

**REQUEST FOR PROPOSAL
FIXED BASED OPERATOR SERVICES
RFP NO. 22-3783**



**North Little Rock Airport Commission
City of North Little Rock, Arkansas**

**Date Issued July 24, 2022
Closing Date: August 15, 2022**

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City of North Little Rock Airport

FIXED BASED OPERATOR SERVICES

RFP NO. 22- 3783

City of North Little Rock, Arkansas

SECTION I – BACKGROUND AND GENERAL INFORMATION

A. Purpose

The North Little Rock Airport Commission (“Commission”), duly authorized and acting for and on behalf of the City of North Little Rock (“City”), is seeking proposals from qualified parties (“Respondents”) to offer full Fixed Base Operator (FBO) services at the North Little Rock Airport. The Commission is seeking an FBO to lease Airport-owned facilities and assume operations and provision of these services as provided by the Commission. Therefore, it is the intent of this RFP to solicit proposals and subsequently establish a lease and operating agreement through competitive negotiation with an FBO to establish, finance, and offer these, as well as other commercial aeronautical services to the public.

Respondents are encouraged to propose any combination of services they believe to be beneficial to both parties.

B AIRPORT

The 673-acre North Little Rock Airport is in the heart of Arkansas’ industrial, commercial and financial centers. [See Figure A] The Airport is close enough to be an integral part of the aviation industry, but remote enough to avoid large airport congestion. The Airport features a 5,000 foot runway, brand new LED lighting system, 2 FBOs, and proximity to freeway access. The airfield includes an Automated Weather Observing System (“AWOS”), approximately 180 based aircraft, two runways (5-23 and 17-35), 56,000 operations per year, and Pulaski Technical College’s Airframe and Powerplant Program.

C. FACILITY

The FBO operates out of a City owned hangar, located at 8318 Remount Road, North Little Rock Arkansas, (See Figure B). The premises include 8,400 square feet of building space, which includes multiple office space, pilot’s lounge, restrooms, lobby, and a maintenance hangar; and, 960 square feet of fuel tank space. The facility includes parking lot, and 18 tie down spaces. Though photos of the interior (See Figure C) may show furniture and items in the building and hangar, the facility will be empty and “broom-clean” when the facility is ready for move-in.

D. RECENT SERVICES

The fuel sales for the previous FBO tenant were:

Year 2020: 58,992 Gallons of 100LL
15,368 Jet A

Year 2021: 63,841 Gallons of 100LL
46,217 Jet A

Year 2022: Jan- June
29,649 Gallons of 100LL
16,114 Jet A

SECTION II – PROPOSAL

A. REQUIRED SERVICES

The successful proposing FBO must be able to provide the following minimum services:

1. Aircraft Fueling (100LL Mandatory; Jet A Optional) and oil dispensing. Fuel must be available via fuel truck. Fuel tanks and truck will be the responsibility of the FBO operator to provide. There is a \$0.07 cents per gallon fuel flowage to be remitted to the airport, which is the responsibility of the FBO operator to execute;
2. Aircraft ramp services (towing, parking guidance, etc.);
3. Maintenance, repair and servicing of aircraft;
4. Flight training;
5. Aircraft Rental;
6. Monitoring and communicating maintenance needs on the airfield;.
7. Monitoring and responding when needed to the CTAF/UNICOM;
8. Operation of the fuel farm for the storage, handling and delivery of aviation fuel products. Emergency service to disabled general aviation aircraft (i.e. towing/transporting disabled aircraft);
9. Employment of the appropriate number of properly trained and/or certified personnel to provide satisfactory FBO services and meet fuel supplier's minimum training requirements;
10. The FBO shall be open at least 5 hours a day, seven days a week, 365 days per year, with the exception the FBO may close (or reduce hours of operation) to observe New Year's Day, Thanksgiving Day, and Christmas Day holidays. Any additional closures must be approved by the Airport Director; and,
11. Maintain on-call staff available after normal operating hours to provide service outlined above.

B. OPTIONAL SERVICES

The successful proposing FBO may provide other services, including but not limited to:

1. Air taxi/Charter.
2. Aircraft sales.
3. Avionics repair.
4. Specialized maintenance (upholstery, etc.).
5. Miscellaneous retail (pilot supplies, promotional clothing, aeronautical charts, etc.).
6. Other types of services agreed to in the final executed contract for FBO Services.

C. REVENUES

The successful proposing FBO shall propose revenue streams or customer services within their business plan which may include, but not limited to:

1. Flight training and aircraft rental fees;
2. Aircraft maintenance fees; and,
3. Any other type of aeronautical revenue stream not listed. The Airport Commission will entertain non-aeronautical revenue streams on a case-by-case basis.

SECTION III: SCOPE / QUALIFICATIONS

A. MINIMUM QUALIFICATIONS

To be eligible for consideration for the award of this RFP, the Responder must have a minimum of five (5) years prior experience in the FBO business or closely related aviation commercial business, demonstrate financial capability of performing services, and/or any other equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform the contract.

B. TERM OF AGREEMENT

The Commission proposes an initial five (five) year agreement, however the Commission is agreeable to discuss a longer term agreement and/or renewal terms with the successful respondent.

C. GENERAL OBLIGATIONS

The successful Respondent will be responsible for complying with all terms and conditions contained within the negotiated agreement with the Commission, in addition to the Airport Rules and Regulations and Minimum Standards; all other local, state and/or federal rules which may apply; and all applicable Federal Aviation Regulations (FARs); NFPA 407, NFPA 30, NFPA 101, in addition to all other local, state, and federal rules, laws, and regulations governing all aspects of operating an FBO.

The successful Responder must be an active legal entity, licensed to do business in the State of Arkansas and City of North Little Rock, or capable of being licensed within thirty (30) days of approval of the agreement by the Commission.

D. INSURANCE

Lessee shall protect the public generally, the customers or clients of Lessee, and the City of North Little Rock from any and all lawful damages, claims, or liability and shall carry comprehensive general liability insurance with a company authorized to do business in the State of Arkansas with limits as prescribed below, with the Airport as an additional named insured, which policies must be approved by the Commission and a Certificate of Insurance thereof furnished to the Commission. It is further understood that as circumstances in the future dictate, the Commission may require an increase in bodily injury and property damage insurance. Minimum insurance requirements are as follows:

Comprehensive Public and Property Damage

Bodily injury per person \$500,000
Per accident \$1,000,000
Property damage per accident \$500,000

Aircraft Liability

Bodily Injury per person \$500,000
Per accident \$1,000,000
Property damage per accident \$500,000

Passenger Liability

Per person \$100,000
Per accident \$1,000,000

Hangar Keepers Liability

Per accident – Yes

Product Liability
Per accident – Yes

Student and Renter Pilot Coverage – Yes

E. PROPOSAL CONTENTS

Proposals shall include (in the following order):

Section I:

A resume or written statement of company or person documenting ownership and/or partners' names, qualifications, experience, and a description of the person or company's ability to operate a full service aviation FBO.

Section II:

Three personal and business references each.

Section III:

A business plan defining the following

- *Operations Plan:* Attach a description of the Respondent's scope of operations, setting forth each business activity proposed in accordance with this RFP, and the means to be employed to operate the FBO in order to provide high quality service to general aviation patrons and the general public.
- *Management Structure and Operating Personnel Schedule:* Attach a description of the Respondent's proposed management hierarchy and operating personnel schedule; proposed job titles and descriptions should be included.
- Requirements for City owned facility
- *Marketing Program:* Attach a description of the marketing program the Respondent would propose to use in attracting new aviation activity to the FBO.
- Plan for equipment for fueling services
- Plan for aircraft
- Other plans that would result in a successful business enterprise, including information concerning financial viability of applicant

Section IV:

Proposed general lease considerations, rental rate, and/or comments

Section V:

Documentation of, or ability to obtain, Hangar Keeper's Insurance and General Liability Insurance.

Section VI:

It is recommended the FBO applicant provide the following. Each of the items should be discussed in the proposal for appropriateness and applicability for the operation. The list is not to be considered as all encompassing, and applicants are urged to add to or tailor the list to suit services being proposed.

1. Provide proposed FBO staffing hours. Minimum normal operating hours are 8:00 am – 5:00 pm, Monday-Friday.
2. Keep and dispense sufficient aviation fuels and lubricating oils to meet public demand. Other aviation materials such as charts, wind-screen cleaners, pilot supplies, and publications should be made available.
3. Promote the airport with activities such as fly-ins and other scheduled promotional events to bring individuals to the community.
4. The FBO will be required to attend Airport Commission Meetings as requested.
5. Additional aeronautical and non-aeronautical services that may be provided.

Section VII:

The Respondent must be able to provide sufficient proof supporting the Responder's financial ability to fulfill the obligations contained in the agreement.

Section VIII:

1. Respondent may provide other relevant information to support their qualifications to provide the services described herein.
2. Respondent should describe anticipated capital investment to be made in the FBO facility up execution of this lease, if any.

F. EVALUATION AND SELECTION PROCESS

Objective: It is the City's intention to solicit Proposals from potentially qualified Proposers; to evaluate their Proposals; to negotiate terms; and to award a contract to the Proposer whose Proposal is determined to serve in the best interest of the Airport.

Evaluation and Recommendation: An Evaluation Committee (Committee) consisting of the Airport Director, One Airport Commissioner, and North Little Rock A&E Board members will review and evaluate all Proposals received by the submittal date as set forth in this RFP, or as amended by addenda. The City reserves the right to request additional information and clarification of any information submitted, including any omission from the original Proposal. All Proposals will be treated equally with regard to this item. Based on its technical review, the committee will prepare a tabulation of all firms.

City Reservations: The City reserves the right to:

- Modify or otherwise vary the terms and conditions of the RFP at any time, including but limited to, deadlines for submission, schedules and proposal requirements.
- Shortlist more than one firm and have those firms complete a presentation to the Selection Committee and/or NLR Airport Commission.
- Reject or refuse any or all proposals, or to cancel and withdraw this RFP at any time.
- Negotiate with any or all Respondents in order to obtain terms most beneficial to the Airport and City.

The following evaluation criteria have been established in determining which Proposer will best contribute to the overall goals of the Airport:

Selection Process:

1. Qualified applicants will be interviewed and rated by the Selection Committee and/or North Little Rock Airport Commission
2. Major rating criteria used to evaluate applicants are:
 - a. Financial viability
 - i. Applicants are to submit a current balance sheet of the company, along with financial statements of all owners
 - ii. Applicant shall disclose any current or pending litigation.
 - iii. Provide any other financial information the applicant feels pertinent.
 - iv. Any confidential information should be marked as such.
 - b. FBO experience
 - c. Business operations plan
 - d. Qualifications of personnel
 - e. Knowledge of FAA rules and regulations
 - f. Other criteria as selected
3. FBO applicants will also be rated on the quality of their presentation and submission.

SECTION IV – PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

A. GENERAL INSTRUCTIONS

1. RFP Response: In order to be considered for selection, Respondents must submit a complete response to this RFP. Respondents shall submit one (1) original paper copy and five (5) additional paper copies of each proposal *plus one electronic PDF copy on a thumb drive* to:

Mary Beth Bowman
Director of Commerce
City of North Little Rock

120 Main Street
North Little Rock, AR 72114
Hours of operation 8:00 AM to 4:30 PM Monday – Friday.

Questions related to the Required Services or technical questions should be directed to:

Clay Rogers
North Little Rock Airport Director
City of North Little Rock
Telephone: 501-835-5654
Mobile: 501-529-1051
Email: crogers@nlr.ar.gov

All questions must be submitted in writing via email. Responses to relevant questions will be posted on the Commerce web page at www.nlr.ar.gov, click on the tab “Business”, click on “Bids and Vendors” and then click on “Current Bids”.

2. Proposal Preparation

- a. Proposals shall be signed by an authorized representative of the Respondent. All information requested should be submitted. Failure to submit all information requested may result in the Commission requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the Commission. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. All Proposals must be in a sealed envelope or box and clearly marked on the outside: **“Sealed Proposal RFP 22-3783 - Fixed Based Operation”**. Proposals shall clearly indicate the name and address of the Respondent (company, firm, partnership, individual). All expenses for preparing Proposals to the Commission shall be borne by the Respondent.

All Proposals shall be received by August 15, 2022 10:00 A.M. Proposals may not be delivered orally, by facsimile transmission, by other telecommunication, or electronic means. Respondents assume the risk of the method of dispatch chosen. The Commission assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt by the Commission. Any Respondent’s failure to submit its proposal prior to the deadline will cause the proposal to be rejected. Late proposals or amendments will not be opened or accepted for evaluation.

- c. Questions and inquiries, both verbal and written, will be accepted from any and all Proposers. The North Little Rock Airport Director is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with

other staff or Commission members regarding the RFP may result in the disqualification of the Respondent. Inquiries pertaining to the RFP must give the RFP number and title. Material questions will be answered in writing with an Addendum provided, however, **no questions will be taken after 10:00 a.m. on Wednesday, August 3, 2022.** It is the responsibility of all Respondents to ensure that they have received all Addendums. Addendums can be downloaded from www.nlr.ar.gov. (Click on Government, Commerce and Current Bids and Summaries.)

Contact the following person for questions regarding the bid specifications:

Clay Rogers
 North Little Rock Airport Director
 City of North Little Rock
 Telephone: 501-835-5654
 Mobile: 501-529-1051
 Email: crogers@nlr.ar.gov

d. Schedule.

DATE	ACTIVITY/EVENT
July 24, 2022	Issuance of RFP
July 24, 2022	1 st Publication Date
July 29, 2022	Pre-RFP Meeting/Facility Tour (10:00 a.m. CST)
August 5, 2022	RFP Question Deadline (10:00 a.m. CST)
August 15, 2022	RFP Due Date and Time (2:00 p.m. CST)

e. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

- f. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered.
- g. Each copy of the proposal should be contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- h. Ownership of all data, materials, and documentation originated and prepared for the Commission pursuant to the RFP shall belong exclusively to the Commission and be subject to public inspection in accordance with Arkansas's Freedom of Information Act.
- i. Due to COVID, there will be no "formal" opening of the proposals. Proposals will be opened and evaluated after the published deadline.

B. SITE VISIT

Respondents wishing to attend a site visit of the Airport must attend the RFP Meeting/Facility tour on July 29, 2022 at 10:00 a.m. The Pre-RFP Meeting/Facility tour will be held at 8202 Remount Road and 8318 Remount Road, North Little Rock, Arkansas.

Separate meetings/site visits will not be held with prospective respondents.

I certify that I have reviewed the RFP and have a complete understanding of the specifications. I am authorized as a responsible representative to sign for the Proposer. I certify that the response submitted is made in conformance with all requirements of the solicitation.

Business Name: _____ FEIN: _____

Address: _____

City, State, Zip Code: _____

Contact Name: _____

Email Address of Contact: _____

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____