

**TUCSON AIRPORT AUTHORITY  
NOTICE OF REQUEST FOR PROPOSALS FOR SOFTWARE (SaaS)**

1. Title of Project: 10322466 Airport Management System Modules

2. Owner: Tucson Airport Authority

7250 South Tucson Boulevard, Suite 300  
Tucson, AZ 85756  
(520) 573-5173  
Attn: Aaron Shepherd

3. General Description of Services: The Tucson Airport Authority (“TAA”) invites interested engineering firms to submit a Proposal in response to the Request for Proposal (“RFP”) for Software (SaaS) Services required for 10322466 Airport Management System Modules.

4. General Description of Project: The Tucson Airport Authority (TAA) seeks an Airport Management System (AMS) solution to streamline airport operations by replacing multiple, disconnected applications. The solution must have various modules that all interact with each other with the ability to add modules as required. Sharing data between these modules will allow TAA to be more efficient with data located in a single vendor solution. The solution will understand the processes and functions that support regulatory compliance and the functions in managing airport activities in both field and office environments.

5. Location of Work: Tucson International Airport  
7250 S Tucson Blvd Ste 300  
Tucson, Arizona 85756

6. RFP: Written copies of the RFP are available for review at TAA’s Procurement Services Division, and/or a hard copy (or PDF) may be obtained from that office without charge. To request a copy, contact Matti Garry, mgarry@flytucson.com. The RFP contains the instructions, terms and conditions, forms, and other information relating to the RFP, including, but not limited to, the number of persons or firms to be included on the final list, the selection criteria to be used by the selection committee to select the person or firm to perform the services, the relative weight of the selection criteria, information regarding interviews, and the number of contracts to be awarded.

7. Date and Time for Submission of Proposal: Written Proposals will be received by TAA until 2:00 p.m. Local Tucson Time on Wednesday, May 21, 2025, attention Sara Perry, Procurement Administrator at the TAA Administration Offices, Tucson International Airport, Third Floor, 7250 South Tucson Boulevard, Suite 300, Tucson, Arizona 85756. One (1) original and five (5) copies of the Proposal shall be required to be addressed and delivered to TAA on or before the day and hour set for receipt. A Proposal may be withdrawn by written request any time before the scheduled time and date for receipt. Any Proposal submitted after the designated date and time will not be accepted or considered.

8. Pre-Proposal: A Pre-Proposal meeting for the project will be held on Tuesday, May 6, 2025, at 11:00 a.m. at the Tucson Airport Authority IT Office, Annex Training Room at 7005 S Plumer Ave, Tucson, AZ 85756. To attend virtually please contact Sara Perry at [sperry@flytucson.com](mailto:sperry@flytucson.com) for link to TEAMS meeting. At this conference, TAA staff will discuss the scope of services, the proposed date for interviews, the selection process, and respond to questions about the RFP.

9. Costs of Responding to the RFP: Any and all costs associated with responding to this IRP or providing a Proposal shall be borne solely by the interested person or firm.

10. TAA's Right to Reject for Any Reason: TAA reserves the right to reject any or all Proposals, any other Proposals or submissions, to cancel the RFP, or to withhold the award of any contract relating to the RFP for any reason which TAA determines.

11. Interest List: TAA maintains an interest list consisting of all design professionals, contractors, subcontractors/subconsultants, and major suppliers who have bid on airport projects. Each firm must complete and submit, with its submittal, information with respect to such firm in the form included in the solicitation documents. The listing of a firm on any TAA interest list is not an endorsement of that firm and does not indicate that the firm has been pre-qualified for airport work.

12. Civil Rights Title VI Solicitation Notice. The Tucson Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

13. DBE: It is the policy of TAA to ensure that Disadvantaged Business Enterprise firms ("DBEs") have a fair and equal opportunity to participate in TAA's contracts. Specifically, it is the goal of TAA to ensure that, to the extent reasonably possible and consistent with other legal requirements that: (a) DBEs are not discriminated against in the award and administration of TAA's contracts; (b) a level playing field is created on which DBEs can compete fairly for TAA's contracts; and (c) any barriers to the participation of DBEs in TAA's contracts are removed. A copy of this policy is available upon request. Although disadvantaged business enterprise participation in this project is not required, TAA strongly encourages Respondents to voluntarily seek out and consider subconsultant opportunities with certified DBEs so that DBEs have a fair and equal opportunity to participate in TAA's contracts. **As a matter of responsiveness, firms must complete and submit the provided Statement of Proposed DBE Utilization" form provided in Attachment 2 with its submittal, even if no DBE participation is expected.** TAA recognizes current DBE certifications by the ADOT, City of Phoenix, and City of Tucson. For information regarding DBE firms recognized by TAA, or if you have any questions about TAA's DBE Program, please contact Bert Resimont, TAA DBE Liaison Officer, at 520-573-8100.

14. Legal Requirements: The services to be performed will be subject to the provisions of Title 34 of the Arizona Revised Statutes (A.R.S. § 34-101, *et seq.*, as amended). All persons or firms submitting a Proposal and their subconsultants must be duly licensed to perform the work at the time the Proposal is submitted (or exempt from licensing requirements) pursuant to all applicable laws, rules, and regulations. If a licensing exemption is claimed, the person or firm must set forth the basis for the claimed exemption in writing at the time the Proposal is submitted. In addition, the proposed project will be paid for in part with monies to be received from ADOT. For grant funded projects, additional terms and conditions may apply as set forth in the IRP and proposed Contract Documents.

14.1 Federal Requirements. Any person or firm submitting a Proposal in response to the IRP must certify compliance with the trade restriction requirements set forth in 49 CFR Part 30 and will be required to comply with the requirements in any resulting contract. Any person or firm submitting a Proposal in response to the IRP must certify compliance with the prohibitions found in Appendix A of 49 CFR Part 20.

The successful Respondent to this IRP will be required to assist TAA to ensure compliance with multiple federal requirements, including but not limited to those found in Section 6002 of the Solid Waste Disposal Act, as amended, and the regulatory provisions of 40 CFR Part 247.

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