

Request for Proposals
DEI Facilitator and Consulting Services
for
Airport Consultants Council
Due Date: February 14, 2022

SUMMARY

The Airport Consultants Council (ACC) seeks proposals from qualified parties to develop a program to facilitate a comprehensive workshop to assist the ACC Board and Staff realize best practices with implementing DEI principals deliberately and effectively into the organizational culture.

BACKGROUND

ACC Overview

ACC is a non-profit trade association that represents private companies that help plan, design, and construct airports across the United States and around the world. ACC is the only association that represents the business interests of airport development companies and airport equipment vendors through providing information on the airport project marketplace and advocating for beneficial procurement and contracting provisions.

ACC members work at airports of all sizes, from the largest hub airports to tiny general aviation facilities. They plan, design, and build new facilities along with rehabilitating existing infrastructure. The expertise and services provided by ACC members are diverse, and include but are not limited to the following:

- Facility Planning – Assisting airports in assessing current facilities and future capital needs based on expected changes in air service, including developing 20-year master plans for airports, including capital improvement programs; conducting environmental reviews and permitting services; assessing air service markets; forecasting future service; ground access planning; financial plans; strategic planning; etc.
- Pre-Construction Services – Providing architectural, design and engineering services to help get projects ready for bid and construction or rehabilitation.
- Construction – Constructing projects based on the plans and designs of consultants.

OBJECTIVE

ACC seeks to develop the organization's DEI statement, mission and vision that encompasses the core values of ACC and its commitment to diversity, equity, and inclusion. ACC is requesting a DEI facilitator to assist the Board in establishing a DEI statement, mission, vision and provide unconscious bias workshop to ensure the Board and Staff can be ambassadors of ACC's DEI culture.

The desired outcomes for the ACC Board, are to:

1. Fundamentally understand what ACC can adopt as an organization relating to DEI, with an output being an updated Mission/Vision Statement.
2. Understand and respect different attitudes, values, and beliefs that span different cultures.
3. Incorporate DEI objectives into our committees, and ACC sponsored events.
4. Develop strategies to be effective colleagues, mentors, and advocates in facilitating open discussion in a "Safe Space" among our programs.
5. Understand microaggressions and how our members verbal, and non-verbal behaviors may have subtle and overt power and impact.
6. Know how to facilitate and navigate the courageous conversations amongst our members that may otherwise feel uncomfortable.
7. Develop ways to monitor and celebrate DEI implementation while keeping all organizational functions accountable for DEI.
8. Ensure member inclusion regardless of member firm size to prevent alienation of members.
9. Refine the Mission/Vision Statement and how it relates to our organization and its membership moving forward.
10. Finalize the ACC DEI statement.

ACC intends to release the DEI Statement and update the vision and mission statement mid-year 2022.

REQUEST FOR PROPOSAL CONTENT

To standardize proposal responses and simplify the comparison and evaluation of responses, proposals must be organized in the manner set forth below. Minimum font size shall be ten (10) point. Responses to this RFP are limited to six (6) pages 8 ½ x11– without attachments (except noted below), and should include the following:

- Cover letter (not included in page count)
- Name of applicant/organization
- Contact person and contact information
- Description of the organization and its qualifications, including time providing DEI facilitation and consulting services (firm brochure maybe included as an attachment)
- Description of proposed approach to the DEI workshop.
- Resumes/individual qualifications (Up to 2 people as an attachment)
- References (Minimum of 2)
- Cost estimate break down by individual scope of services, as well as total cost. Provide estimated expense break down for anticipated expenses (travel, lodging, consumables, media, etc.)

EVALUATION CRITERIA

Responses will be evaluated based on the following considerations:

- Clarity and logic of approach
- Cost competitiveness and ability to meet the schedule
- Firm and staff credentials
- Suggestions on ways to organize the workshop
- Feedback from references

AWARD OF CONTRACT

Award of contract, if any, will be to the firm deemed best qualified by ACC, in accordance with the selection criteria outlined in this RFP. Some scopes of service may not be requested or required by ACC, but ACC reserves the right to initiate additional scopes of service.

REJECTION OF QUALIFICATIONS

ACC reserves the right to reject any or all proposals received in whole or in part received in response to this RFP.

SCHEDULE OF EVENTS

Date	Activity
January 28, 2022	Issuance of Request for Proposals
February 2, 2022	Request for Clarifications
February 4, 2022	Responses to Request for Clarifications
February 14, 2022	Proposals Due
February 15-18, 2022	Proposal Review
February 18, 2022	Shortlist Notification
February 24, 2022	Interviews
March 7, 2022	Notification of Successful Proposer

REQUEST FOR CLARIFICATIONS

All requests for clarification questions are due before **2:00 PM CST, February 2, 2022**. All requests must be made in writing and submitted via email to:

Airport Consultants Council
Mr. T.J. Schulz
tjs@acconline.org

Any verbal requests for clarification will not be responded to and are considered non-binding.

PROPOSAL DUE DATE

All proposals are due before 3:30 PM CST, February 11, 2022. And must be valid for 30 days from RFP due date.

One electronic copy of the proposal, in .pdf format, must be submitted to:

Airport Consultants Council
Mr. T.J. Schulz
tjs@acconline.org

END OF DOCUMENT