



Norfolk International Airport

Security System Consulting Services – Various Tasks

Scope of Services

The selected consulting team will develop a comprehensive Request for Proposals (RFP) to allow the Authority to competitively procure a system integrator/maintenance provider for the existing security systems, including access control, video management, and associated systems.

At the request of the Authority, the consulting team may also provide technical and project management consulting services, integration of third-party systems, testing, training, development of additional RFPs, and support for other security-related systems, such as computer-based training and gunshot detection systems.

The approach toward the various projects, including RFP development, will follow four (4) key phases:

Phase 1 – Project Initiation, Kick-Off Meeting, and Site Survey

This phase will initiate the project, identify relevant Authority stakeholders, and conduct site surveys (IT comm rooms, equipment status, inventory, etc.).

Deliverables:

- Project-specific preliminary survey questionnaire
- Kick-off meeting materials, including agenda, sign-in sheet, presentation, and meeting notes

Phase 2 – RFP Requirements and RFP Package Development

This phase will define system specifications and requirements for inclusion in the RFP.

Deliverables:

- Specifications requirements, including maintenance schedules, SLAs, task order definitions, license management, integration requirements, spare parts provisioning, reporting, data security, contractor certifications, and more
- Final RFP package delivery

Phase 3 – Procurement Assistance

This phase will assist the Authority in evaluating proposals and selecting a vendor.

Deliverables

- Proposal reviews and recommendations
- Support in pre-proposal meetings, site inspections, technical clarifications, and interviews

Phase 4 – Technical Project Management as Owner’s Representative (Ongoing)

The consulting firm will manage the selected provider’s tasks, ensuring contract compliance, system maintenance, and quality control.

Cost Proposal – RFP Development

Phase/Task	Consultant Rate (\$/Hour)	Principal Rate (\$/Hour)	Travel & Expenses (per trip)	Total Cost Per Phase	Timeline (Weeks)
Phase 1 – Project Initiation					
Phase 2 – RFP Development					
Phase 3 – Procurement Assistance					
Total for Phases 1-3					
Phase 4 – Ongoing Project Management (Annual)					

Proposal Submission Requirements

Interested firms should provide a detailed pricing proposal for the services outlined in Phases 1-4. The proposal should include:

- Hourly rates for key personnel
- Estimated total cost for each phase



- Any applicable travel and expense costs
- Assumptions or exclusions affecting pricing
- List two (2) clients who would provide references for Respondent where comparable services have been provided.

Additional Considerations

1. Fees should be based on available project details and may be subject to adjustments if additional requirements arise.
2. The consultant will assist with operational and user acceptance testing.
3. The Authority will provide necessary reference documents and RFP templates.
4. Hands-on system installation, integration, data migration, and operational testing are not included.
5. The Authority's technology department will specify any required hardware, software, and network components.

Proposal Instructions

Norfolk Airport Authority invites interested firms to submit proposals in response to this Informal Request for Proposals (RFP) for Security System Consulting Services. To be considered proposals must be submitted via email to Procurement at procurement@norfolkairport.com no later than February 20, 2025, at 5:00 PM EST.

For any questions or clarifications, please contact Captain Pete Slovensky at 757- 857- 3415 or pslovensky@norfolkairport.com .

We appreciate your interest and look forward to your response.

By: _____

Printed Name: _____

Title: _____

Date: _____