

Ionia County Airport



REQUEST FOR PROPOSAL FOR THE MANAGEMENT OF THE IONIA COUNTY AIRPORT

RFP Issued on October 5, 2018

Proposal Due on November 2, 2018

No later than 3:00 p.m.

**IONIA COUNTY AIRPORT
REQUEST FOR PROPOSAL
FOR THE MANAGEMENT OF THE IONIA COUNTY AIRPORT**

INTRODUCTION

The Ionia County Airport is located just three miles south of the city of Ionia at 468 Sprague Road, Ionia, MI 48846. The airport includes a 4300 ft. paved east/west runway. The airport is on 200 acres and includes an Airport Terminal Building, Historic White hanger, ten unit T-Hanger and an older T-Hanger unit.

AIRFIELD

Runways

Runway 9-27 paved 4300 ft and Rwy. 18-36 turf 4000 ft.

Tee Hangers

Built in 2010 with 10 unit Ful-Fab Hanger. There is also an older hanger owned by the airport.

Airport Terminal Building

The airport terminal building is located on the Airport and has twenty-four hour access.

Fixed Base Operator

The Ionia County Airport will be issuing a Request for Proposal for a Fixed Base Operator.

School of Missionary Aviation Technology

The School of Missionary Aviation Technology is located on airport property. SMAT is a non-profit aviation technical training institute that specializes in aviation maintenance and flight training.

AIRPORT BOARD

The Ionia County Airport Board consists of three commissioners, Scott Wirtz, Chairman; Jack Shattuck, Commissioner; and James Banks, Commissioner.

The Ionia County Airport Board would like to increase the activity at the airport and lease additional hanger space.

REQUEST FOR PROPOSAL (RFP)

The County of Ionia invites qualified firms and individuals to submit proposals to perform the professional services required to manage the Ionia County Airport. If selected, the successful respondent will negotiate with Ionia County to determine the specific terms and provisions of an agreement that will include all or part of the services necessary to provide professional management at the Ionia County Airport.

Proposal

Proposals shall be concise, containing no more than twenty (20) double-sided pages of material. Please note that a Cover letter, Table of Contents, completed Company Information Sheets, Relationship Disclosure and Resumes will not be considered part of the twenty (20) pages.

Proposals should provide sufficient information to fully describe the scope of services to be provided in any proposed contractual arrangement with the County. Utilizing the cover letter or the entire proposal will not suffice as a scope of services under the contract. Applicants are expected to provide a detailed description of those tasks which the Airport Manager would conduct as the scope of services. Proposals are to include the Respondent's estimated cost for the provision of services necessary to operate the Airport and the proposed terms of an agreement with the County including the contract period and other terms as may be necessary or unique to the proposed Scope of Services. The proposed terms will be utilized in negotiation of a contract between the County and the successful Respondent.

This RFP does not commit the County to award a contract or contracts, to defray any costs incurred in the preparation of a response to this RFP, or to procure or contract for services. The County reserves the right to cancel, in part or in its entirety, this RFP, including but not limited to: selection schedule, submittal date and submittal requirements. If the County cancels or revises the RFP, all Respondents of record will be notified in writing by the County.

If mail delivery is used, it is advised that the proposal be mailed early enough to ensure arrival by the deadline. Use of the U. S Postal Service or courier service will be at Respondent's own risk. The County will not be liable or responsible for any late delivery of proposals.

The County reserves the right to request additional information and/or clarification from any or all Respondents to this RFP. These requests will be made in writing by the County.

All submitted Proposals and proposal documents are subject to the provisions of Freedom of Information Act.

All Proposals and related documents are to become the property of the County and will become a public record.

SCOPE OF SERVICES

The County of Ionia desires to obtain comprehensive proposals from Respondents to manage and maintain the Airport. Utilizing the cover letter or the entire proposal will not suffice as a description of the scope of services, Respondents are expected to provide a detailed description of those tasks which the Airport Manager would conduct as the scope of services. Each Respondent should include at a minimum the basic services listed below as well as any other additional services that Respondent believes will enhance the management and maintenance of the Airport, and a description of Respondent's plan to achieve all such services.

Basic Services

In coordination with the Ionia County Airport Board, manage and maintain the Airport and associated facilities. Although specific services, and the manner in which those services may be provided, will be determined through negotiations, the County requests each Respondent respond with services which would typically include, but are not limited to:

- Maintain and operate the day-to-day activities of the Airport safely, efficiently and in accordance with all federal, state and local requirements. This may include coordination with the County of Ionia.
- Includes mowing grass and plowing snow. Final requirements will be specified in the final contract.
- Preparation of the Airport budget and management of the Airport's expenses and revenue generating operations with the goal of building a profitable business enterprise.
- Preparation of the annual Airport Capital Improvement Program (ACIP) and assist in the management of the Airport Improvement Program (AIP) capital projects, for review by the Ionia County Airport Board in conjunction with airport professional services consultant.
- Provide sufficient trained personnel for the performance of the duties and responsibilities necessary to ensure the compliance with FAA Michigan Department of

Transportation, and local regulations, to meet the needs of the tenants and flying public, and to provide emergency and/or off-hour personnel availability.

- Enforce all applicable FAA and Airport rules and regulations.
- Develop, manage, and oversee all lease agreements, operating agreements and service contracts of County owned airport resources in coordination with the Ionia County Airport Board.
- Market the Airport to potential tenants, aviations groups, and the general public.
- Provide written reports and attend monthly meetings of the Ionia County Airport Board and as necessary report to the Ionia County Board of Commissioners.

MINIMUM QUALIFICATIONS

Respondent must be able to demonstrate comprehensive experience in the management of a airport or other experience that would demonstrate and meet this requirement. The Airport is a business that must be run as an enterprise with customer service and profitability in mind. Respondent must be able to demonstrate the ability to have good judgement in the areas of airport revenue and expenditure projections, budgeting and the ability to identify and reach business objectives.

SUBMITTAL

Proposals must include the following:

- Cover Letter - Summarizing the Proposal and key aspects of the services to be provided as well as Respondent's relevant history in the aviation industry. The letter must be signed by an individual having the authority to negotiate and sign contracts on behalf of the Respondent and identify the individual designated as the primary point of contact.
- Management Qualifications and Experience – Identify the individual or individuals that would be actively engaged in the management of the Airport. Include a description of their credentials, familiarity with airports and experience in managing an airport. Specifically describe recent, within the past five (5) years, experience with an emphasis on experience at airports of a similar size and with similar regulatory requirements. Resumes may also be included as an attachment to the Proposal.
- Familiarity with Ionia County Airport – Describe the Airport's current challenges and the steps the Respondent would propose to resolve or mitigate the issues.
- Conceptual Plan and Approach - Describe the specific services Respondent anticipates providing, approach to staffing, training, coverage and work shifts, the partnership with the Ionia County Airport Board and County of Ionia staff in policy decisions and implementation, approach to customer service and relations with existing tenants and

contractors and any other information Respondent deems relevant to the services to be provided.

- Scope of Services – Address each basic service with details regarding Respondent’s capability. List other additional services and Respondent’s capabilities related to those additional services.
- Draft Cost Proposal – With the understanding that the successful Respondent and the County will enter into good faith negotiations to finalize mutually acceptable compensation, services and other provisions to be incorporated into a Professional Services Agreement, Respondents are requested to submit a draft cost proposal that has one or all of the following components:
 - a. The anticipated compensation expected for each of the basic or additional services as proposed;
 - b. A base management fee of a fixed annual amount detailing what services will be provided for that base fee; and/or
 - c. An incentive fee based on specified financial metrics or performance objectives and what service will be provided for that incentive fee.
- References – Include the name, address, phone number and email address of at least three references who are willing to provide information as to Respondent’s experience and performance.

SUBMISSION REQUIREMENTS AND COMMUNICATIONS

Respondents shall submit their Proposal in a sealed envelope bearing the name and address of the Respondent and clearly marked “**Professional Airport Management Services**” on the outside of the envelope. Proposals must be submitted **no later than 3:00 p.m. on Friday, November 2, 2018** to the address below:

Mail: County of Ionia
Administration Office
Attn: Stephanie Fox, County Administrator
100 W. Main Street
Ionia, MI 48846

Proposals received after this date and time will not be considered. Facsimile and electronic submittals will not be accepted.

Questions regarding this RFP should be directed to Stephanie Fox, County Administrator at sfox@ioniacounty.org or 616-527-5300.

The County reserves the right, in its sole discretion, to reject any Proposal which fails to meet the requirements outlined in this RFP in any respect , to reject all Proposals for any reason whatsoever and to waive minor irregularities in any Proposal. Respondent is solely responsible for all costs incurred in responding to this RFP.

SELECTION PROCESS

A selection committee will evaluate submittals based on the following evaluation criteria.

1. Overall qualifications and experience in the field of airport management, demonstrated success in the managing of an airport or other experience, meeting revenue projections, accomplishing business objectives, and a demonstrated capacity to provide airport management services.
2. Familiarity with the Ionia County Airport and its particular strengths and challenges.
3. The detail of the conceptual plan and approach. Evidence of an understanding of the scope of services being requested, and a demonstrated capacity and capability to provide the services.
4. The detail of the scope of services. Detailed description of Respondent's capability to provide the services.
5. The detail of the draft cost proposal.
6. Nature of responses from references.

Criteria for Respondent Selection: Primary regard will be given to the technical competence and ability of the Respondent as demonstrated in the Proposal and by successful experience in other assignments. The draft cost proposals will be a consideration in Respondent selection but is not the sole criterion for Agreement award. The Respondent's willingness and ability to coordinate with County staff as well as the overall quality and thoroughness of the Proposal will be considered.

Following review of the Proposals, Respondents will be ranked, and one or more Respondent may be asked to participate in an interview. Whether or not interviews are conducted the successful Respondent will enter into good faith negotiations with the County to determine mutually acceptable compensation, services and other provisions to be incorporated into a Professional Services Agreement.

All Respondents will be notified in writing of the outcome of the selection process.

Limitations: All reports and pertinent data or materials shall become the property of the County of Ionia. The RFP **does not commit** the County to award an Agreement, to pay any cost incurred in the preparation of the Proposal, or to procure or contract for any services. The County reserves the right to accept or reject any or all Proposals received as a result of this request, to negotiate with any qualified Respondent, or to cancel in part or in its entirety this RFP, if it is in the best interest of the County to do so.

EXHIBIT A
COMPANY INFORMATION SHEET

Name of Company: _____

Address: _____

Telephone: _____ Fax: _____

Type of Business:

- | | |
|--|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Joint Venture |
| <input type="checkbox"/> Individual | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Individual doing business under a firm name | |

PRINCIPALS/OFFICERS OF COMPANY (List all Principals and Officers, including Joint Venture Partners, in addition to investors/investment companies; principals and officers include any listed that have any interest in the company/venture/partnership)

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____

IDENTIFICATION OF PRINCIPALS/OFFICERS/REPRESENTATIVES OF THE COMPANY AUTHORIZED TO EXECUTE PROPOSALS AND RELATED DOCUMENTS:

The company has authorized and does hereby designate the following individuals to execute proposals and related documents on Respondent's behalf.

_____	_____
Type or Print Name	Title

Note: County may request documents to substantiate information provided on this form. This may include requesting copies of Articles of Incorporation or other relevant documents. Respondent must provide documents upon request. Failure to comply may result in disqualification from the selection process.

EXHIBIT B
SUBCONTRACTOR INFORMATION SHEET

Name of Subcontractor: _____

Address: _____

City and State: _____

Telephone: _____ Fax: _____

Type of Work to be performed by Subcontractor: _____

Type of Business:

- | | |
|--|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Joint Venture |
| <input type="checkbox"/> Individual | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Individual doing business under a firm name | |

PRINCIPALS/OFFICERS OF COMPANY (List all Principals and Officers, including Joint Venture Partners, in addition to investors/investment companies; principals and officers include any listed that have any interest in the company/venture/partnership)

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____

Note: County may request documents to substantiate information provided on this form. This may include requesting copies of Articles of Incorporation or other relevant documents. Respondent must provide documents upon request. Failure to comply may result in disqualification from the selection process.

EXHIBIT C

RELATIONSHIP DISCLOSURE

Each Principal and/or Officer of the Company or Subcontractor must complete this form disclosing any relationship to the County, Airport, or Airport related entity employees and/or officials that may create a conflict or the perception of conflict. One form must be completed for each employee/official of the County, Airport, or Airport related entity.

I have a relationship with the County, Airport, or Airport related entity employee/officers which I choose to disclose.

Name of Principal/Officer

Title

Name of County, Airport, or Airport related entity employee/official:

Description of Relationship: _____

I certify under penalty of perjury that I do not have any relationships with the County, Airport, or Airport related entity relationships which are or can be perceived as conflicts.

Signed

Date

Note: It is the Respondent's responsibility to disclose any relevant relationship or to seek the consult of the County's representative accepting the Submittal (Stephanie Fox, County Administrator) if the Respondent has any questions regarding whether the relationship is or could be perceived as a conflict and would be subject to disclosure. Failure to provide complete information in this disclosure will result in disqualification of the RFP submittal.