



DULUTH AIRPORT AUTHORITY

**Duluth International Airport
Solicitation 22-4408**

**Parking Technology Upgrade Request for Proposals
Issued: June 7, 2022
Proposals Due: July 19, 2022, 2:00 pm local time**

**Duluth Airport Authority
Request For Proposals
Duluth International Airport
Parking Technology Upgrade RFP**

I. INVITATION

The Duluth Airport Authority (DAA), owners and operators of the Duluth International Airport, (hereinafter referred to as "DLH") are providing interested parties with the information to facilitate their submission of proposals to provide DLH with a replacement automated parking system and annual service for up to a 10-year period on the installed system.

It is expected that the selected firm will be awarded one contract to replace the existing parking system with all new equipment as described herein, and a second contract for annual service and support of the new system.

The following schedule will be adhered to in all actions relative to this procurement.

- A. June 7, 2022
Request for Proposals published.
- B. June 23, 2022
Optional Pre-Proposal meeting will be held at 9:00 a.m. local time in the Amatuzio Conference room on the third floor of the Duluth International Airport Terminal with a site visit of the parking areas.
- C. June 30, 2022
All questions must be emailed to purchasing@duluthmn.gov. Please be sure to put "22-4408 Parking Technology Upgrade RFP" in the subject line. Any question submitted after this date will not be answered.

All questions submitted in accordance with requirements state above will be answered in writing and posted to the Purchasing website at <http://www.duluthmn.gov/purchasing/bids-request-for-proposals> along with the original RFP. **The firm shall acknowledge receipt of any addenda that may be necessary in the proposal by including a copy of addendum in proposal.**

Responses to questions will be issued in an addendum on July 7, 2022.

- D. July 19, 2022
All submissions are due by 2:00 p.m. local time, at the Duluth Airport Authority office located at 4701 Grinden Drive Duluth, MN 55811.

One (1) original and five (5) copies of the proposal will be required with the original having been signed by a company official with the power to bind the company in its submission. All proposals must be completely responsive to the requirements as stated in this Request for Proposals.

- F. July 19-27, 2022
Selection committee will review proposals and notify respondents if additional information is required to aid in the evaluation of written proposals.
- G. July 28, 2022
Announcement of selected respondent.

II. INFORMATION REQUIRED FOR PROPOSALS

Proposals shall be submitted to the following address:

Duluth Airport Authority
Attn: John Graves
4701 Grinden Drive
Duluth, MN 55811

Proposals shall be marked "22-4408 Proposal for Duluth Airport Authority – Parking System Technology Upgrade RFP" on the outside of a sealed envelope. Proposals will be received until 2:00 p.m. local time, July 19, 2022, and will be evaluated in accordance with Part III of this RFP.

Present all costs separately in a sealed envelope with your proposal.

Proposals MUST be submitted in the format described below:

A. Cover Letter

Provide the main point of contact with their telephone number and email. The letter should include a statement of interest in performing the services outlined within the scope of work. Size limit: 1 page

B. Statement of Qualifications, Project Approach, and References

Indicate the firm's particular abilities and qualifications related to the scope of work required in Part IV of this solicitation. Must describe the firm's understanding of existing infrastructure at DLH and explain the project approach for replacement of the parking system at DLH. Also, include a minimum of three and a maximum of five references for similar clients and projects, including project description, date of project, client name, address, contact name with phone number and email. Size limit: 4 pages

C. System Hardware and Software Features and Proposal Price

Provide a clear description of hardware and software features that are proposed to meet the requirements in Part IV Scope of Work and are included in the proposal price. Any exceptions to the minimum requirements should be clearly expressed. Optional features that are available but exceed the minimum requirements of the Scope of Work may be included in the base proposal price. Firms are encouraged to include optional features in the proposal that are clearly identified as such and include the additional cost for each feature. The price/value added of additional features may or may not be considered in the evaluation and selection criteria. Size limit: 5 pages (Present all costs separately in a sealed envelope with your proposal.)

D. Service and Support

Provide a clear description of the support system in place for troubleshooting/repairing the system, including personnel and stock parts. Identify both remote and on-site support resources. Provide a proposal price for support and maintenance services. If

multiple levels of support are offered, provide proposal prices for each level and clearly explain everything included in each level. Proposals must include all required annual service costs (i.e. cloud services, standard service agreements, etc.). Proposal prices for services/support must be valid for a period of 5 years. Annual increases (i.e. CPI, etc.) are allowable, but must be clearly identified in the proposal to calculate the total cost of ownership over 5 years. Provide a list of spare parts that are recommended to be onsite, and a price for each item on the spare parts list. Size limit: 5 pages. (Present all costs separately in a sealed envelope with your proposal.)

III. SELECTION CRITERIA

All proposals will be thoroughly reviewed through a phased evaluation process which will evaluate the merits of the proposals received in accordance with the evaluation factors stated herein and formulate a recommendation. One or more respondents may be invited to make an in-person presentation before the Committee to demonstrate their capabilities. The DAA will select the proposal that it believes most closely meets the objectives stated herein. The evaluation of all proposals will be made by a selection committee comprised of three to five (3-5) members. The selection committee will evaluate each proposal using the weighted criteria listed below.

The selection committee will evaluate the written proposals based on the below-listed evaluation criteria and may "short-list" the most qualified Respondents based upon the written submission responses. DAA reserves the right to make such additional investigations as it deems necessary and may require the submission of additional information from any or all Respondents. Additional information will be requested and received in writing. Respondents not included on the short-list will be dismissed from further consideration. The selection committee, at its sole discretion, may decide to make its selection solely based on the written submission scores.

The selection committee members will award a single score to each proposal, and the proposal with the highest score will be deemed the successful respondent. DAA staff will then begin contract negotiations with the successful respondent and present contract to the DAA Board of Directors for their approval.

IV. SCOPE OF WORK

A. Background

The Duluth International Airport (DLH) is a Non-hub Commercial Service airport that services over 300,000 passengers annually. DLH is currently served by Delta Airlines, United Airlines and seasonal service from Sun Country Airlines as well as various charters.

The terminal has on-site long term and short-term parking areas that consists of one surface lot containing 656 parking spaces and one parking ramp that contains 219 parking spaces. There is one gated access point with a parking ticket machine to the parking ramp and two gated access points with ticket machines to the surface lot, one on the north side of the surface lot and one on the south side of the surface lot. The current system in use is an Amano AGP revenue control system with Amano components and has reached its end of useful life and needs to be replaced.

B. Existing Infrastructure

The existing infrastructure includes a total of three (3) entrance points with two AMANO model AMC-2570/A856 ticket machines at each point and one AMANO model AMG-

1750/A850 gate arm, and three (3) exit lanes, all located on 4 separate plazas. Each plaza is currently equipped with Amano equipment and has power distribution.

C. Scope of Work

The scope of work required for this RFP includes all necessary components, software, and work necessary to provide a new fully functional system. The following items are specific functional requirements (and options) of the new parking system that will be considered in the evaluation of proposals as identified in Section III of this RFP. In addition to the installation of a new system, the existing revenue control system must be removed. As a part of the evaluation criteria in Section III, proposals must include a plan for transitioning from the existing system to the new system.

A. New Hardware Requirements

a. Entrance and Exit Lanes

- i. Provide gates for six (6) vehicle lanes (3 entrances and 3 exits)
- ii. Six (6) gate arms shall be straight arms. Lengths – TBD
- iii. Gates with a “breakaway” feature to prevent significant damage to the gate/arm and the ability to sense if the arm is broken are preferred.

b. Provide ticket machines for three (3) entrance lanes

- i. Ticket machine is preferred to have bar code printers on blank ticket stock. Magnetic strip ticket technology is not preferred.
- ii. Printed Ticket Data must include:
 1. Bar Code
 2. Machine number (Lane) as a programmable option
 3. Ticket issue number
 4. Year, month, date and time
- iii. Must have automatic backout and void ticket control.

c. Provide credit card payment exit terminals for three (3) exit lanes with P2PE (Point-to-Point Encryption)

- i. CC (Credit Card) Payment exit terminals must be able to print payment receipts.
- ii. CC terminals must provide touchless payment option (Apple Pay, Google Pay, etc.)

d. All in-lane entrance and exit terminals must have:

- i. RFID readers that are HID multiclass compatible.
- ii. Color LCD graphic display and audio capable of video and static messages.
- iii. Displays must be able to withstand Duluth’s weather and climate.
- iv. Photo eye scanners for reading digital tickets on customer phones
- v. Ability to install intercom system for help calls (see options below).

e. Existing loop detectors must be replaced with new.

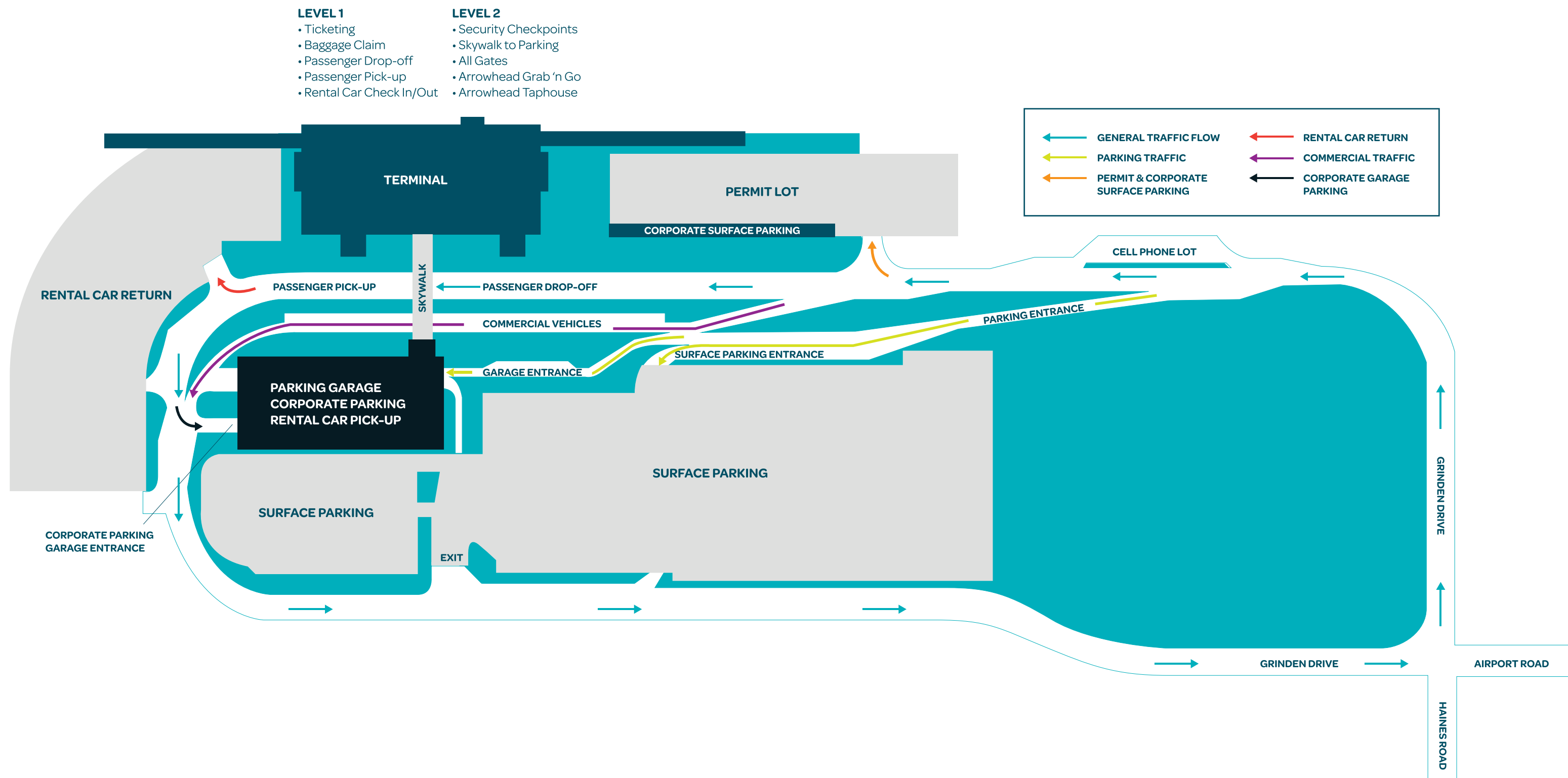
f. All exterior housings must be protected from corrosion due to excessive salt.

g. Pay on Foot Station(s)

- i. Provide one (1) pay-on-foot station in the terminal building and P2PE credit card payment.
- ii. Must be able to print payment receipts
- iii. CC terminals must provide touchless payment option (Apple Pay, Google Pay, etc.)
- iv. Must have the ability to install intercom system for help calls (see options below)

- h. Display
 - i. Must provide a touch screen display
 - ii. Must meet ADA requirements
- B. Software Features
 - a. Customer Interface Features
 - i. System must provide an option for customers to pay parking on their smart phone for express exit. (i.e. mobile app for paying parking fee, 3rd party parking app for pre-paid parking, etc.)
 - ii. System must provide RFID parking access compatible with DAA's existing RFID cards.
 - iii. Must have the ability to offer a variety of parking fees, including hourly fee with a daily max, daily fee with a weekly max, frequent parker programs, and incentive programs. As well as differentiated rates for different parking areas.
 - b. Management Tools
 - i. All field programmable functions of the system shall be programmable remotely (i.e., central computer/workstation or PC with access to the cloud)
 - ii. Negotiated Fee: System must provide the ability for staff to send a payment amount to an exit lane remotely. This feature should be available on a smart phone, tablet, and workstation.
 - iii. Notifications: System must be able to send notifications to mobile devices in the event of a broken gate arm or other system malfunction that results in an entrance or exit out of service.
 - iv. Validation: The system must allow for validation, including rate switch, percentage off, or dollar discount options.
 - c. Warranty
 - i. All components must have a minimum 1-year warranty commencing on the date of final acceptance.
 - ii. Any defective component discovered within the warranty period shall be replaced at no expense to DAA.
 - iii. The warranty shall cover all parts, labor, and shipping costs for the repair and replacement of any defective component.
 - iv. Selected contractor will serve as DAA's agent for service under any standard manufacturer warranty.
 - d. Options
 - i. As an additional options, provide individual costs to add the following:
 - ii. One (1) pay-on-foot station in the terminal building with credit card only payment.
 - iii. If Fiber connection is needed, state an approximate cost for installation of fiber network.
 - iv. Entrance/exit lane visual cues (i.e. lighted gate arm, lane closed, etc.)
 - v. Commend® voice and video interface (or approved equivalent) for help calls at all entrances, exits, and pay on foot station(s).
 - vi. Provide a cost savings for substituting one (1) exit lane with an express exit terminal with no payment option (pre-paid exit only).
- C. Work Schedule
 - a. The new system must be operational no later than November 15, 2022. No more than one parking lot may be closed at the same time during installation. After contract award, contractor must provide a detailed project schedule and phasing plan that is subject to DAA approval.

- b. Liquidated Damages: Failure to Furnish Equipment and Special Services on Time. Should the contractor fail to complete the installation of the new revenue control system within the time agreed upon in the contract or within such extra time as may have been allowed by extensions, there will be deducted from any monies due or that may become due the contractor, an amount negotiated in the initial contract. This sum will be considered and treated not as a penalty but as fixed, agreed and liquidated damages due DAA from the contractor by reason of inconvenience to the public, added cost of oversight, loss of revenues, and other items which have caused an expenditure of DAA funds resulting from the contractor's failure to furnish and deliver the equipment and special services within the time specified in the contract.
 - c. Permitting the contractor to continue and furnish the equipment and special services or any part of it after the time fixed for its completion, or after the date to which the time for completion may have been extended, will in no way operate as a waiver on the part of DAA of any of its rights under the contract.
- D. DAA (Airport) Responsibilities
 - a. The DAA shall furnish required information as expeditiously as necessary for the orderly progress of the Work, and the Contractor shall be entitled to rely upon the accuracy and completeness thereof.
- E. Mandatory Disclosures By submitting a proposal, each Bidder understands, represents, and acknowledges that:
 - a. Their proposal has been developed by the Bidder independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder.
 - b. There is no conflict of interest. A conflict of interest exists if a Bidder has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.
 - c. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.
 - d. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.
- F. Parking Lot Graphic-See Next Page



DAA Parking Technology Upgrade RFP

<u>Evaluation Criteria</u>	<u>Weight %</u>	<u>Definition</u>
Qualifications/Project Approach/References	20%	Experience at similar airports on similar projects. Understanding of DLH's existing infrastructure and approach to replacement. Client satisfaction and overall project success, including timeliness and ability to overcome obstacles.
System Software and Hardware Features	30%	Features that reduce operating expenses, ensure reliability, and provide an easy experience for customers.
Replacement System Cost	25%	Total cost for removal of existing system, and providing new system and installation of new system.
Service/Support Approach and Annual Cost	25%	Ability and approach to providing 24hr support and timely repairs/service, including replacement parts cost and availability.

<u>Score</u>	<u>Points</u>	<u>Standards, as defined</u>
Far Exceeds Standards	9 or 10	The statement demonstrates an innovative understanding of the requirements and final product would significantly exceed performance standards
Exceeds Standards	7 or 8	The statement demonstrates a very good or excellent understanding of the requirements and final product would exceed performance standards
Meets Standards	5 or 6	The statement demonstrates an acceptable or good understanding of the requirements and the final product would meet performance standards
Does Not Meet Standards	3 or 4	The statement demonstrates a limited understanding of the requirements and the final product would marginally meet performance standards
Unacceptable	1 or 2	The statement demonstrates a misunderstanding of the performance and final product would fail to meet performance standards

<u>Evaluation Criteria</u>	<u>Weight</u>	<u>Raw Points</u>	<u>Weighted Score</u>
Qualifications/Project Approach/References	0.2		0.2
System Software and Hardware Features	0.3		0.3
Replacement System Cost	0.25		0.25
Service/Support Approach and Annual Cost	0.25		0.25
Totals	1	0	1

Selection Committee Member Number:

Firm Name:

Remarks:
