

**REQUEST FOR QUALIFICATIONS  
FOR  
The Development of a RFP for a  
COMMON-USE TERMINAL EQUIPMENT SYSTEM  
RFQ Reference: ITO2008/131**

**for  
L.F. Wade International Airport  
February 2008**

**COMMON USER CHECK IN SYSTEM**

The Department of Airport Operations (DAO) is seeking a qualified individual or company to assist the DAO, Government of Bermuda in tendering for a Common User Check In System at L.F. Wade International Airport (BDA). The present contract comes to an end in November 2009

Proposals must be posted, faxed or e-mailed to be received by the Department of Airport Operations by no later than 1700 hours (Atlantic Daylight Time) on 29<sup>th</sup>. February 2008. Proposals received after this date or time will not be considered. Proposals must include a detailed breakdown of all costs. All proposals should be marked ITO2008/131.

All queries regarding this request should be directed to

Mike Osborn – Manager, Terminals

Tel: 441 299 4804

mosborn@gov.bm

For further details on the L.F. Wade International Airport, please see our Web Site  
<http://www.bermudaairport.bm>.

**SCOPE OF WORK REQUIRED**

To produce a complete RFP package for suitable contractors. The steps required include :-

1/ Assessing the requirements of BDA and document conditions relating to the existing CUTE system as well as other related systems and ongoing programs at BDA. This to include establishing each airline's applications and ability to use available/proposed systems.

2/ Liaising with the Governments Information Technology Office (ITO) to assess and establish their role in the provision of the CUTE system and make recommendations accordingly. Meet with the DAO and other stakeholders to ensure on-going policies, programmes and procedures are fully understood which either influence, or are influenced by, proposed new systems and/or procedures. Recommendations to be developed. Minutes from each meeting to be taken and distributed to the Project Manager.

3/ Preparing final bid documents by April 2008, based on DAO's previous bid documents. These bid documents must include, but not necessarily be limited to:-

- CUTE/MUSE upgrade,
- FIDs system,
- Baggage Belt ID,
- Plasma information screen(s),
- Management Information,
- CUSS or CUSS alternatives,
- Local DCS System
- RFIDs
- A filter for directing baggage information to the baggage reconciliation system.

It is important that any new common use system being specified and designed now take the developing CUPPS standards into account.

4/ Preparing, utilising the DAO Technical Data Centre, site specific contract drawings showing the floor plan location of all CUTE/MUSE and FIDs devices, conduits, cabinetry/inserts layout, interconnecting cabling and mounting details necessary for contractors bidding. It is envisaged that this task will require two (2) deliverables, one as an 'Owner review' set at the end of design phase and one as a final 'Issue for Bid' set. As the present cabinetry is relatively new, it is required that all new equipment must be designed to be accommodated within them.

5/ Preparing budget submission of estimated costs for installation of complete installed system by June 2008.

6/ Preparing suggested terms and conditions to be used in the RFP to set a level of conformity. Terms shall provide minimum requirements for items such as training, warranties, maintenance requirements, spare parts etc.

7/ Assisting in the bid/award process upon completion of the bid documents (based on the 1998 template bid documents available as guidelines). This shall include:-

A/ attending pre-bid conference meeting, if one is required;

B/ preparing of written responses to bidders' questions and requests for information during the bid process;

C/ assisting DAO in the review and evaluation of contractors' bids for conformance to the contract documentation requirements

8/ Providing construction administration services upon award of the contract (no later than May 2009). This should include:-

- Reviewing and accepting contractors shop drawings and equipment submittals.
- responding to contractors Request for Information (RFIs).
- periodically attending meetings to review contractor progress.
- reviewing contractor change order requests.
- providing professional advice to BDA.

9/ Prior to shipment of equipment to the project site:-

- reviewing contractors testing plans.
- attending factory system acceptance testing of the systems to determine that hardware and software elements are acceptable.

10/ At the end of construction;-

- monitoring acceptance testing of the systems to determine that the installed systems are in conformance to the contract document requirements
- providing contract close-out services, which will include review of contractor's operations and maintenance manuals, warranties, and 'as-built' drawing sets.

#### SUBMISSION OF PROPOSAL

Three (3) copies of the Proposal must be submitted no later than 4:00 p.m. on Thursday, 29 February, 2008 ("Submission Deadline"). The submission should be delivered to:

Mike Osborn  
Manager Terminals  
Department of Airport Operations  
3 Cahow Way  
St. Georges GE CX

Attn: ITO2008/131 – Request for Qualifications

Tel 441 299 4804

mosborn@gov.bm

### 1. Compliance

The selected consultant(s) shall comply with, and cause the compliance with all local laws applicable to activities and obligations undertaken.

### Required Information

The items listed below are to be contained in each of the sections:

#### 1. Work Plan

- a) Organization Chart, indicating the names and titles of the prime consultant(s) as well as office address and contacts.
- b) Detailed listing, description and schedule of all tasks to be performed by the Consultant
- c) If a corporation, the state of incorporation and the name(s) and professional address(es) of those authorized to negotiate for the consultant.

### 2. Experience

- c) A statement describing in detail all experience of the consultant on CUTE, CUSS and related systems. The information should clearly spell out the knowledge and experience with the relevant systems and at which airports. The areas of expertise related to this scope of work should be highlighted.
- d) A list of all projects similar in nature to this proposed project, including descriptions, status and references with current contact information.

### 3. Insurance

List all the insurance that is planned to be carried in relation to this RFQ.

Proponent shall submit a statement that shall indemnify, defend, and hold harmless, the DAO and its officers, employees and agents, from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses (whether or not arising from the negligence of the DAO, its officers, employees or agents), occasioned wholly or in part by respondents act or omission or negligence or fault or the act or omission or negligence or fault of respondent's agents,

subcontractors, employees or servants in connection with the RFQ Process and Agreement, including, but not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, failure to pay such subcontractors and suppliers, any breach of the contract, and any infringement or violation of any proprietary right (including, but not limited to, patent, copyright, trademark, service mark and trade secret). This obligation to indemnify, defend and hold harmless the DAO, their respective officers, employees and agents, shall survive the termination of the RFQ Process and the Agreement.

The Respondent must certify that they are not connected to or affiliated with any of the potential vendors.

#### 4. Financial Information

When quoting please break down each element. Please also show cost per hour.

#### 5. Oral Presentation

The committee may determine that oral presentations by some or all of the respondents is required in order to make further evaluations.

### **Other Items**

The DAO reserves the right to reject as informal or non-responsive any proposal that, in the DAO's sole judgment, is incomplete, is not in conformity with applicable law, is not responsive to this RFQ, or contains erasures, alterations, ambiguities or items of work not called for by this RFQ.

The DAO further reserves and may exercise the following rights and options:

- a) To reject any and all proposals and re-issue the RFQ at any time prior to execution of a final contract if, in the DAO's sole discretion, it is in the DAO's best interest to do so;
- b) To reject any proposal that in the sole discretion/judgment of the DAO is not in the best interest of the DAO;
- c) To issue subsequent RFQs for this licensing agreement with terms and conditions that are substantially different from the terms and conditions set forth in this RFQ;
- d) To supplement, amend, substitute or otherwise modify this RFQ at any time prior to the execution of final contracts; to cancel this RFQ with or without issuing another RFQ;
- e) To accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the DAO's best interest to do so;

- f) To reject the proposal of any firm that, in the DAO's sole judgment, has been delinquent or unfaithful in the performance of any contract with the DAO, or is financially, or technically incapable, or is otherwise not a responsible firm;
- g) To waive any informality, defect, non-responsiveness and/or deviation from this RFQ that is not, in the DAO's sole judgment, material to the proposal;
- h) To permit or reject, at the DAO's sole discretion amendments (including information inadvertently omitted), modifications, alterations and/or corrections to proposals by some or all of the firms following proposal submission;
- i) To request that some or all of the firms modify proposals or provide additional information;
- j) To request additional or clarifying information or more detailed information from any firm at any time, including information inadvertently omitted in the proposal;
- k) To conduct such investigations as the DAO considers appropriate with respect to the qualifications of each firm and any information contained in its Proposal.
- l) To terminate any negotiations at any time or conduct simultaneous, competitive negotiations with multiple firms.
- m) To negotiate acceptable terms in an otherwise unacceptable proposal. Such negotiations may result in changes in terms material to this RFQ; in such event, the DAO shall not be obliged to inform other proponents of the changes, or permit them to revise their proposals accordingly, unless the DAO, in its sole discretion, determines that doing so and permitting such is in the DAO's best interest. Should negotiations not prove satisfactory with the recommended finalist(s), the DAO reserves the right to discontinue negotiations with the recommended finalist(s) and additional firms may be asked to enter into negotiations or the DAO may solicit new proposals or issue a new RFQ.

#### DISCLAIMER

It is the responsibility of each Proponent to investigate and to be satisfied as to the facts and conditions prior to submitting a Proposal. All data or information provided herein is for informational purposes only and the DAO makes no representation or warranties and accepts no responsibility for the accuracy or completeness of any information or data supplied herein.

Proponents are responsible for obtaining their own independent financial, legal, accounting, and technical advice on all Proposal matters.

#### USE OF REQUEST FOR PROPOSAL SPECIFICATIONS

This request for proposal, or any portion thereof, shall not be used for any purpose other than the submission of a proposal for development of an RFQ for a Common Use Terminal Equipment system at BDA on the terms set out in this request for proposal.

## CONFIDENTIALITY

Any information Qualifications to the BDA obtained by a Proponent as a result of participating in the Request for Proposal process is confidential and must not be disclosed to any person without the prior written authorisation of the DAO.

This Request for Proposal does not constitute an offer of any nature or kind whatsoever by the Government of Bermuda to any or all of the Proponents. All costs and expenses incurred by the Proponents relating to Proposals will be borne by the Proponents. The Government of Bermuda is not liable to pay for such costs and expenses, or to reimburse or to compensate Proponents in any manner whatsoever for such costs and expenses under any circumstances, including the rejection of any or all Proposals and the cancellation of the Request for Qualifications at any stage of this process.