

Friday, July 25, 2025

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Dear Surveyor,

**Request for Proposal (RFP) for AERODROME OBSTACLE ASSESSMENT & SURVEY FOR
DETAILED AIRSPACE DESIGN – ALL ISLANDS [RFP NO: TCIAA 25/26_035]**

The Turks & Caicos Islands Airports Authority (“TCIAA”) is requesting, from suitably qualified and experienced proposers, the submission of a proposal for an ICAO compliant obstacle assessment and survey to include the entire airspace under control and management of the Turks and Caicos Islands.

Proposers must read the information contained in the Request for Proposals (“RFP”) to understand how to submit the proposal, what studies must be done before preparing a proposal, what documents must accompany the submission, and what legal obligations the Proposer is submitting to by providing a successful bid.

Any Proposer wishing to be considered for this work must submit the information requested in this RFP by the stated deadline and, if required, participate in an interview. Proposals must be received via email at jeneawagstaff-misick@tciairport.tc on or before **Friday, 15 August 2025**.

Sincerely,
Ms. Jenea Wagstaff-Misick
Project Manager-Air Traffic Surveillance Management System
Turks & Caicos Islands Airports Authority

REQUEST FOR PROPOSALS



For



AERODROME OBSTACLE ASSESSMENT & SURVEY FOR DETAILED AIRSPACE DESIGN-ALL AIRPORTS

Issued: Friday, 25 July 2025

Submission Deadline: Friday, 15 August 2025

Addressed to

The Turks & Caicos Islands Airports Authority
Howard Hamilton International Airport
Providenciales, Turks and Caicos Islands

Attn: Ms. Jenea Wagstaff-Misick, Project Manager
Air Traffic Surveillance Management System

Email: jeneawagstaff-misick@tciairports.tc

[RFP NO: TCIAA 25/26_035]

A. PURPOSE

The TCIAA invites qualified and experienced firms to submit proposals for the provision of Obstacle Assessment and Survey services in accordance with TCICAA Regulations, ICAO Doc 10066 – PANS-AIM and ICAO Data Quality Requirements (DQR). The objective is to collect and validate obstacle data across all airports of the Turks and Caicos Islands to support the detailed airspace design and surveillance integration initiatives.

B. COMPANY BACKGROUND

The TCIAA is a statutory body established in 2006 following the split of the Civil Aviation Department into the Civil Aviation Authority and Airports Authority. As part of its mandate to improve aviation safety, airspace capacity, and compliance with international standards, the TCIAA is undertaking a modernization of its air traffic management systems. An essential component of this initiative is the comprehensive identification and assessment of all aeronautical obstacles that may affect safe operations at and around its airports.

This project aligns with international best practices and aims to support ongoing airspace redesign and future system upgrades.

C. SCOPE OF SERVICES

The Surveyor will be fully responsible for the obstacle assessment and survey of the airspace of the Turks and Caicos Islands.

The Surveyor will be subjected to sit a mandatory General Security Awareness Training (GSAT) session and upon successful completion will be issued a TCIAA badge.

1. The selected Consultant will: Conduct a territory-wide survey and obstacle assessment for all airports in the Turks & Caicos Islands.
 - Ensure the survey complies with TCICAA regulations, ICAO Doc 10066, Annex 15, and the AIM Data Catalogue.
 - Identify, categorize, and record obstacles that may impact the ICAO Obstacle Limitation Surfaces (OLS), including take-off, approach, missed approach surfaces, and enroute protection areas.
 - Evaluate existing obstacle databases and reconcile new data against them.
 - Collect data to required ICAO accuracy, resolution, and integrity levels (DQR) and obstacle influence zone.
 - Deliver digital datasets and visual charts also suitable for its use in flight procedure design and ATM systems.

2. DELIVERABLES:

- Obstacle database (digital format) conforming to ICAO DQR specifications.
- Obstacle Data Sheet for each obstacle, detailing all relevant characteristics (e.g., image, height, coordinates, date of measurement, etc.).
- Geospatial datasets (including shapefiles or other approved formats).
- Metadata in line with ICAO standards.
- Final report outlining:
 - Methodology
 - Equipment and systems used
 - Compliance matrix (ICAO vs. actuals)
 - Discrepancies and corrective measures
 - Support for integration with TCIAA's airspace and surveillance project consultants.

3. PROPOSAL REQUIREMENTS:

Each Proposal must include:

- **Cover Letter:** Expressing interest and summary of relevant experience.
- **Technical Proposal:**
 - Understanding of project scope
 - Methodology and tools (GPS, LiDAR, GIS, etc.)
 - Survey schedule and work breakdown structure
 - Approach to quality control and ICAO compliance
- **Company Profile and Experience:** Highlighting past similar projects
- **Staffing Plan:** Resumes/CVs of team members and relevant certifications
- **Equipment List:** Owned vs leased
- **Compliance Forms:**
 - KYC Form (Appendix B)
 - Certificate of Non-Collusion (Appendix C)
- **Pricing Proposal:** Fixed price breakdown by major activities/phases

D. EVALUATION CRITERIA

<u>Evaluation Area</u>	<u>Weight</u>
<u>Technical Competence</u>	<u>30%</u>
<u>ICAO Compliance & Safety</u>	<u>25%</u>
<u>Methodology & Work Plan</u>	<u>20%</u>
<u>Cost Effectiveness</u>	<u>15%</u>
<u>References & Experience</u>	<u>10%</u>



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Cost Effectiveness (20%) – Competitive and reasonable pricing.

References & Past Performance (10%) – Positive feedback from previous contracts

The TCIAA reserves the right to reject a non-responsive proposal that does not include the documents required to be submitted by this RFP.

The TCIAA reserves the right to request clarifications or additional information from any or all Proposers regarding their proposals.

The TCIAA also reserves the right to negotiate the agreement with the highest-ranked Proposer's terms and conditions, including the final price.

E. SUBMISSION REQUIREMENTS

Proposers shall submit copies of their proposal in a Portable Document File (PDF). **Submissions must be emailed to jeneawagstaff-misick@tciairports.tc with the caption “AERODROME OBSTACLE ASSESSMENT & SURVEY FOR DETAILED AIRSPACE DESIGN-ALL AIRPORTS “[RFP NO: TCIAA 25/26_035]” to:**

Ms. Jenea Wagstaff-Misick
Project Manager-Air Traffic Surveillance Management System
Turks and Caicos Islands Airports Authority
Howard Hamilton International Airport
Providenciales, Turks and Caicos Islands

Proposals must be received by Friday, 15 August 2025 at 4:00pm.

The successful Surveyor is expected to have visited the site, confirmed the quantities stated (or adjusted as necessary), and assessed all requirements to ably complete the works.

If you wish to schedule a site visit for a clearer understanding of the scope, feel free to make contact using any of the means provided.

By accepting this request for proposal, you agree to keep in confidence all information provided to you, whether written or oral, in relation to this Request For Proposal (RFP) and/or in relation to the Company's business which is not already in the public domain, to use it only for the purposes of this RFP and for no other reason and not to disclose any of the said information to any third party. You will bear any costs and expenses incurred by you in relation to this RFP and the said information shall be kept confidential unless it lawfully becomes public knowledge.

Should you have any further questions, please do not hesitate to contact the undersigned:

Ms. Jenea Wagstaff-Misick
Project Manager-Air Traffic Surveillance Management System
Turks & Caicos Islands Airports Authority
Email: jeneawagstaff-misick@tciairports.tc

APPENDIX A – KNOW YOUR CUSTOMER (“KYC”) FORM

The Turks & Caicos Islands Airports Authority’s (“TCIAA”) KYC Policy aims to establish guidelines, processes, and procedures for compliance. This policy aims to:

- a. Lay down specific criteria for the selection/onboarding of and working with customers.
- b. Mandate the implementation of procedures to verify the identification of individuals and companies before becoming a customer or business partner.
- c. Enable the TCIAA to know/understand the customers and their financial dealings better, thus managing its risks prudently.
- d. Require that the TCIAA proactively take steps to detect, deter and prevent fraud, anti-money laundering, and other activities intended to facilitate the funding of terrorism or criminal activities through its business activities and relationships.

With your submission, kindly complete and submit either of the following Forms I or II based on your classification as described.

FORM I: TCIAA CORPORATE KYC PROFILE SHEET

Full name of the entity			
Is the Entity a Company or a Business, please provide Trading Name			
Official Registration (or other ID number)			
Date of Incorporation			
Place of Incorporation (include country)			
Address of Registered Office			
Principal Place of Business (If different from address of Registered Office)			
All Individuals, Corporations, Trusts or any other Entities having $\geq 10\%$ or more beneficial ownership and/or with $\geq 10\%$ principal control (voting rights) must be documented below. (If there is insufficient space please attach annexes)			
Full Name (Include any former names and any other names used.)	Type (Individual, Corporations, Trust, Other)	% of Ownership	% Principal Control
Completed KYC sheets, for all beneficial owners and principal controllers listed above, must be completed and attached. The specific KYC sheet will depend on type listed above. Identification of the corporation must be verified to the ultimate beneficial owner. (Always an individual.)			

I, the undersigned, have attached original or notarized copies of the following documents support of the information provided.

- Certified company organizational chart/structure, including legal entities under the effective control of the group and/or of the shareholders.
- Certified copy of Certificate of Incorporation or Registration, or equivalent for customers based outside of the jurisdiction.
- Certified copy of a valid Certificate of Good Standing from the Companies Register or equivalent for customers based outside of the jurisdiction.
- Certified register of full names and shareholding of all beneficial owners, including the names of owners under any trust structure.
- List of persons authorized to sign for relevant transactions/contracts (including copies of their identification documents such as passport, and notarized certificate of signature) and corporate documents/power of attorney confirming such signature rights.
- Information on past and present litigations. If no present and/or present litigations, a declaration must be signed by the customer's authorized representative.
- A Bank Reference Letter of valid Letter of Solvency.

Signature of Authorised Individual

Date

FORM II: TCIAA INDIVIDUAL KYC PROFILE SHEET

Individual	
Full name (Include any former names and any other names used.)	
Gender	
Date of Birth	
Place of Birth (include country)	
Primary Residential Address	
Nationality(s) (Including nationality at birth if different.)	
Occupation & Employer	
Telephone #	
Fax #	
Email address	
Are you acting on behalf of a 3rd Party? • If no, write "NO" • If yes, state the name and address (or Registered Office) of that 3rd Party.	
How did you obtain the funds to support the activities for which you are engaging with the TCIAA. Briefly explain source of Funds.	
*Each individual identity should be accompanied with an original or notarized copy of the passport, driver's license, a recent utility bill, a recent credit card bill and a professional reference letter.	

I _____ have attached original or notarized copies of the following documents support of the information provided.

- Certified copy of current Business License and/or Certificate of Registration
- Photo page of Passport
- Driver's License or other form of Government ID
- Proof of address (recent utility bill or recent credit card bill)
- For projects exceeding the sum of US\$10,000.00, a bank reference letter is required.

Signature of Authorised Individual

Date

APPENDIX B - CERTIFICATE OF NON-COLLUSION

AERODROME OBSTACLE ASSESSMENT & SURVEY FOR DETAILED AIRSPACE DESIGN- ALL AIRPORTS

[RFP NO: TCIAA 25/26_035]

I/we certify that this tender is made in good faith, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. I/we also certify that we have not and I/we undertake that we will not before the award of any contract for the work:

- I. Disclose the tender price or any other figures or other information in connection with the tender to any other party (including any other company or part of a company forming part of a group of companies of which I am/we are a part of) nor to any sub-Surveyor (whether nominated or domestic) nor supplier (whether nominated or domestic) or any other person to whom such disclosure could have the effect of preventing or restricting full competition in this tendering exercise
- II. Enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw any tender once offered or vary the amount of any tender to be submitted
- III. Otherwise collude with any person with the intent of preventing or restricting full competition
- IV. Pay, give or offer pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to another tender or proposed tender for the work any act or thing of the sort described at i), ii) or iii) above.

I/we further declare that I/we have no knowledge either of any sum quoted or of any other particulars of any other tender for this contract by any other party.

We further certify that the principles described above have been, or will be, brought to the attention of all sub-Surveyors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with such sub-Surveyors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

I/we acknowledge that any breach of the foregoing provisions shall lead automatically to this tender being disqualified and may lead to criminal or civil proceedings.

The Turks and Caicos Islands Airports Authority shall treat any tender received in confidence but reserves the right to make the same available to any other funding organisation or statutory regulatory authority either having jurisdiction over the works or who may now or at any time in the future have statutory power to require disclosure of this tender.



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In this certificate, the word 'person' includes any persons and anybody or association, incorporated or unincorporated; any agreement or arrangement includes any transactions, formal or informal and whether legally binding or not; and 'the work' means the work in relation to which this tender is made.

Printed Name: _____

Signature: _____

In the Capacity of: _____

Date: _____

Duly authorised to sign tenders and acknowledge the contents of the certificate of non-collusion for and on behalf of:

Name of Firm: _____

Full Address: _____

Email: _____

Telephone: _____

Fax No: _____

APPENDIX C – REFERENCE FORM

Each bidder is required to provide two (2) references from two (2) different companies who procured similar goods and services from the bidder in the last 5 years. References will only be counted as valid if the work for that reference was undertaken by a member of the project team assigned to this procurement. The contact person must agree to be listed prior to submission for the reference to be counted as valid. The TCIAA reserves the right to contact any or all references.

Reference #1

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Contact E-mail:	
Date Work Undertaken:	
Project Team Member Assigned:	
Description of Assignment:	

Reference #2

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Contact E-mail:	
Date Work Undertaken:	
Project Team Member Assigned:	
Description of Assignment:	

APPENDIX D – FAQs



1. Is there any supporting information to aid the survey team, specifically to airspace design requirements? **Yes.**
2. Has a Concept of Operations (CONOPS) for airspace design been developed? **Yes.**
3. If this RfP does not include airspace design, will there be another RfP out requesting assistance in an airspace design project? **This RfP does not include request for airspace design. The detailed airspace design component of this project has already been procured and awarded.**
4. If there is a future airspace design project, will it include an analysis of communication, navigation and surveillance systems, i.e., baseline and future requirements including GNSS coverage? **Yes. This subproject is a part of the larger radar surveillance integration project.**
5. Is airspace and airport capacity a current constraint? **Yes.**
6. Is an approval required by the aviation regulatory authority in order to be eligible for the award of contract? **Yes. In order to be awarded the contract, the winning bidder must obtain an approval letter from the Turks and Caicos Islands Civil Aviation Authority. Any prior approval received from TCIAA must be issued within the last 18 months.**
7. Are foreign surveyors required to obtain a temporary work permit in order to conduct the survey? If so, will TCIAA support the winning bidder in obtaining such a Work Permit? **Yes, upon the award of the contract, TCIAA will procure temporary work permits on behalf of the awarded bidder to conduct the survey.**
8. If a company has already completed a KYC (Know Your Customer) corporate profile sheet and has been contracted by TCIAA in the last 5 years, is the full KYC form and documents required for submission again? **Yes. All submitted proposals require full completion of all required information and documentation or they will be considered incomplete and ineligible for consideration.**
9. Is the intention for the Consultant to collect data for all of the Turks and Caicos land areas, or only in the vicinity of the airports. **Data collection for the entire territory is required for this survey.**
10. How will any addenda, clarifications and responses to questions be issued to proponents during the RFP period? **Addendas will be delivered to all proponents otherwise, clarifications and responses will be issued directly to the source proponent of the query.**
11. Would it be possible to get a copy of the Turks & Caicos Islands AIP to access the latest coordinates of the data? **Yes. The AIP may be made available to the awarded bidder.**
12. Is a site visit required to submit a proposal? **No site visits are not mandatory however, bidders are welcome conduct site visits if they so choose.**
13. Is a remote meeting or soft presentation map of the environment available? **At this stage, no meeting has been scheduled to present the scope of this RfP. However, TCIAA may consider organizing one if multiple bidders request it. A detailed map of the environment is not available, aside from publicly accessible resources.**