



## **REQUEST FOR INFORMATION**

Ground Transportation Monitoring Software

**REQUEST NUMBER:** 2501

**DUE DATE:** April 10, 2025

**DUE TIME:** 2:00 pm (local)

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## INTRODUCTION

The Gerald R. Ford International Airport Authority (GFIAA) is requesting information and statements of interest from qualified firms to develop and install a Ground Transportation Monitoring System at the Gerald R. Ford International Airport curb front areas and associated parking structures. The goal of this project is to be able to apply the information toward Security, Logistics, and Commercial Development capacities, as well as get a better understanding of our roadways, usage counts, and more detailed information on users.

The Gerald R. Ford International Airport is the second busiest airport in Michigan, serving business and leisure travelers with nonstop and connecting flights on six airlines. The Ford Airport is managed and operated by the Gerald R. Ford International Airport Authority.

## SOLICITATION AND PROJECT SCHEDULE

ACTIVITY	DATE
RFI Issue Date	March 17, 2025
Question Deadline	April 2, 2025
Submission Due Date	April 10, 2025 at 2 pm

GFIAA reserves the right to modify the deadline set forth in the above table in its sole discretion. Any such modifications will be stated in an addendum.

## BACKGROUND

The Gerald R. Ford International Airport terminal curb front and roadways which operate 24/7/365 and handles large amounts of passenger vehicles per day through 5 vehicle lanes (3 slow movement, 2 pickup/drop off), as well as the four-story parking garage that handles Short Term, Long Term, Premier Parking, and Rental Car Ready Return, along with 3 other remote uncovered long term parking lots.

With Passengers, TNC operators, delivery drivers, GFIAA staff, security personnel, rental car companies, and many more users, this leads to many waves of congestion along the curb front. Additionally, the current lack of technology has made the reporting of TNC drop offs and pick-ups a challenge as we are unable to identify these users when they visit the airport.

## WORK SCOPE

### Overview

The Gerald R. Ford International Airport Authority (GFIAA) seeks innovative solutions to enhance curbside operations and traffic management. The airport's terminal curb front operates 24/7, handling high volumes of passenger vehicles, TNC operators, delivery drivers, security personnel, and rental car companies, often leading to congestion.

Currently, GFIAA lacks technology to monitor and manage curbside activity effectively, including tracking TNC drop-offs and pick-ups. The GFIAA seeks scalable, compliant solutions that integrate with existing infrastructure and support future operational improvements while maintaining physical and cyber security. The desired product characteristics include:

### System Capabilities

- Track vehicles, pedestrians, and other motorized equipment along the curbside entrances and the accompanying five lanes of traffic.
- Uniquely identify specific vehicles using any reasonable means (license plate tracking, etc.)
  - Additional unique identifying functions to identify Authority owned vehicles
- Aid in identifying areas of congestion, as well as heavy traffic times
- Real time and historical data storage for activity, analytics, and user fee charging purposes
- Reporting capabilities to aid in the above-mentioned data storage function
  - Must be able to compile reports of users by provided subcategories (Private, Commercial, TNC, etc.) that minimize non-law enforcement personnel exposure to roadway user private information.
- Send Automatic Notifications for:
  - Curbside traffic backing up
  - Vehicles in incorrect designated areas
  - Extended parking time on curbside
  - Speed reporting to police
  - Wrong way or erratic vehicles
- Ability to adjust to periodic lane closures (construction, events, etc.)

### Integration

- Online, web based, application for monitoring
  - Ability to limit data per user permissions based on roles (Police, Dispatch, Commercial Development, etc.)
- In addition, methods of long term and emergency maintenance of the system, as well as who would provide maintenance to the software and any associated hardware.
- Training Considerations for potential users
- Compatible with third party security software vendors (Access Control, CCTV, security systems, etc.)

## Technical Requirements

- Single Sign-On Integration
- Ability to limit data per user permissions based on roles (Police, Dispatch, Commercial Development, etc.)
- Compliant with all Criminal Justice Information Services (CJIS) requirements

## Other areas of need that have been identified as optional:

- Dispatching of Taxi Cabs
- Integration with existing camera infrastructure
- Ability to monitor traffic inside the parking garage and additional parking lots.

**Any solution must also be able to meet the cyber security requirements of the GFIAA Information Technology department once selected.**

**All hardware and software should meet all Federal, State, and Local regulations.**

## REQUESTS FOR INFORMATION

Questions regarding this solicitation are to be submitted in writing to [purchasing@grr.org](mailto:purchasing@grr.org) prior to 2 p.m. on April 2, 2025.

GFIAA reserves the right to publish and respond to an inquiry, respond directly to the inquirer without publishing or not respond to the inquiry at its sole discretion. Unless otherwise indicated, all questions will be compiled into one document and answers will be issued as a Questions & Answers document within 4 days after the question deadline.

It is the firm's responsibility to become familiar with and fully informed regarding the terms, conditions, and specifications of this solicitation. Lack of understanding or misinterpretation of any portions of this solicitation shall not be cause for withdrawal after opening or for subsequent protest of award.

Addendums will only be published by the GFIAA Purchasing Department and available for review at [www.grr.org](http://www.grr.org).

## SUBMISSION FORMAT AND EVALUATION CRITERIA

Submissions should include and will be evaluated on the elements outlined below:

### Executive Summary – One (1) page maximum

Summarize the Respondent's strong points and how experience, particularly with similar responsibilities, will benefit the stakeholders.

### Business Organization – One (1) page maximum

State the full name and address of the organization and, if applicable, the branch office, consultants, or other subordinate elements that will provide or assist in providing the service. **Include phone number(s), email address(s) and Respondent's website address.**

### Solution Summary and Deployment Plan – Six (6) pages maximum

State in succinct terms the Respondent's understanding of the major issues of this request. Describe specifically the Respondent's intended solution, as well as the Respondent's intended process and responsibilities for implementation. Identify important steps that will be taken to meet the GFIAA's expectations and identify deliverables as well as what a deployment plan and timing would look like.

### Summary of Technology and IT Security – Four (4) pages maximum

State in abbreviated terms the Respondent's intended solution and what technology will be used to solve the problems identified in the "Work Scope" section of this Request for Information document. How would this solution affect the IT security of the GFIAA and its network. Infrastructure requirements and installation consideration should be made. List third party security software integration capabilities.

### Project Staffing – One (1) page maximum

Provide a chart with the staff you are committing to the solicitation. Show lines of authority and communication, and provide a brief role description with responsibilities for each person as they relate to the solicitation as well as each staff member's key credentials

### Cost Estimate – One (1) page maximum

Provide a succinct estimate of the solution all-inclusive of hardware, software, integration, support, training, etc. (GFIAA acknowledges this is an estimate, not an official quote, and will not reject options solely based on pricing.)

### References – One (1) page maximum

Provide a minimum of three (3) relevant references, preferably for projects of similar scope and complexity. Include the names of the projects, location, completion date, project cost, and specific challenges; identify project team members and references for each project including telephone numbers and email addresses.

## STATEMENT OF INTEREST SUBMISSION

Responses may be delivered physically or electronically. To be considered, complete submissions must be received prior to the due date and time specified (local time).

- Hard copy responses can be mailed or otherwise delivered to the address below.

Submission address:

Attn: AJ Nye, Procurement Specialist

Gerald R Ford International Airport Authority

5500 44<sup>th</sup> St SE

Grand Rapids, MI 49512

- Electronic responses can be securely uploaded as a single pdf document to:

<https://www.dropbox.com/request/ZlnQ3KtfbkKC8SkIDiqS>

Electronic submissions shall be named with a form or portion of the firm's name as part of the document name.

The firm certifies the response submitted has not been made or prepared in collusion with any other respondent and the prices, terms or conditions thereof have not been communicated by or on behalf of the respondent to any other respondent prior to the official opening of this request. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties for perjury. Moreover, it is made subject to the provisions of 18 U.S.C. Section 1001, relating to the making of false statements.

Submissions may be withdrawn by written request only if the request is received on or before the opening date and time.

Submissions not meeting these criteria may be deemed non-responsive.

GFIAA is not liable for any costs incurred by any prospective firm prior to the awarding of a contract, including any costs incurred in addressing this solicitation.

## TERMS AND CONDITIONS

GFIAA reserves the right to require that its standard terms and conditions apply to any actual order placed in response to a firm's submission. No attempt to modify GFIAA's Standard Terms and Conditions shall be binding, absent agreement on such modification in writing and signed by GFIAA.

No payment shall be made to the Respondent for any extra material or services, or of any greater amount of money than stipulated to be paid in the contract, unless changes in or additions to the contract requiring additional outlay

by the Respondent shall first have been expressly authorized and ordered in writing by contract amendment or otherwise furnished by the GFIAA.

The intent of these specifications is to solicit a properly designed and all-inclusive response. Any requirements not in the specifications, but which are needed for such a response, are to be included in the submission.

The Gerald R Ford International Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, [select businesses, or disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

The Respondent shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

The Respondent shall observe and comply with all applicable federal, state, and local laws, ordinances, rules and regulations at all times during the completion of any contract with the GFIAA.

The terms of this request shall be interpreted, construed and enforced pursuant to the laws of the State of Michigan, and the Parties irrevocably consent to the jurisdiction of the federal and state courts presiding in Michigan.

The GFIAA is tax-exempt and a regional airport authority organized under 2015 P.A. 95, being MCL 259.137 et. seq.

Vendor Representation and Warranty Regarding Federal Excluded Parties List: The Respondent acknowledges that the GFIAA may be receiving funds from or through the Federal Government; such funds may not be used to pay any Respondent on the Federal Excluded Parties List (EPLS). The Respondent represents and warrants to the GFIAA that it is not on the Federal EPLS. If the Respondent is in non-compliance at any time during execution or term of this agreement (including any extensions thereof), the Respondent shall be in breach and the GFIAA shall be entitled to all remedies available to it at law or equity, specifically including but not limited to recovery of all moneys paid to the Respondent, all consequential damages (including the loss of grant funding or the requirement that grant funding be returned), and attorney fees (including the costs of in-house counsel) sustained as a result of the Respondent's non-compliance with this warranty and representation.

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business," as that term is defined in the Act.

Insurance requirements are posted on the Documents and Forms page of the GFIAA website within the Purchasing Terms and Conditions document.



**Termination For Cause:** Should the firm fail to perform the Work as required by and in accordance with the schedule or time requirements, or otherwise violate any of the terms set forth in the Solicitation Request, it shall constitute breach of the Contract. Other than in force majeure situations, Respondent shall have five (5) calendar days to cure a breach of the Contract (the "Cure Period") following issuance of GFIAA written notice. Failure to cure a breach of the Contract within said Cure Period shall allow the GFIAA to, without further notice to the Respondent, declare the Contract terminated and proceed with the replacement of the Respondent and the GFIAA shall be entitled to all remedies available to it at law or in equity including a claim against any required payment/performance bonds.

**Termination Without Cause:** Notwithstanding any other provision, at any time and without cause, GFIAA shall have the right, in its sole discretion, to terminate the contract by giving sixty (60) days written notice.

Although it is the intent to contract with one provider, the GFIAA reserves the right to contract with alternate sources if the Respondent is unable or unwilling to service its obligation, or it is deemed by GFIAA to be in its best interest to use alternate sources.

**Assignment:** Neither party shall assign or delegate any of its rights or obligations under this Agreement without the prior written consent of the other party.

Respondent warrants that they are an authorized provider of products or services of his/her submission.

## MICHIGAN FREEDOM OF INFORMATION ACT

Information submitted in this solicitation is subject to the Michigan Freedom of Information Act and may not be held in confidence after the Respondent's submission is opened. A submission will be available for review after the project has been awarded.

GFIAA cannot assure that all of the information submitted as part of or peripheral to the Respondent's submission will be kept confidential. Any Respondent submission language designated as confidential is considered automatically invalid and void. GFIAA is subject to the Michigan Freedom of Information Act, which prohibits it from concealing information on or associated with responses, successful or unsuccessful, once they are opened.

## EVALUATION, STATUS UPDATES/AWARD NOTIFICATION

The Authority reserves the right to request additional information it may deem necessary after the submissions are received.

As part of the evaluation process, Respondents may be requested to make an oral presentation, at the Respondent's expense, to an evaluation committee. Key staff to be assigned to this project must participate in this presentation unless otherwise waived by the Authority. The presentation may be followed by a question-and-answer session.

The Authority reserves the right at its discretion to waive irregularities of this solicitation process.

In the event of extension errors, the unit price shall prevail and the Respondent's total offer will be corrected accordingly. In the event of addition errors, the extended totals will prevail and the Respondent's total will be corrected accordingly. Respondent must check their submission where applicable. Failure to do so will be at the Respondent's risk. Submissions having erasures or corrections must be initialed in ink by the Respondent. Respondents are cautioned to recheck their submissions for possible errors.

The Respondent shall not be allowed to take advantage of error, omissions or discrepancies in the specifications.

The Authority, at its sole discretion, reserves the right to award to the Respondent whose response is deemed most advantageous to the Authority. The Authority, at its sole discretion, shall select the most responsive and responsible Respondent and evaluate all responses based on the requirements and criterion set forth in this solicitation while reserving the right to weigh specifications and other factors in the award. The Authority reserves the right to reject any and all submissions as a result of this solicitation.

The Authority reserves the right to award by line item when applicable and to accept or reject any or all parts of a submission.

Accelerated discounts should be so stated at the time of submission. If quick-pay discounts are offered, The Authority reserves the right to include that discount as part of the award criterion. Prices must, however, be based upon payment in thirty (30) days after receipt, inspection, and acceptance. In all cases, quick-pay discounts will be calculated from the date of the invoice or the date of acceptance, whichever is later.

Award notifications are posted on the Authority website. It is the Respondent's responsibility to monitor the website for status updates.

As a result of this RFI, the organization reserves the right to directly enter into negotiations and contract with a selected vendor, without the need for an RFP process. Issuance of this RFI does not obligate us to formalize an agreement, but we may proceed with any vendor that meets our criteria based on evaluation and needs.