

Tulsa Airports Improvement Trust Request for Proposal (RFP)

RFP# FY26-045-02

Parking Counting and Occupancy Monitoring System

Proposals must be received by December 1, 2025

Tulsa Airports Improvement Trust
Attn: Eric Kien
7777 Airport Drive, Suite A-211
Tulsa, OK 74115

Date Advertised:

November 17, 2025 – December 1, 2025

REQUEST FOR PROPOSAL

PARKING COUNTING AND OCCUPANCY MONITORING SYSTEM

INVITATION TO SUBMIT PROPOSAL

The Tulsa Airports Improvement Trust (TAIT) is seeking proposals from qualified vendors to furnish and install a parking counting and occupancy monitoring system serving one (1) parking garage and one (1) surface parking lot at Tulsa International Airport. The selected solution must accurately track vehicle ingress and egress in real time, deliver reliable occupancy data for each facility independently, and provide robust cloud-based monitoring, reporting, and integration capabilities. The system should be scalable, flexible in installation, and designed for long-term reliability. The successful Proposer will be required to furnish all labor, materials, equipment, supplies, applicable taxes, insurance, bonding, and licenses to complete this project.

Request for Proposal and Project Timeline

The following dates are provided for informational purposes and are subject to change with notification.

Request for Proposals Issued	November 17, 2025
Written Questions Due	November 25, 2025, at 12:00 PM (CST)
Sealed Proposals Due	December 1, 2025, at 12:00 PM (CST)
Interviews/Classifications, if desired by TAIT	December 1, 2025 – December 2, 2025
Evaluation of Proposals – Selection	December 2, 2025
TAIT Board Approval and Award	December 11, 2025
Execution of Agreement	December 11, 2025
Project Implementation	December 15, 2025

Written Questions

All written questions will be due by November 25, 2025, at 12:00 PM (CST). Please e-mail all questions to EricKien@FlyTulsa.com. Answers will be distributed to all interested parties.

All interpretations, corrections, or additions to the RFP will be made only as an official addendum that will be posted to:

<https://flytulsa.com/business/business-opportunities/businessopportunities/> and it shall be the Proposer's responsibility to ensure they have received all addenda before submitting a proposal. Any addendum issued by TAIT shall become part of the RFP, and must be incorporated in the proposal where applicable

Proposals Shall Be Due

Proposals shall be received by the Airport on or before December 1, 2025, at 12:00 PM (CST). Proposals must be delivered to:

Tulsa Airports Improvement Trust
7777 Airport Drive – Room A211
Tulsa, OK 74115
Attention: Eric Kien

Proposals must be sealed and have the following information clearly marked and visible on the outside of the envelope:

- Proposal Number
- Company Name
- Address
- Contact Name of Authorized Representative
- Phone Number

Submittal Copies: One (1) Original copy clearly marked “Original” and five (5) Copies marked “Copy”, and one (1) USB electronic copy.

Project Objectives

- Improve accuracy and timeliness of parking occupancy data.
- Enhance customer experience by supporting real-time availability information.
- Provide the Airport staff with reliable analytics for operational and financial decision-making.
- Provide integration capabilities with future Airport systems (e.g., PARCS, mobile apps, digital signage).
- Deliver a durable, maintainable solution with minimal operational disruption.

System Requirements

1. Functional Requirements

A. The system must:

1. Count vehicles entering and exiting each parking level and area.
2. Provide real-time occupancy updates with an accuracy rate of **≥ 98%**.
3. Generate historical reports by hour, day, week, month, and year.
4. Allow monitoring via a secure cloud-based dashboard accessible from any internet connected device.
5. Support multiple user roles (administrators, operators, read-only viewers).

6. Provide alerts for anomalies (e.g., sensor malfunction, data irregularities).

2. Technical Requirements

- A. Hardware options may include magnetometers, loop detectors, cameras, infrared sensors, or equivalent proven technology.
- B. Cloud platforms must support API-based data sharing.
- C. Mobile-friendly dashboard preferred.
- D. The system must remain operational and track counts locally in the event of network disruption and sync automatically when connectivity is restored,
- E. System Monitoring:
 1. Cloud software must indicate real-time connection status of all systems.
 2. A map-based interface must display all monitored locations.
- F. Reporting & Analytics:
 1. There should be canned reports that will allow the user to easily generate; view and print standard reports. The system must also be able to generate and store historical data including:
 - a. Ingress and egress reports
 - b. Occupancy reports
 - c. Peak Period Usage
- G. System Controls:

Users must have the ability to manually or automatically reset vehicle counts.

 1. User Access:
 - a. Cloud platform must support unlimited user accounts.
 - b. Role-based permission must be available to define user access levels.
 2. Integration & Customization:
 - a. The platform must include an API for third-party system integration.
 - b. Users must be able to create and deploy custom widgets (e.g., occupancy counters).
 3. Local Access:
 - a. The System must be accessible locally and connected to a laptop or service device, using a desktop application provided by the vendor.

3. Installation, Maintenance, and Project Plan

- A. The successful Proposer will be responsible for all costs and duties associated with the deployment and installation of the Parking Counting and Occupancy Monitoring System, including any required permits or approvals. The successful Proposer is responsible for maintaining a safe work environment and, upon completion of the installation, returning the work place/area to its original state.
- B. The Proposer must provide a detailed installation plan with minimal impact on ongoing operations.
- C. The Proposer must provide a plan for deployment and implementation of the proposed Parking Counting and Occupancy Monitoring System. This should include an approximate project completion date from the effective date of the final contract.
- D. System must be weather-resistant and suitable for Airport environmental conditions.
- E. The Proposer must provide routine maintenance, support services, and a clear Service Level Agreement (SLA).
- F. Provide 1 year of maintenance and support on any provided hardware and software.
- G. Help desk available 24/7/365 that is trained in use of the software/hardware and can provide support as needed.
- H. Please list what software upgrades are included in annual support and how they are deployed.

Type of Signage

1. Multilevel Signs – 3 Units

- A. Display: Four lines showing live occupancy for Level 1, Level 2, Level 3, and the Economy Lot.
- B. Power & Connectivity: AC powered, each with its own modem and direct cloud connection.
- C. Locations:
 - 1. On Airport Drive - approaching the ramps to Level 1 and Level 2.
 - 2. Farther down Airport Drive – before the entrance to Level 1.
 - 3. On Airport Drive – near the entrance to level 3 from the street.
- D. Branding: Faceplates must be customizable to match TAIT's branding.

2. Single-Level Signs – 2 Units

- A. Display: Economy Lot occupancy only.

- B. Power & Connectivity: AC powered but communicate locally with the system; no dedicated SIM card required.
- C. Locations: At each of the two entry points to the Economy Lot.
- D. Branding: Faceplates must be customizable to match TAIT's branding.

Deliverable

1. Fully installed and operational Parking Counting and Occupancy Monitoring System covering one garage and one surface lot.
2. Training sessions for Airport staff and contractor (administrator and end-users).
3. User manuals and technical documentation.
4. Ongoing technical support and system updates.
5. Warranty and maintenance plan.

Vendor Qualifications

Vendor must demonstrate:

1. Prior successful implementation of at least three (3) similar systems for airports, municipalities, or large-scale parking operators.
2. Technical expertise in parking technology and cloud-based monitoring systems.
3. Strong references from comparable projects.
4. Financial stability and capacity to support long-term operations.

Proposal Requirements

Proposals must include:

1. Executive Summary – Overview of solution and value proposition.
2. Technical Proposal – Detailed description of system design, technology, hardware, and software.
3. Implementation Plan – Project timeline, installation approach, testing, and training. (Note: Proposers must specify the number of calendar days required to commence the project following approval and issuance of the Notice to Proceed by the Tulsa Airports Improvement Trust (TAIT)).
4. Support & Maintenance – SLA, response times, maintenance schedules
5. Experience & References – Case studies, client references, staff qualifications.

6. Pricing Proposal – Itemized breakdown of hardware, software, installation, training, ongoing fees.

Site Visit

To ensure that all Proposers have a thorough understanding of the project scope, existing site conditions, and operational environment, vendors are strongly encouraged to schedule a site visit at Tulsa International Airport prior to submitting their proposal. The visit will allow Proposers to inspect the parking garage and surface lot areas included in this project, review installation locations, and gather information necessary for an accurate and comprehensive proposal.

Site visits may be scheduled by appointment between **November 17, 2025, and November 24, 2025**, during normal business hours (Monday through Friday, 8:00 AM to 4:00 PM CST).

To schedule a visit, please contact:

Contact: Eric Kien
Email: EricKien@FlyTulsa.com
Phone: 918-838-5161
Location: Tulsa International Airport
7777 Airport Drive – Room A211
Tulsa, OK 74115

Proposers are encouraged to request a site visit as early as possible to ensure availability and sufficient time for follow-up questions prior to the proposal due date.

Selection Process

The selection process will be based on the information and references provided in response to this Request for Proposal. A committee comprised of TAIT staff will determine how well each company's response meets the Airport's needs and desires for the Parking Occupancy and Counting System and will select the proposal which appears most beneficial to TAIT.

Evaluation criteria will include, but are not necessarily limited to:

1. Technical Approach and System Functionality – 30%
2. Implementation Plan and Project Schedule – 20%
3. Experience and Qualifications – 20%
4. Support, Maintenance, and Service Levels – 15%
5. Cost Proposals and Overall Values – 15%

Acceptance or Rejection of Proposal

TAIT reserves the right to reject any and all proposals or portions thereof received in response to the RFP. Additionally, TAIT may, for any reason, decide not to award an Agreement as a result of this RFP.

Bid Protest. “Failure to follow the procurement protest procedure set out in TAIT’s policies constitutes a waiver of your protest and resulting claims. A copy of the procurement protest procedure may be obtained by the Airport Representative also available on the TAIT’s website at <https://flytulsa.com/business/business-opportunities/businessopportunities/>

TAIT – General Requirements:

A. Facsimile or E-Mail

Facsimile or E-Mail Proposals will not be accepted.

B. Liability: Insurance and Indemnification

1. Insurance Requirements

The Consultant shall maintain in force during the Term and any extended term public liability insurance, in comprehensive form, including but not limited to premises/operations, products/completed operations, contractual, independent contractors, broad form property damage, personal injury, and automobile liability with any auto, hired autos, and non-owned autos, with such coverage and limits as reasonably may be required by TAIT from time to time, but in no event for less than the sum of one million dollars (\$1,000,000.) Insurance shall be issued with an insurer qualified and licensed to do business in the State of Oklahoma. The Consultant also shall provide worker's compensation and employer's liability insurance as required by local law. Consultant will maintain the following insurance at all times during the term of this Agreement, in amounts not less than those specified:

(a) Comprehensive General Liability: one million dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury, and property damage.

(b) Automobile Liability: one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage

2. Workers' Compensation and Employers Liability

Workers' Compensation limits as required by the laws of the State of Oklahoma and Employers Liability limits of one hundred thousand dollars

(\$100,000) per accident

3. General Insurance Policy Requirements

Concurrent with the execution of this Agreement, the Consultant shall provide proof of insurance coverage by providing a certificate of the Consultant's insurance coverage, a copy of the declarations page of the insurance policy, and a copy of all endorsements attached thereto, shall provide that (a) insurance coverage shall not be changed in coverage, or reduced in limits without at least thirty (30) days' prior written notice to TAIT, or canceled without at least ten (10) days prior written notice, (b) the policy shall be considered primary as regards any other insurance coverage TAIT or Authority may possess, including any self-insured retention or deductive TAIT or Authority may have, and any other insurance coverage TAIT or Authority may possess shall be considered excess insurance only, (c) the limits of liability required therein are on an occurrence basis, and (d) the policy shall be endorsed with a severability of interest or cross-liability endorsement, providing that the coverage shall act for each insured and each additional insured as though a separate policy had been written for each insured or additional insured; however, nothing contained therein shall act to increase the limits of liability of the insurance company.

Any deductibles or self-insured retentions must be declared to and approved by TAIT. At the option of TAIT, either (a) the Consultant shall reduce or eliminate such deductibles or self-insured retentions as respects TAIT, Authority, or the City, and their councilors, trustees, agents, officers, and employees or (b) Consultant shall procure a bond equal to the amount of such deductibles or self-insured retentions guaranteeing payment of losses and related investigations, claims administration and defense expenses (including attorneys' fees, court costs and expert fees).

If the insurance coverage required herein is canceled, changed in coverage or reduced in limits, the Consultant shall, within fifteen (15) days of receipt of notice from TAIT, but in no event later than the effective date of cancellation, change or reduction, provide to TAIT a certificate showing that insurance coverage has been reinstated or provided through another insurance company. Upon failure to provide such certificate, TAIT may, without further notice, and at its option either (a) exercise TAIT's rights as provided in the default provisions of this Agreement, or (b) procure insurance coverage at the Consultant's expense whereupon the Consultant promptly shall reimburse TAIT for such expense.

4. Indemnity

The Consultant shall indemnify, protect, defend and hold completely harmless, TAIT, the City, the Authority, and their trustees, councilors, officers, agents and employees from and against all liability, losses, suits, claims, judgments, fines or demands arising from injury or death of any person or damage to any property, including all reasonable costs for investigation and defense thereof (including attorney fees,

court costs, and expert fees), of any nature whatsoever arising out of or incident to this Agreement, the Consultant's use of the Airport premises, the rights, licenses, or privileges granted the Consultant herein, or the acts or omissions of the Consultant's officers, agents, employees, contractors, subcontractors, licensees, or invitees, regardless of where the injury, death, or damage may occur, unless such injury, death or damage is caused by the sole negligence of TAIT. The TAIT shall give notice to the Consultant of any such liability, loss, law suit, claim or demand, and the Consultant Page 11 of 13 Version 1 shall defend same using counsel reasonably acceptable to the TAIT. The provisions of this section shall survive the expiration or early termination of this Agreement.

5. Bidding Affidavits

Along with the Agreement, the successful Proposer will be required to execute an interest affidavit, a non-collusion affidavit and an affidavit as to correctness of all invoices presented for payment.

6. Required Federal Provisions

The Tulsa Airports Improvement Trust, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, businesses, will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

In all its activities within the scope of its airport program, the successful bidder/offeror agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

The Bidder/Offeror acknowledges that TAIT is required by the FAA under the terms of its Grant Agreements to include in their Agreements certain required contract provisions, ("Required Federal Provisions"). The successful Bidder/Offeror agrees to comply with the Required Federal Provisions and, where applicable, include the Required Federal Provisions in each of its subcontracts without limitation or alteration. The successful Bidder/Offeror acknowledges that a failure to comply with the Required Federal Provisions will constitute an event of default (subject to any applicable notice and cure periods described herein). The Successful

Bidder/Offeror further acknowledges that the FAA may from time to time amend such required contract provisions and agrees that TAIT may unilaterally modify the Required Federal Provisions solely to the extent such modification is necessary to comply with its Grant Agreements by providing the successful Contractor with prompt notification of such modification.

7. **Governing Law.** Bidder/Offeror agrees that this proposal and the eventual contract, if awarded, shall at all times be subject to federal, state, and local laws and to all applicable rules and regulations of any governmental agencies or other entity with oversight authority. No party shall be liable to any other party if it is prevented from fulfilling its obligation under this Agreement by reason of any such law, rule or regulation. This Agreement shall, in all respects, and unless otherwise provided for herein, be governed by and construed in accordance with the laws of the State of Oklahoma. The parties agree that any dispute resolution will be resolved solely in the appropriate court situated in Tulsa County, Oklahoma.

Proposer's Checklist

The following items will be completed in full and returned to TAIT on the proposal date as stated within.

1. Proposal Form
2. Proposer's Responses

Proposal Form – Must be included with Submitted Proposal

Parking Counting and Occupancy Monitoring System

Proposals Due: December 1, 2025, at 12:00 PM CST

Mail proposals to:

**Tulsa Airports Improvement Trust
7777 Airport Drive - Room A211
Tulsa, OK 74115
Attention: Eric Kien**

Submit One Original

Company Name and type of entity: _____

Contact: _____

Address: _____

City _____ State _____ Zip _____

E-mail address: _____

Phone: _____ Fax: _____

I certify that I have fully examined and carefully prepared the proposal from the plans and/or specifications provided:

Signature: _____

Date: _____

Non-Collusion and Interest Affidavit

STATE OF _____

SS.

COUNTY OF _____

TAIT Project:

Legal Name of Bidder: _____

1. I am the authorized agent of Bidder herein for the purposes of certifying facts pertaining to the existence of collusion between and among Bidders and Tulsa Airports Improvement Trust ("TAIT") officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the proposal to which this statement is attached.
2. I am fully aware of the facts and circumstances surrounding the making of the Bid to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such Bid; and
3. Neither the Bidder nor anyone subject to the Bidder's direction or control has been a party: a. to any collusion among Bidders in restraint of freedom of competition by agreement to respond at a fixed price or to refrain from responding, b. to any collusion with any TAIT official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor c. in any discussions between Bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.
4. No officer or employee of TAIT either directly or indirectly owns a five percent (5%) interest or more in the Bidders business or such a percentage that constitutes a controlling interest.
5. All invoices to be submitted pursuant to this agreement with TAIT will be true and correct.
6. That the work, services or material furnished will be completed or supplied in accordance with the plans, specifications, orders, requests or contract furnished or executed by the affiant. Affiant further states that no payment has been made by me, either directly or indirectly to any officer or employee of TAIT or the City of Tulsa, of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is submitted.

BY: _____

Title: _____

Signed and sworn to before me on the ____ day of _____, 20__.

[SEAL]

My Commission Expires: _____

Notary _____

Business Relationship Affidavit

STATE OF _____

ss.

COUNTY OF _____

TAIT Project:

Legal Name of Bidder: _____

1. I am the authorized agent of Bidder herein for the purpose of certifying facts pertaining to the existence of business relationships between and among Bidder and architects, engineers, consultants presently engaged in the Project referenced above.
2. I am fully aware of the facts and circumstances surrounding the making of the Bid to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such Bid; and
3. Affiant further states that the with regard to the above TAIT Project, Bidder has no partnership, joint venture, or other business relationship with the Architect, Engineer, Consultant, presently in effect or which existed within one year prior to the date of this statement party except as follows:
☐ None.
4. Affiant further States if "none" is not indicated above that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

BY: _____

Title: _____

Signed and sworn to before me on the ____ day of _____, 20__.

[SEAL]

Notary

My Commission Expires:

Certification of Contractor

To the best of my knowledge and belief, I certify that all items, units, quantities, and prices of work and material shown on the Final Payment are correct, that all work has been performed and materials supplied in full accordance with the terms and conditions of the corresponding construction contract documents between The Owner and Contractor and all authorized changes thereto; that the following is a true and correct statement of the contract amount up to and including the last day of the period covered by this estimate and that no part of the Final Amount Due as set out below has been received:

a.	Total Amount Earned to Date:	\$	
b.	Total Previously Paid:	\$	
c.	Miscellaneous Deduction:	\$	
d.	Final Amount Due:	\$	

I further certify that all claims outstanding against _____

Company Name

for labor, materials and expendable equipment employed in performance of said contract have been paid in full in accordance with the requirements of said contract, except such outstanding claims as are listed below or on an attached sheet which statement contains all claims against the contractor which are not yet paid including all disputed claims and any claims to which the contractor has or will assert any defense.

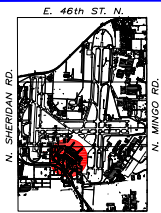
Contractor or Authorized Agent

Title: _____

Printed Name: _____

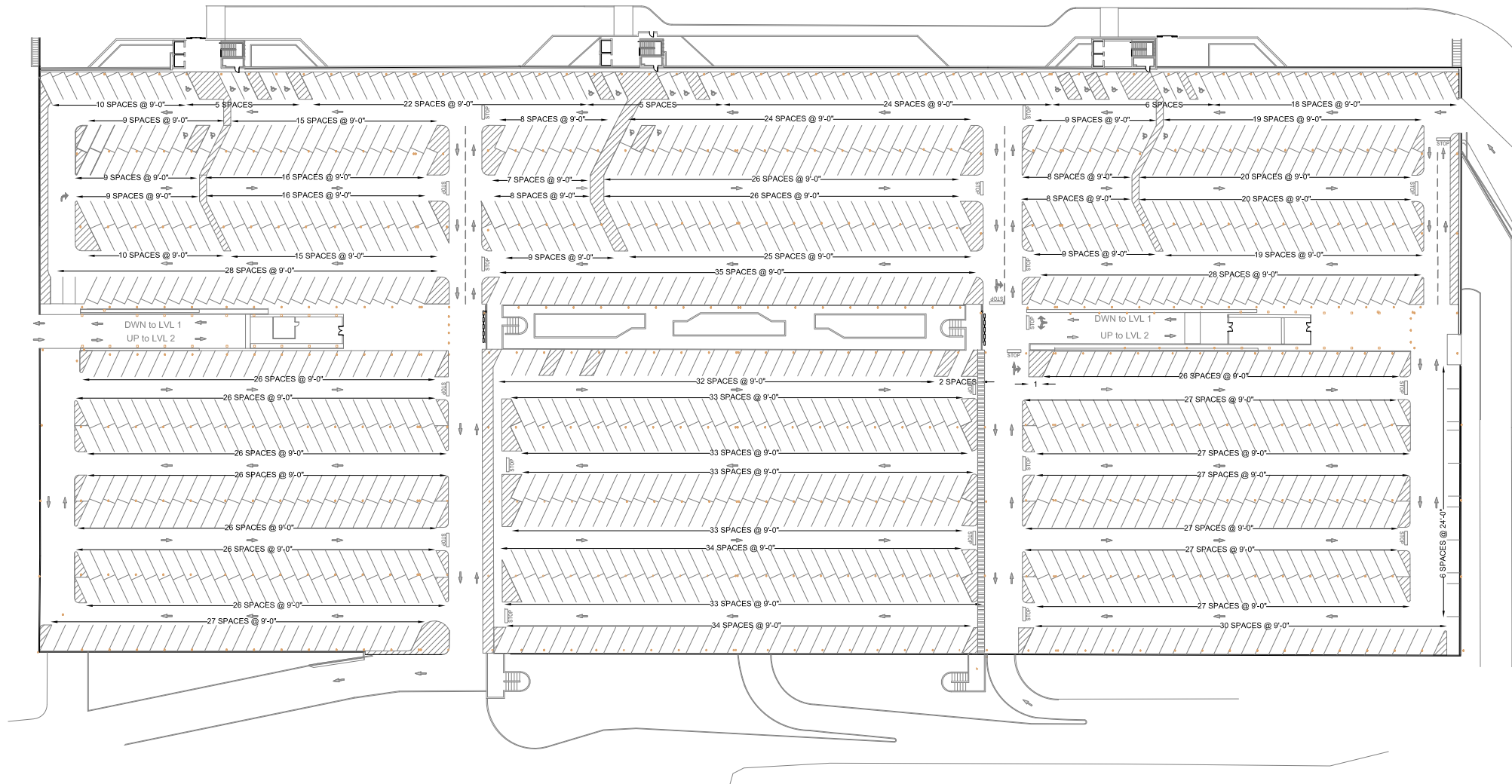
Date: _____

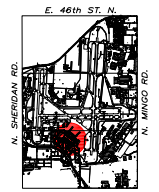




TULSA INTERNATIONAL AIRPORT
LOCATION MAP
LATITUDE: 36°-11.90' NORTH
LONGITUDE: 95°-53.29' WEST
ELEVATION: 677' (S)
I.D.: TUL
TULSA COUNTY, TULSA, OKLAHOMA
SEC. 13, T-20-N, R-13-E

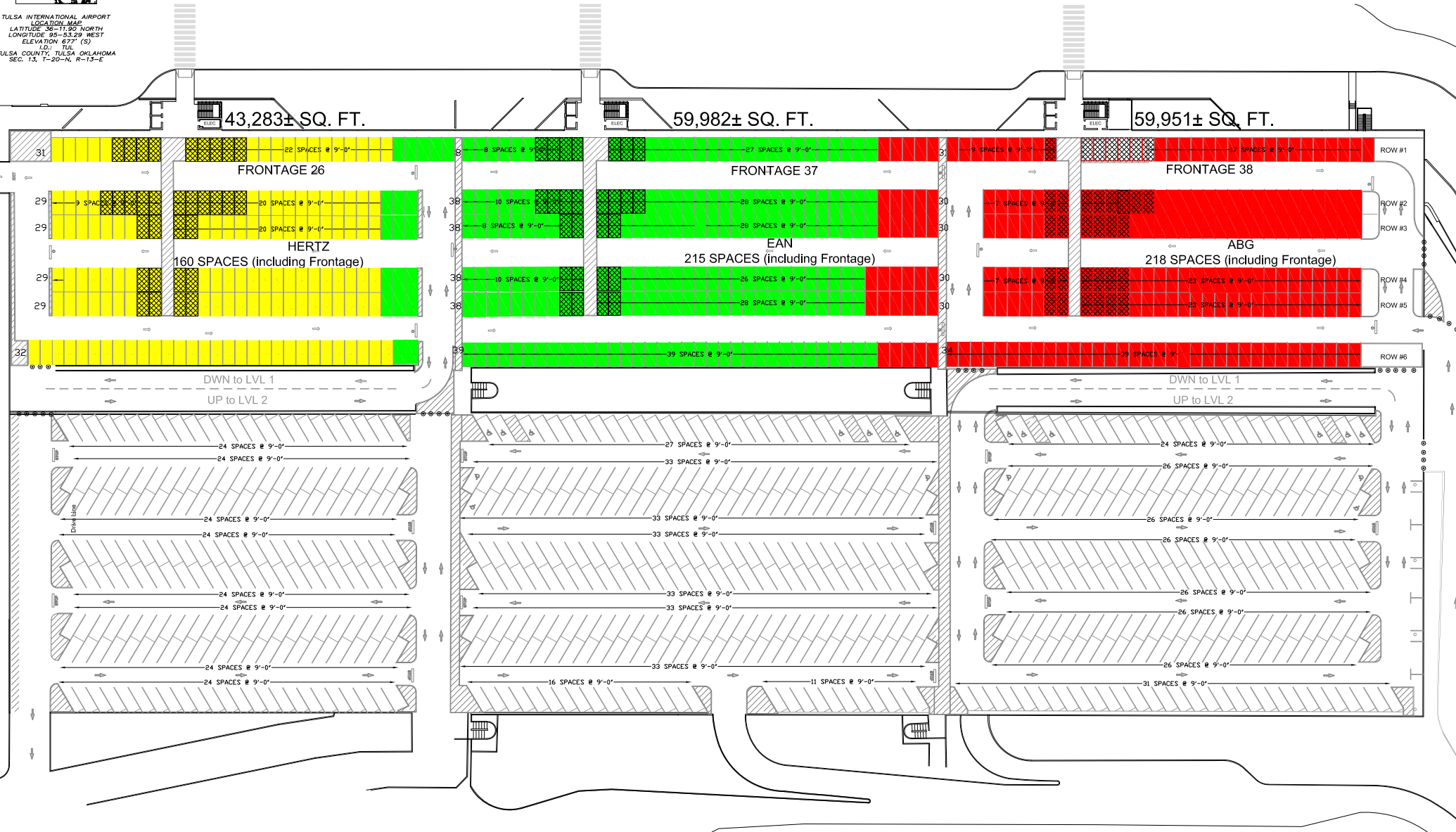
TULSA INTERNATIONAL AIRPORT PARKING GARAGE (1ST LEVEL) SPACES = 1,225

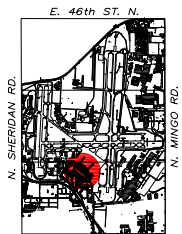




TULSA INTERNATIONAL AIRPORT
LOCATION MAP
LATITUDE 36-11.90 NORTH
LONGITUDE 96-53.29 WEST
ELEVATION 677' (S)
I.D.: TUL
TULSA COUNTY, TULSA, OKLAHOMA
SEC. 13, T-20-N, R-13-E

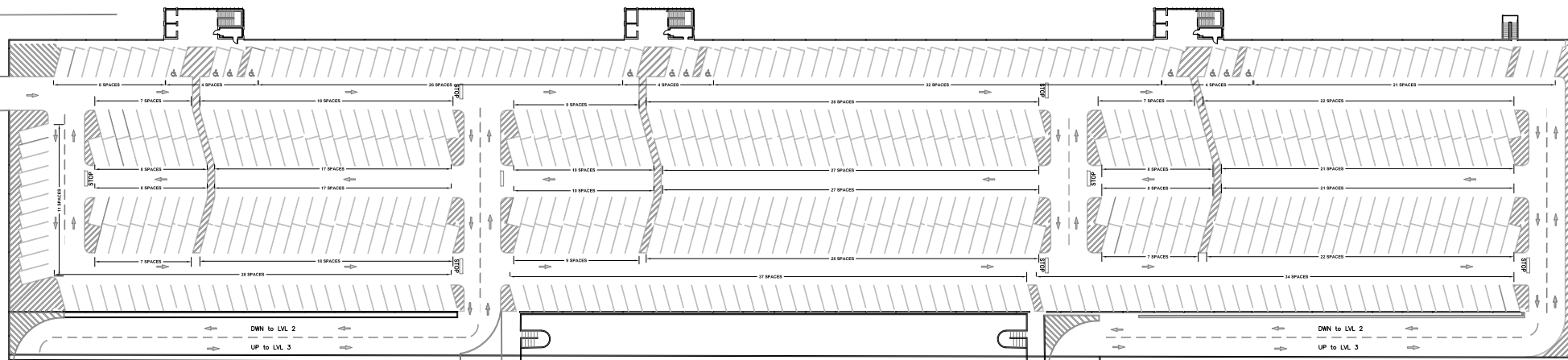
TULSA INTERNATIONAL AIRPORT PARKING GARAGE (2ND LEVEL) SPACES PUBLIC = 660 SPACES RENTAL CAR 593





TULSA INTERNATIONAL AIRPORT
LOCATION MAP
LATITUDE 36-11.90 NORTH
LONGITUDE 95-53.29 WEST
ELEVATION 677' (S)
I.D.: TUL
TULSA COUNTY, TULSA OKLAHOMA
SEC. 13, T-20-N, R-13-E

TULSA INTERNATIONAL AIRPORT PARKING GARAGE (3RD LEVEL) SPACES = 573



E. 48th ST. N.
N. SHREVEPORT RD.
N. AVENUE
TULSA INTERNATIONAL AIRPORT
LATITUDE: 36°11'50" NORTH
LONGITUDE: 96°13'20" WEST
ELEVATION: 677' (3)
1,021' TUL.
TULSA COUNTY, TULSA, OKLAHOMA

TULSA INTERNATIONAL AIRPORT
SHUTTLE (ECONOMY) PARKING AREA

