



**Request for Proposals
Capital Region Airport Authority**

Solicitation Number	Request for Proposals (RFP) 2025-04
Solicitation Title	On-Call Legal Services
Purpose	To solicit proposals from law firms authorized to practice in the State of Michigan, providing a broad range of legal services listed herein.
Deadline for Bid Submissions	Friday, April 18, 2025, by 5:00 p.m. Eastern time
Submit Bid to This Address	Capital Region Airport Authority 4100 Capital City Blvd. Lansing, MI 48906
Required Bid Copies	One (1) electronic submission, in PDF format, to be transmitted via email
Direct All Inquiries To	Elliott Black Director of Finance & Administration ebblack@craa.com
This RFP includes	Section 1—Overview of the Authority Section 2—Scope of Legal Services Needed Section 3—Submission Requirements Section 4—Federal Requirements

**REQUEST FOR PROPOSALS (RFP) 2025-04
for
On-Call Legal Services**

Issue Date: Friday, March 14, 2025

Deadline for Questions: Friday, March 28, 2025

Submission Deadline: Friday, April 18, 2025, by 5:00 p.m. Eastern time

Email Questions To: Elliott Black, Director of Finance & Administration
eblack@craa.com

CRAA Contact: Elliott Black, Director of Finance & Administration
(517) 886-3713

DESCRIPTION: The Capital Region Airport Authority (CRAA or “the Authority”) is seeking proposals from law firms authorized to provide certain types of legal services to the Authority, as described herein.

The Authority reserves the right to select one or more firms to provide these services, or to engage one or more law firms at any time, or to initiate separate procurements for more specialized requirements, or to use any other means of procurement at the Authority’s sole discretion.

IMPORTANT: It is the responsibility of prospective respondents to monitor the Authority’s website for potential updates to this RFP.

SECTION 1 – OVERVIEW OF THE AUTHORITY

The Capital Region Airport Authority (“the Authority” or “CRAA”) was established in 1970 by State legislation, and is an independent political subdivision within the State of Michigan. CRAA owns and operates two airports in the Lansing metropolitan area:

- The Capital Region International Airport (LAN), a commercial service airport supporting both scheduled and charter passenger service, including international as well as domestic destinations, as well as significant cargo operations, corporate and general aviation activities. The airport is currently designated by the Federal Aviation Administration (FAA) as a Nonhub Primary airport. The airport’s scheduled and charter passenger services support a significant catchment area covering much of the central region of the State of Michigan.
- Mason Jewett Field (TEW), a general aviation airport that is currently designated by the FAA as a “Regional” airport. TEW currently supports 82 based aircraft as well as substantial itinerant activity. The airport is also the site of the Aviation Maintenance Technology Center operated by the Lansing Community College.

The Authority is led by a Board of Directors established pursuant to state legislation.

The Authority operates on a fiscal year (FY) that begins on July 1 of each year and ends June 30 of the following year. For the fiscal year ending June 30, 2025, the Authority’s budget is just over \$17 million. That includes operating revenues of \$7.4 million and other (non-operating) revenues of \$9.6 million. The non-operating revenues include a small but critical levy on property taxes within certain jurisdictions in the immediate vicinity of the Capital Region International Airport.

The Authority’s capital budget for FY-2025 included projects totaling \$22.3 million, which includes a broad range of funding sources (i.e., Federal, state, and local).

The Authority does not currently have any long-term debt. However, the Authority is facing increasing needs for several different types of capital improvements, including both aeronautical and nonaeronautical development. Therefore, the Authority is exploring the possibility of issuing revenue bonds at some point in the next few years, and may also consider other types of approaches to funding major improvements.

The Authority’s current staffing level includes 42 full-time employees. The Authority works closely with airlines, cargo carriers, aviation training organizations, and other aeronautical users, tenants, concessionaires, consultants, contractors, utilities, suppliers, and other stakeholders to operate the airports safely and cost-effectively.

The Authority also works cooperatively with a number of other Federal, state, county, and municipal agencies and other units of government, including but not limited to the FAA, the Transportation Security Administration, Customs & Border Protection, U.S. Department of Agriculture, the Michigan Department of Transportation, the City of

Lansing, three counties (Ingham, Eaton, and Clinton), state environmental agencies, and many other public- and private-sector entities.

As with any airport, the Authority is constantly dealing with a broad range of dynamic, evolving stakeholder relationships and issues that often have legal dimensions. For this reason, the Authority is seeking to broaden and deepen its available roster of legal advisors.

SECTION 2 – SCOPE OF LEGAL SERVICES NEEDED

The Authority's objective for this RFP is to broaden and deepen the range of legal services available to the Authority over the next five (5) years.

It is **not necessary** for respondents to demonstrate qualifications or resources in all of these areas. The Authority anticipates engaging more than one firm to meet all of its needs related to the two airports that the Authority owns and operates.

The major legal categories include (but are not limited to):

- Airport land use, airspace protection, real estate, and zoning;
- Business and financial matters (including airline rates and charges, concessions, bankruptcy, and related issues);
- Civil rights;
- Construction (including innovative and alternative project delivery methods);
- Environmental resource management;
- Governance, corporate, and commercial issues;
- Government relations (including Federal, state, and local interaction);
- Human resource management (including labor relations);
- Insurance and other aspects of risk management;
- Litigation and defense;
- Procurement and contracts; and
- Public finance (including bond financing, off-balance-sheet transactions, etc.).

Regardless of the results of this procurement process, the Authority reserves the right to retain legal services from other sources in connection with any of the areas enumerated above, as well as specialized services in connection with particular transactions or issues, or in cases where a real or perceived conflict of interest could otherwise arise.

SECTION 3 – SUBMISSION REQUIREMENTS

- 1) **Legal name of the business entity responding.** Include the full legal name of the law firm, including any alternative names (such as a DBA designation), full contact information including a verifiable street address for the business, along with phone number(s) and email address(es) for at least two points of contact.

- 2) **Corporate history.** Please provide a brief description (no more than 1,000 words) explaining how long the law firm has been in practice, including the total number of full-time attorneys employed by the firm.
- 3) **Statement of capabilities and resources.** The Authority is seeking to identify law firms that have sufficient depth of resources to provide support in each category, even if one or more attorneys might be unavailable at a critical point in time.

Therefore, for each of the 12 areas listed in Section 2, please provide a brief overview of the firm's experience and capabilities, including the number of full-time attorneys currently employed by the firm who have substantial expertise in each category.

The Authority defines "substantial expertise" to mean that such attorneys have intermediate or advanced professional experience and expertise to support the Authority even in the absence of any other colleague. This would typically mean at least three (3) to five (5) years of professional experience in the discipline, even if not all of that experience has been with the current employer.

Respondents are free to count the same attorney in multiple categories as long as the attorney meets the standard of "substantial expertise."

As noted above, it is **not necessary** for any single law firm to demonstrate qualifications in all of these areas. For any of the service areas where the respondent does not have substantial resources, please indicate "Not applicable."

Likewise, the Authority is not encouraging firms to establish teams in order to submit. The Authority will make its own decisions on whether and when to supplement one firm's capabilities with those of another.

- 4) **Outline of current billing rates.** This is a qualifications-based selection, and not a request for priced proposals. The Authority will not consider billing rates as a significant evaluation factor. Even so, this data may be helpful to the Authority in its fiscal planning and potentially in making subsequent decisions regarding which firm or firms to consider engaging on particular issues.
- 5) **Identify any other airports or airport authorities** that the firm is supporting within the State of Michigan. It is not necessary to provide any detail about the types of legal services being provided to these entities. A simple listing of current and past airport clients will suffice.
- 6) **Identify any known or potential conflicts of interest.** This could include engagements on behalf of airlines or other aviation-related stakeholders, insurance providers, etc. It is not necessary to provide any detail about the types of legal services being provided to these entities. A simple listing of current and past

clients will suffice. The Authority would not generally consider work for other airports or airport authorities to represent a conflict of interest.

All information submitted may be subject to public disclosure under the Freedom of Information Act (FOIA) in accordance with state law.

SECTION 4 – FEDERAL REQUIREMENTS

The Authority is legally bound by a number of Federal requirements, many of which also apply to contractors retained by the Authority. In the language that follows below, the term “Contractor” should be understood to refer to a successful bidder under the anticipated procurement.

Title VI Solicitation Notice

The **Capital Region Airport Authority**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises 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.

Compliance with Nondiscrimination Requirements

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), agrees as follows:

1. **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.
2. **Nondiscrimination:** 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 contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor’s obligations under this

contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

4. **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.
5. **Sanctions for Noncompliance:** In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six 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 sponsor 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 sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

Title VI List of Pertinent Nondiscrimination Acts and Authorities

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:

- 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);
- 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);
- 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);
 - 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;
 - The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
 - 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);
 - 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);
 - 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 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
 - The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
 - 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;
 - 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, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
 - Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 *et seq.*).

Certification of Offerer / Bidder Regarding Debarment

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

Certification of Lower Tier Contractors Regarding Debarment

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a “covered transaction,” must verify each lower tier participant of a “covered transaction” under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>.
2. Collecting a certification statement similar to the Certification of Offerer /Bidder Regarding Debarment, above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract.

If the Federal Aviation Administration later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

Texting When Driving

In accordance with Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving”, (10/1/2009) and DOT Order 3902.10, “Text Messaging While Driving”, (12/30/2009), the Federal Aviation Administration encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or subgrant.

In support of this initiative, the Owner encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$3,500 that involve driving a motor vehicle in performance of work activities associated with the project.

Trade Restriction Certification

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror –

- 1) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
- 2) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of

countries that discriminate against U.S. firms as published by the USTR; and

- 3) has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC Section 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

- 1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR or
- 2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list or
- 3) who incorporates in the public works project any product of a foreign country on such USTR list.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous:

“This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration

(FAA) may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.”