



**REQUEST FOR PROPOSAL
FOR
GROUND TRANSPORTATION MANAGEMENT SYSTEM
(RFP 2024-0025)**

**PROPOSAL SUBMITTAL DEADLINE
5:00 P.M. (EST)
May 15, 2024**

LOCATION:

**SAVANNAH AIRPORT COMMISSION
400 AIRWAYS AVENUE
SAVANNAH, GA 31408**

REQUEST FOR PROPOSAL

GROUND TRANSPORTATION MANAGEMENT SYSTEM

Proposals for a Ground Transportation Management System will be received by the Savannah Airport Commission until 5:00 P.M. (EST), May 15, 2024, at which time they will be opened by the Commission's Purchasing Manager, whose contact information is below.

Melanie Freeman
Purchasing Administrator
MFreeman@flySAV.com
Savannah Airport Commission
400 Airways Avenue
Savannah, GA 31408

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List of Exhibits

- Exhibit A:** Proposal Certification (*Required in Response*)
- Exhibit B:** Non-Collusion Affidavit (*Required in Response*)
- Exhibit C:** Acknowledgement of Addendum Form (*Required in Response*)
- Exhibit D:** Reference Forms (*Required in Response*)
- Exhibit E:** Disadvantaged Business Enterprise (DBE) Form (*Required in Response*)
- Exhibit F:** Local, Small Business Enterprise (LSBE) Form (*Required in Response*)

Request for Proposals (RFP 2024-0025)
For Savannah Airport Commission

Ground Transportation Management System

Airport Overview and Purpose of RFP

The Savannah/Hilton Head International Airport (the “Airport”) is operated by Savannah Airport Commission (the “Commission”), a public body corporate organized under the laws of the State of Georgia (Georgia Code L-1952, Section 13) and an operating agency of the City of Savannah. Commission consists of five members, appointed by the Mayor and Aldermen of the City of Savannah, for a term of five years.

Commission is responsible for the improvements, maintenance, and operation of the Airport, and it is authorized to enter into contracts for the rental of buildings, land, office space and other property; to adopt rules and regulations for the operation of the Airport; and to have control, custody and direction of all lands, properties and improvements affixed thereto by the actions of the General Assembly, and to have general direction of the same. Commission meets monthly, usually at 9:00 a.m. on the first Wednesday of each month, in the Commission Conference Room, located on the third floor of the terminal building at 400 Airways Avenue, Savannah, Chatham County, Georgia. Commission acts by and through its Executive Director and staff on all matters pertaining to the management and operations of the Airport.

The **purpose** of this RFP is to satisfy the Commission’s requirement for a Ground Transportation Management System (GTMS). The Ground Transportation Management System will streamline the airport’s administrative operations of the Commercial Ground Transportation Department. The administrative staff currently creates monthly ground transportation invoices by manually transferring information to spreadsheets.

RFP Timeline Summary:

Note: Commission reserves the right to modify this timeline at any time.

Contact Person:	Melanie Freeman E-mail: MFreeman@flySAV.com
Questions:	Must be submitted in writing no later April 19, 2024, by COB (5:00pm EST). Responses to questions will be provided in writing and will become an addendum to the RFP. Contact Melanie Freeman via email at MFreeman@flySAV.com
Deadline for submitting Proposals:	May 15, 2024, by COB (5:00pm EST) Respondents are fully responsible for delivery of proposals. Reliance upon mail or public carrier is at the Respondent's risk.
Submittal Address:	Savannah Airport Commission Attn. Melanie Freeman, RFP 2024-0025 400 Airways Avenue, Savannah, GA 31408.

RFP Timeline:

ISSUE DATE: April 11, 2024

WRITTEN QUESTIONS/COMMENTS DUE DATE: April 19, 2024

LAST ADDENDUM RELEASED: April 30, 2024

(Please be sure to check the below link on May 1, 2024 for all associated addenda to this RFP. Acknowledgement to all associated addenda must be included and is required in the final proposal response.)

RFP RESPONSE DUE DATE: May 15, 2024

NOTIFICATION OF AWARD DECISION TO BIDDERS: NLT July 17, 2024

Scope of Services

It is the intent of the Savannah Airport Commission (SAC) to implement a new Ground Transportation Management System. The system must register, track, monitor, and provide data for the assessment of fees for all commercial vehicles entering the commercial lane gates. The system must provide equipment, material, programming, development, and integration services necessary to deliver and install a fully functional Ground Transportation Management System.

The scope of services is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

This system should have the following functions:

- Provide administrative and activity reports and customizable reports
- Application and Information integration
- The ability to track document submissions
- Revenue generation tracking
- Invoice creation and tracking of invoices
- Provide web portal
- Electronic payment of fees
- Integrate with Parking Access Revenue Control System (PARCS), TIBA.

1. If software licensing is based upon reader numbers or antennas, provide a breakdown cost for each antenna/reader.

2. Provide annual second level support and maintenance post “go-live” that includes troubleshooting, upgrades and enhancements for a period of one (1) year.

3. The System shall be accessible to the airport either as a web based platform or multiple license system (8 licenses to be included in this RFP). Ideally the system would also be capable to operate on mobile platforms in the future.

4. Ground Transportation Management Software must integrate with HID cards and RFID tags.

5. Web Portal. The System shall be capable of providing a method for credit card or mobile app payment processing (apps to be determined).

Submittal Instructions

Questions must be emailed to Melanie Freeman at MFreeman@flySAV.com

All Proposals must be time-stamped upon receipt by Commission no later than the due date and time specified to be considered, and any Proposals received after the time specified above will be returned unopened. It is the sole responsibility of the Respondent to make sure the submission is received by the Commission's Purchasing Department by the due date and time. Commission assumes no responsibility for delivery of RFPs.

Respondents are fully responsible for delivery of proposals. Reliance upon mail or public carrier is at the Respondent's risk. Late proposals, as solely determined by Commission's clock, will not be opened, or considered. **The Commission requires one (1) copy of the proposal response in hard-copy form, including a completed and properly signed copy of the Proposer's Certification as included in this proposal package. Email or facsimile Proposals will NOT be accepted.**

All addendums associated with this RFP will be posted on the airport's website at <https://savannahairport.com/business/airport-business/notice-to-bidders/>. As required, it is the proposer's responsibility to ensure that all addenda are acknowledged through submission of the Acknowledgement of Addendum Form (Exhibit E) in the response. The final addendum for this RFP will be submitted and published on the website no later than COB (5:00pm EST) on May 1, 2024.

Except as otherwise provided herein, proposals which are incomplete or which are not in conformance with the law, may be rejected as non-responsive. Timely Proposals received will be subject to applicable laws and regulations governing public disclosure. Submission of a Proposal indicates acceptance by the Respondent of the conditions contained in this RFP, and the intent to enter into an Agreement with Commission.

Savannah Airport Commission reserves and may exercise the following rights and options:

(i) to reject any and all proposals, negotiate with any Respondent, alter the scope of work, to extend the date for submittal responses to request additional information from any Proposer, to supplement, amend or otherwise modify the RFP prior to the closing date and time, and reissue the RFP at any time prior to execution of a final agreement if, in Commission sole opinion, and best interest to do so; (ii) to supplement, amend, substitute, or otherwise modify this RFP at any time prior to selection of one or more proposer for negotiation and (iii) to cancel this RFP with or without issuing another RFP; (iv) to reject the proposal of any proposer who, in the Commission's, sole judgment, has been delinquent or unfaithful in the performance of any contract with Commission is financially or technically incapable or is otherwise not a responsible responder; (v) To reject as informal or non-responsive, any proposal which, in Commission's sole judgment, is incomplete, is not in conformity with applicable law, is conditional in any way, or deviates from the mandated requirements of the RFP and; (vi) to waive any informalities in the submission process, defect, non-responsiveness and/or deviation from this RFP that is not considered in the best interest and/or best value to Commission, at its sole judgment.

All proposals must be mailed or delivered to the Commission and received by May 15, 2024, 5:00 pm (EST). Proposals should be in a sealed envelope marked "Ground Transportation Management System;" and addressed to the Savannah Airport Commission, Attn. Melanie Freeman, RFP 2024-0025, 400 Airways Avenue, Savannah, GA 31408. Email or facsimile Proposals will not be accepted. All costs associated with the development of this RFP will be the sole responsibility of the Respondent.

Any exceptions to the specifications included in the RFP must be clearly stated in the proposal.

Proposal Organization and Format

Proposals should be typed and should not include any unnecessarily elaborate or promotional material. Lengthy narrative is discouraged. In order to expedite and to maintain consistency in the evaluation process, each Proposal should be organized as presented below. Proposals that do not follow the specific format outlined below, or that fail to provide the required documentation may receive lower scores or be disqualified if found to be non-responsive. In the event of conflict between any of the Proposal documents, resolution will be at the Commission's sole discretion.

A. Cover Letter

Include a transmittal letter identifying the proposal package being submitted. Include other general information deemed significant enough to be highlighted. The letter will provide the name, address, telephone number, and e-mail address of the individual authorized to contractually bind the company/entity.

B. Contact Information

Name, title, address, and telephone number of the operator's designated contact person for communication pertaining to this proposal.

C. Respondent's Qualifications

Describe the Respondent and Respondent teams overall experience in planning and developing services like this. Include specialized certificates or licenses held.

D. Itemized Cost Estimate

Provide an itemized cost of the system, to include new hardware, configuration services, and a 1-year licensing option for all services.

E. References

Please provide 3 business references whereas your company has performed similar work required in this RFP.

F. Exceptions/Deviations

State any desired exceptions to or deviations from the requirements of this RFP. All approaches to meet Commission's requirements should be thoroughly explained. The Respondent's failure to specify in their proposal any exceptions or deviations of the RFP is deemed to be the Respondent's acceptance thereof.

G. Previous Legal Litigation or Disputes

Indicate if the Respondent has been involved in any litigation or other disputes that have the potential to result in a financial settlement or judgment having a material adverse effect on the Respondent's ability to complete the services. Indicate whether or not the Respondent has ever filed for bankruptcy or had operations foreclosed upon.

This financial information will remain confidential to Commission's staff only for the purposes of determining the financial viability of the Respondent to the extent required by law, documents submitted in connection with the RFP may be subject to disclosure pursuant to Open Records Request.

H. Warranty Information

Provide cost and information on a 1-year licensing option for services.

I. Required Forms (Must Be Included in Response) (Exhibits A, B, C, D, E, and F)

The following forms must be completed in full and submitted with the proposal:

1. Proposal Certification (Exhibit A) Which certifies that the Respondent has certain specific capabilities, and that the proposal accurately represents those capabilities.
2. Non-Collusion Affidavit (Exhibit B)
3. Acknowledgement of Addendum Form (Exhibit C): Please sign and acknowledge all addenda (if any) associated with this RFP.
4. References (Exhibit D): Please provide 3 business references.
5. Disadvantage Business Enterprise (DBE) Form (Exhibit E): If your company does not have a DBE designation, please check the box noted as non-applicable. If your company is DBE, please complete the Participation Form, while also including your DBE Certificate along with the form in this section.
6. Local, Small Business Enterprise (Exhibit F): Please complete the Local, Small Business Enterprise (LSBE) Form of this RFP. If your company does not hold the LSBE designation, please check the box noted as non-applicable. If your company is an LSBE, please complete the form, while also including your LSBE Certificate along with the form in this section.

Evaluation Criteria

Proposals will be evaluated by the Evaluation Panel against the factors specified below and based on a “Best Value” basis.

Criteria Weight

		Maximum Points	Factor Description
1	Qualifications/ Certifications (Business Experience)	25	Experience to satisfy the scope of work will be reviewed and evaluated. Experience will be evaluated as it reflects the Respondent’s demonstrated ability to successfully conduct and maintain an operation of similar type, size, and complexity as proposed.
2	Customization	20	Capability for modification to suit the needs of the Commission.
3	Software Functionality	20	The software functionality of the system must meet the scope of services to seamlessly aggregate the Commission’s data.
4	Technical Support/ Maintenance Plan	15	The Commission requests the easy accessibility and availability of technical support. Please notate times of technical and maintenance support.
5	Cost	10	Provide an itemized cost of the system, to include new hardware, configuration services, and a 1-year licensing option for all services.
6	Local/DBE	10	Local companies or companies with DBE designation will receive local participation / DBE points.
		100	

Evaluation

Upon selection of the most qualified Respondents, Commission may require the finalists to make an oral presentation to the Evaluation Panel to further explain their proposals. If such interviews are conducted, Commission’s evaluation of the presentations will also be factored into the evaluation of the proposals. However, Respondents are advised that award may be made without interviews or further discussion. The following process will be used to evaluate the proposals:

1. Initial Evaluation

Each Proposal received will first be evaluated for responsiveness. Each

proposal will also be evaluated to ensure that all required documents are submitted to meet SAC's compliance as noted in this RFP (meets minimum requirements).

2. Evaluation Panel

The Commission will use a minimum of a three-person panel to evaluate each of the responsive proposals. The evaluation panel will evaluate the responsive proposals submitted and award points according to the Evaluation Points chart above.

PLEASE NOTE: No Respondent will be informed at any time during or after the RFP process as to the identity of any evaluation panel member. If a Respondent becomes aware of the identity of such person(s), he/she will not make any attempt to contact or discuss with such person anything related to this RFP. The designated Contact person is the only person at Commission the Respondent's will contact pertaining to this RFP. Failure to abide by this requirement may cause such Respondent(s) to be eliminated from consideration for award.

3. Best and Final Negotiations

The Commission reserves the right to conduct a "Best and Final" Negotiation at their sole discretion.

Contract Award Procedure:

By completing, executing, and submitting the Respondent Certification, attached hereto, and incorporated by this reference, the "Respondent is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by Commission.

If a Respondent is selected, Respondents will receive by e-mail a Notice of Results of Evaluation after a notice of award is issued. Such notice will inform Respondents which Respondent has been selected to proceed with exclusive negotiations.

Commission will evaluate the Respondents based on the above criteria and will select the most advantageous and best value to Commission. The chosen Respondent will be recommended to enter into an agreement for completion of the system installation.

EXHIBIT A: PROPOSAL CERTIFICATION

PROPOSAL CERTIFICATION

The submittal of this Proposal is a duly authorized, official act of [Company], and the undersigned officer of said [Company] is duly authorized and designated by Resolution of [Company] to execute this Proposal on behalf of and as the official act of said [Company], this the ___ day of _____, 2024.

COMPANY: _____

BY: _____
(Signature)

(Print Name and Title)

ATTESTED TO:

(Signature)

(Print Name and Title)

EXHIBIT B: NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT

The undersigned, being first duly sworn, deposes and says that he or she holds the position listed below with the bidder, the party making the forgoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further that the bidder has not directly or indirectly, submitted his or her bid price or any breakdown thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Signature

Typed or Printed Name

Title

Bidder

EXHIBIT C: ACKNOWLEDGEMENT OF ADDENDUM FORM

To: NAME
TITLE
FROM: Melanie Freeman
Purchasing Administrator
DATE: TBD
SUBJ: Addendum No. ____
Request for Proposal – Ground Transportation Management System
Savannah/Hilton Head International Airport

Dear Mr./Ms. _____,

Attached please find Addendum No. ____ to the above referenced RFP. Please acknowledge the receipt of this Addendum in the space provided below and return one company to this office for our records prior to _____.

I hereby acknowledge receipt of Addendum No. _____

(Signature) (Date)

(Name of Company)

**ADDENDUM NO. _____
(DATE)**

SAVANNAH/HILTON HEAD INTERNATIONAL AIRPORT

**REQUEST FOR PROPOSALS
Ground Transportation Management System**

The following amendments, additions, deletions shall be made to the Contract Documents. Insofar as these documents are at variance with this Agreement, Addendum No. _____, dated _____, shall govern:

END ADDENDUM NO. 1

EXHIBIT D: REFERENCE CHECK FORM

REFERENCE CHECK FORM

Exhibit D – REFERENCE CHECK FORM 1

Proposers must provide three (3) references.

Proposer Name: _____

Reference #1

Reference Entity: _____

Address: _____

Reference Contact Name: _____

Contact Telephone Number: _____

Contact Email Address: _____

Dates of Services: _____

Description of Services Provided:

EXHIBIT D: REFERENCE CHECK FORM

CONTINUATION OF REFERENCE CHECK FORM

Exhibit D – REFERENCE CHECK FORM 2

Proposers must provide three (3) references.

Proposer Name: _____

Reference #2

Reference Entity: _____

Address: _____

Reference Contact Name: _____

Contact Telephone Number: _____

Contact Email Address: _____

Dates of Services: _____

Description of Services Provided:

EXHIBIT D: REFERENCE CHECK FORM

CONTINUATION OF REFERENCE CHECK FORM

Exhibit D – REFERENCE CHECK FORM 3

Proposers must provide three (3) references.

Proposer Name: _____

Reference #3

Reference Entity: _____

Address: _____

Reference Contact Name: _____

Contact Telephone Number: _____

Contact Email Address: _____

Dates of Services: _____

Description of Services Provided:

EXHIBIT E – DISADVANTAGED BUSINESS ENTERPRISE

All businesses listed **must be certified** by a federally recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes known certification standards **prior** to the due date of this bid.

Proof of certification from a certifying agency is required to accompany this bid. To expedite verification, please provide accurate phone numbers and ensure firms understand contact will be made following bid submittal.

Name of Business: _____
 Associated NAICS: _____
 Associated Project Title: _____

NOTE: Proof of Disadvantaged Business Enterprise (DBE) Certification must be attached.

Business Name	Email	Address	Address (City, State)	Work Category	Certification of Disadvantaged Group	Certifying Agency? (City of Sav. or Other)

Printed name (company officer or representative): _____
 Signature: _____ Date: _____
 Title: _____
 Telephone: _____

Not Applicable

EXHIBIT F – LOCAL, SMALL BUSINESS ENTERPRISE (LSBE)

Your business **MUST** be located within the geographic boundaries of the City of Savannah.

Please include a copy of your City of Savannah Business Tax Certificate for validation of LSBE Designation.

Name of Business: _____

Business Address: _____

Business Owner Point of Contract (POC) Name: _____

Business Owner's Email Address: _____

Note: The LSBE registration supports the City of Savannah's Savannah First Initiative by facilitating a registry of Savannah-based small businesses who are eligible to respond to Savannah First procurement opportunities. Your company must be registered as a LSBE with the City of Savannah for consideration of this designation.

Not Applicable