



Request for Proposal

Aviation Planning Professional Services
Airport Master Plan

Closing Date: February 21st, 2020

Time: 2:00 PM AST

Airport Master Plan

Project Description

The mandate of the Saint John Airport Authority (SJAA) is to operate the Saint John Airport to serve the travel needs of the residents of southwestern New Brunswick. The SJAA has a 60-year ground lease with the Government of Canada for financial and operational control of the Saint John Airport (YSJ). The airport is a key element in the economic and social development of Greater Saint John. It is a key link for business, residents, and visitors and is essential to the continued economic growth of the region.

Transport Canada requires the Saint John Airport Authority to submit a long-term Master Plan for the Saint John Airport (YSJ) every 10 years. This is stipulated in the Transport Canada Ground Lease. The Master Plan serves as a blueprint for the future development of YSJ. This plan is a description of the most appropriate development options regarding land use, facilities and services required to ensure the airport meets its strategic objectives including accommodating expected levels of traffic over the next 20 years.

The Planning process includes analysis of current and projected passenger and aircraft activity, and future requirements in the following areas:

- Airfield infrastructure
- Passenger terminal and air cargo facilities
- Ground access, transportation and parking
- Airport operations and support
- Commercial development
- Environmental
- Airport community interface, and
- Airport land use planning

The Master Plan focuses on addressing broad airport infrastructure needs and provides guidelines for development in the short term (5-years), medium (10-years) and long (20-years) term.

SJAA views the Master Plan as much more than just a requirement of the Ground Lease. There are many direct and indirect benefits that can be realized from executing a Master Planning exercise with appropriate resources, time, and stakeholder engagement, some of which are listed below:

- Proactive asset planning for the airport and protecting land for the different types of assets required
- Future collaboration with airline interests
- Increased public and government relationship building which in turn results in prospective project investment
- Improved awareness and buy-in from employees and tenants on SJAA decisions
- Support in the development of a sustainable brand which drives sustainable airport growth and business decisions

The intent of this request for proposal (RFP) is to hire a qualified consulting firm to provide professional services for completion of the SJAA Master Plan and Land Use Plan as specified in article 7 of our Ground Lease with Transport Canada.

Scope of Project

This Scope of Work is intended to assist the consultant in determining the general requirements for the Project. It is not intended to be all-inclusive and does not relieve the consultant from developing a complete work method. Adjustments in the course of project delivery are normal and are to be expected.

The following is a general description of the scope of consulting services required for this project. These services may be provided by one company or by separate consultants as part of a comprehensive team.

No.	Project Scope
1	Project Management <ul style="list-style-type: none"> • Project management services • Complete Master Plan document • Public Master Plan document • Master Plan submission
2	Engagement <ul style="list-style-type: none"> • Stakeholder engagement plan • Public / Stakeholder engagement • Collection, analysis and summary report of stakeholder feedback
3	Airport History, Mission and Economic Impact <ul style="list-style-type: none"> • Economic impact • Airport and Regional Context • Corporate mission • Master Plan objectives
4	Land Use Plan <ul style="list-style-type: none"> • Review existing land-use plan • Revise the land-use plan
	Specific requirement: <i>Airport Zoning Regulations – Recommend actions related to rezoning in consideration of TP312 5th edition requirements as well as any known or forecast local developments, such as development of wind farms</i>
5	Airport Activity <ul style="list-style-type: none"> • Annual aircraft movement forecast • Annual passenger forecast
6	Airport Environment and Environmental Impact <ul style="list-style-type: none"> • Environmental and Sustainability priorities • Environmental management system overview • Environmental Impacts (existing and future)
	Specific additional requirement: <i>Glycol Management - prepare an evaluation of current practices related to aircraft de-icing and anti-icing. Comment on any potential environmental risks associated with current practices. In consideration of current risks as well as potential regulatory changes, propose practical next steps for the airport's glycol management infrastructure and program. This section should be prepared such that it can be referenced as an excerpt to the plan.</i>

7	Airfield Infrastructure <ul style="list-style-type: none"> • Infrastructure assessment • Capacity analysis • Airfield development
8	Terminal Infrastructure <ul style="list-style-type: none"> • Infrastructure assessment • Capacity analysis • Terminal development
9	Groundside Infrastructure <ul style="list-style-type: none"> • Infrastructure assessment • Capacity analysis • Groundside/ Business Park development
10	Noise Management Plan

Available Background Information

In developing the Master Plan, the successful proponent will have access to a variety of documents, including:

- Saint John Airport Master Plan (2010 - 2030) (*including Land Use Plan*)
- Saint John Airport Master Plan (2002)
- Saint John Airport Strategic Plan 2020 -2024
- Business Plan for 2020
- 2018 Annual Report (available at www.saintjohnairport.com)
- Saint John Airport Economic Impact Study (2016)
- Master Plan - Ground Lease Requirements

Stakeholder Engagement Strategy

The purpose of stakeholder engagement for the Master Planning process includes the following:

- To build support for SJAA’s vision of the airport’s mandate, its future development, and the strategic plan.
- To give stakeholder groups the opportunity to provide feedback on master planning, reinforcing SJAA as an open and engaged partner.
- To raise awareness about SJAA’s economic impact and its current and future role in building the economy.
- To demonstrate SJAA alignment with municipal/provincial/federal economic development and sustainability goals.

The development of the Master Plan is to include a comprehensive community consultation process. It is anticipated the successful proponent will engage with stakeholders on a minimum of three opportunities:

- 1) Preliminary consultations to solicit stakeholder view and input
- 2) Public presentation of conceptual options and vision for the future
- 3) Presentation of the Airport Master Plan

Proponents must specifically address the importance of communicating the Airport Master Plan with stakeholders in the surrounding communities. Proponents must provide a proposed work plan and clear description of how the proponent’s teams will engage with these stakeholders.

The key stakeholders SJAA will focus on for Master Plan engagement include

- City of Saint John and regional municipalities (Administration)
- City of Saint John and regional municipalities (private citizens)
- Federal government and related agencies
 - Transport Canada
 - CATSA
 - CBSA
 - NAV Canada
- Air terminal and airport land tenants
- Air carriers

External stakeholders are to be engaged from the beginning of the Master Planning process to the end. The proponent will be required to clearly document all consultations held as well as demonstrate how the feedback was incorporated in to the final Master Plan. Engagement tools anticipated to be use would include:

- Public meetings
- News releases
- Online surveys (public)
- Social media

Scheduling and Reporting

The consultant is expected to meet the following schedule:

Milestone	Date	Comments
Proposal Submission Due	Friday, February 21, 2020	
Contract Award	Friday, February 28, 2020	
Project Kick-off	March 9 – 13, 2020	Date to be included in proponent proposal schedule
Public Meeting #1	Wednesday, May 13, 2020	Public meeting in conjunction with AGM of SJAA
October Board Meeting	Wednesday, October 28, 2020	Share draft results to date
November Board Meeting	Wednesday, November 25, 2020	Share Final draft of Report
Final Report	Wednesday, December 2, 2020	Final Report Issued

A work plan should be submitted as part of the proposal detailing the proposed methodology and a schedule of events

Project Administration

Project Contact

The SJAA project contact will be the Director of Finance and Administration for all phases of the Consultant’s work. The Director of Finance & Administration will engage any other required SJAA members, as required.

General Project Deliverables

General deliverables shall include presentations, progress submissions, summaries, reports, drawings, schedules, etc.

All drawings shall be prepared in AutoCAD DWG format and all written material such as the Airport Master Plan, reports, schedules etc. in Microsoft Word/Excel.

Media

The Consultant shall not entertain nor respond to any request for project related information or questions arising from the media. All such inquiries are to be directed to SJAA project contact.

Meetings

The Consultant shall arrange meetings as required to meet the Project schedule. Such meetings shall include, as needed, representatives from the Consultant's team, SJAA personnel, and the user group.

The Consultant shall attend these meetings, record the issues and decisions, and prepare and send minutes within forty-eight (48) hours of the time of the meeting to the Director of Finance and Administration for approval and/or correction before distribution to all parties.

Submission of Proposal

The proposals will be evaluated based on both technical aspects as well as cost. The evaluation criteria are shown in Appendix A. **Proposals must be received on or before 2:00 pm (AST) February 21, 2020.** In the interest of time proposals may be submitted by email with two separate files clearly named "technical proposal" and "cost proposal".

Concise/Brief technical proposals should include the following information:

1. Understanding of the Project
2. The scope of Services to be provided
3. Work Plan and Schedule
4. Qualifications and Experience of the Project Team

This information links to the scoring rubric found in Appendix A.

The two proposals must be emailed separately, clearly marked "cost proposal" and "technical proposal". The cost proposal must include a firm fixed lump sum fee for all costs associated with this work. This fee is to include all applicable taxes, labour costs, out of pocket expenses such as travel, printing, courier, computer, fax and telephone costs as well as any and all professional services to be obtained outside the firm. Appendix B is the Cost Proposal Form to be used in the cost proposal submission envelope. Additionally, a rate schedule is requested in an accompanying table to facilitate potential extra work.

The Saint John Airport Authority does not, by virtue of this RFP, commit to an award of this project, or to accepting the lowest or any proposal submitted.

The Saint John Airport Authority reserves the right to reject outright any proposal it deems as non-compliant to the requirements of this RFP.

The Saint John Airport Authority reserves the right, to award this proposal in any manner deemed to be in the best interest of the Saint John Airport Authority.

All proposals must be directed to:

Greg Hierlihy
Director of Finance and
Administration
Saint John Airport Authority Inc.
4180 Loch Lomond Road
Saint John, NB E2N 1L7
e. ghierlihy@sjairport.ca

Consultant Qualifications

Brief Proposals must demonstrate that the bidder has the necessary knowledge and experience to complete the project scope. Favorable consideration will be given to bidders demonstrating local knowledge and utilizing qualified local talent to carry out this engagement.

Contractual and Insurance Requirements

The successful consultant upon award must provide proof of insurance as stipulated in Appendix C. These requirements are mandated by the terms of our ground lease with the Federal Government. These contractual requirements form part of the Terms of Agreement of this engagement.

Contractual Administration

Payments may be made on a Project Schedule basis or Lump Sum upon completion of project whichever is most convenient for the successful bidder. The proposal must include a firm fixed price for all costs as indicated above (HST is to be shown separately).

Pre-Bid Submission Questions

Questions regarding this Request for Proposal must be received by Monday February 3rd and should be directed to:

Greg Hierlihy
e. ghierlihy@sjairport.ca

Simple clarifications from a prospective consultant that has no bearing on the outcome of the evaluation process may be answered verbally. Should a clarification be required, which in the view of the SJAA could have a bearing on the outcome of the evaluation process, it will be documented by the SJAA and issued to all prospective consultants as an Addendum to the RFP. Prospective consultants are required to sign and date each and every Addendum received and submit a copy of the same to the SJAA as part of the Proposal submission.

Appendix A

Selection Criteria

Technical Proposal

<u>Technical Proposal Evaluation Criteria</u>	<u>Points Allocation</u>
Understanding of the Project Demonstrating an understanding of the scope of the work, technical requirements, and potential constraints.	10
Scope of Services The extent to which the proposed methodology fulfills the scope of work	15
Work Plan and Schedule The adequacy of the work plan to meet all project requirements and meet the proposed schedule	20
Qualifications and Experience of the Project Team The level of qualification, experience, and capability of the proposed team, including consideration for local team members as well as related past project work	25
Total	70

The technical proposal will be reviewed and a score assigned to each of the four evaluation criteria described above. The technical proposal evaluation criteria are scored out of a possible 80-point total.

Cost Proposal Evaluation Criteria

The cost proposal will only be reviewed once the evaluation of the technical proposal has been completed. Cost proposals not providing a firm fixed price on the following form found in Appendix B (as defined under the Submission of Proposal Section) will not be considered.

A total possible 30 points may be allocated based on the following distribution.

- 30 points for the Lowest Cost Proposal
- 27 points for all Proposed Fees < or = 110% of the Lowest Proposed Fee
- 24 points for all Proposed Fees < or = 120% of the Lowest Proposed Fee
- 21 points for all Proposed Fees < or = 130% of the Lowest Proposed Fee
- 18 points for all Proposed Fees < or = 140% of the Lowest Proposed Fee
- 15 points for all Proposed Fees < or = 150% of the Lowest Proposed Fee
- 12 points for all Proposed Fees < or = 160% of the Lowest Proposed Fee
- 9 points for all Proposed Fees < or = 170% of the Lowest Proposed Fee
- 6 points for all Proposed Fees < or = 180% of the Lowest Proposed Fee
- 3 points for all Proposed Fees < or = 190% of the Lowest Proposed Fee
- 0 points for all Proposed Fees more than twice the Lowest Proposed Fee

The proposal with the highest combined score of technical and cost proposals will be considered the preferred proposal.

Appendix B

Cost Proposal Form

(Include within Envelope/File #2 of Proposal Submission)

Description	Firm Price Fee
Master Plan Total Cost	
Expenses	
Total (pre-tax)	
HST @ 15%	
Total Firm Fixed Price	

*Provide a rate sheet for any additional services that may be required.

Appendix C

Contractual Requirements

The successful bidder (Consultant) must provide proof of insurance as stipulated below prior to the commencement of work on this project. The Consultant shall, at the Consultant's sole cost and expense, provide and maintain the insurance coverage specified herein. Unless otherwise stipulated, the duration of each insurance policy shall be from the date of commencement of the Work until the date of the final completion. The policies to be placed and maintained by the Consultant are:

Insurance

(a) Consultant Equipment Insurance

"All risks" contractors' equipment insurance covering owned and non-owned mobile equipment, property and construction tools, machinery and equipment used by consultant for the performance of the services, including boiler insurance on temporary boilers and pressure vessels (if applicable), in a form and with Insurers' reasonably acceptable to the Airport Authority and prohibiting subrogation against the Airport Authority and any party insured by a policy provided by the Airport Authority pursuant to this Section and endorsed to provide the Airport Authority with not less than 30 days' prior notice by registered mail in advance of cancellation, material change or amendment.

(b) Automobile Liability Insurance

Automobile liability insurance with respect to automobiles used directly or indirectly in the performance of the services and which are owned, leased, chartered or used by the consultant and covering liability for bodily injury, death and damage to property with a limit of not less than \$2,000,000 inclusive for each and every loss, in a form and with Insurers' reasonably acceptable to the Airport Authority and prohibiting subrogation against the Airport Authority and any other contractor or subcontractor or other consultant engaged on the project and providing for not less than 30 days' prior notice by registered mail in advance of cancellation, material change or amendment restricting coverage. The automobile liability policy may contain exclusionary language relative to liability incurred while vehicles are operating within the airport security fence ("airside").

(c) Professional Liability

Professional liability insurance for the benefit of consultant and other professional persons, firms, and corporations, including executive officers, directors, shareholders or employees of such firms and corporations, as the Airport Authority may determine with an aggregate limit of liability per the calendar year of \$2,000,000 on a claims-made basis. Subject to the terms, conditions and exclusions of the policy, the policy will provide a cross liability clause, a severability of interest clause, a 45-day notice of cancellation clause and a twelve (12) month discovery period. This policy must be maintained until two (2) years after Substantial Performance of the Work.

(d) Valuable Papers

Valuable Papers coverage in an amount at least equal to the cost to reproduce or replace maps, drawings, specifications and any other material relating to this Contract.

(e) Workers' Compensation

Consultant shall at all times pay or cause to be paid any assessment or compensation required to be paid pursuant to the Workers' Compensation Act and upon failure to do so, the Airport Authority may pay any such assessment or compensation to the Workers' Compensation Board and the amount of such payment shall, at the option of the Airport Authority, be payable by consultant to the Airport Authority on demand or the Airport

Authority may deduct the amount of such payment from any monies then or thereafter becoming due and payable to the consultant under the agreement.

The consultant shall at the time of entering into this agreement, deliver to the Airport Authority a statutory declaration sworn by a director or officer of the consultancy stating that all assessments or compensation payable to the Workers' Compensation Board have been paid and the Airport Authority may at any time during the performance and upon completion of the work require a further similar statutory declaration. Consultant unconditionally guarantees to the Airport Authority full compliance with the conditions, regulations, and laws relating to workers' compensation by itself and by all contract service suppliers.

The Consultant, by way of contract, shall require each of contract services suppliers to provide, maintain and pay for the insurances equivalent in scope and terms (including as to notice and waiver of subrogation) to those required of the consultant as set out in this Section.

The Consultant, by way of contract, shall require each of the contract service suppliers to assent to and comply with all duties, obligations, releases and indemnities, all as to the Authority, as set out in this Section.

All insurances to be provided by consultant and contract service suppliers shall be primary and non-contributing and shall be maintained continuously from the commencement of the services until 10 days following the date of total performance of the work

The Consultant shall provide the Airport Authority with certified copies of all policies of insurance to be provided by consultant or contract service suppliers, as the case may be. Approvals of any policy of insurance by the Airport Authority shall in no way relieve consultant of its obligations.

If the consultant fails to provide, maintain or pay for insurances as herein required, the Airport Authority shall have the right, but not the obligation, to provide, maintain and pay for such insurances and give evidence thereof to consultant, in which case the cost thereof shall, at the option of the Airport Authority, be payable by consultant to the Airport Authority on demand or the Airport Authority may deduct such costs from monies which are then or thereafter become due and payable to consultant under the agreement.

Indemnification

The Consultant shall defend, indemnify and hold harmless Airport Authority and all directors, officers, agents, servants and employees of Airport Authority from and against any claim, demand, expense (including legal fees and disbursements), lien, award or liability:

- (a) in connection with supply and provision of the services under this agreement and all related matters, including injury or death to anyone including contract service suppliers, loss or damage to property whether belonging to consultant or anyone else, any claim or matter in dispute between consultant and any contract service supplier, and any failure or deficiency by consultant in supplying and providing the services; and
- (b) in connection with any claim on account of infringement of any copyright, patent, trademark, industrial design, trade secret or other intellectual property rights, or of any obligation of confidentiality, in connection with the services or work product or parts or materials supplied by the consultant.
- (c) Consultant shall endeavor to provide a hold harmless clause for the benefit of the Airport Authority and all directors, officers, agents, servants and employees of the Airport Authority in connection with (a) and (b) above.

Proof of Insurance

The Consultant shall, seven (7) days prior to the commencement of the Work, furnish to the CAA certified certificates of insurance signed by an authorized representative of the insurer evidencing proof of coverage. Receipt by the CAA of the certified certificates shall in no way constitute confirmation by the CAA that the insurance complies with the requirements herein.

Responsibility for ensuring that the insurance coverage outlined is in place and is maintained, rests solely with the Consultant.

The Consultant shall require its Sub-consultants to provide insurance, where required, and the Consultant is responsible for obtaining and forwarding to the CAA, the appropriate signed certificates of insurance

Commencement of Services

Neither the Consultant nor its Sub-consultants shall begin the Work until necessary proofs of insurance have been furnished to, and approved by, the CAA.

Maintaining Insurance

If the Consultant or its Sub-consultants fail to place or maintain insurance as required herein, the CAA shall have the right to but is not obligated to place and maintain insurance as required herein. The Consultant will pay all premiums and other costs incurred by the CAA, to the CAA on demand, or failing payment such amounts may be deducted by the CAA from any amount then or thereafter due to the Consultant.

Additional Insurance

From time to time at its discretion, by written notice to the Consultant, the CAA may require the Consultant to procure or maintain additional insurance if required.

Consultant's Liability Preserved

The provisions called for herein do not diminish, limit or otherwise affect the liability of the Consultant to the CAA under or in relation to any other provisions of the Contract.

Appendix D

License to Use Plans and Specifications

_____ hereby grants to Saint John Airport Authority Inc., its successors and assigns, and Her Majesty the Queen in Right of Canada as represented by the Minister of Transport (hereinafter the “Grantees”) an irrevocable license of all drawings, plans, reports and specifications (hereinafter the “Technical Property”) created or used for the projects listed below.

_____ agrees the irrevocable license granted to the Grantees shall consist of the right, without further consent or payment, to use the Technical Property for any purpose or purposes related to the projects listed below including: to use, make and distribute copies, in whole or in part, of the Technical Property; to authorize any party designated by the Grantees to use, make or distribute copies, in whole or in part, of the Technical Property; and to make alterations, and authorize any party designated by the Grantees to make alterations, to the Technical Property.

_____ warrants to the Grantees that it is the owner of the copyright in the Technical Property used for the projects listed below.

Nothing in this Agreement shall give the Grantees any right, title, or interest in the Technical Property other than the right to use the Technical Property in accordance with the terms of this Agreement.

Project: Aviation Planning Professional Services
Airport Master Plan

Signed this _____ day of _____, 2020

Print Name

Signature

Appendix E

Terms of Agreement

The Consultant hereby agrees to perform the work as described in the request for proposal and in accordance with the consultant's proposal.

Project: Aviation Planning Professional Services
Airport Master Plan

Consultant

Print Name

Signature

Position

Date

Witness

Print Name

Signature

Saint John Airport Authority

Print Name

Signature

Position

Date

Witness

Print Name

Signature