



Request for Qualifications

Common Use Passenger Processing System

**Eastern Iowa Airport
2515 Arthur Collins Parkway SW
Cedar Rapids, IA 52404**

March 30, 2022

TABLE OF CONTENTS

REQUEST FOR QUALIFICATIONS 1

PURPOSE 1

BACKGROUND 1

QUALIFICATIONS CONTENT 1

QUALIFICATIONS SUBMISSION 2

QUESTIONS & CLARIFICATIONS 2

PRESENTATION 2

VENDOR SITE VISITS 2

COST OF RESPONSE DEVELOPMENT 3

ATTACHMENT A 4

ATTACHMENT B 6

SIGNIFICANT DATES

The following schedule has been established for this selection process:

Scheduled Item	Scheduled Date
RFQ posted on http://www.flyCID.com/rfp	Wednesday, March 30, 2022
Question/clarification deadline	Thursday, April 7, 2022 by 2 PM CDT
Final Addenda, if any, posted on website	Friday, April 8, 2022
Response Deadline	Monday Tuesday, April 25th, 2022 by 2 PM CDT
Selection and award by Commission	No Later than Monday, May 2nd, 2022

**The Eastern Iowa Airport
Request for Qualifications
Common Use Passenger Processing System
March 30, 2022**

REQUEST FOR QUALIFICATIONS

The Cedar Rapids Airport Commission (also referred to as Commission) is issuing a Request for Qualifications (RFQ) to gather information concerning the design, installation, project management, testing, training, commissioning, maintaining and warranting of a Common Use Passenger Processing System (CUPPS) to the Eastern Iowa Airport Terminal Building located at 2121 Arthur Collins Parkway SW, Cedar Rapids, IA 52404.

The Airport invites you to submit a response according to the terms and procedures defined herein no later than 2:00 PM CDT April 25¹⁹, 2022.

PURPOSE

The purpose of this RFQ is to gather information concerning the purchase and installation of a Common Use Passenger Processing System (CUPPS) for passenger processing at the ticket counters and gate service areas.

BACKGROUND

The Eastern Iowa Airport (CID) is owned by the City of Cedar Rapids and is operated by the Cedar Rapids Airport Commission (Commission). Five airlines serve CID: Allegiant Air, American Airlines, Delta Air Lines, Frontier Airlines, and United Airlines providing on average 26 departures daily. Presently, the airport has 17 destinations: Atlanta, Charlotte, Chicago, Dallas-Ft. Worth, Denver, Detroit, Minneapolis, Las Vegas, Orlando-Sanford, Phoenix-Mesa, Tampa/St. Pete, Punta Gorda-Ft. Myers, Sarasota, Nashville, Orlando International, Phoenix-Sky Harbor, and Los Angeles.

QUALIFICATIONS CONTENT

Interested firms must include the following information in the format below when submitting their Statements of Qualifications (SOQ):

Section	Contents
Letter of Transmittal	This should be a single page letter of submission signed by a representative of the vendor organization authorized to submit the vendor's RFQ response.
Summary of Response	This should be a short summary of the vendor's response, limited to five (5) pages. The summary vendor's experience with design, installation, and execution of a Common Use Passenger Processing System.
Vendor Information	This response should describe the vendor's history; detailed experience with a minimum of three (3) most recent CUPPS projects at similar airports. Each of these airports a period of no less than two (2) years from the issued date of this RFQ. The Vendor should include references for each airport.
Project Plan	This response should describe the vendor's plan to install a Common Use Passenger Processing System at the Airport. The plan should include the following: <ul style="list-style-type: none"> • Providing a base system with all design, configuration, installation and project management. • System should have equipment to run a total of twenty-four (24) ticket counter positions with a minimum of fourteen (14) ticket kiosks. • System should have equipment for nine (9) gate podiums capable of supporting a total of eighteen (18) work stations.

Section	Contents
	<ul style="list-style-type: none"> • System should have equipment to run one (1) or possibly two (2) mobile workstations for boarding of charter operations or small carrier operations off gate. • System should include a total of thirty-four (34) BIDS/FIDS/GIDS/TIDS units. Please provide contractor for FIDS installation or who you have used and prefer in the past. • System should include gate management solution integrated with the CUPPS to manage the airports existing nine (9) gates, additional RON spots at three (3) of the (9) gates, three (3) remote stands, and the ability to expand the system to accommodate and growth of the terminal and apron. • Details on warranty provided with purchase. • Details on PCI Compliance. • Details on pricing structure on all components needed, licensing, and annual support service agreement, • Any exclusions on work to be completed as part of the installation. • Common Use Self Service Kiosk (CUSS) supporting all Eastern Iowa Airport airlines. • GIDS/Logo Delivery at the gates displaying logo or flight information directly on screen for the public to know which airline is operating. • FIDS, state if vendor provides a hosted FIDS solution. If not, list the FIDS systems that vendor's CUPPS system has interfaced with at other airports. FIDS to be networked interface with the parking operator and the Airport's finance department. •
Implementation Response	Description of the implementation approach, phases, and timelines. Include the following sample documents <ul style="list-style-type: none"> • Typical project plan with timelines • Typical project staffing and organization plan
Maintenance Companies	This response should list local or regional maintenance service companies that you recommend for the purpose of providing service on your equipment.
Marketing	Include any standard marketing collateral in this section of the RFQ response.

QUALIFICATIONS SUBMISSION

Responses must be received at the Office of the Airport Director, 2515 Arthur Collins Parkway SW, Cedar Rapids, IA 52404, prior to 2:00 PM (CDT) on ~~Monday~~ **Tuesday**, April ~~25-19~~, 2022. Vendor must submit one (1) original and one (1) electronic copy in PDF format on a CD or USB flash drive in an envelope or box that is completely sealed, bears the name and complete mailing address of the Vendor and be clearly marked, “RFQ for Common Use Passenger Processing System (CUPPS)”.

QUESTIONS & CLARIFICATIONS

Participants are encouraged to submit questions in advance via email to Todd Gibbs, Director of Operations, at T.Gibbs@flyCID.com no later than 2:00 PM (CDT), Thursday, April 7, 2022. Responses will be posted on the Commission’s website at flyCID.com/rfp.

PRESENTATION

After review of the deliverables, the Commission may select vendors (or their manufacturer’s representative or distributor) to make an oral presentation of their deliverables at the Airport before an audience.

VENDOR SITE VISITS

Qualified vendors may make site visits to view the Airport and current items that can be utilized such as internet connectivity, network cabling or connectivity through the terminal, ~~VMware virtual server~~ **Hyper-V** environment, and electrical power outlets. The expectation is that each airline will remove any equipment

or branding of theirs from per-use gates. Vendors are asked to contact Todd Gibbs, Director of Operations, T.Gibbs@flyCID.com, 319-731-5718 to schedule a site visit.

COST OF RESPONSE DEVELOPMENT

The Commission disclaims any financial responsibility for, and vendors shall be solely responsible for, any costs incurred by any vendor in responding to this RFQ.

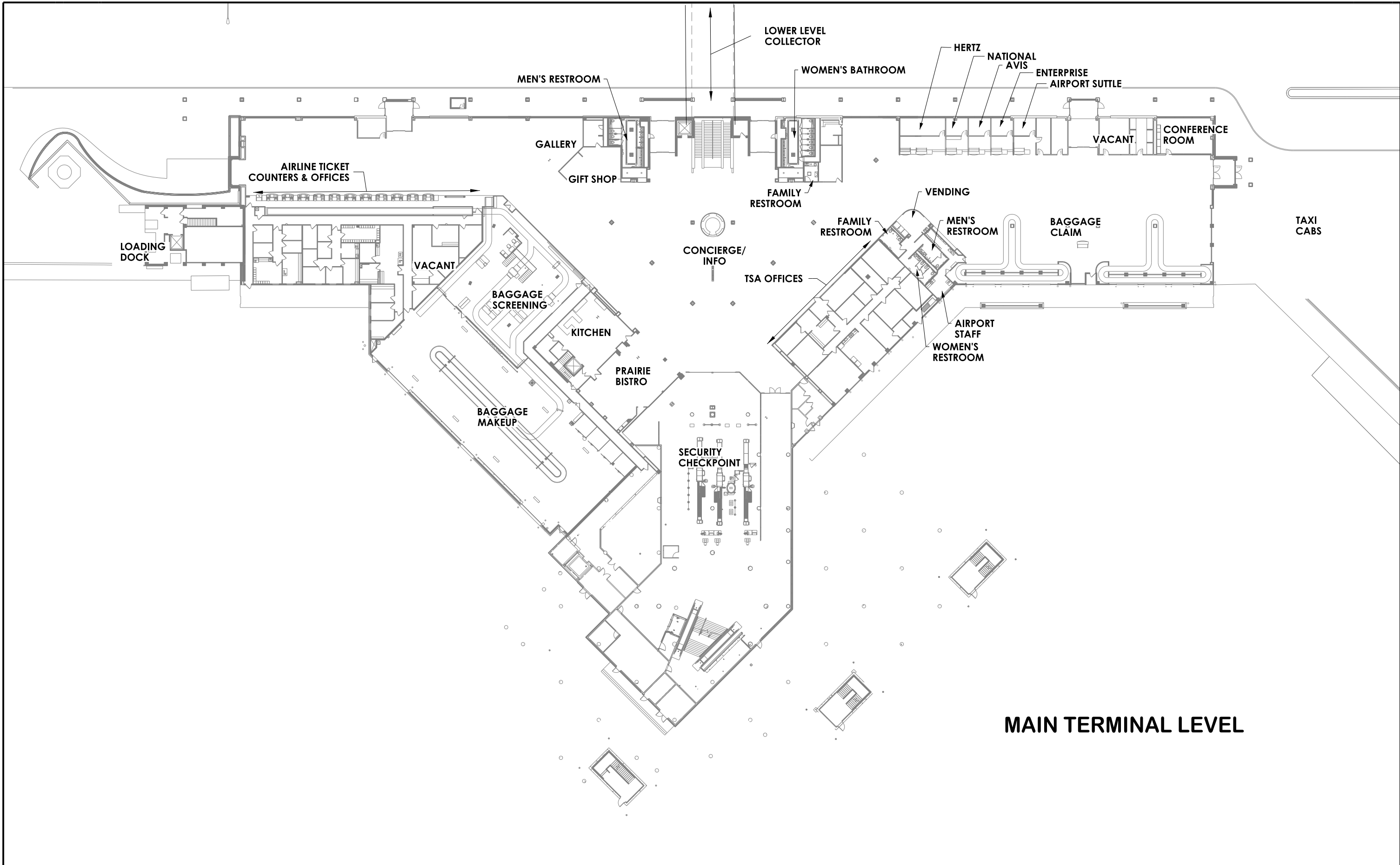
INSURANCE REQUIREMENTS

The selected Vendor, at its own expense, shall procure and maintain in force the following insurance to cover all risk, which shall arise directly or indirectly from Vendor's obligations and activities.

- **Workers Compensation and Employers Liability Insurance** meeting the requirements of the Iowa Workers Compensation Law covering all the Vendor's employees carrying out the work involved in this contract.
- **General Liability Insurance** with limits of liability of at least \$1,000,000 per occurrence for Bodily Injury and Property Damage. This coverage shall protect the public or any person from injury or property damages sustained by reason of the Vendor or its employees carrying out the work involved in this contract.
- **Professional Liability, Errors, and Omissions Insurance** with limits of liability of \$2,000,000 per occurrence.

The selected Vendor shall furnish the Commission with a certificate(s) of insurance naming the Cedar Rapids Airport Commission and its officers and employees and the City of Cedar Rapids and its officers and employees as additional insured for general liability.

ATTACHMENT A
EASTERN IOWA AIRPORT REFERENCE PICTURES & MAP LAYOUT



MAIN TERMINAL LEVEL

PROJECT NO: _____ DESIGNED BY: _____
 PROJECT DATE: _____ CHECKED BY: _____
 CAD DATE: \$DATE\$ \$TIME\$ DRAWN BY: _____
 CAD FILE: \$FILE\$

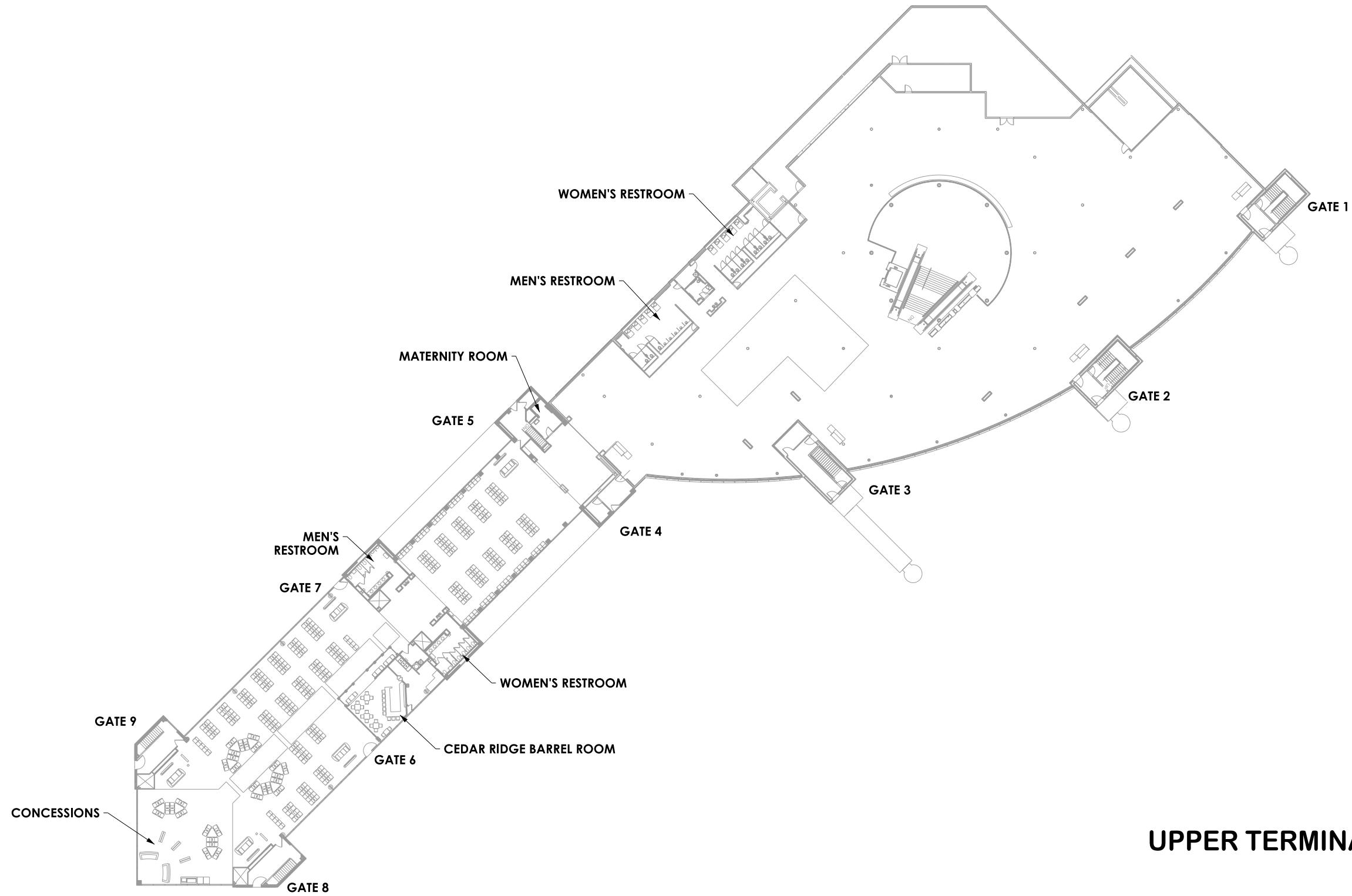
NO	DATE	BY	REVISION DESCRIPTION



AIRPORT SECURITY MAPPING

MAIN TERMINAL LEVEL

07/19/2021



UPPER TERMINAL LEVEL

PROJECT NO: _____ DESIGNED BY: _____
 PROJECT DATE: _____ CHECKED BY: _____
 CAD DATE: \$DATE\$ \$TIME\$ DRAWN BY: _____
 CAD FILE: \$FILE\$

NO	DATE	BY	REVISION DESCRIPTION



AIRPORT SECURITY MAPPING

UPPER TERMINAL LEVEL

07/19/2021

**ATTACHMENT B
AUTHORIZATION FOR RELEASE OF PERFORMANCE
INFORMATION AND WAIVER**

I, _____, the undersigned, on behalf of _____ (this company), do hereby consent and authorize all those companies and government entities listed in my Statement of Qualifications and any other government entity for whom this company has installed a Common Use Passenger Processing System (CUPPS), to disclose and release to the Cedar Rapids Airport Commission (Commission), operator of the Eastern Iowa Airport (CID), or their representatives, information, records and opinions concerning this company's past performance.

The purpose of this disclosure is to provide references to the Commission. _____ hereby waives any claim it may have against the Cedar Rapids Airport Commission or any company or entity providing information to the Cedar Rapids Airport Commission by reason of any information being disclosed or opinions provided regarding the actions or performance of this company.

This authorization for disclosure of information is effective for one (1) year.

This consent or copy of this authorization shall be as valid and effective as the original.

Signature of Company

Date

**ATTACHMENT C
CERTIFICATE OF INSURABILITY**

I hereby certify that as a Vendor to the Cedar Rapids Airport Commission to install a Common Use Passenger Processing System (CUPPS) at the Eastern Iowa Airport Terminal Building, I am fully aware of Insurance Requirements contained in the Contract and by the submission of this Statement of Qualifications, I hereby assure the Cedar Rapids Airport Commission that I am able to produce the insurance coverage required should I be selected to be awarded the Contract.

Should I be awarded the Contract by the Commission, and then become unable to produce the insurance coverage specified within ten (10) working days, I am fully aware and understand that the Commission may rescind its award and not consider me for the project.

Signature of Company

Date