

REQUEST FOR PROPOSALS
Noise Monitoring and Flight Tracking System and
Noise Monitor Service and Maintenance

In accordance with provisions of the Boca Raton Airport Authority Procurement Code (the "Procurement Code"), the Boca Raton Airport Authority (the "BRAA") is seeking proposals from vendors with the following capabilities and qualifications. The BRAA has divided the services needed to carry out its noise and operations monitoring program into three contract awards, (1) Flight Tracking and Noise Monitoring Software; (2) Public Flight Tracking Web Portal; and (3) Noise Monitor Service, Repair, Maintenance, and Calibration. A vendor may be awarded one, two, all, or none of the contracts dependent on the results of the evaluation criteria found in this RFP.

1. Flight Tracking and Noise Monitoring Software

- 1) Experience in providing airport software solutions for noise and operational data tracking. Ability to provide an airport specific noise and operations monitoring, reporting and data analysis hosted software which can be accessed from any location with the following capabilities:
 - i) Flight data reporting such as type of operation, date/time of operation, runway, operator information, flight number, tail number, beacon code, origin or destination airport, and aircraft type. System must also be able to provide aircraft speed and altitude data throughout the whole flight track. Custom sorting and reporting shall be possible with ability to be exported to word and excel formats, along with ability to display data in easy to read graphical format.
 - ii) Flight track display with colored satellite map that covers greater Boca Raton region (30 nm, range) with map layers including but not limited to airports, noise monitors, roads, zones, parks, water ways, municipal boundaries. User must be able to add layers like gates and zones to analyze flight tracks. Flight track data must be able to be exported to other formats like AutoCAD, GIS, JPEG, etc.
 - iii) Software must be able to pull noise data from noise monitors and provide reporting capabilities like noise events linked to flight data and noise reporting formats like DNL, LMax, and Leq, etc. Software must have the ability to perform noise event audio playback.
 - iv) System shall be secure, reliable, and user friendly.
- 2) Experience and knowledge with transforming raw radar data from radar vendor into useable data for viewing, data analysis, and use with flight tracking system. Previous noise and operations data from existing system must be imported into new system. New data must be imported into flight tracking system in real-time, or near real-time.
- 3) Phone and email support for any downtime, software issues, help, or modifications to system including:
 - i) Automatic system in place to create tickets for missing data and errors.
 - ii) Troubleshooting with radar vendors to solve radar data gaps and problems.
- 4) Ability to host software at vendor location with 24-hour data backup and provide a secure platform to access the software.

- 5) Vendor must provide training on how to use the proposed Flight Tracking and Noise Monitoring Software.

2. Public Flight Tracking Web Portal

- 1) Experience and ability to provide a web based solution that can integrate noise and flight data in near real-time (just above FAA and TSA requirements) to be accessed by the public with the following capabilities:
 - i) Ability to provide a public portal to view flight tracks and data in near real-time hosted in the cloud.
 - ii) Online flight tracker must display aircraft type, altitude, tail or flight number, and operation type over a geographic map of the Greater Boca Raton area.
 - iii) Online flight tracker must be able to show each noise monitors current noise reading in real-time displayed on the geographic map.
 - iv) Users must be able to go back in time to view real-time data for a specified time.
 - v) Software must be able be added or linked on our website.
 - vi) Software must be compatible with the most common internet browsers including but not limited to Internet Explorer, Chrome, Firefox and Safari.
- 2) Vendor must provide training on how to use the proposed Flight Tracking Web Portal.

3. Noise Monitor Service, Repair, Maintenance, and Calibration

- 1) Experience with service, repair and maintenance of noise monitors.
 - i) Onsite service, repair, and maintenance of airport noise monitors.
 - ii) Yearly noise monitor microphone calibration to meet international IEC standards.
 - iii) Ability to provide or obtain replacement parts for noise monitors and temporary solutions to monitor noise.
- 2) Noise monitor solution must integrate with existing airport noise monitors and have the ability to provide noise data in near real-time to flight tracking software and portal.
- 3) Automatic alerts for noise monitor communication problems and failures.

Respondent Profile

In submitting a response to this RFP (the "Proposal"), the Respondent shall be the person or legal entity who will be entering into the Agreement with the BRAA. Respondent may consist of any formal business entity authorized to do business in the State of Florida (i.e., Partnership, Corporation, Limited Liability, Company, Joint Venture, Sole Proprietorship). Respondent shall provide the BRAA with the following information:

- 1) The Respondent's legal name(s), headquarters address, local office address, state of incorporation, and key firm contact names.

- 2) A complete corporate or entity history of the Respondent, including date of incorporation or creation, name changes, dissolutions, reinstatements, etc.
- 3) The Respondent's federal ID number.
- 4) Whether the Respondent is legally authorized, pursuant to the requirements of the Florida Statutes, to do business in the State of Florida.

Proposal Requirements

Failure to provide the information required by Items 1 through 8 below by the deadline for submission may result in a finding of non-responsiveness by the BRAA. The BRAA will determine whether the Respondent and the Respondent's Proposal is responsive to the requirements specified herein. The BRAA reserves the right to waive minor technicalities or irregularities when it is in its best interest.

Each Proposal shall include (for requirement nos. 2, 3, 4, 5, & 6, "Respondent" includes the principals of Respondent if Respondent is a joint venture, limited liability company or partnership, and the Respondent's shareholders owning greater than 10% of Respondent's stock if Respondent is a corporation):

- 1) **Summary of Experience and Qualifications** — A detailed summary of experience and qualifications to perform the Work, including any equipment, licenses, permits or training certifications necessary for the performance of the Work or indicative of the Respondents qualifications to perform the Work.
- 2) **Bankruptcy, Litigation & Contract Dispute Information** — Respondent is required to provide the BRAA with a complete list and description of all lawsuits, litigation, claims, arbitrations, and administrative hearings brought by or against the Respondent, its parent or subsidiaries, predecessor organizations, any of its wholly-owned subsidiaries, or any of its owners or officers during the last (5) years. The list shall include all case names; case, arbitration, or hearing identification numbers; the name of the project over which the dispute arose; a description of the subject matter of the dispute; and the final outcome of the matter or the current status if the matter is not final.
- 3) **Criminal History Information** — A complete list and description of all criminal proceedings or hearings concerning offenses in which the Respondent, its owners, officers, predecessor organization(s), or wholly owned subsidiaries were defendants. Respondent shall include in this list any criminal proceedings or records that have been sealed by a court.
- 4) **Negative Contract Performance Information** — A complete list and description of all terminated or rescinded contracts to which Respondent was a party. This list must also include the circumstances under which the contract was terminated or rescinded. In addition to contracts that were terminated or rescinded, the list must include contracts pursuant to which Respondent was assessed liquidated damages or any other contractual monetary penalty as a result of delay or any other reason.
- 5) **Financial Terms** - Respondent must provide the BRAA with the financial terms of its proposal for each of the RFP contract sections using Attachment A, including a description of all services

included within lump sums, any applicable hourly rates for performance of the Work or some portion of the Work, estimates of the number of hours likely to be incurred per year (for each element of the Work for which it lists an hourly rate), an explanation of whether and how products, parts and equipment will be paid for by the Authority (and whether the Respondent will charge a mark-up on such products, parts and equipment), and any other aspect of the financial terms necessary for a full understanding of the financial proposal.

6) **Statement of Offer** - The Proposal must contain the following statement:

_____, as principal or agent of _____
hereby agree and certify that this Proposal constitutes an offer to the BRAA to perform the Work set forth in the RFP in accordance with the General Conditions and industry standards. This offer shall remain open until January 1, 2018, or until the RFP is awarded, whichever occurs first.

Signature

Name

Title

Proposal Instructions

Written Proposals shall be limited to a maximum of fifteen (15) pages, excluding financial information and litigation and other contract dispute information.

Submit five (5) complete copies of all requested material to:

Boca Raton Airport Authority
903 NW 35th St
Boca Raton, FL 33431

RE: RFP #2017-BRAA-02

BRAA MUST RECEIVE PROPOSALS NO LATER THAN 3:00 P.M., EASTERN STANDARD TIME ("EST"), ON October 27, 2017.

BRAA will not accept electronically transmitted, late, or misdirected proposals. Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your Proposal is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. The time and date for receipt of Proposals will be strictly observed. The BRAA will not be responsible for late deliveries or mail delays. Each Proposal will be time/date stamped upon receipt. Proposals received after the specified time and date shall be returned unopened.

Cone of Silence

As provided in the Procurement Code, the Cone of Silence, which restricts communications with

the BRAA or any of its members, the Executive Director or any of the Executive Director's staff, consultants or agents, is in effect as of the time of advertisement. VIOLATION OF THE CONE OF SILENCE IMMEDIATELY AND PERMANENTLY DISQUALIFIES RESPONDENTS OR POTENTIAL RESPONDENTS FROM CONSIDERATION IN THIS RFP. Please review the Procurement Code for further details. It is the responsibility of the Respondent and potential Respondents to become familiar with the Cone of Silence. The Cone of Silence terminates when the Executive Director takes action that ends the solicitation. The Procurement Code can be found online at www.bocairport.com.

Selection Process

The BRAA will be responsible for selecting from among the Proposals received. It is anticipated, but not required, that the process of evaluation for this RFP proceed in the following manner:

Review of Proposals: The Executive Director will first review each Proposal for responsiveness to the terms and conditions of the RFP. The Executive Director reserves the right to reject any and all Proposals and to waive any minor irregularities or technicalities. The Executive Director shall have the right to inspect the facilities and organization of any Respondent, to make inquiries, to ask for further information, or to take any other action to determine the best Respondent and Proposal for the performance of the Work. The Executive Director shall have the right to extend the date for the receipt of Proposals and all other dates set forth in this RFP. The Executive Director has the right to increase, decrease and adjust the Proposal Requirements hereunder.

Interviews/Selection: Each responsive Respondent will be interviewed by the Procurement Committee and shall provide a demonstration of the software being proposed along with a demo account. The demonstration of the software must resemble closely the proposed solution. Respondent must also disclose the features that are to be included and excluded with the software solution proposed as it relates to what's provided/shown in the demonstration. After interviews and demonstrations have been conducted, the Procurement Committee will then select a vendor for all or each section of the bid dependent on the evaluation criteria below.

Evaluation Criteria

The Procurement Committee will select from among the responsive Respondents based upon the following weighted evaluation criteria: points maximum 100.

0-25 pts - Financial Terms

0-25 pts – Airport Specific Experience

0-25 pts – Capability, Reliability and Ease of Use of proposed system

0-25 pts – Integration with existing BRAA equipment of proposed system

Instructions and Information for Respondents

Proposals are at Respondent's expense. Each Respondent is responsible for the costs incurred in preparing their Proposal. The BRAA will not reimburse for any of these costs.

Potential Respondents may submit written requests for clarification or additional information to the BRAA. by email to travis@bocairport.com on or before October 6, 2017. BRAA may, at its sole discretion publish addenda addressing issues raised in the requests for clarification or additional information. All Respondents shall carefully examine the RFP documents. Any ambiguities or inconsistencies shall be brought to the attention of the BRAA in writing prior to October 6, 2017, as set forth above. Failure to do so, on the part of the Respondent, will constitute an acceptance by the Respondent of any

reasonable interpretation of the RFP requirements by the BRAA. Any questions concerning the intent, meaning and interpretations of the RFP documents shall be requested in writing, and received by the Executive Director by close of business on October 6, 2017. The BRAA will not be responsible for any oral instructions made by any employee(s) of the BRAA in regard to the RFP.

Addenda:

Should revisions to the RFP documents become necessary, the Executive Director will issue an addendum and notify each potential Respondent in writing.

Accuracy of Proposal Information:

By responding and signing the Proposal, the Respondent attests that the information submitted to the BRAA in its Proposal is true, correct and accurate. The Respondent also agrees that any false, inaccurate, misleading, exaggerated, or incorrect information provided as part of their Proposal may be deemed inappropriate and/or non-responsive and shall be disqualified from further consideration.

Insurance Requirements:

The Respondent must carry the insurance types and coverage levels required by the Minimum Standards available at www.bocaairport.com.

Protest:

Protests arising from the terms of the RFP and/or from the decisions of the Executive Director shall be made in accordance with the procedures set forth in the Procurement Code, The Procurement Code sets forth administrative procedures that must be exhausted prior to the initiation of any claim in a court of law.

Rejection of All Proposals; Cancellation of the RFP:

In accordance with the Procurement Code, the Executive Director may, at any time prior to award, reject all Proposals or cancel the RFP. The decision to reject all Proposals or cancel the RFP may be made for any reason.

Confidential and Proprietary Information:

The BRAA is subject to Chapter 119, Florida Statutes (the "Public Records Laws"), which makes all Proposals and other information provided by Respondents a matter of public record. No claim of confidentiality or proprietary information in all or any portion of a Proposal will be honored unless a specific exemption from the Public Records Laws exists and it is cited in the Proposal. A blanket statement that the entire Proposal is exempt from the Public Records Law is not acceptable and will not be honored. Any claimed exemption must be specifically identified by page(s) and paragraph number(s). An incorrectly claimed exemption does not disqualify the Respondent, only the exemption claim.

Governing Law:

This RFP shall be governed by the laws of the State of Florida, and the venue for any legal action will be in Palm Beach County, Florida.

General Conditions:

By Responding to this RFP, Respondents agree to the following general terms and conditions governing the Respondent's performance of the Scope of Services:

Term:

The term of the agreement for performance of the Work shall commence on January 1, 2018, and end at 11:59:59 p.m. (EDT) on December 31, 2020. The BRAA may renew this agreement on the same terms and conditions for up to two (2) one-year terms upon written notice to the selected Respondent given at least thirty (30) days before the end of the expiring term.

Termination for Convenience:

The agreement may be terminated for convenience by the BRAA upon thirty (30) days written notice to the Respondent. Respondent shall be compensated for all Work up to the date of termination for convenience.

Payment:

Respondent shall invoice the BRAA at the beginning of each calendar month for all Work performed during the previous month. The BRAA shall pay the monthly invoiced amount within fifteen (15) business days of receipt of the monthly invoice.

Assignment:

This agreement may not be assigned without the written consent of the Executive Director. Such consent to assignment may be withheld for any or no reason.

ATTACHMENT A – Pricing Table*

RFP	Description	Year One Lump Sum Amount	Year Two Lump Sum Amount	Year Three Lump Sum Amount
1 - Flight Tracking & Noise Monitoring Software	Implementation – Installation, Setup, Testing	\$		
	Training	\$	\$	\$
	Software Hosting and Updates	\$	\$	\$
	User Support and Maintenance Support	\$	\$	\$
	Data Backup & Archiving	\$	\$	\$
	1 - Total	\$	\$	\$
2 - Public Flight Tracking Web Portal	Implementation – Installation, Setup, Testing	\$		
	Training	\$	\$	\$
	Software Hosting and Updates	\$	\$	\$
	User Support and Maintenance Support	\$	\$	\$
	Data Backup & Archiving	\$	\$	\$
	2 - Total	\$	\$	\$
3 - Noise Monitor Service, Repair, Maintenance, and Calibration	Implementation – Installation, Setup, Testing	\$		
	Service, Repair, and Maintenance	\$	\$	\$
	Yearly Calibration	\$	\$	\$
	3- Total	\$	\$	\$

*If you are not bidding on a particular RFP please write NA under each year in the Total Row.