



METROPOLITAN
KNOXVILLE
AIRPORT
AUTHORITY

Request for Proposal
For

Technology Modernization
Electrical Infrastructure Improvements

at
McGhee Tyson Airport
Alcoa, TN

Issue Date:
January 1, 2023

Proposal Due Date:
January 25, 2023

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY
P.O. Box 15600
Knoxville, TN 37901
Phone: (865) 342-3001

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ELECTRICAL INFRASTRUCTURE IMPROVEMENTS
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I. Notice (Advertisement)

The Metropolitan Knoxville Airport Authority (MCAA) is accepting proposals for the Technology Modernization Electrical Infrastructure Improvements project at McGhee Tyson Airport. The scope of work includes upgrading a core segment of the electrical system associated with the airport's network infrastructure.

A Request for Proposal (RFP) package, which includes a Scope of Work (SOW) can be obtained online at www.flyknoxville.com under the "Do Business @ TYS" tab or by emailing Michael Giles at michael.giles@tys.org.

The proposal must be submitted through email to bids@tys.org no later than **4:00 PM EST time on January 25, 2023**.

A **mandatory** pre-bid meeting will be held on **Tuesday, January 17, 2023, at 1:00pm**, at the Offices of the MCAA, Third Floor of the Terminal Building, 2055 Alcoa Hwy, Alcoa, TN. A site visit will follow immediately after the meeting. Anyone wishing to attend the site visit must provide a valid driver's license for photocopy to the Airport Authority at the time of the visit, no exceptions.

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II. Business, Contract, and Proposal Requirements

DBE Program

Firms shall comply with the MKAA approved DBE Program (available at www.flyknoxville.com) to ensure disadvantaged business enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts and shall not be discriminated against on the basis of race, color, national origin, disability, or sex in the award and performance of DOT assisted contracts or other contracts defined by the MKAA.

Title VI Solicitation Notice

The Metropolitan Knoxville Airport Authority (MKAA), 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 MKAA will affirmatively ensure any contract entered into pursuant to the advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to the invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Response Costs

All costs incurred in preparing the response to the RFP, participating in the RFP process, and negotiating with the MKAA, whether or not an award is granted, shall be solely the responsibility of the Respondent. All materials and documents submitted by the Respondent in response to the RFP will become the property of the MKAA and shall not be returned to the Respondent.

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Contractual Requirements

Choice of Law. The laws of the State of Tennessee must govern the operation and enforceability of any resulting Agreement from this Request for Proposal. Any action or legal proceeding arising out of or related to any resulting Agreement from the Request for Proposal must be brought in the state courts of Knox County, Tennessee, or in the federal court in the district where the Airport is located.

Indemnification. MKAA cannot indemnify the selected Respondent in any resulting Agreement from this Request for Proposal with respect to any matters.

Confidentiality. MKAA cannot agree to confidentiality provisions in any resulting Agreement from the Request for Proposal due to open records laws.

Federal Aviation Administration Provisions. The selected Respondent must agree to comply with Civil Rights provisions and any other applicable Federal Aviation Administration requirements in any resulting Agreement from the Request for Proposal.

Written Agreement Required. The selected Respondent will be required to enter into a written agreement with the Metropolitan Knoxville Airport Authority to provide all services required in the RFP.

Procurement and Ethics Requirements. The Respondent must agree to comply with all normally accepted procurement and ethics standards.

Civil Rights Provisions. Metropolitan Knoxville Airport Authority, for itself, assignees, and successors in interest agrees to comply with Nondiscrimination Acts and Authorities, which will be noted in the resulting contract or agreement.

Right to No Award or Partial Award

Award will be made to the Respondent(s) with the most qualified and/or responsive proposal which may or may not be the lowest cost (if applicable), if awarded. MKAA reserves the right to reject all responses, reject portions of any response, or accept the response(s) deemed most advantageous to MKAA. In addition, MKAA reserves the right to modify the terms of the RFP at any time. MKAA will provide the Respondents with written notice of cancellation or modification.

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Rejection of Responses / Cancellation of RFP

MKAA reserves the right to solicit, reject any or all responses to the RFP, including, but not limited to, any response containing exceptions to the minimum requirements and/or specifications or fails to meet the minimum requirements and/or specifications in whole or in part. Responses containing terms and conditions other than those specified herein may be considered nonresponsive. Partial or incomplete responses may be rejected. MKAA reserves the right to reject responses or penalize Respondents who do not follow the requirements of the RFP and, likewise, to waive any informalities, technicalities, or omissions therein. Responses having any erasures or corrections shall be initialed in ink by the Respondent. Unsigned responses will be considered nonresponsive.

Also, MKAA reserves the right to reject any response when a parent, subsidiary, affiliate, or predecessor in interest of the Respondent has pending litigation or claims with MKAA, or if any response includes a proposed subcontractor or supplier having pending litigation or claims with MKAA, if MKAA determines, in its sole discretion, such litigation or claims may adversely affect the ability of the parties to work efficiently and effectively under any purchase order resulting from the RFP, or for any other reason as determined by MKAA. MKAA further reserves the right to cancel the RFP process at any time.

Explanation by Addendum Only

No interpretation of the meaning of any provision in the RFP or the correction of any apparent ambiguity, inconsistency, error, or any other matter pertaining to the RFP shall be made orally. Every request for interpretation or for additional information regarding this RFP shall be made in writing, via email to Michael Giles, Purchasing Manager, at Michael.Giles@tys.org. All inquiries must be received before January 13, 2023. Should an Addendum be issued, the Respondent must acknowledge receipt on the proposal form.

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No-Contact Policy

The Chairman of the Board of Commissioners of the MKAA has imposed a no-contact policy on the selection process. The no-contact policy is intended to prohibit any potential proposer from engaging in any direct or indirect lobbying of any Board Member, MKAA staff member, other persons or organization who may be involved in the RFP process. The no-contact policy is effective between the date the RFP is issued and the date of the approval of the Service Agreement by the Board of Commissioners. Questions submitted in writing for clarifications of the information contained in the RFP are not prohibited by the policy.

Insurance

The Respondent shall furnish and keep in force for the life of the agreement Workmen's Compensation Insurance for all workers employed on the job and a certificate of insurance as required by the Metropolitan Knoxville Airport Authority.

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III. Schedule for Selection (and Submission Requirements)

Schedule for Selection

Notice Dates	January 1-January 20, 2023
Last Day for Submittal Questions	January 13, 2023
Mandatory Pre-Proposal Meeting	January 17, 2023, 1:00PM EST
Proposals Due	January 25, 2023
Legal Review / Contract Terms	January 30-February 3, 2023
Board Approval of Contract	February 22, 2023
Contract Commencement	February 27, 2023

Proposal Content and Submission

All proposals must include a cover letter indicating the Respondent's name, address, telephone number, and email address. An authorized representative of the firm must sign the proposal in ink or digital signature, if applicable.

Proposals shall contain all required information outlined in the RFP.

All Bidders must be licensed contractors as required by the "CONTRACTOR'S LICENSING ACT OF 1994", Tennessee Code Annotated, Section 62-6-101, et seq. Bidder's attention is directed to section 62-6-119, Tennessee Code Annotated. Contractors must be licensed in TN at the time of the bid opening. All bids must include the following where applicable:

(1) The name, license number, expiration date thereof, and license classification of the contractor applying to bid for the prime contract;

(2) The name, license number, expiration date thereof, and license classification of the contractor applying to bid for the masonry contract where the total cost of the materials and labor for the masonry portion of the construction project exceeds one hundred thousand dollars (\$100,000);

(3) The name, license number, expiration date thereof, and license classification of the contractor applying to bid for the electrical, plumbing, heating, ventilation, or air conditioning contracts except when such contractor's portion of the construction project is less than twenty-five thousand dollars (\$25,000);

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(4) For each vertical closed loop geothermal heating and cooling project, the company name, department of environment and conservation license number, classification (G, L or G,L) and the expiration date, except when the geothermal portion of the construction project is in an amount less than twenty-five thousand dollars (\$25,000);

(5) Prime contractor bidders who are to perform the masonry portion of the construction project which exceeds one hundred thousand dollars (\$100,000), materials and labor, the electrical, plumbing, heating, ventilation or air conditioning or the geothermal heating and cooling must be so designated; and

(6) Only one (1) contractor in each of the classifications listed above shall be written on the bid envelope or provided within the electronic bid document.

Evaluation Criteria

The award of the RFP will be based on lowest responsive and responsible bid.

Request for Information (RFI)

MKAA reserves the right to determine, at its sole discretion, the appropriateness and adequacy of responses to written comments, questions, and requests related to this RFP. MKAA's official, written responses may constitute an amendment of this RFP. Each prospective Respondent shall carefully review this RFP, including but not limited to, attachments, amendments, questions, comments, defects, objections, or any other matter requiring clarification or correction (collectively called "Questions and Comments").

Any prospective Respondent having Questions and Comments concerning this RFP must provide them in writing to MKAA no later than the written Questions & Comments Deadline detailed in the RFP.

Protests based on any objection to the RFP will be considered waived and invalid if the objection has not been brought to the attention of MKAA, in writing, by the Written Questions & Comments Deadline.

MKAA will send the official response to these questions and comments to prospective Respondents from whom MKAA has received a Notice of Intent to respond, and on the date detailed in the RFP.

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STEP 1 – READ THE SOLICITATION DOCUMENT & ASK QUESTIONS, IF ANY

How to Ask Questions

- The contact person for questions is: Michael Giles, Purchasing Manager
- E-mail: Michael.Giles@tys.org
- Questions should be emailed to the contact by 4:00PM EST January 13, 2023

Other personnel are NOT authorized to discuss this request for proposal with responders before the proposal submission deadline. Contact regarding this RFP with any personnel not listed above could result in disqualification. When emailing questions, please include the Title of the RFP in the subject line.

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Submission Procedure

If your firm is interested in providing Metropolitan Knoxville Airport Authority (MCAA) with the Electrical Infrastructure Improvements described above, please submit Proposals no later than 4:00PM EST January 25, 2023, by e-mail to: **bids@tys.org**.

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IV. Scope and Qualifications

Scope of Work

- A. Work of the Project is defined by the Contract Documents and includes, but is not limited to:
 - a. Electrical power demolition and new work necessary to accommodate installation of digital displays, audio visual systems equipment, public address system equipment and network equipment. This work shall include but is not limited to electrical power circuit demolition and installation of new power circuits, transformers, panelboards, panelboard surge protection and UPS installations.

Bid Packages

- A. The Technology Modernization Project consists of two contractually independent but technically linked phases:
 - a. Phase One: Electrical Infrastructure Improvements, and
 - b. Phase Two: Audio Visual Improvements.

For this RFP, Qualified Contractors shall submit bids for Phase One, Electrical Infrastructure Improvements.

- B. By submitting a bid, Contractors acknowledge that they fully understand the impact that these Projects have on the day-to-day operations of MKAA. Contractors also acknowledge that they fully understand the level of scope and coordination that will be required for the successful completion of the project. Any disruption to MKAA operations, or delay in completion caused by the failure to perform of a Contractor on either phase, many result in Liquidated Damages being levied on the offending party.

Electrical Infrastructure Improvements - Bid Package

- A. Electrical Infrastructure Improvements Bid Package shall include costs for all electrical work shown on the "T" series drawings (Electrical and Telecom work are both shown on the "T" series drawings) and the following technical specifications:
 - a. 260519 Low-Voltage Electrical Power Conductors and Cables
 - b. 260526 Grounding and Bonding for Electrical Systems
 - c. 260529 Hangers and Supports for Electrical Systems
 - d. 260533 Raceways and Boxes for Electrical Systems
 - e. 260553 Identification for Electrical Systems
 - f. 262213 Low-Voltage Distribution Transformers
 - g. 262416 Panelboards
 - h. 262726 Wiring Devices
 - i. 263353 Static Uninterruptible Power Supply
 - j. 264313 Surge Protection for Low-Voltage Electrical Power Circuits

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Respondent Qualifications

A. Proposals shall include the following:

1. The submission shall be organized as specified below and labeled with Company Name, RFP title, and identification of information enclosed. Pages of the Proposal shall be 8.5" x 11" sheets, double-sided and double-spaced. Bid Forms included as an Attachment(s) at the end of this document should be included at the front of the submission.
 - (a) Form of Non-collusion Affidavit
 - (b) Indemnification form
 - (c) Equal Opportunity Report Statement
 - (d) Certification of Nonsegregated Facilities
 - (e) Trade Restriction Clause
 - (f) Certification Regarding Debarment, Suspension, etc.
 - (g) Insurance Provisions
2. Cover Letter: The Proposer shall submit a cover letter with the name of the Proposer, address, telephone number, email address, and contact person, and a listing of subcontractors and/or consultants that may be hired by the Proposer for the project. The Proposer's office indicated shall be the location of the office through which services would be conducted under the Contract. The Cover letter shall also be accompanied by a summary of contents contained in the Proposal.
3. Cost Proposal: Proposal shall include detailed pricing. Pricing for additions and deletions to the number of units will be based on the unit prices that Proposer supplies based on the provided schedule. Prices shall include all materials for a full system purchase, to include licenses, labor & installation, maintenance & warranty, shipping, delivery, taxes, and fees. Provide the pricing for one support and touch maintenance year with the ongoing maintenance and future support. Ongoing maintenance shall be offered on an optional basis for optional years after system acceptance (after the system warranty has expired).
4. Experience and Qualifications: Proposers must meet or exceed the following minimum qualifications for this RFP:
 - a. The Proposer is required to submit information regarding a minimum of three (3) reference projects of equivalent size. The sites should be for airports or commercial facilities of a similar size. All reference sites shall include:
 - 1) Facility name and location
 - 2) Facility operator
 - 3) Contact name, telephone number and email address
 - 4) Description of Project
 - 5) Start date of project and date system operational
 - 6) Proposer's Team members involved in the project
 - 7) Specific systems installed by the Proposer at the site

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- 8) Support and Maintenance service by the Proposer
- 9) Systems warranty provider and warranty description
- 10) The total cost of the system

5. Technical Staffing Qualifications:

- a. The Proposer shall identify all team members with whom the Proposer will associate to complete the Project. The Proposer shall provide a description of all team members involved in the project. At a minimum the description shall include information as required for Key Personnel and specified below.
- b. Individuals identified as Key Personnel and accepted for this contract are expected to remain dedicated to this contract. However, in the event that it becomes necessary for the Proposer to replace any of the individuals designated as key personnel, the Proposer shall request such substitutions in accordance with this RFP. Substitutions of Key Personnel will be considered under the following circumstances:
 - 1) All substitutes shall have qualifications at least equal to those of the person being replaced.
 - 2) All appointments of Key Personnel shall be approved in writing by the Owner and no substitutions of such personnel shall be made without the advance written approval of the Owner.
- c. The Proposer shall provide a staffing plan showing the organizational structure of the maintenance and support staff. It shall include the procedures for back-up support for on-site staffing during vacations, etc. and be intended for both the installation / configuration phase as well as the post installation and warranty period.
- d. Proposer shall provide resumes addressing the relevant qualifications for all key personnel proposed to work on the project. The resumes shall include a brief description of each individual's education, experience, employment, training, and certifications. Provide a brief description of each key personnel's duties and roles for this project.
- e. Where subcontractors will be used to meet the requirements, they must be included as Contractor personnel but separately identified as a subcontractor. The Proposer shall describe any work which will be accomplished by a subcontractor. The Proposer shall provide a description of the subcontractor's experience applicable to the work which will be performed by the subcontractor on this project, including information on similar tasks completed by the subcontractor for other clients.
- f. As a minimum (or as otherwise specified in the solicitation), resumes of all key personnel shall include the following:
 - 1) Name of person
 - 2) Functional responsibility
 - 3) Education (including, in reverse chronological order, colleges and/ or technical schools attended (with dates), degree(s)/ certification(s) received, major field(s) of study, and approximate number of total class hours)
 - 4) Experience including, in reverse chronological order for up to ten years, area(s) or work in which a person is qualified, company and title of position, approximate starting and ending dates (month/ year), concise descriptions of

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experience for each position held including specific experience related to the requirements of this contract

5) Certification the information contained in the resume is correct and accurate (signature of key person and date signed, and signature of the supervisor or higher authority and date signed will be accepted as certification)

6. Agreements:

- a. Proposer shall provide a copy of their proposed Agreement and written 365-day warranty.
- g. The Proposer shall provide a copy of the proposed warranty agreement. The warranty shall warrant complete installation of all equipment to be free from defects in materials and workmanship for a period of not less than 365 days, commencing on client acceptance of each device installation, after commissioning. All maintenance work carried out during the warranty period shall be at no additional cost to the Owner.

Pricing Proposal

- A. The Proposer shall provide the complete pricing proposal in this submission. Any costs associated with this Project not specifically set forth in this pricing proposal form shall be the responsibility of the Proposer and shall be deemed included in the fees and charges proposed in response to this RFP. Along with the requirements listed herein, the Pricing Proposal shall include the following:
 1. Provide confirmation that the Proposer has no current or pending legal matter that could inhibit its ability to undertake the Project.
 2. Provide one full set of the Proposer's financial statements. The financial statements shall account for the last three (3) years of operation and shall include a balance sheet, an income statement, and a cash flow statement.
- B. The pricing proposal shall consist of subtotals in each major section and a Total Base System Price for the entire design schedule.
- C. Proposal pricing shall also include line item unit pricing. Line item unit pricing shall be presented in separate tables in the Proposer's pricing proposal and include a description of each unit, the quantity of each unit, a price per unit and an extended price of all units.