



MBS INTERNATIONAL AIRPORT COMMISSION

REQUEST FOR QUALIFICATIONS

SAFETY MANAGEMENT SYSTEMS CONSULTING SERVICES

June 26, 2025

INTRODUCTION

The MBS International Airport Commission (MBS) is soliciting Statements of Qualifications (SOQ) from consultants specializing in the development and implementation of Safety Management Systems (SMS) at commercial service airports. As a non-hub commercial service airport, MBS meets the qualifying criteria as outlined under 14 CFR 139.401(a) and is required by the Federal Aviation Administration to implement an SMS. Services will include drafting an acceptable SMS Manual specific to MBS as described in FAR Part 139.402. Additional services may include facilitation of safety and risk assessments as described in FAR Part 139.402(b)(2). Plans, manuals, and processes developed by the consultant for the MBS must comply with FAR Part 139 Subpart E and FAA Advisory Circular 150/5200-37, current edition, *Safety Management Systems for Airports*. An SMS implementation plan has already been completed at MBS as described in FAR Part 139.403.

A qualifications-based selection process will be utilized. Please submit your fee structure for consultant employees that may be assigned to this engagement. Do not submit a contract dollar proposal at this time as the specific scope/duties of the engagement have not yet been finalized. Selection criteria will include: recent experience with airport SMS development, SMS implementation, and facilitation of safety and risk assessments as well as proposed technological resources that promote efficient processes. Additionally, consideration will be given to the firm's SMS experience over the last ten years at comparable commercial service airports, demonstrated understanding of SMS, proposed approach to SMS Manual development, and the qualifications of the proposed staff. The MBS reserves the sole right to reject any and all Statements of Qualifications.

Interested consultants should submit a Statement of Qualifications following the guidelines provided in this document. The specific work will follow tasks negotiated during the scope of services prior to defining a contract. MBS intends to select a consulting firm to provide all identified tasks including any sub-consultants. The consultant selected will manage all tasks undertaken. As a recipient of federal funding, all vendors of the MBS International Airport Commission must comply with the Federal Requirements as listed in Exhibit 1 of this agreement. Work is anticipated to begin by the fall of 2025.

BACKGROUND

MBS is a non-hub commercial service airport serving Midland, Bay City and Saginaw, Michigan and the surrounding region. Approximately 250,000 passengers were served in 2024. Airlines serving MBS include Delta and United Airlines. The largest carrier is Delta, representing approximately 55% of the total commercial passenger activity at the airport. MBS supported over 18,500 aircraft operations in 2025 and just over 100 individuals have airside driving privileges.

POTENTIAL SCOPE OF SERVICES

The final scope of the services will be negotiated upon selection of the preferred consultant. Anticipated services to be performed by the consultant may include some or all of the following:

- Drafting an acceptable SMS Manual specific to MBS as described in FAR Part 139.402
- Facilitating safety and risk assessments
- Developing SMS training curriculum and processes for all persons authorized to access the airport areas as required by FAR Part 139 Subpart E
- Leading and/or facilitating training and orientation for employees with responsibilities under the airport's SMS that is appropriate to the individual's role
- Assisting in developing an SMS records management system
- Providing advice on, and/or coordination of:
 - A data sharing and reporting plan with applicable MBS tenants
 - The acquisition and implementation of software that may be advantageous to the SMS program
 - The implementation of a safety reporting system that provides for reporter confidentiality
 - Processes and methods of a formal means of communicating important safety related information to applicable airport stakeholders
 - Designation of an Accountable Executive
- After full SMS implementation, providing analysis of data to formulate recommendations on revisions to the manual or changes in associated processes and procedures

STATEMENT OF QUALIFICATIONS

In order for the MBS consultant selection committee to best identify the most qualified firm, the Statement of Qualifications should respond to, and be presented in the following identifiable sections. Specific requested information and page limitations are described for each.

1. Transmittal Letter (max 1 page)

Provide a letter of transmittal to MBS. Include the name, title, address, telephone number, and email address for your primary point of contact.

2. Firm/Team Overview (max 2 pages)

Provide an overview of your qualifications and why you are the best qualified to perform the above-described scope of services. Include a summary of your history and background; experience and reputation in the airport SMS industry; and depth and availability of qualified resources and your fee structure for anticipated consultants assigned to the engagement. If applicable, also describe the role and relevant experience of any sub-consultants.

3. Project Understanding and Proposed Approach (max 4 pages)

Provide an overview of your understanding of key SMS-related issues and trends in the aviation industry and the potential impacts to airport operations specifically at MBS. Describe how this

understanding applies to the specific scope of services requested as outlined above. Describe the types of analysis and your proposed approach for delivering these services for the MBS. Identify the specific individuals proposed to perform the services and their roles.

4. Relevant Project Experience (max 3 pages)

Provide at least three examples of relevant airport SMS experience with completed projects of similar scope within the last ten years. Provide an overview of each completed project. Describe your role on the project and the scope of services you provided. Provide a client reference list to include the name, title, contact information, airport location, and date of services for each project. Identify a list of ongoing airport SMS related projects.

5. Key Staff Resumes (max 3 pages)

Provide resumes of up to three key staff that will be performing the described services. Include on each resume the following: name, title, role on the project, years of experience, education, relevant licenses/certification/memberships, summary of personal experience, and listing of relevant individual project experience.

SUBMITTAL PROCEDURES

Interested firms should submit three hard copies and a digital copy of their qualifications to:

MBS International Airport Commission
8500 Garfield Road, Suite 101
Freeland, MI 48623

Qualifications must be received prior to 4:00 p.m. EDT, July 14, 2023. Materials received after that time shall not be considered.

The submittal shall only include the number of pages and the specifically requested information described in the "Statement of Qualifications" section above. The document shall be in an 8 ½" x 11" format. Additional organizing pages such as a document cover or section dividers are acceptable, though not required, and do not count against the page requirements provided no material content is included on the pages. Any submittal not conforming to the described format may be rejected. The MBS reserves the right to cancel this SOQ solicitation, in whole or in part, as well as reject any or all responses.

The following is an overview of the MBS schedule (subject to change) for submission and award of this contract:

RFQ Issued:	6/26/2025
Questions Deadline:	7/11/2025
Questions Response/Addendum Issued (if required):	7/18/2025
Submissions Due:	7/28/2025 by 4:00 p.m. EDT
MBS Review Period:	7/28/2025 to 8/5/2025
MBS Notice of Selection:	8/21/2025
Scope/Fee Negotiations:	8/21/2025 to 8/28/2025
Notice to Proceed:	9/11/2025
Project Start Date	10/1/2025

Any further questions regarding this solicitation should be submitted only in writing to James Canders via email at canders@mbsairport.org. Only written questions will be formally answered. No questions will be considered after July 18, 2025.

**EXHIBIT 1
FEDERAL REQUIREMENTS**

1. During the performance of this Agreement, Contractor, for itself, its assignees and successors in interest, agrees as follows:
 - (a) Contractor will comply with the regulations relative to non-discrimination in federally assisted programs of the Department of Transportation (DOT) Title 49, Code of Federal Regulations, Part 21, as amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this Agreement.
 - (b) Equal Opportunity. Contractor and all agents and subcontractors shall not discriminate against any employee or applicant for employment because of race, creed, religion, color, sex, national origin, age or disability. Contractor shall take affirmative action to insure that employees are treated during employment without regard to their race, creed, religion, color, sex, national origin, age or disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination. Contractor and all agents or subcontractors shall, in all solicitations or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, creed, religion, color, sex, national origin, age or disability.
2. A.5.3.1 Contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.3.
3. A.6.4.1 During the performance of this contract, Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as "Contractor") agrees as follows:
 - (a) Compliance with Regulations. The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
 - (b) Non-discrimination. The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the Agreement covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

Initial_____
Date

- (c) Solicitations for Subcontracts, including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding, or negotiation made by Contractor for work to be performed under subcontract including procurement of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of contractor' obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.
 - (d) Information and Reports. The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
 - (e) Sanctions for Noncompliance. In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the sponsor will impose such sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - (1) Withholding payments to the Contractor under the contract until the Contractor complies; and/or
 - (2) Cancelling, terminating, or suspending a contract, in whole or in part.
 - (f) Incorporation of Provisions. The Contractor will include the provisions of paragraphs (a) through (f) in every subcontract, including procurements of materials and leases of equipment unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the MBS International Airport Commission or the Federal Aviation Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened, with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the MBS International Airport Commission to enter into any litigation to protect the interests of the MBS International Airport Commission. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.
4. A6.4.5 Title VI List of Pertinent Nondiscrimination Acts and Authorities.
- (a) During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:
 - (1) Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
 - (2) 49 CFR part 21 (Non-discrimination In Federally-assisted programs of The Department of Transportation - Effectuation of Title VI of The Civil Rights Act of 1964);

Initial

Date

- (3) The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- (4) Section 504 of the Rehabilitation Act of 1973, (29 USC § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- (5) The Age Discrimination Act of 1975, as amended, (42 USC. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- (6) Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- (7) The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients, and contractors, whether such programs or activities are Federally funded or not);
- (8) Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 to 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- (9) The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- (10) Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- (11) Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, Contractor must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- (12) Title IX of the Education Amendments of 1972, as amended, which prohibits Contractor from discriminating because of sex in education programs or activities (20 USC § 1681 *et seq.*).

- (b) This provision binds Contractor and sub-tier agents or contractors from the effective date of the Agreement through the completion of the Agreement. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.
 - (c) Contractor assures that, in the performance of its obligations under this Agreement, it will fully comply with the requirements of 14 CFR Part 152, Subpart E (Non-Discrimination in Airport Aid Program), as amended from time to time, to the extent applicable to Contractor, to ensure, among other things, that no person will be excluded from participating in any activities covered by such requirements on the grounds of race, creed, color, national origin, or sex. Contractor, if required by such requirements, will provide assurances to the MBS International Airport Commission that Contractor will undertake an affirmative action program and will require the same of its sub-consultants.
- 5. Fair Employment. Contractor further agrees to pay all laborers and mechanics for labor that shall be performed, to pay for materials and equipment rental which is actually used or rented in performing the Agreement, to pay to the **Unemployment Compensation Fund** of the State of Nebraska the unemployment contributions and interest due under provisions of Nebraska Law (§§ 48-601 to §§ 48-669) on wages paid to individuals employed, and to comply with the conditions regarding Fair Employment practices, as contained in the Nebraska Statutes, and to comply with the Minimum Wage Scale and Non-discrimination on Basis of Sex, as contained in the Nebraska Statutes in the performance of this Agreement.

Initial

Date