

SUSQUEHANNA AREA REGIONAL AIRPORT AUTHORITY  
One Terminal Drive  
Middletown, PA 17057

August 26, 2022

HARRISBURG INTERNATIONAL AIRPORT (MDT)

**REQUEST FOR PROPOSALS (RFP)**

**CONSULTANT SERVICES FOR  
AIRPORT ACCESS CONTROL SYSTEM REPLACEMENT**

Notice is hereby given that the Susquehanna Area Regional Airport Authority (hereinafter "SARAA") is seeking proposals from qualified consultants to review and assess SARAA's Harrisburg International Airport Access Control System operational capabilities, including hardware, software, and related components, and the development of bid specifications for a replacement access control system. A successful respondent (or respondent team) will be selected by SARAA based on the process detailed below. The complete RFP may be found on the SARAA website at:

<http://www.flyhia.com/business-opportunities/airport-projects>

**DUE DATE:** Proposals must be received no later than **2:00 p.m. on Friday, September 30, 2022.** Proposals may be hand-delivered to SARAA's offices at One Terminal Drive, Suite 300, Middletown, PA. No proposals will be accepted after 2:00 p.m. on Friday, September 30, 2022.

SARAA will make the final selection of the firm or team of firms to perform the proposed services. SARAA reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals when it is in the best interest of SARAA as determined by SARAA in its sole discretion. Proposals will be valid for 90 days as of being submitted to SARAA.

All questions about the process and procedure may be directed to Belinda Svirbely, Deputy Director, Operations, Security & Public Safety by e-mail at [BelindaS@SARAA.org](mailto:BelindaS@SARAA.org). All questions related to the substance of the RFP shall be submitted to Ms. Svirbely in writing (either by e-mail or U.S. mail) and received no later than Tuesday, September 6, 2022. Any answers will be posted as an addendum on the website referenced above no later than close of business on Friday, September 9, 2022.

REQUEST FOR PROPOSALS  
CONSULTANT SERVICES FOR  
AIRPORT ACCESS CONTROL SYSTEM REPLACEMENT

**INTRODUCTION**

The Susquehanna Area Regional Airport Authority (“SARAA”) is requesting proposals from qualified firms with experience in access control systems and the development of related purchase bid specifications. SARAA is seeking proposals from firms to review and assess the current access control system at Harrisburg International Airport for operational capabilities, including hardware, software, and related components, and the development of bid specifications for a replacement access control system. The final product will allow SARAA to issue a bid specification in the future for the installation of a replacement airport access control system.

**BACKGROUND**

Harrisburg International Airport (HIA) is owned and operated by SARAA. HIA is a 680-acre commercial air service facility located in Middletown, Dauphin County, Pennsylvania.

The current airport access control system includes approximately 163 card readers including doors (some with delayed egress and some with motion sensors), baggage belts, 6 elevators, 7 remote vehicle gates, 27 panels, a CCTV system, remote panic buttons, and an airport identification badging system.

**THE CONSULTING ASSIGNMENT**

The purpose of this RFP is to identify, select, and engage a qualified and capable firm to provide professional services necessary to provide SARAA a detailed assessment of the airport’s access control system and development of a bid specification for a replacement of the system and related components.

This RFP provides information necessary for firms and subconsultants (if required) to submit proposals for the services mentioned above. The objective is to select the interested consultant most highly qualified to provide the services. Previous experience will be considered in the consultant selection process, including bid specification and installation of airport access control systems. The goal of this RFP is to select a team of one or more firms with all the disciplines necessary to efficiently carry out the services.

The successful respondent will demonstrate the ability to complete the following Scope of Work in a manner acceptable to SARAA. This involves a strong demonstration of previous assessment efforts, as well as knowledge of and experience with airport security requirements, access control systems, and bid specification development.

## SCOPE OF WORK

SARAA is requesting that the successful respondent

1. **Conduct a detailed examination of SARAA's existing access control system and related components, to include the badging system and CCTV system.**
  - a. Such identification will verify existing system components and identify deficiencies and improvements needed for a fully functioning access control system and related components.
  - b. Determine if any existing hardware can be reused with a new system
2. **Development of a bid specification for a future replacement access control system.**
  - a. In conjunction with SARAA staff, identify priorities and requirements and develop a bid specification for the replacement of all or part of the access control system.

## SUBMISSION REQUIREMENTS

1. **DEADLINE:** One original, one electronic, and three (3) bound copies of the proposal (20 pages maximum with all attachments) must be received by SARAA at the following address on or before **September 30, 2022 by 2:00 p.m. local time**. Faxed proposals will not be accepted. Please write **"Proposal for Consultant Services for Airport Access Control System Evaluation and Bid Specification Development"** on the outside of the submission envelope.

Susquehanna Area Regional Airport Authority  
One Terminal Drive, Suite 300  
Middletown, PA 17057  
**Attn: Belinda Svrbely**

2. **PROPOSALS:** Proposals must include either one company or a joint venture with a lead firm. The consulting team must include a firm or firms that demonstrate significant experience in the evaluation and bid development of access control systems and related components. Subconsultants may be designated and utilized for work as outlined in the proposals. The proposal must contain the following:
  - a. Executive Summary, which includes a cover letter describing the firm(s) and acknowledging interest in the project. Include a primary contact person, mailing address, email address, and telephone and fax numbers.
  - b. Firm Description and Relevant Experience of the Project Team, including those of sub consultant firms. Include relevant experience on other assignments (preferably as related to airports) within the last five (5) years. The consultant must describe the project team organization, specify individuals (including those from subconsultants) identified for key positions, and include their resumes.

One person may fill two positions, or two people may share a position. The resume must be current and must specify educational qualifications and experience related to this type of project. Key positions include the following:

- The Project Director/Manager shall be responsible for all aspects of the project, including proposal preparation, contract negotiation, contract administration, direction, and scheduling of team members and subconsultants, presentations, submission of deliverables and payment requests.
- The Consultant shall agree that the Project Director and other staffers identified in the proposal shall be the persons utilized throughout the project. Any change in the status of those positions must be submitted in writing and approved by SARAA.
- c. Description of the Proposed Approach and Methodology for carrying out the Scope of Work.

The description should identify major tasks to complete the Scope of Work, the organization of the project team, and the roles and responsibilities of individual members. The description should convey the firm's understanding of the project.

- d. Description of Previous Participation in disadvantaged and local business programs.
- e. Current Clients and References: The submission should contain:
  1. a complete list of current clients and those served within the preceding twelve months of the submission date.
  2. a list of at least three clients for whom you have provided an access control system evaluation and/or access control system bid specification development to within the past five years, and an example of a success achieved with them. Include the client, contact name, email address and phone number for use by SARAA for reference follow-up if appropriate.
- f. Cost Proposal: Submit a schedule of fees and a not-to-exceed amount in a **separately sealed envelope included in the submittal package**. Provide the hourly rates of individual or firm's staff. This information will not be used as the sole determining factor for contract award. The schedule of fees shall include a task list with a breakout of the anticipated fees per task.

For SARAA to evaluate the cost proposal, proposers must include for each element of the Work Plan the staff, hours, hourly rate, and total cost.

**The Cost Proposal should be marked "confidential" and sealed in a separate envelope marked "Cost proposal."**

3. **INQUIRIES:** All inquiries concerning this RFP should be directed to Belinda Svirbely at [BelindaS@SARAA.org](mailto:BelindaS@SARAA.org). Ms. Svirbely is authorized only to direct the attention of Project Managers to

various portions of this RFP (including all attachments) and to consider requests for clarification. Neither Ms. Svirebely nor any other employee is authorized to give interpretations of this RFP or to give information as to the requirements thereof in addition to that contained in the RFP. Interpretations or additional information, if provided, will be communicated to firms by written addenda from Ms. Svirebely and shall be considered part of the RFP. Firms should not contact other employees or consultants of SARAA or any other governmental entity regarding these requests or send copies of proposals to them. Failure to observe this requirement may result in the firm's disqualification from consideration pursuant to this RFP.

- 4. SELECTION PROCESS AND NEGOTIATION:** SARAA will evaluate all submissions for completeness and compliance with the terms and conditions of the RFP. A Selection Committee consisting of representatives from SARAA, along with other individuals deemed necessary, will review qualifications of submittals. SARAA and the successful respondent will promptly negotiate a contract after selection. If a mutually satisfactory contract cannot be reached with the selected respondent, SARAA will terminate all negotiations with the selected respondent and enter negotiations with the second-place respondent as determined under the selection criteria.
- 5. CRITERIA:** The Selection Committee will evaluate all proposals received by SARAA and will first be reviewed by the Committee for completeness. Those proposals not meeting the Threshold Criteria (Attachment 1) shall be disqualified and shall not receive further review. The Committee will rank the submissions according to the following criteria, but not necessarily in this order:
  - a. **Qualifications and Experience of Firms and Personnel:** The Selection Committee will evaluate the respondent's projects that demonstrate the respondent's experience, expertise, and quality of work. If the proposal is a joint venture, the Selection Committee will evaluate the primary respondent's work, the sub consultant's work, and the experience of the project team working together. Qualifications of personnel will be evaluated by education, experience, and demonstrated expertise in related projects.
  - b. **Understanding of the Scope of Work:** The Selection Committee will evaluate the respondent's understanding of SARAA's goals and objectives as shown through the overall conceptual approach, organization, schedule, allocation of resources by task, methodologies, and presentation of the proposal.
  - c. **Cost Proposal:** This information will not be used as the sole determining factor for contract award.
  - d. **Disadvantaged Business firms:** Clearly define any participation by Disadvantaged Business firms.

**6. SCHEDULE:** It is anticipated that the solicitation and proposal process shall be conducted in accordance with the following schedule; however, SARAA reserves the right to modify schedule in its discretion.

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| i. Advertisement of RFP on SARAA website               | August 26, 2022    |
| ii. RFP Available                                      | August 26, 2022    |
| iii. Deadline for submission of questions              | September 6, 2022  |
| iv. Answers to questions will be posted on the website | September 9, 2022  |
| v. Proposals Due no later than 2:00 p.m. local time    | September 30, 2022 |
| vi. Recommendation to the SARAA Board of Directors     | October 26, 2022   |

**7. RESERVATION OF RIGHTS:** SARAA reserves the right, in its sole discretion, to reject at any time any or all proposals and to withdraw this RFP without notice. SARAA reserves the right to waive compliance with and/or change any of the items of this request. SARAA reserves and may exercise the following rights and options with respect to this selection process: to request some or all of the respondent firms to provide additional material, clarification, confirmation, or modification of any information in the submission; to supplement, amend, substitute, or otherwise modify this RFP any time prior to the selection of one or more firms for negotiation, and to cancel this RFP with or without issuing another RFP; to request that some or all of the respondent firms modify proposals based on the review of all proposals; to approve or disapprove the selection of or use of sub consultants; to terminate any negotiations at any time; to accept or reject at any time prior to the execution of a professional services contractual agreement all submissions and/or to withdraw the RFP without notice; to expressly waive any defect or technicality in any proposal; to solicit new proposals; to negotiate a contract fee based on milestone payments; to assign any or all of the finalized and executed contract to a third party.

**8. EVENTS OF DISQUALIFICATION OR DEFAULT:** After the selection of firms for negotiations, the following, in the sole discretion of SARAA, may be treated as Events of Disqualification or Default of a particular firm: the unilateral withdrawal by the firm; failure to proceed substantially in accordance with the proposal as submitted; material misrepresentation, omission, or inaccuracy contained in any document submitted either with the firm’s proposal or subsequent thereto.

**9. REMEDIES:** Upon an Event of Disqualification or Default by a selected firm, the following remedies shall be available individually and collectively: the selection of the firm may be rescinded; SARAA may declare null and void any agreement that may have already been executed and delivered; the firm shall pay all costs and expenses incurred by SARAA in negotiating with the firm including but not limited to legal counsel’s fees.

SARAA’s receipt or discussion of any information (including information contained in a proposal, ideas, models, drawings, or other material communicated or exhibited to SARAA) does not impose any obligations whatsoever on SARAA or entitle the firm or any other person or entity to any compensation. Any such information given to SARAA before, with, or after the submission of a proposal, either orally or in writing, is not given in confidence and may be used, or disclosed to others, for any purpose at any time, without obligation or compensation, and without liability of any kind whatsoever. Any statement that is inconsistent with the terms of this paragraph shall be void

and of no effect. The provisions of this paragraph are not intended, however, to grant to SARAA rights to use anything that is the subject of valid existing or potential letters of patent or copyright, nor are they intended to permit SARAA to commercially appropriate images.

**10. LIABILITY:** SARAA shall not be liable to any firm or to any third party for any claims or damages occasioned by the solicitation, rejection, negotiation, or selection of proposals regarding this RFP. Each firm or other respondent agrees to bear all costs of its response and participation in the process described in this RFP; there shall be no reimbursement for any costs relating to the preparation of responses or proposals in connection with this process.

**11. REPRESENTATION OF RESPONDENTS:** By submitting a Proposal, the respondent understands and agrees that SARAA is not incorporating the public bidding process into the solicitation; that SARAA has full and complete discretion to reject or accept any Proposal; and that nothing in this RFP shall create any contractual rights or obligations by and between SARAA and any person or entity responding hereto.

### POLICY

**1. INFORMATION SUPPLIED BY FIRMS:** The relevant provisions of the Pennsylvania Right to Know Act shall govern public access to material submitted by firms in response to this RFP. If any firm submits information that it believes to be a trade secret or otherwise exempt from disclosure under the Pennsylvania Right to Know Act, it must specifically identify such information and state in writing the reasons why the information should be exempt from disclosure. It is not the policy of SARAA to disclose any information from material submitted by firms in response to the RFP until the selection process has been completed.

If SARAA becomes aware of any material misrepresentation in the information supplied by a firm, SARAA shall have the right to reject at any time the proposal of the firm, to refuse to negotiate or continue negotiations with the firm, and to take any other action, including retaining any deposit made by the firm, as shall be deemed appropriate by SARAA, in its sole discretion.

SARAA reserves the right to request, at any time in the selection process, such additional information, or materials as it may deem useful or appropriate to evaluate each firm's qualifications and experience. Submission of a proposal shall constitute the firm's permission to SARAA to make such inquiries concerning the firm and members of the team as SARAA, in its sole discretion, deems useful or appropriate.

**2. REPRESENTATIONS, WARRANTIES, AND GUARANTEES:** Notwithstanding anything contained herein to the contrary, SARAA makes no representations or warranties, including without limitation, representations, or warranties as to the accuracy of any information or assumptions contained in this RFP or otherwise furnished to firms by SARAA.

### ATTACHMENTS

**1. ATTACHMENT 1: THRESHOLD CRITERIA**

**ATTACHMENT 1**

**Threshold Criteria**

REQUEST FOR PROPOSALS (RFP)

SUSQUEHANNA AREA REGIONAL AIRPORT AUTHORITY

**AIRPORT ACCESS CONTROL SYSTEM REPLACEMENT**

**Name of Firm:** \_\_\_\_\_

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

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|---|--------|
| 1. Did SARAA receive one original, one electronic and three bound copies by deadline?                       | Yes/No |
| 2. Does the proposal contain an Executive Summary?  | Yes/No |
| 3. Does the proposal contain a Firm Description, including sub consultants?                                 | Yes/No |
| 4. Does the proposal contain relevant experience for the project team?                                      | Yes/No |
| 5. Does the proposal contain resumes of key personnel?  | Yes/No |
| 6. Does the proposal contain proposed approach and methodology?   | Yes/No |
| 7. Does the proposal contain a list of references and current clients?                                      | Yes/No |
| 8. Does the proposal contain a Cost Proposal as described in Paragraph 2(f) of the submission requirements? | Yes/No |
| 9. Does the proposal address use of disadvantage business firms?  | Yes/No |