittals, and to plan for construction. It is anticipated that the Pre-Construction Conference will be scheduled and conducted during this time. The Airport Authority's review of pre-construction submittals once they are complete and accurate will take up to fourteen (14) calendar days.
  - c) Long-Lead Time Procurement Notice to Proceed – Following approval of applicable technical submittals and baseline schedule, the Airport Authority MAY issue notice to proceed for procurement of long-lead time materials prior to Notice to Proceed with construction. Payment for stored materials

shall be at the Airport Authority discretion and in accordance with provisions of Article 8 of the General Terms and Conditions.

- d) Notice to Proceed - Upon receipt and approval of all permits, required pre-construction submittals, and following the Pre-Construction Conference, a Limited or full Notice to Proceed with Construction (NTP) will be issued.
  - e) Substantial Completion of Construction - The work issued shall be Substantially Complete within 150 calendar days of the NTP with construction. Once Substantial Completion of the construction work has been achieved, the Contractor shall remove all equipment and temporary traffic control devices from the site.
  - f) Final Completion - Construction work including all restoration, cleanup, completion of punch list shall be no later than 30 calendar days after the Substantial Completion date.
- 5) **ALLOWANCES:** Certain allowances are provided in each bid package for the contract for this Project. A summary of the allowances is as follows:
- a) **Allowance No. 1 – Permit and Inspection Fees** – Contractor costs for agency off-site third-party permit and inspection fees shall be paid under the Allowance described in this RFB. Actual payment will be based on actual costs (without any mark-up) incurred by the Contractor or Subcontractor(s) upon submittal of original paid receipts from each permitting agency. The Contractor will not be paid for permitting agency fines or fees resulting from but not limited to, unsatisfactory work, multiple inspections of unsatisfactory work, unsatisfactory work site and staging area, unsatisfactory noise or dust control. Other required fees including, but not limited to insurance and bonds, shall be incidental to the Mobilization pay item in accordance with the Basis of payment in the Attachments C – Construction Documents (Drawings and Specifications).
  - b) **Allowance No. 2 – General Construction** – Contractor costs for additional work items added by WCAA as “additional work” will be reimbursed to the Contractor using this allowance as established in the Contract Documents. Costs for “additional work” shall be established on exiting pay items and/or a time and material basis which shall be submitted to the Airport Authority and approved prior to starting any work. Any unapproved work performed by the contractor will be at the Contractor’s own expense.
- 6) **LIQUIDATED DAMAGES:** If the Contractor fails to achieve Substantial or Final Completion on or before the required dates as specified in the Contract Documents then the Contractor and the Contractor’s surety agree to pay the Airport Authority liquidated damages. Liquidated damages for failure to meet the Substantial Completion milestones shall be \$500.00 per day starting on the required date of Substantial Completion until Substantial Completion is achieved. Liquidated damages for failure to meet the Final Completion date shall be \$250.00 per day starting on the required date of Final Completion until Final Completion is achieved.
- Notwithstanding anything to the contrary herein, the assessment of liquidated damages is not the Airport Authority’s sole and exclusive remedy in the event the Contractor fails to achieve Substantial and/or Final Completion the Work by the Completion Dates.
- 7) **REQUIRED DOCUMENT FORMAT AND SOFTWARE:** The Contractor will be required to submit in English all final documents in hard copy and electronic format as requested by the Airport Authority (such as Word, Excel, AutoCAD, GIS, PDF and TIFF). All as-built survey data shall be in Michigan State Plane Coordinates-South Zone, International Feet.
- 8) **PROPERTY OF THE AIRPORT AUTHORITY:** All item(s) (including drafts, photos, work papers, prototype and the like), produced by Contractor(s) during any Work required by the Contract Documents shall become the sole and exclusive property of the Airport Authority.

## SECTION 5 – KEY TERMS AND CONDITIONS

1. **CONTRACT TERM:** The contract shall be effective from the date of this Contract is approved by the Wayne County Airport Authority Board and will terminate upon the Airport Authority's final payment for all required services.
2. **WAYNE COUNTY AIRPORT AUTHORITY'S PREVAILING WAGE REQUIREMENTS:** All wages on the project are subject to the Wayne County Airport Authority's Prevailing Wage Requirements (Attachment K).
3. **CHANGES TO KEY PERSONNEL AND SUBCONTRACTORS:** It is essential that the Contractor provides adequate experienced personnel and subcontractors, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.
  - a. Contractor agrees that once assigned to work under the contract, key personnel and subcontractors shall not be removed or replaced without written notice to the Airport Authority.
  - b. If key personnel and subcontractors are not available for work under the contract for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the Airport Authority, and shall, subject to the concurrence of the Airport Authority, replace such personnel with personnel of substantially equal ability and qualifications.
4. **PROJECT ACCEPTANCE:** Acceptance is predicated on all Scope of Work objectives or any other specifically identified criteria being completed to the Airport Authority's satisfaction.
5. **PERFORMANCE REVIEW:** The Airport Authority may conduct regular contract performance reviews to ensure Contractors consistently meet all aspects of performance.
6. **PERFORMANCE GUARANTEE:** The Contractor shall furnish an AIA 311 Performance Bond and an AIA 311 Labor and Material Payment Bond (AIA 312 forms will not be accepted). Both **Bonds shall be in an amount equal to 100% of the Contract Sum** and shall comply with the requirements set forth in Article 10 of the General Terms and Conditions (Attachment H of this RFB). The surety issuing the Performance and Payment Bonds must be authorized to conduct business in the State of Michigan and have a resident agent who may be served in Wayne, Oakland or Macomb County.
7. **CONFLICTS OF INTEREST:** The Airport Authority reserves the right to reject a Bid if the Bidder has a contract or other relationship with a client that is determined by the Airport Authority to be a legal or business conflict that is unwaivable or that the Airport Authority, at its sole discretion, is unwilling to waive.
8. **FORCED LABOR:** The Bidder certifies that it does not use forced labor or engage in human trafficking/modern slavery in any of its operations or supply chains. This includes, but is not limited to, the use of forced or compulsory labor, bonded or indentured labor, and involuntary servitude. The Bidder also certifies that it is in compliance with all applicable laws and regulations related to forced labor and human trafficking/modern slavery, including but not limited to The Uyghur Forced Labor Prevention Act (Public Law 117-78), and the Victims of Trafficking and Violence Protection Act (Public Law 106-386). The Bidder shall maintain records of its compliance with this provision and shall make such records available to the Airport Authority upon request and agrees to promptly notify the Airport Authority of any violations of this provision that are discovered during the performance of the contract. Failure to comply with this provision may result in disqualification of the bid/solicitation response or termination of the contract.
9. **RUNWAY INCURSIONS:** The Federal Aviation Administration (FAA) defines a Runway Incursion as "Any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in a loss of separation with an aircraft taking off, intending to take off, landing or intending to land".

Entering the Movement Area (i.e. runways, taxiways, etc.) without authorization from the FAA Air Traffic Control Tower and the Wayne County Airport Authority will result in the suspension of an assigned ID Badge and/or ramp driving privileges and could subject the Contractor or the Contractor's key personnel to permanent revocation of their airfield driving privileges. Furthermore, runway incursions may result in federal fines and/or termination of the contract.

10. **PROPERTY OF THE AIRPORT AUTHORITY:** All item(s) (including drafts, photos, work papers, prototype and the like), produced by Contractor(s) during the service of any resulting contract(s) will become the property of the Airport Authority.

## SECTION 6 – INSURANCE REQUIREMENTS

**INSURANCE REQUIREMENTS:** Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

### LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$5,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$5,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation** insurance as required with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$500,000** per accident for bodily injury or disease.

**The Wayne County Airport Authority and the County of Wayne, its officers, officials, employees, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance.

**Contractor hereby agrees to waive rights of subrogation which any insurer of Contractor may acquire** from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. **The Workers’ Compensation policy shall be endorsed with a waiver of subrogation** in favor of the Airport Authority for all work performed by the Contractor, its employees, agents and subcontractors.

Contractor hereby grants to Entity a waiver of any right to subrogation which any insurer of said Contractor may acquire against the Entity by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer.

### Primary Coverage

For any claims related to this contract, the **Contractor’s insurance coverage shall be primary** insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the Entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.

### Notice of Cancellation

Each insurance policy required above shall state that **coverage shall not be canceled, except with notice to the Entity.**

## SAMPLE CERTIFICATE OF INSURANCE

Please review the solicitation documents for the required insurance coverage and add to the insurance certificate accordingly.



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/13/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Agent Broker Producer, Inc. 123 Anywhere Ave Detroit, MI 48226	<b>CONTACT NAME:</b> Agency Contact <b>PHONE (A/C, No, Ext):</b> phone <b>FAX (A/C, No):</b> fax #here <b>E-MAIL ADDRESS:</b> of individual at agency  <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Travelers</td> <td></td> </tr> <tr> <td>INSURER B: Accident Fund</td> <td></td> </tr> <tr> <td>INSURER C: Zurich</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Travelers		INSURER B: Accident Fund		INSURER C: Zurich		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER C: Zurich															
INSURER D:															
INSURER E:															
INSURER F:															
<b>INSURED</b> Contractor/Vendor Company (this must match name on forms) Address 1 Address 2 City, State, Zip															

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: (review aggregate req)	X	X	GL123456-03	02/13/2018	02/13/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	X	AL252105-03  verify requirements in solicitation	02/13/2018	02/13/2019	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X	X	UMB12345-02	02/13/2018	02/13/2019	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	X WC234567-03	02/13/2018	02/13/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Property with transit/installation (IF other covg is required att. p. 2)	X	X	PR660789-03	02/13/2018	02/13/2019	Limit \$250,000 each occurrence

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 The certificate holder and the County of Wayne, their board members, directors, officers, employees, agents and assigns are additional insureds for GL including completed operations, Auto (Aircraft Liability, pollution as applicable) on a primary/non-contributory basis including completed operations for liability arising out of all work or services provided to the Airport Authority.  
 Waiver of subrogation is added in favor of the additional insured.  
 The Wayne County Airport Authority is considered loss payee for any property owned by and worked on by this insured, as their interest may appear.  
 Policies are endorsed to provide a minimum of 30 day notice of cancellation to the Certificate Holder (or 10 day notice in the case of non-payment of premium).

<b>CERTIFICATE HOLDER</b>  Wayne County Airport Authority Attn: Procurement Department 11050 Rogell Drive #602 Detroit, MI      48242	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE signature here
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ACORD 25 (2014/01)

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## SECTION 7 - SUBMITTAL DOCUMENTS CHECKLIST (not required)

The following checklist is provided to assist bidders with preparing and including minimum information, forms and documentation **REQUIRED** to be included in the respondents submittal Bid package for evaluation of responsive and responsible. Failure to include the required information, forms and documentation may result in solicitation response being deemed NON-responsive and responsible.

	<b>Form or Documentation:</b>
<input type="checkbox"/>	Attachment A - Bid Form
<input type="checkbox"/>	Attachment B3 & B4 – SBE Forms Note: Subcontractor form must be submitted for each Subcontractor
<input type="checkbox"/>	Attachment C – Business Information Questionnaire
<input type="checkbox"/>	Attachment D – Verification of Minimum Qualification Form including providing evidence of implementation of written company safety program, resumes of project manager and supervisor, copies of certifications and licenses, copies of respondents OSHA 300 forms, and EMR letter of verification <u>attached to the Bid</u>
<input type="checkbox"/>	Attachment E – Price Form
<input type="checkbox"/>	Attachment F – Project Documents Declaration Form
<input type="checkbox"/>	Attachment G – Document Security Agreement for Sensitive Information
<input type="checkbox"/>	Bid Guarantee: Hard Copy & Electronic Version
<input type="checkbox"/>	W-9 Form

## **SECTION 8 – REQUIRED FORMS AND CONTRACT DOCUMENTS**

*If you have received this document electronically, the following Attachments are separate documents.*

### **REQUIRED FORMS:**

#### **ATTACHMENT A – BID FORM**

#### **ATTACHMENT B – SBE PROGRAM OVERVIEW AND FORMS**

- ATTACHMENT B1 – SBE PROGRAM OVERVIEW (INFORMATIONAL ONLY)
- ATTACHMENT B2 – CERTIFIED SBE LIST (INFORMATIONAL ONLY)  
Note: This is a list of all certified SBEs as of 2/12/26 with the NAICs codes associated with this project.
- ATTACHMENT B3 - FORM: SBE COMMITMENT FORM
- ATTACHMENT B4 - FORM: SUBCONTRACTOR FORM

#### **ATTACHMENT C – BUSINESS INFORMATION QUESTIONNAIRE**

#### **ATTACHMENT D – VERIFICATION OF MINIMUM QUALIFICATION FORMS**

#### **ATTACHMENT E – PRICE FORM**

*Ensure Bid Bond is uploaded and matches the Solicitation requirements found in Section 2 of the RFB. Prices provided in Bidder's Bid shall be valid for the entire length of the Contract.*

#### **ATTACHMENT F – PROJECT DOCUMENTS DECLARATION FORM**

#### **ATTACHMENT G – DOCUMENT SECURITY AGREEMENT FOR SENSITIVE SECURITY INFORMATION**

### **CONTRACT DOCUMENTS:**

*These documents, along with the Required Forms, will be part of the final contract.*

#### **ATTACHMENT H – FORM OF AGREEMENT AND GENERAL TERMS AND CONDITIONS**

*The Contractor and the Airport Authority shall both be required to sign the attached Form of Agreement.*

#### **ATTACHMENT I – CONSTRUCTION DOCUMENTS**

*To obtain by purchase only Attachments I – Construction Documents, send email message referencing RFB# 25-04010 in the subject line, along with your company contact info to Engineering Reprographics, Inc. at [DETROIT@ENG-REPRO.COM](mailto:DETROIT@ENG-REPRO.COM). Refer to Page 2 of this document for additional details.*

#### **ATTACHMENT J - MISCELLANEOUS CONSTRUCTION REQUIREMENTS AND FORMS**

#### **ATTACHMENT K – WCAA PREVAILING WAGE INSTRUCTIONS, GENERAL DECISION & SAMPLE CERTIFIED PAYROLL TEMPLATE**