



Request for Proposal

New Application Programming Interface and Web Application for Bermuda Weather Service

Bermuda Airport Authority

RFP Release Date: Friday 13 August 2021

Submission Due Date: Wednesday 15 September 2021



Summary: RFP in a Page

The Bermuda Airport Authority (the “Authority”) is soliciting proposals from professional technology development firms to design, develop, implement, and support a new Application Programming Interface (“API”) and associated web app for the Bermuda Weather Service (www.weather.bm), replacing the existing website.

The Authority wishes to obtain professional assistance for a comprehensive technical solution – including an Application Programming Interface – that is compatible with modern computer and mobile platforms and meets the following criteria:

- a) Easy to navigate with an effective, clean user-friendly interface,
- b) Visually attractive using contemporary, “on-brand” design features and colors,
- c) Technically robust and stable to accommodate periods of heavy utilization,
- d) Scalable to include additional weather and climate products,
- e) Supports the placement of third-party sponsor advertising banners/web links, and
- f) Easy to administer, update, and maintain.

Expected Timeline

The dates below outline the tentative schedule for the RFP process. While the Authority will make every attempt to meet the dates below, we reserve the right to modify dates as desired.

RFP Release date	Friday, 13 August 2021
Notice of Intent to Bid due	Wednesday, 25 August 2021
Deadline to submit all questions	Wednesday, 1 September 2021
Submission due date	Wednesday, 15 September 2021

RFP Administrators

For additional information or to address any questions you may have throughout the process, please contact us at rfp@airportauthority.bm. The RFP process will be administered by:

Justin Simons
Chief Administration Officer
Bermuda Airport Authority

Carlos Lee
Chief Financial Officer
Bermuda Airport Authority



1. The Opportunity

1.1 Objective

The Authority is soliciting proposals from professional technology development firms to design, develop, implement, and support a new API and associated web app for the Bermuda Weather Service (www.weather.bm).

The Authority wishes to obtain professional assistance for a comprehensive technical solution – including an Application Programming Interface – that is compatible with modern computer and mobile equipment platforms. An API is intended to add value to BWS by facilitating the better use of its data and information and will support the distribution of data used in a range of applications from immediate dissemination of weather forecasts and warnings; to the provision of real-time atmospheric observations and imagery; to longer term archives for climate research purposes. The desired API should meet the following criteria:

- a) Easy to navigate with an effective, clean user-friendly interface,
- b) Visually attractive using contemporary, “on-brand” design features and colors,
- c) Technically robust and stable to accommodate periods of heavy utilization,
- d) Scalable to include additional weather and climate products,
- e) Supports the placement of third-party sponsor advertising banners/website links, and
- f) Easy to administer and maintain.

1.2 Organizational Overview

1.2.1 Bermuda Airport Authority

The Bermuda Airport Authority (the “Authority”), a Government of Bermuda quasi autonomous non-Governmental organisation, was legislatively established on March 2, 2017, through the Bermuda Airport Authority Act 2017.

As the owner of the L.F. Wade International Airport, the Authority delivers a range of essential air navigation services including air traffic control, air traffic engineering, aeronautical information, airfield equipment maintenance, and meteorological forecasting and reporting. Additionally, the Authority is responsible for regulating airport fees and charges.

The Authority also protects Bermuda’s interests and oversees – on behalf of the Government of Bermuda – the performance of Skyport in its 30-year concession agreement to build, finance, operate, and maintain the airport passenger terminal facilities.

For additional information, please visit the Authority’s website at www.airportauthority.bm.

1.2.2 Bermuda Weather Service

The Bermuda Weather Service (“BWS”) – a section of the Authority – is a 24-hour operational weather service. The section’s primary focus is aviation and public safety, through the accurate, timely, and reliable communication of key weather information. BWS is officially recognized as the Island’s National Meteorological and Hydrological Service, providing aviation, public, marine, and tropical weather observations, forecasts, warnings, and climatological services.

BWS is led and managed by a Director, BWS. The Director reports to the Authority’s Chief Operations Officer, and is supported by a Deputy Director, a Systems and Database Administrator, five Meteorologists (Forecasters), and five Meteorological Technicians (Observers). BWS staff work closely



with many local agencies such as Bermuda's Emergency Measures Organisation and with many international agencies such as the US National Hurricane Centre.

Operational staff at BWS gather information from a variety of sources, including local observations and observing systems (including the Doppler weather radar system and other automated weather observation systems), satellite data, the UK Met Office, and the U.S. National Weather Service.

1.3 Existing BWS Website and Data Management

The BWS website – weather.bm – is over 15 years old in its current format. It is the organization's primary method of communicating weather, marine, and other essential safety information to the aviation and public communities. Although the current website is one of Bermuda's most visited and popular sites, it is outdated for the way many of Bermuda's residents obtain their weather information; it is not optimized for touchscreen and handheld devices.

BWS also supplies weather information to the general public via other media, including an active Facebook page (www.facebook.com/BermudaWeatherService), three local weather-dedicated television channels, dedicated phone lines with pre-recorded weather information, and relays through Marine VHF radio.

Data has been described as the lifeblood of a meteorological service and is key to advancing the Authority's strategic priorities for evolution of the public weather and climate service functions performed by BWS. The systems supporting the flow of data are managed by the BWS Systems and Database Administrator (SDBA), utilizing technology infrastructure supported by an external IT consultant. While the existing data management function is adequate, users' need for more (and more complex) data, in addition to the need for greater analytics, product development, and the stewardship of increasing volumes of data, is likely to place more demands on the Authority's existing resources.

Currently, BWS-generated data is not managed internally by an API, and online weather data services are not optimized for application development or commercial activities. This has proved challenging towards the prospect of developing a new web app using in-house resources. An API would provide a platform for new product development and optimization of the delivery of existing data and imagery.

Given the Authority's public service mandate and its role as the lone weather-information provider for the Island, BWS information – via its online services and other media – must remain available, stable, and easy to access across the range of modern IT and telecommunication platforms.

1.3.1 Desired outcomes for a new API

The Bermuda Weather Service generates a wide range of meteorological and climatological products, from routine aviation code-formatted text-based messages, to graphical imagery and instrument output of real-time measurements of meteorological parameters at regular intervals. As such, an API needs to be capable of handling large quantities of routine data types on the order of minutes. In addition, it is tasked with pushing alerts and warnings on an as-needed basis, dependent on rapidly changing weather conditions, thus the desired API needs to be adaptable to handle shorter-term data flow needs on an ad hoc basis, and scalable to be able to manage different data types.

In shaping the final form of the API, the Bermuda Weather Service is open to recommendations from the successful bidder based on their knowledge, experience, and industry best practice. In making data and functionality available through the API, the following should be taken into consideration:

- The 24/7 nature of the BWS operation, especially the need for:
 - Ongoing 24/7 support
 - Hosting in a high availability environment with minimal downtime
 - Stability of performance and continual functionality (reductions of which will be quickly noted by end-users)
- The API should have an ability to authenticate users with restrictions on the availability of certain data in a streamlined manner, and limit the rate at which data can be acquired (e.g., 120 downloads per minute for a specific user)
- Usage information needs to be collected & analysed and made available via an interactive online interface
- The API should make use of standard formats for data exchange (e.g., JSON, XML, CSV, etc.)
- The API should be well documented – this should be available online and include detailed examples and guidance on how to acquire data.

1.3.2 New Web Application: Objectives, Content, and Features

The objective of the new web app is to ensure the provision of BWS information to the public across multiple platforms in an attractive, stable, accessible, modern, and user-friendly format.

The Authority expects all RFP respondents to familiarize themselves with the current BWS website and related media products and for their submissions to reflect this familiarization. As general guidance, the new design must include the content on the existing site, summarized below:

- a) Current and forecast weather conditions,
- b) Graphics:
 - i. RADAR and satellite imagery,
 - ii. Observation charts and graphs,
 - iii. Marine charts and surface analysis,
 - iv. UV index and web camera,
- c) Warnings, watches, and advisories,
- d) Tropical products and advisories,
- e) Climate data and archive,
- f) Contact and feedback form, and the
- g) Inclusion of important aviation products found on www.weather.bm/aviation.

In addition to the mandatory weather products summarized above the Authority requires a scalable design to accommodate future products and new features. The Authority is considering features listed below and **encourages proposers to think broadly and creatively about other ways for BWS to maximize its value-add through the new web app:**

- a) Emergency home page
- b) Push notifications
- c) E-notifications/e-newsletter signup form
- d) FAQ page
- e) Social media integration
- f) Advanced site search
- g) Blogging platform
- h) Video platform
- i) Online polling platform

1.4 Procurement of Services

The Authority is issuing this request for proposal (RFP) using an open and transparent process. The scope of services for the RFP are outlined in Section 1.7. The Authority's procurement process, as



outlined in this RFP, will comply with our Financial Instructions and other relevant regulations and legislation. We welcome a response from any firms able to meet or exceed our expectations.

1.5 Expectations for Response

Section 1.7 defines the Authority's overall expectations for the BWS web app. By responding to this RFP, you are acknowledging that your firm can execute the project based on the expected deliverables, provide relevant and helpful guidance, as needed, to support the web app and related technology, and submit a detailed budget of expenses required to deliver the desired outcomes. You are also acknowledging that your firm can provide relevant past and current experiences that demonstrate your ability to meet the requirements in the RFP.

1.6 API, Web App Design and Content Ownership

API, web app design, and all content ownership will be transferred to the Authority upon completion of the project.

1.7 Scope of Work

The selected firm(s) will act on behalf of the Authority to design, develop, implement, and support both an API for BWS and a new BWS web app. The selected firm will be responsible for tasks, including but not limited to:

1.7.1 Planning, Development, and Implementation

- Deliver to the Authority a clear and comprehensive API and web application design and development plan outlining key activities, tasks, roles, duties, and project timelines;
- Lead a collaborative effort with designated Authority staff and consultants to execute a proven design and development process from planning and requirements analysis, through design, development, testing, launch, hand-over (as needed) and post-launch activities. The process must include an appropriate, flexible timeline that meets the availability and needs of the Authority;
- Review the Authority's current website hosting arrangement; recommend and implement an appropriate solution for hosting the new web app;
- Guide the Authority through a "zero interruption" transition and migration from the existing site to the new design to ensure site continuity, including any needed archiving; and
- Provide clear and consistent project management, including updates to designated Authority staff to maintain effective stakeholder engagement, clearly define responsibility for key deliverables at each stage, and ensure the efficient and timely completion of project milestones.

1.7.2 Web Application Design and User Interface

- Review the current BWS website and collaborate with designated Authority staff and consultants to provide solutions to enhance usability and end-user experience;
- Present a clean, consistent, and attractive new web app design utilizing a colour scheme and layout representative and appropriate for Bermuda and the Authority's brand;
- Utilize adaptive and responsive design methods to ensure the recommended solution is optimized and consistent for users across the range of modern IT and telecommunication platforms and screen sizes; and
- Ensure the web app and supporting technology are scalable to allow for the addition of new features and weather products.



1.7.3 Support (Backend) technology

- Recommend and successfully implement appropriate software applications, including a proven content management system and application programming interface, to support the new design and effectively deliver web app content;
- Recommend and guide the implementation of any other required technology to ensure the successful development, launch, use, access security and on-going maintenance of the new web app; and
- Review existing BWS links to media platforms beyond the web app to define and implement appropriate and updated links to feed these and various other social media platforms from the BWS databases.

1.7.4 Ongoing maintenance, training, and support

- Develop and provide the Authority with a Service Level Agreement detailing guarantees of customer support, including processes, key contacts, disaster recovery, and other provisions to ensure website functionality;
- Ensure system uptime guarantee of 99.9% and agree with the Authority on appropriate response times and recourse for site issues or malfunctions;
- Ensure availability of qualified support staff to maintain the web app, including live support via e-mail or telephone to meet the 24/7 operational requirements of BWS
- Perform on-going site reviews and health checks to proactively prevent potential challenges and recommend options for the Authority to increase site reliability and performance;
- Recommend and implement an appropriate website data and analytics tools, and supporting processes, to assess website performance and develop opportunities for improving design, structure, reliability, and performance;
- Collaborate with relevant Authority staff providing all necessary training, guidance, and support to ensure the effective transfer of knowledge required to effectively operate, maintain, and update the site. This training should be both structured and periodic as needed and include a timely response to staff inquiries.

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2. The Submission

2.1 Proposer Qualifications

Proposers may include corporations, partnerships, limited liability corporations, or joint ventures. The proposing entity must be the legal entity that will execute the Agreement.

2.2 Submission Requirements

A complete RFP Submission Package covering all components outlined in Sections 2.2-2.2.8 of the RFP is required for your submission to be considered:

Required Information	Due Date	Submit to:
1. Notice of Intent to Bid	Wednesday, 25 Aug 2021	rfp@airportauthority.bm
2. Pre-Bid Questions	Wednesday, 1 Sept 2021	
3. Submission Package (must include):	Wednesday, 15 Sept 2021	
i. Proposer Description		
ii. Demonstrated Experience		
iii. References		
iv. Budget Estimate, Billing Method		
v. Entity Financial Statements		
vi. Conflict of Interest Confirmation		

Format

The Authority will accept hard copy and e-mail submissions. Proposer submission e-mails must include the subject line: “BWS_Website_RFP_Submission_NAME OF PROPOSING FIRM” and include the submission as an attachment to the e-mail in a PDF, Microsoft Word Document or Rich Text File, or Microsoft PowerPoint document.

Hard copy submissions can be delivered by hand or mail to the following address:

Bermuda Airport Authority
Ref: BWS RFP
Bldg. 332 East, 11 Waller’s Point Road
St. George’s DD 03
Bermuda

Deadline and Delivery

RFP submissions must be received by **4:00pm (Bermuda/Atlantic Standard Time), Wednesday, 15 September 2021**. The Authority will send a confirmation e-mail within 24 hours of submission receipt. Submissions received after the deadline will not be accepted.

Please direct all submissions and questions to: rfp@airportauthority.bm

Justin Simons (Chief Administration Officer)

Carlos Lee (Chief Financial Officer)

Please note:

- a) Proposals are solely intended for RFP review and selection. Documents submitted during the RFP process will not be considered the final scope of work.
- b) Costs for developing proposals are entirely the responsibility of the proposer and shall not be reimbursed by the Authority.
- c) All information contained in submissions will remain confidential and property of the Authority.

2.2.1 Notice of Intent to Bid

The Notice of Intent to Bid is a preliminary notice allowing the Authority to gauge interest in the RFP. Proposers must, by **5:00pm (Bermuda Time) on Wednesday, 25 August 2021**, include, in their e-mail or as an attached letter:

- a) Name of proposer (Firm)
- b) Contact person (Individual)
- c) Mailing address
- d) Website
- e) E-mail address
- f) Telephone number
- g) Signature

2.2.2 Pre-Bid Questions

We welcome questions as you consider and develop your submission. Please forward all questions via e-mail to rfp@airportauthority.bm. We will respond to questions via e-mail within two working days of submission. **The Pre-Bid question period will end at 5:00pm (Bermuda Time) on Wednesday, 1 September 2021.** The Authority will not accept questions regarding RFP criteria after this time. Answers to general questions (not specific to an individual proposer or submission) will be shared with all proposers.

2.2.3 Description of Proposer

The description provides background information on your firm. Proposers must provide the following information as part of their RFP submissions:

- a) Company name
- b) Business HQ location
- c) Business address – base of core project team, and business hours
- d) Contact person – name, telephone, e-mail, fax number, and website
- e) Size of organisation (headcount)
- f) Number of clients
- g) List of firm's core competencies and services
- h) List of clients for whom you have provided web app design and development services
- i) Size of core team expected to work on the Authority's project
- j) List of core staff, including role descriptions, resumes, qualifications, and experience
- k) List of website development, support, or hosting services generally out-sourced by the company (if-any)

2.2.4 Submission Contents

Each proposer must provide a thorough, detailed narrative and accounting of their knowledge, experience, and expertise relevant to the scope of work described in this RFP. Proposer submissions should demonstrate, without limitation:

- a) **Past success designing or developing new web apps and APIs:** a portfolio or similar document showcasing no less than three (3) web apps your firm has produced or contributed to that best reflect your ability to meet the expectations in the RFP. Each example must include:
 - o A live URL link (please note only live web apps will qualify for evaluation),
 - o Web app / API name and project description,
 - o Project start and end date,
 - o Details of the specific role the firm played in the project, and
 - o Any additional text or images deemed necessary to describe the work.



- b) **Project plan, methods, and tasks (including pricing):** your proposed API and web app development timeline – from project kick-off through testing, launch, and operations – and detailed descriptions of tasks your firm will undertake to satisfy the Scope of Work. Proposer must detail specific tasks required from the Authority throughout the project and identify what staff role and qualifications are required to complete each task.
- c) **Proposed platforms, technology, and support plan:** a list of platforms and supporting technologies the firm proposes to meet the needs expressed in the RFP. The firms should also describe testing and support plans for various technologies.
- d) **Knowledge of the Authority, the BWS website, and similar websites/web apps:** a description of the firm’s professional knowledge of the Authority and BWS, including details of any innovative solutions proposed to add value and increase features for the BWS web app.
- e) **In-depth knowledge of API and web app development, user experience, and related industries:** any analysis, studies, or guidance – in the form of blog posts, webinars, videos, etc – the firm has produced that showcases the firm’s knowledge of industry trends and best practices.

2.2.5 References

The proposer’s submission must include a minimum of three (3) references from previous clients.

Each reference should include the name of the client organisation, contact details, address and telephone number, and a brief description of the work completed for the client organisation.

2.2.6 Budget Estimate

Each proposer must submit a budget, including a proposed schedule of payments, that includes a break-down of tasks and activities aligned with the Scope of Services. While the Authority recognizes that the final scope of work and resultant costs will be confirmed during the initial discovery phase, we must be made aware of the nature and magnitude of all costs associated with each proposal.

Please outline your proposed method and rate for billing – commission, hourly, etc. – for standard tasks, and include any details of additional costs anticipated for successful completion of the project.

2.2.7 Conflict of Interest Certification

Proposers must certify, as part of their submission, that there is no conflict of interest between any existing or previous contract, client relationship, or other activity that may limit or otherwise impact their ability to represent and advance the needs of the Authority. The proposer must also describe as part their submission, their process of identifying, disclosing, reporting, and addressing potential or real conflicts of interest that may arise in the future.

2.3 Shortlisting: Presentation and Interviews

In addition to the RFP Submission Package, short-listed proposers will be required to present and interview with the Authority’s evaluation team. The exact time, location, and requirements of the presentation(s) and interview(s) will be confirmed by the Authority post-submission.

The purpose of the interview and presentation is to allow proposers to clarify and expand on aspects of their submissions. This time also provides the Authority with an opportunity to evaluate key personnel and discuss submission elements including the proposer’s experience, performance, qualifications, quality assurance, and understanding of the Authority’s context and needs.



2.4 Expected Timeline

The dates below outline the tentative schedule for the RFP process. While the Authority will make every attempt to meet the dates below, we reserve the right to modify dates as desired:

Activity [*Proposer initiated activities]	Anticipated Date
Request for Proposal advertised	Friday, 13 August 2021
*Notice of Intent to Bid due	Wednesday, 25 August 2021
*Clarifying questions due	Wednesday, 1 September 2021
Authority deadline to answer clarifying questions	Wednesday, 8 September 2021
*Submissions due	Wednesday, 15 September 2021
Short-listed Proposers present and interview	Week of 27 September 2021
Authority finalizes review of Proposals	Week of 11 October 2021
Selected Proposer Notified	Friday 15 October 2021
Initial meeting with Selected Proposer	Week of 18 October 2021

2.5 RFP Administrators and contact details

The RFP is being administered by two Authority representatives. Please direct all communication to their attention at rfp@airportauthority.bm

Justin Simons

Chief Administration Officer
Bermuda Airport Authority

Carlos Lee

Chief Financial Officer
Bermuda Airport Authority

2.6 Evaluation Criteria

Knowledge, Experience, and Capability <ul style="list-style-type: none"> Collection of examples from the firm demonstrating user-friendly, visually appealing, modern websites accessed via various modern platforms Experience recommending appropriate technical and aesthetic solutions Expertise leading and collaborating with diverse stakeholders and teams Demonstrated application of service level agreements or similar documents 	40%
Implementation plan, Methodology, and Approach <ul style="list-style-type: none"> Appropriateness of project work plan, phases, and deliverables to achieve Authority requirements and successfully meet "Scope of Work" Proposal of platforms and technology to meet the Authority's technical needs Quality, depth, detail, and clarity of submission 	30%
Value and Innovation <ul style="list-style-type: none"> Creative, value-add package for operations, maintenance, and support Clear, appropriate costs for each stage of the engagement Innovative pricing structures including time or cost saving options Any additional services and features provided 	20%
Availability of Key Staff <ul style="list-style-type: none"> Current and future availability Access to appropriate electronic and remote communication tools 	10%
Criteria Total	100%



2.7 Evaluation Team

The Authority's evaluation team will consist of the RFP Administrators and other key staff from the Authority or partner organizations.

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3. Additional Project Details

3.1 Authority's Rights

The Authority reserves the right to:

- a) Accept or reject any proposals and/or to reissue the RFP in its original or revised form,
- b) Modify above dates and the expected timeline,
- c) Request proposers address specific requirements not adequately covered in their initial submission, and to clarify information in the response,
- d) Award the contract to the firm that best meets the needs and interests of the Authority,
- e) Cancel this RFP at any time without penalty or cost to the Authority, and
- f) Not award the contract if submissions are deemed by the Authority to be insufficient.

The Authority is not liable for any costs incurred by interested parties in the preparation of their response to this request. Furthermore, the Authority shall not be responsible for any liabilities, costs, express loss, or damage incurred, sustained, or suffered by any interested party, prior or after, or by reason of the acceptance, or non-acceptance by the Authority of any response, or by reason of any delay in the acceptance of the response.

In the event of any disagreement between the Authority and any proposer regarding the interpretation of the provisions of the RFP, the Chairman of the Airport Authority Board, or an individual acting in that capacity, shall make the final determination as to interpretation.

3.2 Proposer in Good Standing

Before awarding the RFP, the Authority reserves the right to confirm the selected firm is financially stable and in good standing with their local tax, regulatory, and insurance bodies. For Bermuda-based firms, this includes confirming firms are up to date on all required Payroll Tax, Social Insurance, and related contributions. The Authority may reject any proposal based on its subjective appraisal of the proposer's standing.

3.3 Bribery Act 2016

By law, the Authority must comply with Bermuda's Bribery Act 2016 (found [here](#)). The organisation and its stakeholders will take all necessary measures to ensure compliance with this legislation.

3.4 Public Access to Information

Any information collected, developed, distributed or otherwise used by or on behalf of the Authority's under this RFP is subject to Bermuda's Public Access to Information Act 2010 (the "PATI Act", found [here](#)). Information may be made available to the public unless it is deemed exempt from disclosure under the PATI Act. Proposers should direct questions regarding the PATI Act to the Authority.

3.4.1 Response time

Given the pace of work, the Authority require that simple or routine matters be addressed over the telephone or within twenty-four (24) hours. More complicated matters should be addressed as required, with time and resource estimates provided as practical.

3.4.2 Electronic Communication

E-mail, video-conferencing, and other electronic mediums will be used extensively to review documents and transmit information. Proposers must have necessary technology in place to initiate and engage stakeholders through these technologies.



3.5 Errors and Omissions

This RFP is supplied solely as guidance for proposers. While considerable effort has been made to ensure the RFP is accurate and complete, the Authority shall not be held liable for any errors or omissions. The information is not guaranteed to be comprehensive or exhaustive. Nothing in the RFP is intended to prevent the proposers from forming their own opinions and conclusions regarding matters addressed in the RFP.

3.6 Additional items or services

Additional items or tasks not included in this RFP, but which are deemed necessary by the proposer to complete the work in an appropriate fashion, must be communicated to the Authority, with a description of the item(s) prior to the close of this RFP.

3.7 No Assignments

The successful proposer may not assign or transfer, in whole or in part, the agreement or rights and obligations under this RFP to any other firm or individual, without the prior written consent of the Authority. This consent will not be unreasonably withheld.

3.8 Disbursements and Accounts

Proposers shall adhere to the Authority's Professional Advisor Expenses Policy (see Appendix).

3.9 Confidentiality

In addition to complying with any applicable laws with respect to confidentiality, the selected proposer shall not comment publicly on the nature of the agreement with the Authority, or the nature of services provided without prior written consent of the Authority. Confidential information obtained shall not be disclosed in any manner without the written approval of the Authority. All documentation containing confidential information of the Authority shall be returned to the Authority upon completion or early termination of services.

3.10 Return of Materials

In addition to any materials containing confidential information, upon completion or early termination of services for any reason, all material, information, data, studies, reports, designs, plans, etc., including the copyright of such material etc., shall become the sole property of the Authority. The selected proposer shall deliver all such materials to the Authority at such time at the proposer's own costs.

3.11 Insurance

The successful proposer shall indemnify and hold harmless the Authority, their officers, and employees from and against any and all liabilities, claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease, death or damage to, or destruction of, tangible property caused by acts or omissions of the successful proposer, its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this contract. The firm shall also demonstrate that it is insured against professional liability, the dishonesty and/or lack of fidelity of its employees, and that it has cyber insurance.



3.12 Indemnification

The successful proposer shall indemnify the Authority, their elected officials, officers, employees and/or agents against all claims, actions, demands and expenses arising out of any matter in relation to the successful proposer or its staff's performance or non-performance of any retainer, including but not limited to any such claims, actions, demands, and expenses resulting from the failure to exercise the reasonable care, skill, and diligence expected of consultants in the performance of services. The successful proposer shall also be responsible for any costs or damages arising from actions, errors, and omissions of any expert professionals or consultants retained by the proposer, or its agents or employees while providing services to the Authority.

3.13 Preferred Contact

All contact shall be via email to rfp@airportauthority.bm

3.14 Compliance with Laws

The contract will be governed by the laws of the country of Bermuda. The successful proposer must comply with all laws and regulations in performing its obligations under any contract, without limitation.

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Appendix

Professional Advisor Expenses Policy

The advisor shall follow the undernoted principles in determining their reasonable expenses estimate and in applying for reimbursement for expenses from the Authority:

- a) All air travel shall be undertaken in economy class;
- b) No allowance will be given for overhead or profit;
- c) A maximum per diem allowance of BD\$80 per day will be allowed for FULL days whilst in Bermuda, for meals and incidentals; no per diem allowances for partial days in Bermuda will be paid by the Authority;
- d) Communication expenses, including couriers, photocopying, printing, and facsimile, internet access, local and international phone and cellular charges will not be allowed;
- e) The cost of administrative support provided by the advisor's staff to other members of its staff will not be allowed and for the avoidance of doubt, this includes the preparation of billing information and invoices related to professional fees and/or expenses;
- f) The cost of electronics and software, including personal computers, presentation projection equipment, or computer aided design and drafting equipment will not be allowed.

Advisors/RFP proposers may factor any non-allowable expenses above into their rate structure for professional fees as part of the services provided, as they so determine, at the time of submitting their proposal/RFP submission, bearing in mind that cost (including rate structure) may be part of the evaluation scoring criteria.

In addition to the above, and for the avoidance of doubt, the Authority shall not pay for advisor travel time between the advisor's home base and their place of work in Bermuda, and the Authority shall only pay for time spent performing actual duties, which are contemplated as part of the services under the proposal/engagement.

Disbursements

The Authority will not pay for the following fees, disbursements, or charges:

- a) Any increase in rates not in accordance with the retainer agreement;
- b) Expenses arising from ineffective file management;
- c) Staffing inefficiencies caused by the unavailability of firm personnel;
- d) Premium amounts on disbursements,
- e) Routine administrative tasks such as scheduling meetings or attendances, preparations of accounts, file organisations, form letters etc.;
- f) Hourly rates of advisors in transit, except for mileage charges to be reimbursed in accordance with the Authority's established rates or other transportation charges as agreed upon in advance by the Authority.

Accounts

Accounts must be submitted to the CEO – or a designated official – and contain the following information:

- a) Name of the matter related to the account,
- b) Personnel who performed the matter,
- c) The date the task was performed,
- d) The hourly rate or other rate structure applicable to the matter at hand,
- e) The time – by quarter (¼) hour increments – spent for each task. Submitting time spent is not required if the time spent on the matter is not a criterion in determining costs using the applied rates structure,



- f) Detailed description of the work performed. Stating a category of work – i.e., “Research” is insufficient. Accounts must specify the type, subject matter, and purpose of the research.
- g) Detailed itemization of disbursements,
- h) Any variance of fees and disbursements from the fee structure in the initial agreement,
- i) The cumulative total of all fees and disbursements on the file to date, and
- j) The signature of the designated and accountable firm employee.

The Authority reserves the right to demand clarification of any submitted accounts. Payment will be made only after the Authority CEO determines the account rendered is appropriate and reflective of the conducted work.

Payments will be made net thirty (30) days upon approval of the accounts rendered. The Authority will not pay interest on late payments.

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