General Mitchell International Airport
Milwaukee, Wisconsin

REQUEST FOR QUALIFICATIONS
PHYSICAL ACCESS CONTROL SYSTEM UPGRADE

MKE Project # A211-17002

DATE ISSUED
October 10, 2018

RESPONSES MUST BE RECEIVED BY
November 9, 2018
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PART I – INFORMATION AND INSTRUCTIONS TO CONTRACTORS INTERESTED IN SUBMITTING QUALIFICATION STATEMENTS

1. INTRODUCTION

General Mitchell International Airport (MKE, the Airport) is a county-owned, joint civil-military, public airport located five miles south of the central business district of Milwaukee, Wisconsin. MKE covers an area of 2,180 acres, has 41 gates on three concourses in one terminal. All international arrivals lacking border preclearance must pass through the International Arrivals Building which is separate from the main terminal. The Airport’s ten airlines offer over 200 daily departures. Over 84 airports are served nonstop from MKE. The Airport also hosts the General Mitchell Air National Guard Base on the eastern area of the airport property.

The Milwaukee County Department of Administrative Services (DAS) is undertaking a project to upgrade the existing Physical Access Control System (PACS) for the terminal, concourses and remote facilities at the Airport campus. The project includes but is not limited to the following program elements:

A. **New PACS System**: including, but not limited to, intelligent field panels, door interface panels and expansion boards, power supplies, workstations and PACS management software.

B. **VMS Integration**: including, but not limited to, integration of the new PACS to the existing Verint Nextiva video management system (VMS) for camera call-up on alarm and other video analytics.

C. **Upgrade Existing IDMS**: including, but not limited to, upgrading the existing Intellisoft Airport ICE identity management system (IDMS) to the most current version of software from Intellisoft. Included in this upgrade is integrating the IDMS software to the existing Telos Designated Aviation Channel (DAC) and the new PACS cardholder database.

D. **Secured Door Modifications**: including, but not limited to, modification of existing secured doors and associated devices to meet current building and life safety code. This work will include the provision of new cabling, request-to-exit devices and interfacing of power supplies to the existing Simplex fire alarm system.

E. **Interface Existing Duress Systems**: including, but not limited to, the interface of the new PACS to existing wired and wireless duress alarm systems to monitor the activation of alarms at various points throughout the airport.
F. **Emergency Power Circuits to Security Equipment Cabinets:** A number of existing security equipment cabinets are powered by general purpose 120V normal (utility) power. These enclosures will be re-circuited to the nearest emergency power (generator backed) panel.

G. **New IP Connections to Security Equipment Cabinets:** A number of existing security equipment cabinets are connected to a network controller via a daisy-chain serial connection. All security equipment cabinets will be connected to the nearest existing network switch with a new Category 6 cable to be installed in metal conduit. The use of daisy-chained, serial connected controllers will not be allowed as part of the new PACS.

The Request for Qualifications (RFQ) will be utilized to pre-qualify and shortlist Contractors capable and experienced in the final design, development, installation, integration, testing and commissioning of systems of similar size and complexity. The shortlisted Contractors will be invited to develop a bid proposal to provide services as described in the bid documents.

The receipt of a response to this RFQ by MKE shall not bind or obligate MKE in any manner. It is not the intention of MKE to receive project specific design, engineering or integration recommendations as part of this RFQ. Contractors should limit their submittals to the information requested in Part II of this RFQ.

It is the policy of MKE that Targeted Business Enterprises (TBE’s), certified by Milwaukee County or another recognized agency in accordance with 49 CFR Part 26, shall have the maximum opportunity to compete for awarding of contracts as professional, technical and non-technical service providers to MKE. MKE shall qualify and award service contracts without regard to race, religion, color, creed, national origin, gender, age or handicapping condition. MKE’s service contracts are subject to the requirements of Wisconsin law, and all other agencies having jurisdiction. The contract for this project will be awarded in accordance with the applicable laws of Wisconsin.

2. **BACKGROUND AND EXISTING CONDITIONS**

   **Airport Background and Layout**

   See Appendix B for an Overall Site Plan of MKE.

   **Existing Physical Access Control System**

   The existing JCI P2000 PACS utilizes proprietary field hardware. There are multiple Ethernet connected Intelligent Field Panels (IFP) with multiple serially connected door interface panels (DIP) as required to provide connectivity to the quantity of doors associated with each Security
Equipment Cabinet (SEC). The IFP and DIP are co-located within the associated SEC. There are multiple SEC installed in key locations throughout the facility. The SEC also house power supplies and batteries associated with the portals. The SEC enclosure will be re-used for this project. The system utilizes a client server architecture with the head end software running as a virtual instance on the Owner supported server farm.

The PACS hardware located at each portal are home run on individual cables to the associated SEC location. Entry/exit card readers are wired in parallel at many doors. The predominant locking hardware arrangement utilizes either magnetic locks or delayed egress magnetic locks. The system also monitors duress buttons and other security devices.

The PACS is currently not integrated with the Verint Nextiva video management system (VMS). The PACS is integrated with the facility fire alarm system using relays local to the door for releasing selected doors required by code. The PACS does not utilize the credentialing capabilities of the PACS, but instead is interfaced with an external 3rd party Intellisoft Airport ICE credential management system which performs the specialized credentialing functions required that are unique to the airport environment.

Based on field surveys and existing conditions information received from the Airport, existing conditions consist of the following:

A. Approximately 295 Card Readers
B. Approximately 252 PACS Controlled doors
C. Eight PACS controlled vehicle gates
D. Approximately 4136 Cardholder database

Existing Monitoring Capabilities

There are approximately 14 clients installed throughout the terminal and remote facilities. Many of these are not installed on dedicated workstations but on workstations that perform other functions. Some of these areas have dedicated large format video monitors.
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Existing Local Area Network
The current Cisco network environment consists of a two-tier layer three network. The network utilizes two core switches in diverse locations with diverse cable pathways. Each edge switch is dual homed to the core switches.

Existing Telecommunication Rooms
Telecommunication Rooms (TR) at the Airport consist of rooms dedicated for the purpose of housing telecommunication equipment as well as electrical/mechanical rooms that have had telecommunication and security equipment added to them over time.

Existing Cabling Infrastructure
Existing cabling plants consist of fiber optic backbone and copper horizontal communication cabling.

Existing backbone cabling plant at the Airport is a combination of 62.5µm multimode and single mode cabling run between from the data centers to TR's and between certain TR's. In addition to providing connectivity between terminal rooms, the backbone also extends to various remote building locations.

Horizontal copper cabling is a combination of home run copper conductors from the controlled portals and Category cabling for network connectivity to network switches located in the various TRs.

3. SCOPE OF WORK
This project will involve the final procurement, installation, programming, testing and user training of an airport-wide Physical Access Control System (PACS), including Intelligent Field Panels, Door Interface Panels, power supplies, 120volt power circuits, horizontal category cabling and selected door hardware modifications. The Scope of Work for this project will include, but is not limited to, the following:

A. Physical Access Control System (PACS): The Contractor provided PACS shall consist of network connected Intelligent Field Panels (IFP) that communicate with the PACS server and are capable of making access granted decisions while being off-line from the PACS server. Door Interface Panels (DIP) that are connected using serial data topology to the IFP and provide an interface between input/output devices associated with a portal. Workstations and client software that communicate with the server to receive real-time system status updates. And head end software that will run in a VMWare environment and leverage the fault tolerant and high availability of the Airport server farm. The
system architecture described above matches the current system architecture so as to leverage much of the existing infrastructure and reduce cost. It is the expressed desire of the Airport to not utilize any proprietary field hardware for providing the described architecture. All field hardware provided must support multiple vendors head end software solutions to protect the Airport’s investment in the hardware such that if they should choose at some point in the future to replace the head end software with another vendor's product – the field hardware will not have to be replaced and would simply have to be re-flashed to the personality of the new software. Field hardware that is only available and supported through a single source is not allowed on this project.

B. Video Management System (VMS) Integration: the VMS shall be integrated with the new PACS to provide complete operational IP based interface to allow camera images to be displayed on a pop-up window on the PACS workstation when an alarm is received via the PACS.

C. Identity Management System (IDMS): the existing Intellisoft ICE system remains under a software support agreement till 2020 which provides support and patches for the version currently installed. However, all of the software enhancements desired by MKE are not currently available in the version currently installed and will need to be upgraded to a current version. This work shall include, but not be limited to, upgrading the Intellisoft ICE to the most current version which includes a Microsoft reporting engine, the development of a minimum of four new reports and integration of ICE to the PACS to trace and audit badge change transactions.

D. Secured Door Modifications: existing non-egress secured doors that are locked with a magnetic lock will need to be modified to meet current life safety and building codes. At minimum, this will require providing a PIR motion detector, replacing the existing momentary REX pushbutton with a pneumatic timer REX pushbutton and providing a fire alarm control relay at each IFP to interface to the door lock power supply. New cabling will be provided from the IFP to each secured door to be modified.

E. Electrical Power: Emergency electrical power circuits will need to be provided to selected IFP enclosures that currently only have normal power available. This will typically require the provision of 120VAC generator-backed circuits to an existing enclosure.

F. Horizontal Cabling: Category 6 cabling installed in metal conduit will need to be provided to support new IP-based field panels. Cabling will be labeled, tested and terminated per current EIA/TIA standards.

G. Test Environment: The Existing Test Lab environment will need to be supplemented as part of this project to duplicate the PACS architecture in a non-production network environment. Software, field panels, door interface panels and card readers of capability
similar to that of the full production environment will be provided by this Contractor to emulate the full production environment with indicator lights in place of normal output devices and switches in place of normal input devices. An existing standalone LAN of capability similar to that of the full production environment is available to emulate the full production environment including a routed connection to the Airport internet connection to allow for downloading of patches and interface with support staff. As part of this project, all interfaces to other systems such as video management and credentialing systems must be provided in the lab by the Contractor.

H. Construction Phasing: it is imperative that the existing PACS remain fully operational while the new PACS is being installed. At no time during the construction phase shall the airport be without a fully functioning PACS. This will require the Contractor shall develop a detailed construction phasing plan that addresses this critical requirement. The construction phasing plan will be submitted as part of the Contractor’s construction schedule and must be approved prior to the beginning of construction. This phasing plan is NOT required as part of this RFQ submittal.

4. TWO STAGE SELECTION PROCESS

MKE intends to utilize a two-phase selection process for final design and construction services for the Project. This Request for Qualification Statements is the first phase of the selection process. Upon receipt and review of the Qualification Statements, MKE intends to shortlist Contractors based on the information contained in the Form of Response and Evaluation Criteria outlined in this document. In the second stage, the selected Contractors from phase one will receive an invitation to submit a Proposal to perform the Work, as required in the Construction Bid Documents. MKE reserves the right, in its sole discretion, to pre-qualify as many Contractors as it deems to be in the best interest of MKE.

5. SCHEDULE

The following schedule outlines the anticipated activities and dates related to the overall selection process and award of contract.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 10, 2018</td>
<td>Issue RFQ</td>
</tr>
<tr>
<td>October 23, 2018</td>
<td>Pre-Qualification Conference-Sijan Conference Room, located at the rear of the galley of Flight Museum, 2nd level of the main terminal, MKE @ 11:00am</td>
</tr>
<tr>
<td>October 29, 2018</td>
<td>Final questions due by 4:00pm CST</td>
</tr>
<tr>
<td>November 2, 2018</td>
<td>Issue Final Addendum-if necessary</td>
</tr>
</tbody>
</table>
6. GENERAL INFORMATION PROCESS

Request for Qualification Documents will be available from General Mitchell International Airport-Airport Engineering. Please contact Mary Turner at (414) 747-6233 or email mturner@mitchellairport.com for information.

Responses resulting from this solicitation may be modified or withdrawn prior to the time set for the opening. After the time set for the opening, no response may be modified or withdrawn.

7. PRE-QUALIFICATION CONFERENCE

MKE will conduct a non-mandatory Pre-Qualification conference on October 23, 2018 at 11:00am in the Sijan Conference Room, located at the rear of the Gallery of Flight Museum, 2nd level of the main terminal, at the General Mitchell International Airport. The purpose of this meeting is for MKE staff to provide Respondents an overview of the project and receive and review comments related to this solicitation from all prospective Respondents. This conference is not mandatory, however, the ability to call-in or be conferenced in will not be made available to any Respondent.

8. EVALUATION OF QUALIFICATION STATEMENTS

Contractor selection shall be qualifications-based. Please do not include any rates, fees or other fiscal information in your qualifications statement. Milwaukee County reserves the right to accept or reject any and all qualifications statements, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

The Qualification Statements will be evaluated to select a shortlist of Pre-Qualified Respondents who will be invited to participate in the bid process. A short list of Pre-Qualified Respondents will be selected who, in MKE’s sole judgment, are determined to be the most qualified to perform the Work.

Each statement will be evaluated according to the following process to determine how well it meets the Evaluation Criteria outlined in Appendix A

Step One: Determine whether the Pre-Qualification Statement presented by the Respondent meets the Minimum Requirements found in this document and outlined in Part II of this document. Those Statements failing to meet the minimum requirements,
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including completeness, format and content, may be rejected without further evaluation.

**Step Two:** Verify and substantiate all information presented in each statement. Respondents may be asked to revise, clarify and/or provide additional information during the review process. These requests will require prompt action by the Respondent. Qualification statements, which pass Step One successfully, will be evaluated by the Review Team according to the Evaluation Criteria. The Review Team consists of MKE staff and other evaluators as the Authority determines appropriate.

MKE reserves the right to reject any and all Qualification Statements. MKE also reserves the right to waive any irregularities or technicalities.

MKE reserves the right to reject any Respondent who does not satisfy MKE as to its ability to perform the work successfully.

9. **CONTRACTORS RIGHT AND LIMITATIONS**

Any formal protest which is to be made by an aggrieved Contractor concerning the pre-qualification solicitation or the evaluation of Qualification Statements must be submitted in writing to Mary Turner mturner@mitchellairport.com and must be submitted within ten (10) days after such Contractor knows or should have known of the facts giving rise thereto. The protest shall include a clear and detailed statement of the basis upon which it is filed. The failure of the Contractor to file any protest within the time limits prescribed herein, shall be deemed a material prejudice to the interests of MKE and shall constitute an absolute waiver of the protest and the right to thereafter prosecute same.

10. **ADDENDA AND INTERPRETATIONS**

Any prospective Contractor desiring an explanation or interpretation of the Request for Qualifications (RFQ) must request it in writing. Any information given to a prospective Contractor concerning a solicitation will be furnished promptly to all other prospective Contractors as an addendum to the RFQ, if that information is necessary in submitting a proposal or if the lack of it would be prejudicial to any other prospective Contractor. All questions must be received at General Mitchell International Airport-Airport Engineering in email format before October 29, 2018 at 4:00pm CST to Mary Turner mturner@mitchellairport.com. It is the responsibility of the Contractor to insure the e-mail is properly received by the Airport.

No interpretation, explanation, or clarification of the RFQ, including, without limitation, the Appendices and Exhibits hereto, or the Contract or any version thereof to be delivered pursuant hereto, by any official, consultant, attorney or other representative of MKE will be considered authoritative or binding on MKE unless contained in a written Addendum to the RFQ. MKE will not be bound by any information, explanation, clarification, or any interpretation, oral or written, by whosoever made that
is not incorporated into a written Addendum to this RFQ. All such Addenda shall become part of this RFQ and all Contractors shall be bound by such addenda.

All Addenda will be distributed to each designated representative receiving the Request for Qualification Statements, but it shall be each person’s responsibility to make inquiry as to the Addenda issues. All such Addenda will become part of the Request for Qualification Statements and all Contractors shall be bound by such Addenda, whether or not received by the Contractors.

11. PROJECT SECURITY REQUIREMENTS

Security requirements for this project are consistent with TSA and DHS requirements. After completion of the bid process and award of the contract, the Contractor shall review airport security rules and needs, along with the use and assignment of required access keys with MKE’s designated representative. A deposit from $100 to $500 per key will be required.

The Contractor’s employees at the Airport must be badged according to MKE’s policies. The Construction Bid Documents will contain requirements the Contractor and its employees must meet during the course of this project.

12. DOCUMENT SECURITY REQUIREMENTS

Due to the fact that the plans and specifications for this project contain sensitive security information, hereinafter referred to as SSI, MKE is planning to implement this project in accordance with 49 CFR 1520 Protection of Sensitive Security Information. In accordance with this regulation detailed information pertaining to this Project will only be provided to those persons with a specific need to know. All Pre-Qualified Contractors will be required to sign a Non-Disclosure Agreement with MKE prior to receiving the final bid package.

PART II – QUALIFICATION REQUIREMENTS AND FORM OF RESPONSE

1. DEFINITIONS

As used in the Request for Qualifications, the following terms shall have the meaning set forth below.

“Airport” General Mitchell International Airport

“Appendices” The appendices attached to this RFQ

“Contractor” Each Contractor, Prime Contractor, proponent, firm or project team proposing to perform the Work pursuant to this RFQ
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“May” Indicates something that is not mandatory but permissible

“MKE” General Mitchell International Airport

“Project” The project contemplated by this RFQ and as described in this document

“RFQ” This Request for Qualifications

“Services” All services, tasks, functions and assignments related to the Contractor providing hardware, software and equipment associated with the final design, installation, construction, testing, training and start-up that are necessary or convenient for the successful completion of the Project

“Shall, Will, Must” Indicates a mandatory requirement. Failure to meet these mandatory requirements will result in the rejection of the statement as non-responsive

“Statement” Pre-Qualification response document developed by the Contractor and provided to MKE for review in response to this RFQ.

“Systems Integration” The creation of complex information systems that may include designing or building a customized architecture or application, integrating it with new or existing hardware, packaged and custom software, and communications

2. RESPONSE REQUIREMENTS

Contractors are expected to carefully examine the scope of work required, the project objective, and all instructions in and attachments to the RFQ. Failure to do so will be at the Contractor’s risk. Responses will only be considered under this RFQ if the Contractor meets the minimum qualifications set forth in this Part of the RFQ document. Contractors are asked to provide a response in the same sequential order as presented in this document. Failure to meet the minimum requirements will result in disqualification from further consideration.

A. GENERAL FORMAT
The Contractor's general form of response shall follow the outline noted below and include specific and relevant experience related to the scope of this Project. The response shall not exceed 25 single sided pages excluding the Cover Letter and Key Staff Resumes. Font size shall be a minimum of 11 point. Six (6) copies of the responses must be sealed, delivered via mail or in person, and marked "GENERAL MITCHELL INTERNATIONAL AIRPORT – PHYSICAL ACCESS CONTROL SYSTEM UPGRADE PROJECT" on the outside of the envelope/package. Proposals shall represent the best efforts of the Contractor and will be evaluated as such. Proposals must set forth full, accurate, and complete information as required by this RFQ.

Brochures or other presentations beyond those sufficient to present a complete and effective response to the solicitation are not desired and may be construed as unnecessarily elaborate and an indication of the Contractor's lack of cost consciousness. Elaborate art work, expensive paper and binding, and expensive visual and other presentation aids are neither necessary nor desired. Concise and clear proposals are sought. The proposal shall be kept to the page limit as described in the preceding paragraph.

All proposals will be retained by Milwaukee County and therefore will not be returned to the Contractor. The County will not pay for preparation of proposals or for the proposals that are retained by the County.

Proposals shall be delivered to the Authority no later than 4:00 p.m. on November 9, 2018 at the following address:

Ms. Mary Turner, PE
General Mitchell International Airport (MKE)
Administration Building, Engineering Office
5300 South Howell Avenue
Milwaukee, WI 53207
Ph: 414-747-6233

Any proposal received at the office designated in the Request for Qualification after the exact time specified for receipt will not be considered. No proposal will be permitted to be modified unilaterally by the firm after the date and time specified for receipt of the proposal. All late proposals will be returned unopened. Fax copies of proposals will not be accepted.

B. COVER LETTER

A cover letter (excluded from page count) must be submitted with each Qualification Statement. The cover letter must be prepared on the letterhead of the Contractor and signed by a representative who is empowered to enter into contracts with MKE on the Contractors behalf. The cover letter is intended to introduce the Contractor and its team members. It must contain at least the following information:
1. Designation of the Person that will be the point of contact and who should receive all further correspondence related to the project.

2. General description of the project team including responsibilities of each team sub-contractor team member.

3. Acknowledgment that the Contractor has reviewed the RFQ in its entirety, identify addendums received, and understands and accepts the requirements including the Code of Ethics Requirements defined in Paragraph K.

4. Description of three key issues/examples that demonstrate the team’s unique capabilities related to this Project.

C. TABLE OF CONTENTS

Qualification Statements must contain a detailed table of contents listing major sections and subsections that correspond to the requirements of the Request for Qualifications. The table of contents must also list all tables, appendices, and figures contained in the Qualification Statement.

D. EXECUTIVE SUMMARY

The purpose of the Executive Summary is to provide an overview of the Contractor’s qualifications to accomplish the Project. At a minimum, the Executive Summary must contain the following information:

1. Name and headquarter location of Contractor

2. Primary location from which the work will be executed

3. Examples of major current and past (within the past 5 years) similar projects under Contractor firms’ management which are similar in size and complexity of this project.

4. A statement to indicate an understanding of the project requirements including a detailed description of the proposed approach to each part of the services required and key issues or concerns with this Project.

5. Specific capabilities and experience of the Contractor Team that the Contractor believes will benefit MKE.

E. PROJECT TEAM

Provide an Organization chart which clearly describes the duties and responsibilities of each participating team member and reporting structure of the organization. The chart should clearly define the firm responsible for the Work and key staff members assigned to complete the Work.
Provide a brief description of each team member, their overall duties and responsibilities on the project, background experience and relevant value added to this Project.

F. KEY STAFF EXPERIENCE & RESUMES

The Contractor shall provide related project experience in the form of a resume (excluded from overall total page count) for each key staff member identified in the Organization chart. Staff resumes shall be limited to two (2) pages and include the following information:

1. Name
2. Title
3. Education/Current Certifications
4. Years with Current Employer
5. Years with Previous Employer
6. Description of relevant past experience including project name, location, size and contact person.
7. For sub-contractors indicate experience on projects working with the Prime Contractor submitting on this project.

MKE believes that it is very important for the designated senior staff members to function in this capacity for as long as possible during the Contract performance period. Key staff members as determined by MKE will be specifically named and designated as a part of the future Contract. Any changes in key staff members will require MKE’s prior written approval.

G. CONTRACTOR QUALIFICATIONS AND PAST EXPERIENCE

The following minimum qualifications must be met either by the Prime Contractor or by the Prime Contractors sub-contractor(s). Together the team must meet the requirements noted below:

1. A minimum of 5 years documented experience supplying network based Physical Access Control Systems (PACS).

2. Have installed a PACS integrated with a video management system at a minimum of 2 commercial aviation facilities (or approved equal) within the past five years.

3. A minimum of 2 projects that required the phased installation of a new PACS while maintaining full operation of the existing PACS and integrated systems.
4. Have installed a PACS integrated with an Identity Management System (IDMS) at a minimum of two commercial aviation facilities (or approved equal) within the past five years.

5. Current “Top-Tier” certification by the manufacturers of the PACS products being considered for deployment on this project. Contractor shall provide documentation of certifications/partnerships they currently hold with PACS manufacturers being considered for deployment on this project.

6. Have installed a PACS with a minimum of 400 connected readers within the past two years.

7. Current Microsoft Certified Information Technology Professional (MCITP or equivalent) on staff or available throughout the duration of the project.

8. Must have a minimum of one (1) person that is VM Ware Certified at the Data Center Professional Level (VCP6-DCV) available for the duration of the project on an as-needed basis.

9. Demonstrate available bonding capacity in excess of $5M.

10. The Contractor and its team members shall hold or obtain valid Wisconsin Electrical Contractor licensing with qualified, licensed electricians employed for any electrical work in order to submit a bid.

11. The Contractor shall hold or obtain valid Milwaukee County Contractor license in order to submit a bid.

12. The Contractor shall engage an experienced Installer with a minimum BICSI “Technician” certification to manage installation of horizontal cabling (Category 6 copper). All Installers of cabling under this specification shall have a minimum BICSI Installer Level 1 Certification.

13. The Contractor shall detail at least two projects where the Contractor performed similar work at a commercial aviation facility (or approved equal) of similar size and complexity to MKE and this project. Each project description must include the following information:

   A. Project Name

   B. Project Location

   C. Owner Name and Contact information including mailing address, phone number and name and email address of primary point of contact. – Please verify the information provided as they will be contacted.
D. Project Scope Description
E. Contract Date
F. Completion Date
G. Project Cost
H. Key Staff

H. QUALITY CONTROL APPROACH

Describe the Contractors approach to the control and assurance of quality for this Project. Provide a description of how similar programs have been developed using and same approach. Describe how the Contractors design team will approach Design Quality Control, including requirements documentation, required interface with MKE designated representatives, design documentation, change management and documentation, schedule control and cost control. Describe how the Contractor’s implementation team will approach deployment, safety, cutover planning, training, user coordination, cutover, fall-back, and post cutover testing and problem correction.

I. DOCUMENT SECURITY APPROACH

Provide a detailed description of the approach to managing and protecting sensitive security information (SSI). The description shall include an overview of electronic and paper-based document management systems to be utilized, and the Contractors standards for employees who will have access to SSI. The discussion shall include how SSI will be managed both with the Contractor’s firm and any teaming partners. Contractors must clearly demonstrate an ability to protect the SSI contained in the bid documents in order to be pre-qualified and shortlisted.

J. COST AND SCHEDULE CONTROL APPROACH

Describe the approach used by the Contractor to assure MKE of adequate attention to cost and schedule management. Provide a list of tools the Contractor plans to utilize to manage both internal resources and external communications. Provide examples of how similar methods have been used successfully on other relevant projects.

K. CODE OF ETHICS REQUIREMENTS

Contractors submitting qualifications statements shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a Contract being considered by a
County department or with an agency funded and regulated by a County department, may make a campaign contribution to any County official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County department or to an agency until the Contract has reached final disposition, including adoption, County Executive action, proceeding on veto (if necessary) or departmental approval. Contractor shall confirm, in writing, they understand this requirement.

L. TARGETED BUSINESS ENTERPRISE REQUIREMENTS

The successful Contractor must be an Equal Opportunity Employer. Describe proposed method to achieve Targeted Business Enterprise (TBE) participation goal of 25% in accordance with project funding requirements. The Contractor shall only utilize Targeted Business Enterprise (TBE) firms certified by Milwaukee County/DOT. Contact the Milwaukee County DBD office at (414) 278-5248 for a list of certified firms and/or information regarding TBE certification.

M. FINANCIAL CAPACITY AND REFERENCES

In this section of the Qualification Statement Contractors must demonstrate the capability to successfully complete the Project, providing the following documentation.

1. Documentation and discussion of the financial condition and capacity of the Prime Company to complete the project.

2. Annual financial statements for the past year for the Prime Company.

3. Bank name and reference contact information.

4. Documentation of the Contractor’s current bonding profile, including current bonding capacity and unencumbered bonding capacity;

5. Whether Performance or Payment Bond claims have been paid by a surety for the Contractor or any team member on any project in the past five (5) years. If so, describe the claim, the name of the company or person making the claim, and the resolution of the claim. Separate the claims for disputed sub-contractor payments and note those with an asterisk (*);

6. Whether, in the past five (5) years, any surety company has refused to bond the Contractor or any team member on any project. If so, specify the reasons given for that refusal, and the name, address and phone number of the surety company that refused to bond.
APPENDIX A

FORM 1

EVALUATION CRITERIA

The items below will determine the Contractors qualifications. Selected MKE representatives will evaluate the information provided by the Contractor for each item. Each proposal will be evaluated using the criteria specified below.

<table>
<thead>
<tr>
<th>VALUE</th>
<th>GRADED ITEM</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-35</td>
<td><strong>Project Team Experience</strong> – How well does the Contractor meet or exceed the minimum requirements of the RFQ related to past experience on projects of similar size and complexity.</td>
<td></td>
</tr>
<tr>
<td>0-15</td>
<td><strong>Project Team Organization</strong> – How well has the Contractor developed a cohesive team, including the utilization of TBE firms, properly structured and organized to execute this project on time and in budget to the satisfaction of MKE.</td>
<td></td>
</tr>
<tr>
<td>0-25</td>
<td><strong>Key Staff Members</strong> – How do the key staff members provide the requisite background and experience to support the implementation of this Project.</td>
<td></td>
</tr>
<tr>
<td>0-25</td>
<td><strong>Experience with Similar Products</strong> – What kind of experience does the Contractor have with the Scope of Services described in Part I-3</td>
<td></td>
</tr>
<tr>
<td>0-20</td>
<td><strong>References</strong> – How well do the stated references support the Contractors claims made in the response Statement</td>
<td></td>
</tr>
<tr>
<td>0-10</td>
<td><strong>Quality Control Approach</strong> – To what extent has the Contractor developed a QA/QC program sufficient to support the implementation goals of this project</td>
<td></td>
</tr>
<tr>
<td>0-5</td>
<td><strong>Document Security Approach</strong> – How well has the Contractor developed a documented security program which will satisfy the security needs of the ACS program</td>
<td></td>
</tr>
<tr>
<td>0-10</td>
<td><strong>Cost and Schedule Control</strong> – How well has the Contractor demonstrated a previous track record in managing cost and schedule control to the satisfaction of MKE. Does the Contractor utilize appropriate tools?</td>
<td></td>
</tr>
<tr>
<td>0-5</td>
<td><strong>Financial Capacity and References</strong> - Does the Contractor have the financial stability to support the financial needs of the program. Does the Contractor have sufficient bonding capacity and track record to protect MKE in the event of default?</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL SCORE** (maximum = 150)

Contractor: __________________________________________
Evaluator: ___________________________________________ Date: __________________
APPENDIX B - AIRPORT SITE PLAN