

**REQUEST FOR PROPOSALS  
FOR  
DESIGN AND INSTALLATION OF AN  
ACCESS MONITORING, CONTROL AND IDENTITY MANAGEMENT SYSTEM  
AT  
GREAT FALLS INTERNATIONAL AIRPORT  
GREAT FALLS, MONTANA**

**Issue Date:** February 17, 2023

**Non-Mandatory Pre-Submittal Meeting:** February 23, 2023 at 2:00 p.m. MST

**Pre-Submittal Question Deadline:** March 7, 2023 at 10:00 a.m. MST

**Response Deadline:** March 31, 2023 at 2:00 p.m. MST

**Point of Contact** Rod Hall  
Assistant Airport Director -Operations  
Great Falls International Airport Authority  
2800 Terminal Drive, Great Falls, MT 59404  
Phone: (406) 727-3404; Fax (406) 727-6929  
Rod@flygtf.com

**Description:** The Great Falls International Airport Authority (“Authority”) is soliciting proposals for the design and installation of complete Access Monitoring, Control and Identity Management System (“Security System”). The Authority is seeking a firm/team to provide a full range of services including but not limited to: existing condition surveys, facility assessments, conceptual design, schematic design, design development, material component identification, construction documents development, and construction and installation of the Security System. The term of the contract will be approximately twelve (12) months. The Authority currently does not have any access control, CCTV or identity management system components.

Copies of the complete Request for Proposals (“RFP”) may be obtained from Rod Hall, Great Falls International Airport Authority, 2800 Terminal Drive, Great Falls, MT 59404, (406) 727-3404, rod@flygtf.com. Responses must be delivered to the Great Falls International Airport Authority at the location indicated above by or prior to the exact date and time indicated above. Late responses will not be accepted. Proposals are to be submitted in a sealed envelope marked on the outside “Proposal for Airport Security System Design and Construction – Great Falls International Airport” along with the firm’s name, address and State of Montana registration number. The Great Falls International Airport Authority may, at its option, select a short-list from the responses and request the selected firms to make an oral presentation before a selection committee.

**Background:** The Great Falls International Airport (“Airport”) is a non-hub commercial service airport with approximately 180,000 annual boardings. Air service currently includes flights by Delta, United, Alaska and Allegiant Airlines. Flights are operated out of a 5-gate Terminal facility

that was built in 1975 and expanded several times since. The airline ticket counter and baggage screening areas are currently being expanded.

The Authority currently does not have any access control, CCTV or identity management system components. This project will install a new, integrated system.

## TABLE OF CONTENTS

Table of Contents.....	3
Section 1.0 – Proposal Information .....	4
Section 2.0 – Scope of Work.....	8
Section 3.0 – Proposal Format and Selection.....	16
Section 4.0 – Evaluation Criteria .....	20
Attachment A – Binding Bid Price	
Attachment B – Exceptions Document	
Attachment C – Certification Regarding Debarment, Suspension and other Responsibility Matters	
Attachment D - Restrictions on Lobbying Certification	
Attachment E – Non-Collusion Affidavit	
Attachment F – Terminal Building Drawings	

## **SECTION 1.0 – PROPOSAL INFORMATION**

### **1.1 PRE-RESPONSE INFORMATION AND QUESTIONS**

Each response that is received in accordance with the deadline specified herein will be evaluated on its merit and completeness of all requested information. In preparing responses, Respondents are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the Authority. If a Respondent finds a discrepancy, error or omission in the RFP package, or requires any written addendum thereto, the Respondent is requested to notify the Point of Contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Respondents. The Great Falls International Airport Authority staff is not responsible for any verbal instructions. All questions must be submitted in writing to the Authority before or by the Pre-Response Question Deadline indicated on the front of this document. All answers will be issued in the form of a written addendum. All correspondence from Respondent must be with the Point of Contact indicated on the cover sheet hereto.

### **1.2 RFP MODIFICATIONS**

Clarifications, modifications or amendments may be made to the RFP at the discretion of the Authority. If any such changes are made, all known recipients of the RFP will be sent a copy of such changes.

### **1.3 RESPONSE SUBMISSION**

To be considered, the indicated number of copies of the response must be prepared in the manner and detail specified in this RFP. Responses must be submitted to the Point of Contact by the Response Deadline indicated on the cover sheet hereto. It is each Respondent's responsibility to ensure that its response is received by the Authority prior to the deadline, regardless of any delays that may result from postal handling or for any other reasons. Responses will be accepted at any time during normal business hours, 8:00 a.m. to 4:30 p.m. local time, Monday through Friday, legal holidays excepted.

- A. Responses received after the Response Deadline will not be accepted or considered.
- B. The opening and review of a response does not constitute the Authority's acceptance of the Respondent as a responsive and responsible Respondent.
- C. Responses must be enclosed in a sealed envelope, box or package, and clearly marked on the outside with the following:

**“PROPOSAL FOR AIRPORT SECURITY SYSTEM DESIGN AND CONSTRUCTION”**

- D. Include business name and address of responder on the outside of qualifications package.

- E. Submission of a response establishes a conclusive presumption that the Respondent is thoroughly familiar with the RFP and specifications.
- F. Responses sent solely by facsimile or other electronic means will not be considered.
- G. Proposers must submit a Bid Bond, Certified Check or Cashier's Check in an amount equal to 100% of the project bid, which will be held by the Airport until the contract is executed with the successful proposer.

#### **1.4 NUMBER OF COPIES**

Applicants shall submit one original set and four (4) printed copies of the proposal documents, along with one electronic copy in PDF format on a thumb drive. This will greatly facilitate the evaluation process. The unbound original copy shall be clearly marked 'ORIGINAL'.

#### **1.5 PRE-PROPOSAL CONFERENCE**

A pre-proposal conference will be held for this project. The pre-proposal conference is scheduled for February 8, 2023 at 2:00 p.m. MST. This pre-proposal conference is not mandatory; however, all prime consultants are urged to attend. The Pre-proposal conference will be held on the second floor of the passenger terminal Great Falls International Airport, 2800 Terminal Drive, Great Falls, MT in the Plateau Conference Room.

#### **1.6 WITHDRAWAL**

Responses may only be withdrawn by written notice prior to the date and time set for the opening of response. No Response may be withdrawn after the Response Deadline.

#### **1.7 PROPOSAL PREPARATION COSTS**

The cost of proposal preparation and travel costs associated with any selection interviews are not reimbursable costs. These costs shall be at the applicant's expense and are the applicant's total responsibility. All documentation submitted with the response will become the property of the Great Falls International Airport Authority.

#### **1.8 RESPONSE SIGNATURES**

Responses must be signed by an authorized official of the Respondent. Each signature represents binding commitment upon the Respondent to provide the goods and/or services offered to the Authority if Respondent is determined to be the most responsive, responsible and qualified Respondent.

#### **1.9 ACCEPTANCE AND REJECTION OF PROPOSALS**

- A. Any proposal received shall be considered an offer, which may be accepted by the

Authority based on initial submission without discussions or negotiations.

- B. By submitting a proposal in response to this solicitation, the applicant agrees that any proposal it submits may be accepted by the Authority at any time within 90 calendar days from the date of the Response Deadline. The acceptance period of 90 calendar days from the date of submission will automatically be extended for an additional 60 calendar days unless the Respondent expressly states in its proposal that the acceptance period is limited to the initial 90 calendar day period.
- C. The Authority reserves the right to reject any or all proposals and to waive informalities and minor irregularities in offers received, and/or to accept any portion of the proposal if deemed in the best interest of the Authority. Failure of the applicant to provide in its offer any information requested in the RFP may result in rejection for non-responsiveness.
- D. The Authority reserves the right to award by item, group of items, or total response.
- E. The Respondent to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the response and award of the contract will be provided by written notice sent to the Respondent at the address designated in the response. If, for any reason, a contract is not executed by the selected Respondent within 15 business days after notice of recommended award, then the Authority may award to the next most qualified Respondent.

### 1.10 INQUIRIES

All inquiries regarding this RFP shall be in writing and shall be directed to the Point of Contact designated on the coversheet hereto. The preferred method of communication is via email. No questions shall be taken after the Pre-Submittal Question Deadline.

### 1.11 TENTATIVE SCHEDULE

It is the Authority's intent to meet the following tentative dates for the award of this contract. This schedule should not be construed as fixed and is subject to change.

<b>Issue Date:</b>	February 17, 2023
<b>Non-Mandatory Pre-Submittal Meeting:</b>	February 23, 2023 at 2:00 p.m. MST
<b>Pre-Submittal Question Deadline:</b>	March 7, 2023 at 10:00 a.m. MST
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Issue RFP	February 17, 2023
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RFP Questions Deadline	March 7, 2023 10:00 a.m. MST
RFP Response Deadline	March 31, 2023 2:00 p.m. MST

Interviews (if necessary)	April 5-12, 2023
Respondent Notified	April 19, 2023
Respondent Executes Contract	May 1, 2023

### **1.12 DISADVANTAGED BUSINESS ENTERPRISE**

This contract is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to provisions of the Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation). DBE firms are encouraged to submit.

### **1.13 BUY AMERICAN**

The Authority anticipates using Bi-partisan Infrastructure Bill (“BIL”) funds to design and construct the Security System. BIL funding requires that this solicitation and any resulting contract are subject to the Buy America requirements of 49 U.S.C. Section 50101. The bidder certifies it and all associated subcontractors will comply with the Buy American preferences established under Title 49 U.S.C. Section 50101 as follows:

U.S.C. Section 50101 - Buying goods produced in the United States

(a) Preference. - The Secretary of Transportation may obligate an amount that may be appropriated to carry out section 106(k), 44502(a)(2), or 44509, subchapter I of chapter 471 (except section 47127), or chapter 481 (except sections 48102(e), 48106, 48107, and 48110) of this title for a project only if steel and manufactured goods used in the project are produced in the United States.

(b) Waiver. - The Secretary may waive subsection (a) of this section if the Secretary finds that -

(1) Applying subsection (a) would be inconsistent with the public interest;

(2) The steel and goods produced in the United States are not produced in a sufficient and reasonably available amount or are not of a satisfactory quality;

(3) When procuring a facility or equipment under section 44502(a)(2) or 44509,

subchapter I of chapter 471 (except section 47127), or chapter 481 (except sections 48102(e), 48106, 48107, and 48110) of this title -

A. The cost of components and subcomponents produced in the United States

is more than 60 percent of the cost of all components of the facility or equipment; and

B. Final assembly of the facility or equipment has occurred in the United States;

or

(4) Including domestic material will increase the cost of the overall project by more than 25 percent.

(c) Labor Costs. - In this section, labor costs involved in final assembly are not included in calculating the cost of components.

#### **1.14 WAGE RATES:**

All laborers employed on the project must be paid wages in compliance with Davis-Bacon act requirements. The Consultant shall maintain records Such records shall contain the name, address, and social security number of each such worker; his or her correct classification; hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in 1(b)(2)(B) of the Davis-Bacon Act); daily and weekly number of hours worked; deductions made; and actual wages paid. Upon request, the Authority or the Authority's agent may interview any person performing work on the project to verify labor records.

### **SECTION 2.0 – SCOPE OF WORK**

#### **2.1.1 ANTICIPATED SECURITY SYSTEM COMPONENTS AND DESIGN REQUIREMENTS**

The selected firm (“Consultant”) will provide design, installation and construction phase services for the implementation of a complete access control system in the Terminal complex. The actual installation projects assigned to the Consultant will depend on the availability of funding and the system design completed by the Consultant. The Authority prefers exiting off-the-shelf technologies be deployed to make system components easily expandable and replaceable.

The Authority anticipates undertaking the following security projects during the term of the agreement:

- **Terminal Access Control**

The Terminal building was constructed in the 1970's and currently has no electronic access control. Secure area access is currently provided by keys. This project component is one of the most paramount. The Airport is seeking to provide two-part positive identification access to the Secure Identification Area (“SIDA”). The Authority currently assumes that access will be granted via a scan of an Identification badge and a personal identification code (“PIN”). The Authority prefers wired system as opposed to wireless. Areas that need to have Access Control include:

- Approximately 20 doors lead from the non-secure Terminal to the SIDA area. Each door needs PIN pad/reader. Attachment F depicts the majority of the doors. Some are in the airline ticketing area; others are located at the passenger boardings gates and one is located in baggage claim. The majority of these doors will require Access Control on both sides of the door to enter or exist the secure area.



- There are several bag conveyors that penetrate the SIDA area. One location is at the ticket counter with two entries and the others are located in baggage claim with four bag entries. These locations will require baggage doors that open and close with a PIN pad/reader to prevent access to the SIDA area. The Access Control reader must activate the baggage door and the baggage belt. If the belt stops running for a period of time or because it has been turned off, then the bag door must close.
  - The security checkpoint has three large roll up “cage style” doors. A PIN pad/reader will be needed on each side of each door to allow these to be opened.
  - All doors, gates and entries specified above will need the appropriate door operator. The Authority currently plans to use magnetic locking mechanisms but other technology suggested by the consultant will be considered. Materials should be selected based on longevity. Many of the doors are in an outdoor environment where temperatures reach -35 F with snow and ice.
  - The Authority is interested in durable access readers that will function in adverse weather with a minimum of wear and tear on the equipment or the badge. The Authority also wishes to keep the cost of issuing badges to a minimum. Proposals should indicate the recommended technology to deploy at the access readers. The Authority will consider, proximity readers, bar code scans, mag stripe scanners or other technological solutions for verifying a user ID.
  - The Access Control System shall integrate with computer-based training systems (AAAE-IET) as appropriate, the airport’s TSA Data Submission page, and other outside background investigation systems.
- **Door Detection**  
The Authority is considering installing door detection devices on approximately 15 additional doors within the Terminal. The Authority would consider any technology that could detect if a door is open or closed.
  - **Closed-Circuit TV Monitoring System (“CCTV”)**  
The Authority seeks to design and install a CCTV system of cameras and monitors in the Terminal building. The primary focus area for CCTV will be monitoring SIDA entrances including the ticketing, baggage claim and airline gate areas. It should be assumed that each door with Access Control will be monitored by CCTV.

The Authority also wants the ability to monitor the vehicle gate just to the east of the Terminal building; preferably from a camera located inside the building to make it more weather resistant along with a camera on the PIN pad/Reader. The Authority may also choose to include eight additional locations within the Terminal to provide situational awareness for our security personnel. The Authority prefers wired options for cameras and installation will include cabling and monitors in the security office to monitor the CCTV. Video from the CCTV system must be accessible for at least two weeks after being captured via onsite storage but 30 days is preferred. Offsite storage options may also be considered. Other desires for the CCTF system include:

- The CCTV system should include technology to identify when someone has accessed a door without scanning “piggy-backing”.
  - Isolate cameras that currently have movement in their vicinity.
  - CCTV shall be viewable in the Terminal Security office and on mobile devices.
  - All cameras are to be full color, IP based with a minimum resolution of 1080p and support nighttime and daytime operation.
  - All cameras must be zoomable and allow security officers to operate them real time to focus in and out in the cameras field of view.
  - All outdoor cameras shall be rated for outdoor use in severe weather.
  - Full integration of the CCTV system with the Identity Management System and software to allow camera call-up on alarm and other video analytics.
  - CCTV video recorded must be in color.
- **Identity Management System**  
The Authority is seeking an identify management system to be located in the security office. The system would keep all badges on file with contact information, employer and current status. Other requirements for the Identity Management System should include:
    - Ability to remotely deactivate a badge instantly without possession of the badge.
    - Ability to identify all badges that are currently scanned into the area at any given time to inventory who is “on the field”.
    - Ability to allow a badge to access some doors but not others.
    - All software, licensing and hardware necessary to operate the Identity Management System.
    - The Identity Management System shall include: authorized signatory gateway, badging management interface, database of badged users, business rules and database configuration, document management, query and reporting, paperless hardware/software integration, and regulatory and standards compliance.
  - **Wiring:**  
In most cases, the Authority does not have existing wiring to support the Security System. It should be assumed that new communication and power will need to be installed at each location.
  - **Access:**  
Each system component shall be accessible and functional across multiple airport system terminals and mobile devices at multiple locations.

## 2.2 PROJECT SCOPE OF SERVICES

The selected Consultant will be required to provide complete design, installation and construction phase services. The Consultant will be required to coordinate the project design with various government entities but primarily TSA, prepare a formal engineering design report for FAA, and obtain “plan check” approval from the Authority. The Consultant will obtain any necessary building permits.

A general description and outline of the anticipated major design and construction phase tasks are as indicated herein.

**A. PRELIMINARY DESIGN PHASE SERVICES**

These refer to services necessary to prepare Schematic Design consisting of drawings and other documents illustrating the scope and relationship of all project elements for airport, and FAA approval and TSA comment. This phase of the work will include an initial study and review phase of existing site conditions, as-built construction documents and construction records from the original construction.

The development of cost-effective design solutions during the design phase will be based on the recommendations and decisions taken during this phase including technologies that can be deployed to reduce cost, facilitate construction or simplify the installation of the Security System. Estimates of probable construction cost and time as well as recommendations to minimize the construction impact on existing facilities will be developed during this phase.

Firms shall also be familiar with FAA eligibility requirements for federal funding of such systems and equipment and be able to produce submittal documents intended to ensure funding eligibility for all such systems. All work shall be accomplished in accordance with the relevant FAA Advisory Circulars where applicable and meet all other FAA and Transportation Security Administration (TSA) requirements.

Schematic Design services will generally include the following:

1. Provide schematic design documents based on the mutually agreeable program, schedule and budget established from the pre-design phase. The schematic documents shall establish the design of the project illustrating the scale and relationship of all project elements both to each other and to the existing improvements.
2. Select and recommend the specific technologies and models to be deployed.
3. Complete schematic design.
4. Update government and regulatory agency coordination and review including reviewing the design for FAA funding eligibility.
5. Ensure TSA regulation 1542 requirements are met in project design
6. Provide presentations materials and drawings to the Authority and the FAA as required.
7. Review and update the established project schedule.
8. Provide cost estimates and value engineering services to evaluate design alternatives.
9. Provide five (5) copies of the drawings and specifications for airport and FAA review. Obtain approval from the airport and the FAA prior to proceeding with the design. Allow 2-3 weeks for reviews and comments to be provided.

10. Consolidate and distribute a listing of all comments and questions that were made during the review of the plans and specifications. Document the resolution and decisions.

### **C. FINAL DESIGN PHASE SERVICES**

These refer to services necessary to update the approved Schematic Design, for Authority approval, to Design Development (DD) documents consisting of drawings and other documents which fix and describe the size and character of the entire project. Design Development services will generally include the following:

1. Provide complete DD documents based on the approved Schematic
2. Design documents and updated budget for the cost of the work.
3. DD documents shall illustrate and describe refinement of the design, establish the full project scope, relationships, size and appearance of the project by means of plans, sections, elevations and equipment layouts.
4. Provide outline specifications to identify all major materials and systems.
5. Provide detailed, line-item cost estimate for the cost of the work.
6. Verify FAA "Buy American" certification on all Security Security System components can be met.
7. Update government and regulatory agency coordination and review.
8. Provide presentations to Authority staff and User groups as required.
9. Review and update the established project schedule as required.
10. Provide cost estimates and value engineering services to evaluate design alternatives.

These refer to services necessary to move from approved Design Development Documents to Construction Documents (CD) including drawings, specifications and other documents setting forth in specific detail the requirements for construction of the entire project. Construction Documents (CD) services will generally include the following:

1. Project administration.
2. Civil, Electrical, Landscape, and Special Systems construction documents.
3. Project manual and specifications.
4. Government and regulatory agency review and approval.
5. Document checking / coordination.
6. Document revision as required to incorporate alternatives selected through the Design Development value engineering process.
7. Updated line-item cost estimate of the cost of the work.
8. Updated project schedule.

### **D. CONSTRUCTION PHASE SERVICES**

If authorized in writing by the Authority, the Respondent will provide construction phase services necessary to provide construction administration during construction of the project. Construction Phase Services will generally include the following:

1. General Administration of Construction Contracts.

2. Prepare and Issue Supplemental drawings
3. At the Authority's sole option and discretion, provide Resident Project Representative Services (RPR) including the following:
  - (a) Observe daily progress and quality of work
  - (b) Review and process for approval all product submittals and shop drawings for conformance with the contract documents.
  - (c) Field check materials and equipment
  - (d) Identify defects and deficiencies
  - (e) Coordinate with FAA, airport Users and TSA
  - (f) Coordinate Quality Assurance Testing
  - (g) Review schedules, shop drawings and schedule of values
  - (h) Coordinate and attendance at all Construction conferences and meetings
  - (i) Serve as a liaison between the Authority and installers
  - (j) Record the receipt and date of materials
  - (k) Monitor contractor work activities to monitor project for progress, quality and conformance with all contract requirements.
  - (l) Perform inspections, testing, and review system startup
  - (m) Maintain records including change orders
  - (n) Compile daily logs of hours worked, conditions, material use, equipment, and activities at the construction site
  - (o) Conduct pre-installation meetings with contractors
  - (p) Ensure contract labor compliance as may be required under the FAA grant assurances
  - (q) Prepare and submit weekly progress reports
  - (r) Prepare monthly construction status reports including updated work schedules, cost status, manpower and task completion variance analysis, proposed schedule or budget revisions, problem areas and remedial actions, subcontract and DBE goal status, and drawing/document schedule and status.
  - (s) Maintain a photo diary
  - (t) Compile and maintain certificates and manuals
  - (u) Prepare "punch list"
  - (v) Issuance of Certificate of Completion
  - (w) Arrange for inspections required by law
  - (x) Observe completion of all items on Final List
4. Conduct a Pre-Construction Conference
5. Establish baselines and benchmarks for locating scope of work necessary for construction to proceed
6. Provide review of shop drawings and product submittals for general conformance with the project documents
7. Attend regularly scheduled construction progress meetings. Visit the site at intervals appropriate to the stage of operations to stay familiar with the work progress and to keep the Authority informed about the progress and quality of the work completed
8. Determine if the work is being performed in accordance with the Construction Document. Communicate and coordinate any noted deficiencies to the Authority's project manager

9. Prepare and issue supplemental drawings as required to clarify design related issues
10. Provide change order review and analysis
11. Review Application for Payment and accompanying supporting documentation
12. Attend all final inspections and determine date of substantial completion
13. Project Close Out

**E. POST CONSTRUCTION PHASE SERVICES**

Provide those services necessary to facilitate full utilization and acceptance of the project. The Post Construction services generally will include the following:

1. After the system is installed and considered fully operational by the Authority, the consultant shall complete a 30-day system acceptance test on the entire system. The acceptance test shall demonstrate that the installed systems are fully functional, properly installed, and stable. If the Authority concurs that the system is fully installed and ready for testing, the acceptance test shall begin. The consultant shall maintain a log of all events and issues during the acceptance test. Major component failures, including but not limited to system failures or unscheduled down-time requiring replacement, major re-programming and/or software reloading shall restart the acceptance test.
2. Training will be provided to Airport staff on operation of the system. Training is expected to last a minimum of three days.
3. Submit all record retention and drawings.
4. Prepare and submit all ‘as-built’ plans and specifications
5. Review, recommend, and coordinate the provision of warranties, guarantees and operating and maintenance manuals as required.
6. Provide the Authority with complete AutoCAD and hard copy of as-built construction documents for all design elements (architectural, civil, mechanical, electrical and special systems such as communications, security, etc.) These documents are to be provided to the Authority within 90 days following substantial completion of the construction.
7. Complete Final Change Order and Pay Request
8. Prepare Final Construction Report including narrative scope of work, fee assessment and advertisement, consulting services, force account, and construction documents, summary of project costs, DBE Program Participation, if applicable. Construction documents should include bid tab, list of contractors, change orders, milestones, contract labor compliance, final quantities and variance analysis, punch list items, final inspection report, contractor statement of final payment.

**2.4 OWNERSHIP OF CUSTOM WORK PRODUCT**

The Authority shall own all right, title, and interest to all Custom Work Products. Respondent expressly acknowledges and agrees that all such Custom Work Products constitute “work made for hire” under the Federal copyright laws (17 U.S.C. Sec. 101) owned exclusively by the Authority and, alternatively, hereby irrevocably assigns all ownership or other rights it might have in Custom Work Product to the Authority.

**2.5 PERFORMANCE PERIOD**

The initial performance period for this requirements contract is not expected to exceed a base period of three years. At the sole discretion of the Authority, this contract may be extended for two (2) one-year option periods. Each task order assigned shall state a time of performance. This time of performance shall not be changed or modified unless for extenuating circumstances as determined by the Airport Director.

**2.6 FEDERAL AVIATION ADMINISTRATION CONTRACTING REQUIREMENTS**

Portions of the work conducted under this contract may be funded in whole or in part by the Federal Aviation Administration (FAA), and thus subject to FAA contract language and DBE requirements that will be contained in the contract and/or task orders. Buy American will also apply for all federally funded work.

## **SECTION 3.0 - PROPOSAL FORMAT AND SELECTION**

### **3.1 INSTRUCTIONS**

Your written proposal should include the information in the format outlined below and limited to no more than 30 single-sided pages, not including covers, a cover letter, section dividers, and required Federal Forms and Addendums (if issued). We recommend that you include concise, but complete information about your firm, emphasizing why you believe your firm to be uniquely qualified for this project. Short listed firms may be required to make a formal, in person presentation, to the selection committee.

THE AUTHORITY IS NOT RESPONSIBLE FOR ANY COSTS INCURRED IN PREPARING AND RESPONDING TO THIS RFP.

### **3.2 COVER LETTER**

The Respondent should prepare a cover letter, not exceeding three pages in length that indicates the key points of proposal. It should include the full name of the firm or joint venture members and all proposed sub-consultants. If the Respondent is made up of more than one firm, the legal relationship between those firms must be described.

The cover letter must include a statement committing the availability of the key personnel identified in Section 3.3 below to perform the work. A person who is authorized to sign an Agreement with the Authority must sign the letter. This person shall be the same person identified by the Respondent as its authorized representative.

### **3.3 ORGANIZATIONAL BACKGROUND AND OVERVIEW**

Provide a brief history and overview of your company and its organizational structure, with special emphasis on how the company proposes to fulfill the needs of the Authority, including but not limited to the following information:

- A. Basic Information: Firm's Key Contact, address, telephone and fax numbers.
- B. Organizational structure of proposed team. If the organization is different for various project packages, please provide a separate organization chart for each.
- C. General description of background and experience of all team members.
- D. Core strengths that the firm provides to its clients.
- E. Description of firm in qualitative terms.
- F. Skills and abilities for which the firm is particularly well known.
- G. Significance to the firm of providing consulting services to the Authority.

The Respondent is invited to describe any particular aspects of its organization or proposal which, by way of background, experience, unique qualifications, or other basis, sets this company (team etc.) apart from the competition in its ability to accomplish the work scope generally or specifically for each project package.

### **3.4 PERSONNEL**

Quality of personnel is of critical importance in the Authority's decision-making process for awarding this contract. In this section, please submit the following information:



- A. Organizational structure of proposed team, including sub-consultants. Identify specific personnel that will be assigned to the project. Include a description of specific roles and responsibilities that will be assigned to individuals from the submitting firm, as well as those from sub-consultants. Also, please identify recent experience where the submitting firm has worked with proposed sub-consultants on similar projects.
- B. The qualifications and experience of the proposed principal-in-charge, project manager, and other key team personnel for the project. Provide specific information about how long key project personnel have been doing relevant work, how long they have been with the firm, relevant airfield design/construction management assignments completed within the past five (5) years, and ongoing project commitments.
- C. The geographic proximity of key project personnel to the Authority. Please provide additional details about how the team will respond to critical needs associated with this project, including proposed response times to issues that may require an on-site presence.
- D. Demonstration of project management skills, including ability to complete airfield design/construction management assignments on time and within budget.

### **3.5 DEMONSTRATED EXPERIENCE**

Prepare a description of projects and work experience of the firm that is similar to the work described in Scope of Work outlined in Section 2 or which the Respondent believes would be relevant in evaluating its capabilities.

Firms and/or teams submitting responses to the RFP are expected to have extensive, recent and direct experience in the planning, design, and construction of civil, architectural, electrical, mechanical, structural, and DBE elements anticipated for these projects. Firms shall also be familiar with FAA eligibility requirements for federal funding of such systems and equipment and be able to produce submittal documents intended to ensure funding eligibility for all such systems. Firms may present project teams consisting of the proposing firms and appropriate sub-consultants such that the teams have the necessary depth and breadth of experience appropriate for the projects. All work shall be accomplished in accordance with the relevant FAA Advisory Circulars where applicable and meet all other FAA and Transportation Security Administration (TSA) requirements.

At a minimum, the following information should be included as appropriate to the Scope of Work:

- A. Project description and scope
- B. Location
- C. Owner name, address, telephone number
- D. Names and roles of key personnel assigned to project for design and construction services (if applicable)
- E. Proposed schedule vs. actual for construction projects designed by the firm/team

- F. Estimated construction cost vs. actual construction cost for projects designed by the firm/team
- G. Coordination between multiple consulting firms
- H. Relevant experience with other interfacing projects, and associated scheduling considerations.

Finally, provide a list of at least three clients and references your firm has completed work for in the past three years, specifically including any clients whom you believe are similar to the Authority.

### **3.6 PROJECT APPROACH**

Provide information about the proposed management of this project. Indicate the firms understanding of the projects and a clear method of approach to complete the required services.

In addition, the Respondent should provide a description of the methods and systems for controlling, responding to, and completing the scope of work outlined in this proposal in a timely manner. This includes a description of project management control methods and progress reporting systems. Any products obtained must be in a format that shall allow input in the Authority's MS Excel, Word, or Project systems.

### **3.7 SECURITY SYSTEM DESIGN AND COMPONENTS**

The Authority is interested in reviewing and evaluating the proposed Security System solution. Provide the equipment model numbers and single page spec sheets for each component used at each location indicated in the Scope of Services Section 2.1.

At each PIN reader or camera location contained in Section 2.1, indicate how the device is planned to be connected for both data and power (i.e.; wireless with power, power over ethernet, fiber, coaxial, copper). The Airport prefers data to be wired to the maximum extent possible.

Wiring diagrams should be provided indicating the kind and quantity of wire that is include in the proposal. Origin and termination location of wiring should be indicated.

The Authority is seeking a system that can be expanded over time to accommodate possibly twice as many doors and three times as many camera locations. Responses to Section 3.7 should describe how the additional access control and camera locations can be accommodated. The Authority desires a system that is upgradable as technology advances and our facility expands.

### **3.8 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION PLAN**

The Authority hereby notifies all Respondents that in regard to any contract entered into pursuant to this request for proposal, small and disadvantaged business enterprises will be afforded full opportunity to this request for proposal and will not be discriminated against on the grounds of race, religion, color, sex, age or national origin in consideration for an award.

The DBE goal will be set for each task order undertaken under this contract; however, please provide a DBE participation plan and narrative of how your firm plans to meet or exceed established goals. DBE firms must meet the definition under 49 C.F.R. Part 26, Subpart D, Regulations of the Office of Secretary of Transportation, and must also be certified by the State of Montana.

### **3.9 BINDING BID PRICE**

Proposers shall submit a binding bid price for the design, purchase, installation and construction of the Security System. Bids shall be submitted in the format shown below in Attachment A.

### **3.10 BID BOND**

Proposers must submit a Bid Bond, Certified Check or Cashier's Check in an amount equal to 100% of the project bid.

### **3.11 EXCEPTIONS DOCUMENT**

The Authority intends to execute a contract with the Consultant in the general form provided in Attachment A. Respondents should review Attachment A prior to submitting their proposal. Any exceptions that would prevent the Respondent from executing the contract as provided in Attachment A must be noted on the form provided in Attachment B and included in the Respondent's proposal. If the Respondent has no exceptions to the sample contract, then the Respondent must return Attachment B with "no exceptions" clearly indicated on the form.

### **3.12 SUBMISSION CHECKLIST**

The following information is a checklist for what should be submitted in the Proposal. The Proposal should include all information required in Section III of this RFP:

1. Cover Letter
2. Organizational Background and Overview
3. Project Personnel
4. Demonstrated Experience
5. Project Approach
6. Security System Design and Components
7. DBE Participation Plan
8. Bid Price
9. Bid Bond
10. Exceptions Document
11. Federal Forms
  - Certification Regarding Debarment, Suspension and other Responsibility Matters
  - Restrictions on Lobbying Certification
  - Non-Collusion Affidavit

## **SECTION 4.0 – PROPOSAL EVALUATION CRITERIA**

The Authority will select the proposal that represents the best overall value to the public as determined by the Selection Committee. Price will be a primary determinate in making a decision but this selection is NOT a low-cost bid selection; other factors representing value to the public and the Authority will be considered.

The Authority has established the following value categories which shall be used in selecting the winning proposal. These criteria are listed in the relative order of significance in making the determination of a selected proposal:

### **4.1 BINDING BID PRICE**

Price will be a primary determinate in selecting the winning proposal. All bids should include two years of licensing, cloud storage or other annual fees. Annual subscription costs following the first two years should be clearly delineated in the cost proposal. The Authority has a limited budget to accommodate the goals of this program. Annual subscription costs will be evaluated in determining the overall cost of the system.

### **4.2 SYSTEM CAPABILITIES, TECHNOLOGY AND QUALITY**

The selection panel will evaluate the capabilities and quality of the proposed Security System based on information in the proposal, primarily in response to Section 3.7. The Authority is seeking a complete Security System solution that can accomplish all of the scope described in Section 2.1.

The Authority will evaluate the state capabilities of the system components along with their upgradability and expansion capability. In this capacity, the Authority will consider how much additional capacity the communication lines and device routes have for expansion.

### **4.3 WARRANTIES, SERVICE AND TECHNICAL SUPPORT**

Describe the support staff/team that will provide the repair, technical support and maintenance service you are offering to minimize downtime and interruptions to the Airport's security systems. This section of the RFP identifies the requirements for the warranty, service, and technical support for the security systems. It is the intent of the Authority to enter into an agreement with the Consultant to assume primary responsibility for service, maintenance, and repair functions for this system. Please provide line item detail at a minimum regarding warranty, service and technical support for the items listed below:

- a. List all firms that will provide warranty, service and technical support services. Include the physical location of the factory authorized service technicians that will be dispatched to Great Falls Airport. Provide the number of personnel available at the locations identified.
- b. Provide guaranteed response time, in hours, for service personnel to be on site in the event of system failure.
- c. Identify a maximum time frame before the vendor(s) will provide replacement or temporary equipment to restore inoperable devices/services. Please identify for each vendor used in your design/build.
- d. Identify failures and services that are not covered or are outside of your control.

- e. Identify contingency plans or redundancy designed into the system that will allow the Airport to maintain critical services while repairs are being completed.
- f. Describe your on-line and other support services available within your warranty package.
- g. Provide any additional information on your warranty and support services.

Warranty:

- a. Clearly define the warranty for all equipment including hardware, software and parts. Duration shall be provided for each.
- b. Identify the time period that the equipment manufacturer will guarantee support for the equipment installed.
- c. Clearly state the warranty period for the labor associate with warranty work including the duration. Please clearly identify what is covered and what is not covered under the warranty.
- d. Clearly identify the warranty process for system software including how upgrades, updates, patches, and similar re-configuration will be accomplished.
- e. Identify and list any extended warranty services offered

#### **4.4 TEAM EXPERIENCE**

The Selection Committee will consider the experience of the Proposal team. Experience in the design and installation of similar system will be particularly of interest. Elements of experience evaluated include:

1. Having the necessary similar experience, organization, technical and managerial staff, and the facilities to carry out this work.
2. Having an adequate past record of performance on similar projects, verifiable through references.
3. Having familiarity of the Airport and of the applicable Federal, State and local codes required for the projects.
4. Having the financial and personnel resources for the performance of the Contract, or the ability to obtain such resources.
5. The Consultant's proximity to the Airport as determined by the Selection Committee.
6. Demonstration of meeting or exceeding DBE participation goals (5%).

**ATTACHMENT A  
BINDING BID PRICE**

TO: Great Falls International Airport  
2800 Terminal Drive  
Great Falls, MT 59404

PROJECT: Design and Installation of an Access Monitoring, Control and Identity Management System

Bidder: \_\_\_\_\_

Bidder Address: \_\_\_\_\_

Date: \_\_\_\_\_

Bidder's Representative (to be contacted for coordination and information)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

1. It is agreed that upon receipt of Contract Documents the Bidder will, within 10 calendar days, execute the Contract in accordance with the Bid as accepted, and satisfy the Contract bonding and insurance requirements stipulated in the Contract Documents.
  
2. **PERFORMANCE AND DELIVERY.** The Authority anticipates completion of the proposed work within One Hundred Twenty (120) calendar days upon receipt of NTP.
  
3. **ADDENDA.** This will acknowledge receipt of the following addenda which are part of the Bidding Documents:  
  
Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
  
Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_
  
4. **BID SCHEDULE:** The Bidder, having examined the Drawings, Specifications and related documents and the site of the proposed work, and being familiar with all the conditions in connection with the proposed project, agrees to furnish the goods and services in conjunction with or incidentals to the construction associated with the Design and

Installation of a Access Monitoring, Control and Identity Management System at Great Falls International Airport, and in full compliance with the terms and conditions of this Invitation for Bids and Contract Documents. The stipulated price is:

TOTAL BID

\$ \_\_\_\_\_

ANNUAL SUBSCRIPTION COST

\$ \_\_\_\_\_ Pro-rated for 2023

\$ \_\_\_\_\_ 2024

\$ \_\_\_\_\_ 2025

\$ \_\_\_\_\_ 2026

\$ \_\_\_\_\_ 2027

ATTEST:

BIDDER:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

ATTACHMENT B  
**EXCEPTIONS DOCUMENT**

**EXCEPTIONS**

**EXCEPTIONS:**

Print the words "no exceptions"(here)\_\_\_\_\_ if there are no exceptions taken to any of the terms, conditions, or specifications of these proposal documents or contract.

If there are exceptions taken to any of the terms, conditions, or specifications of the proposal document or contract, they must be clearly stated on a separate sheet of paper attached to this sheet and returned with your proposal.

**Note:** All potential Respondents are hereby advised that exceptions taken may be considered during the evaluation phase which may affect the final scoring of proposals. Respondents stipulating that the Authority must use the Respondent's contract or agreement may be determined non-responsive and their proposal determined unacceptable.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(City, State and Zip Code)

FIN#: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

INTERNET ADDRESS: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_



**ATTACHMENT C**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

**(Please note: this form must be submitted with your proposal)**

The undersigned duly authorized official of the proposer certifies to the best of its knowledge and belief, that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
- B. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements or receiving stolen property.
- C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (B) of this certification; and
- D. Have not within a three-year period preceding this application/proposal had one or more public transaction (federal, state or local) terminated for cause or default.
- E. Are not on the Comptroller General's List of Ineligible Bidders or any similar list maintained by any other governmental entity.

Where the proposer is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**(Check One)**

**I DO CERTIFY (\_\_\_\_)**

**I DO NOT CERTIFY (\_\_\_\_)**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**ATTACHMENT D**

**RESTRICTIONS ON LOBBYING CERTIFICATION**

**(Please note: this form must be submitted with your proposal)**

Pursuant to United States Public Law 101-121, Section 319, the undersigned duly authorized official of the proposer hereby certifies, to the best of her/his knowledge and belief, that:

1. No Federal appropriated funds have paid or will be paid, by or on behalf of the undersigned, to any person for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person or agency for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit a Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned duly authorized official shall require and ensure that the language of this certification be included in any award documents for subcontracts, grants, loans, and cooperative agreements, and that all subcontractors shall so certify and disclose accordingly.

This Certification is a material representation of fact, upon which reliance was placed when this transaction was made or entered into. The submission of this Certification is a prerequisite for making or entering into this transaction, imposed by Title 31 USC Section 1352. Any proposer (person) who fails to file the required certification shall be subject to civil penalty of not less than ten thousand dollars (\$10,000) and not more than one hundred thousand dollars (\$100,000) for each such failure to file.

Proposer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT E**

**NON-COLLUSION AFFIDAVIT**

**(Please note: this form must be submitted with your proposal)**

The undersigned duly authorized official of the proposer hereby certifies, to the best of her/his knowledge and belief, that:

1. That I am an officer or employee of the \_\_\_\_\_  
(proposing entity) having the authority to sign on behalf of the corporation, and,
2. That the prices in the attached proposal were arrived at independently by \_\_\_\_\_  
\_\_\_\_\_ (proposing entity) without collusion, consultation, communication, or any agreement, for the purpose of restricting competition as to any matter relating to such prices with any other proposer or with any other competitor regarding an understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or service described in the RFP/IFB designed to limit independent proposals or competition; and
3. That unless otherwise required by law, the contents and prices contained in the proposal have not been communicated by \_\_\_\_\_ (proposing entity) or its employees or agents to any person not an employee or agent of \_\_\_\_\_ (proposing entity), or its surety on any bond furnished with the proposal, and will not be communicated to any such person prior to the official opening of the proposal; and,
4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Proposer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_