

**CITY OF HUTCHINSON, MINNESOTA
REQUEST FOR PROPOSALS
FOR
FIXED BASE OPERATOR
BUTLER FIELD
HUTCHINSON MUNICIPAL AIRPORT**

ISSUE DATE: 08/18/2023

**PROPOSALS PROJECTED DUE DATE:
11/21/2023 4:00 PM Central Standard Time**

**City of Hutchinson
111 Hassan Street SE
Hutchinson, MN 55350**

**Attn: Mike Stifter
Director of Public Works
Telephone: 320-234-4212
Email: mstifter@hutchinsonmn.gov**

I. INTRODUCTION

A. INVITATION

The City of Hutchinson is seeking Request for Proposals (RFPs) to attract a qualified provider of fixed base operator (FBO) services for the City of Hutchinson Municipal Airport – Butler Field. The successful proposer will enter into a lease agreement with the City and provide services consistent with the Federal Aviation Administration (FAA) Advisory Circular 150/5190-7 *Minimum Standards for Commercial Aeronautical Activities* (see attachments) and the 2001 *City of Hutchinson Airport Minimum Standards for Aeronautical Activity* (see attachments). The City intends to provide aviation services at Butler Field that benefit all users of the Airport. Proposals are limited to general aviation facilities and services allowed under FAA Minimum Standards. In addition, the FAA requires that any lease agreement granting the right to serve the public on the Airport be subordinate to the City's grant obligations and any other applicable FAA Rules, Regulations and Advisory Circulars.

The proposed term of the Lease for the successful proposer is an initial term of ten (10) years with three additional one (1) year options unless terminated earlier or otherwise amended.

The City will hold a pre-proposal meeting on September 25, 2023, at 10:00 a.m. Central Standard Time in Joe Dooley Terminal at the airport 1700 Butler Dr SW in Hutchinson, Minnesota. Attendance in the pre-proposal meeting is not mandatory but is highly recommended.

THIS RFP SOLICITATION REQUIRES ALL PROPOSALS TO BE SUBMITTED ELECTRONICALLY

B. BACKGROUND

1. City of Hutchinson

The City of Hutchinson is a regional center and is the largest city in McLeod County, Minnesota with a population of approximately 15,000. The city is known as “Minnesota’s Manufacturing City” due to the large number of manufacturing businesses in the area including the largest 3M manufacturing facility in North America.

Policy making and legislative authority are vested in the Hutchinson City Council, which consists of four City Councilmembers and a Mayor elected at large by the voters of the City of Hutchinson. The Council’s responsibilities include passing ordinances, adopting the Budget, appointing committees and supervising the City Administrator who manages the day-to-day operations of the City.

City Public Works Department

The day-to-day operation and management of the Hutchinson Municipal Airport is the responsibility of the City Public Works Department and the Airport Manager. Policy decisions affecting the Airport are made by the five-member Hutchinson City Council. The Hutchinson Airport Commission serves in an advisory capacity to the City Council and staff on matters involving the Hutchinson Municipal Airport.

2. Background Information on the City Airport

The City of Hutchinson Municipal Airport – Butler Field (HCD) is located at the south end of Hutchinson. It is an intermediate General Aviation (GA) airport. The airport has one fixed base operator (FBO) with an FBO services agreement that expires on June 30, 2024. The current FBO also has lease agreements for two hangars which will expire on the same date. As stated in Federal Aviation Administration (FAA) Advisory Circular 150/5190-7 *Minimum Standards for Commercial Aeronautical Activities*, a FBO is a commercial business granted the right by the airport sponsor (City) to operate on the airport and provide aeronautical services such as fueling, hangaring, tiedown and parking, aircraft rental, aircraft maintenance, flight training, and additional services.

The City is conducting an RFP process to execute a new FBO services agreement for the airport to begin on June 1, 2024. The current FBO services agreement is 10 years old. As such, the City is seeking an FBO to operate on HCD and provide aeronautical services, effective June 1, 2024.

At its April 20, 2023 public meeting, the Airport Commission directed City staff to begin the process of establishing criteria for proposals for a new FBO agreement and on July 27, 2023 gave the recommendation to Council to proceed with the issuance of the RFP.

II. PROJECT SCOPE

This section of the proposal provides a description of the facilities and services that will be made available as part of the services agreement to the FBO. It also describes the minimum services the FBO shall be required to provide.

A. FACILITIES AND SERVICES AVAILABLE FOR LEASE

The following facilities and services will be available to the selected FBO.

Facilities:

Terminal – Bldg #1700 50 x 50 = 2,500 sf (total)

Office – 17 x 12 = 200 sf

Lobby – 20 x 25 = 500 sf

Restrooms – 20 x 8 = 160 sf

Conference room – 17 x 12 = 200 sf

Pilot lounge – 15 x 10 = 150 sf

Flight planning room – 10 x 8 = 80 sf

(May use in-common with other airport users)

Maintenance hangar: Bldg #1710 – 80 x 70=5,600 sf (steel frame)
Bi-fold door width – 64'; Clearance = 22' (may be available)

Storage hangar: Bldg #1720 – 70 x 80 = 5,600 sf (steel frame)
Hydraulic door width – 60'; Clearance = 18' (may be available)

Jet A – 12,000 gal above ground tank, maintained by City
AvGas – 12,000 gal above ground tank, maintained by City
Private hangar lots suitable for commercial activities may also be available

The property is serviced by the Hutchinson Utilities Commission for natural gas and electrical. Water and wastewater are provided by the City of Hutchinson. Internet access is provided by the local telephone company (Nuvera) or through local internet service providers. There is a city-operated onsite well and septic system.

B. FIXED BASE OPERATIONAL REQUIREMENTS

As part of the services agreement, the Fixed Base Operator (FBO) will be required to provide a variety of commercial aeronautical services including:

1. Aviation Fuels and Lubricants
 - Jet A
 - Avgas (100LL)
 - Unleaded
 - Lubricants
2. Hangar Rental Management for short term and transient aircraft
3. Tiedown Rental Management
4. Aircraft Ramp Services
5. Aircraft Maintenance and Repair
6. Pilot Amenities and Facilities
7. Aircraft Removal
8. Airport Communications, issue NOTAMS, as necessary
9. Reporting required by various airport permits.

Upon written approval of the City, the FBO may provide or subcontract a variety of other aeronautical services including, but not limited to, items 10 through 20 below.

10. Aircraft Rental
11. Flight Training
12. Ground School for Flight Training
13. Sale of New and Used Aircraft
14. Sale of New and Used Aircraft Parts, Supplies, Instruments and Accessories
15. Avionics
16. Special Flight Services, including Aerial Sightseeing, Aerial Advertising and Aerial Photography
17. Air Taxi/Charter
18. Aircraft Leasing
19. Vehicular Rental
20. Other General Aviation Services and/or Facilities

III. SCHEDULE AND EXPLANATION OF MILESTONES

This section of the RFP contains the anticipated schedule for the procurement and describes the procurement events as well as the conditions governing the procurement.

A. SCHEDULE

The City will make every effort to adhere to the following anticipated schedule:

| | MILESTONE | DATE |
|-----|---|---------------------------|
| 1. | Issue of RFP | 08/18/2023 |
| 2. | Pre-proposal Meeting | 09/25/2023 10:00 A.M. CST |
| 3. | Deadline to Submit Written Questions | 10/10/2023 4:00 P.M. CST |
| 4. | Response to Written Questions/RFP Addendum Posted | 10/23/2023 |
| 5. | Submission of Proposals | 11/21/2023 4:00 P.M. CST |
| 6. | Proposal Evaluation | 11/21-29/2023 |
| 7. | Selection of Short List | 11/30/2023 |
| 8. | Conduct Oral Interviews (if necessary) | 11/30-12/14/2023 |
| 9. | Selection of Finalist | 12/21/2023 |
| 10. | Issue Notice of Intent to Award | 12/21/2023 |
| 11. | Negotiations | 12/26/2023 -01/12/2024 |
| 12. | City Council Contract Approval | 01/23/2024 |
| 13. | Commencement of Contract | 06/01/2024 |

B. POINT OF CONTACT

The City has designated the Director of Public Works with assistance from the Airport Manager to be responsible for conducting this procurement. His name, address and telephone number are listed below:

Attn: Mike Stifter
Director of Public Works
Telephone: 320-234-4212
Email: stifter@hutchinsonmn.gov

Proposers may ONLY contact the Director of Public Works regarding this RFP.

Any inquiries or request regarding this procurement should be submitted in writing via direct email to mstifter@hutchinsonmn.gov.

NO CONTACT WITH THE EXISTING FBO IS PERMITTED DURING STEPS 1 THROUGH 12 AS NOTED IN THE SCHEDULE ABOVE.

C. EXPLANATION OF MILESTONES

1. ISSUE OF RFP

This RFP is being issued by the City of Hutchinson Public Works Department. Copies of this RFP including supporting documents may be obtained from www.hutchinsonmn.gov

2. PRE-PROPOSAL MEETING

Notification and information about the pre-proposal meeting will be provided to all who have registered to participate in the RFP. While the meeting is not mandatory, you are highly encouraged to attend.

Pre-proposal Meeting
Information Date: 09/25/2023
Time: 10:00 am CST

The airport commission, airport commission subcommittee, and City employees may attend the pre-proposal meeting. No audio, video, or written, transcript record of the proceedings of this pre-proposal meeting will be available after its conclusion. The City will attempt to tabulate a list of all questions and responses at the pre-proposal event but does not guarantee that the list will include every question asked at the event. Upon request, the City may publish a list of attendees at the pre-proposal meeting after the conclusion of the event.

3. DEADLINE TO SUBMIT WRITTEN QUESTIONS

Submit all written questions to the Director of Public Works via mstifter@hutchinsonmn.gov by October 10, 2023, as presented in the Schedule of Events. The City will not respond to questions submitted in any other manner or format.

4. RESPONSE TO WRITTEN QUESTIONS/RFP ADDENDUM POSTED

The City will list answers to all written questions received by the deadline and any material change to the RFP on an addendum to the RFP and post the addendum on www.hutchinsonmn.gov on October 23, 2023, as presented in the Schedule of Events. Thereafter, the City does not guarantee a response. The City, however, reserves the right to post additional information in addenda until the RFP closing date and time.

5. SUBMISSION OF PROPOSALS

All proposals shall be submitted to the Director of Public Works at mstifter@hutchinsonmn.gov. The City will not consider proposals submitted in any other manner. Proposals must be filed with the Director of Public Works at mstifter@hutchinsonmn.gov prior to the due date and time of proposal submission. Proposals will not be accepted beyond the due date and time.

a. **NUMBER OF RESPONSES**

Only one proposal will be accepted from any one person, partnership, corporation or other entity; however, multiple alternatives may be included in one proposal.

b. **PROPOSAL FORMAT AND ORGANIZATION**

The proposal should be organized and indexed in the following format and should contain, at a minimum, all listed items in the sequence indicated:

- Section A: Letter of Transmittal
- Section B: Experience
- Section C: Services Offered
- Section D: Financial Capacity
- Section E: Additional Information

Proposals that do not follow the outline format, or fail to provide the required documentation, may receive lower scores, or if nonresponsive, be disqualified. The City reserves the right to request clarification from any respondent as to the intent of a proposal in the event of a conflict within the proposal as submitted.

6. **PROPOSAL PREPARATION INSTRUCTIONS**

Within each section of their proposal, proposers should address the items in the order in which they appear in this RFP. All forms provided in the RFP should be thoroughly completed and included in the appropriate section of the proposal.

7. **NON-CONFORMING SUBMISSIONS**

A submission may be construed as a non-confirming proposal, ineligible for consideration or incomplete, if it does not comply with the requirement of this RFP.

IV. EVALUATION, NEGOTIATIONS AND AWARD PROCESS

A. **REVIEW OF PROPOSALS FOR REPONSIVENESS**

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in this Solicitation. A responsive proposal is one

which follows the requirements of this Solicitation, includes all documentation, is submitted in the format in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the proposal being deemed non-responsive.

B. EVALUATION CRITERIA

The City intends to rank the proposals based on the scoring criteria published in this document. The City will consider the combined qualifications and experience of the Proposer, its principals, management, key personnel as well as the financial analysis. In addition, any lease or agreement granting the right to serve the public at the Airport will be subordinate to FAA and State of Minnesota grant obligations. The written proposal will be evaluated and rated and ranked based on the following criteria.

a. EXPERIENCE

The qualifications and relevant experience of the FBO, including the proposer's FBO Manager and key personnel that the Proposer intends to assign to this FBO. (25 pts)

b. SERVICES OFFERED

The type, level and quality of products and services the Proposer will offer pursuant to the Federal Aviation Administration *Minimum Standards for Commercial Aeronautical Activities* and the needs of the local aviation and airport business customers. Preference will be given to the respondent who provides the required services Nos. 1-9 (listed on p.4, Section B), including management and operation of the required services, by the organization submitting the proposal. (25 pts)

c. FINANCIAL CAPACITY

The Proposer's financial capacity to operate the FBO as proposed as evidenced by past financial performance. The Proposer shall provide and the City shall evaluate financial statements, assets, credit history and business performance. (25 pts)

d. PAYMENT TO CITY

Annual bid amount the proposer shall pay the City for the right to provide FBO services and/or to rent hangar space at the Hutchinson Municipal Airport. (25 pts)

The City's Evaluation Committee will rank the proposals received based on the sum total of points received in each category. The City may enter into negotiations with the highest rated proposal. If the Parties cannot reach mutually agreeable lease terms, the City may terminate negotiations with the first proposer and move to negotiations with the second ranked proposer and so on and so forth.

C. PROPOSAL EVALUATION

An Evaluation Committee will be appointed, and each Evaluation Committee

member will independently review, evaluate and score the proposals. The highest ranked responses will be recommended for the next round of evaluation.

D. ORAL PRESENTATIONS

Upon evaluation of the criteria indicated above and the rating and ranking, the Evaluation Committee may choose to conduct an oral presentation with the proposer(s) which the Evaluation Committee deems to warrant further consideration based on, among other considerations the highest ranked proposer or proposers within the competitive range. Upon completion of the oral presentations, the Evaluation Committee members will independently re-evaluate, re-rate and re-rank the proposals remaining in consideration based on the written documents combined with the oral presentation.

E. NEGOTIATIONS

The City may enter direct negotiations with the highest ranked proposer or may request best and final offers. In the event the City engages in negotiations with a single proposer and/or requests best and final offers, the discussions may include price and conditions attendant to price.

Notwithstanding the foregoing, if the City and the proposer cannot reach agreement on a contract, the City reserves the right to terminate negotiations and may begin negotiations with the next highest ranked proposer. This process may continue until a contract acceptable to the City has been executed or all proposals are rejected. No proposer shall have any rights against the City arising from such negotiations or termination thereof.

F. CONTRACT AWARD

Any proposed contract, resulting from this Solicitation, will be submitted to the City Airport Commission. All proposers will be notified in writing of the decision with respect to the contract award. Notwithstanding the right of protest outlined in the Conditions Governing the Procurement attachment, the City's decision of whether to make the award and to which proposer shall be final.

V. CONDITIONS GOVERNING THE PROCUREMENT

This section contains the conditions governing the Request for Proposal (RFP) process. Proposers are required to adhere to these conditions.

A. INCURRING COST

This RFP does not commit the City to award, nor does it commit the City to pay any cost incurred in the submission of the proposal, or in making necessary studies or

designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.

B. CLAIMS AGAINST THE CITY OF HUTCHINSON

Neither proposers' organization nor any of their representatives shall have any claims whatsoever against the City or any of its respective officials, agents, or employees arising out of or relating to this RFP or these RFP procedures, except as set forth in the terms of a definitive agreement between the City and your organization.

C. BASIS FOR PROPOSAL

Only information supplied by the City in writing in connection with this RFP should be used as the basis for the preparation of proposer's proposal.

D. NO PUBLIC PROPOSAL OPENING

There will be no public opening for this RFP.

E. MINNESOTA DATA PRACTICES ACT (MDPA)

All proposals become the property of the City, which is a public agency subject to the disclosure requirements of the Minnesota Data Practices Act ("MDPA"). If proprietary information is contained in documents submitted to the City, the proposer may claim that such information falls within one or more MDPA exemptions, and the proposer must clearly mark such information "CONFIDENTIAL AND PROPRIETARY," and identify the specific lines containing such information. In the event of a request for such information, the City will make best efforts to provide notice to proposer prior to such disclosure. If proposer contends that any documents are exempt from the MDPA and wishes to prevent disclosure, it is required to obtain a protective order, injunctive relief or other appropriate remedy from a court of law in McLeod County, Minnesota before the City's deadline for responding to the MDPA request. If proposer fails to obtain such remedy within City's deadline for responding to the MDPA request, the City may disclose the requested information.

Proposer further agrees that it shall defend, indemnify and hold City harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorney's fees) that may result from denial by City of a MDPA request for information arising from any representation, or any action (or inaction), by the proposer.

F. CONFIDENTIALITY

All data and information obtained from the City of Hutchinson by the proposers and their agents in this RFP process, including reports, recommendations, specifications and data, shall be treated by the proposer and its agents as confidential. The proposers and its agents shall not disclose or communicate this information to a third party or use it in advertising, publicity, propaganda, or in another job or jobs, unless written consent is obtained from the City. Generally, each proposal and all documentation, including

financial information, submitted by a proposer to the City is confidential until a contract award recommendation is signed by the City of Hutchinson, when such documents become public record under state and local law, unless exempted under MDPA.

G. ELECTRONIC SUBMISSIONS OF THE RFP

1. This RFP is being made available by electronic means. As part of the RFP, proposers will be required to download, complete and upload certain documents. Proposers acknowledge and accept full responsibility to ensure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the proposer's possession and the version maintained by the City of Hutchinson the version maintained by the City of Hutchinson must govern.
2. All proposals must be submitted electronically to mstifter@hutchinsonmn.gov in accordance with the City requirements. Proposals submitted in any other form, including, but not limited, to hardcopy, email, fax or verbal will not be accepted.
3. All proposals are secure and may not be accessed by the City until the RFP closing date and time as indicated on the solicitation document, or subsequent addenda.
4. Proposers may modify or withdraw their proposals submitted until the RFP closing date and time. The City will only consider the latest version of the proposal.
5. Proposers should allow adequate time to submit proposals electronically. Submission of a proposal may not be instantaneous and may be affected by several events, such as temporarily losing connection to the internet. Proposers are solely responsible for ensuring their responses are completed and submitted electronically prior to the closing date and time for this RFP.
6. The City will view documents submitted only in the following format:
 - a. Portable document format file (PDF).
7. If the City is unable to open a file due to a virus or because the file has been corrupted, the proposal response may be considered incomplete and disqualified from further consideration. Electronic proposal submissions may require several attachments. The submission of the attachment containing embedded documents or proprietary file extension is prohibited. Each document should be attached as a separate file.
8. All information submitted is subject to third parties' disclosure under the Minnesota Data Practices Act.

H. CITY RIGHTS

The City reserves the right to do any of the following at any time:

1. Reject any or all proposal(s);
2. Waive or correct any minor defect, irregularity or technical error in a proposal or the RFP process, or as part of any subsequent contract

- negotiation;
3. Request that proposers supplement or modify all or certain aspects of their proposals or other documents or materials submitted;
 4. Terminate the RFP, and at its option, reissue a new RFP;
 5. Procure any equipment or services specified in this RFP by other means;
 6. Modify the selection process, the specifications or requirements for materials or services, or the contents or format of the proposals;
 7. Extend a deadline specified in this RFP, including deadlines for accepting proposals;
 8. Negotiate with any or none of the proposers;
 9. Modify in the final agreement any terms and/or conditions described in this RFP;
 10. Terminate failed negotiations with a proposer without liability, and negotiate with other proposers;
 11. Disqualify any proposer on the basis of a real or apparent conflict of interest, or evidence of collusion that is disclosed by the proposal or other data available to the City;
 12. Eliminate, reject or disqualify a proposal of any proposer who is not a responsible proposer or fails to submit a responsive offer as determined solely by the City; and/or
 13. Accept all or a portion of a proposer's proposal.

VI. PROPOSER'S SUBMISSION

THIS RFP SOLICITATION REQUIRES ALL PROPOSALS TO BE SUBMITTED ELECTRONICALLY THROUGH EMAIL TO MIKE STIFTER, DIRECTOR OF PUBLIC WORKS AT MSTIFTER@HUTCHINSONMN.GOV. NO PAPER OR FAX SUBMISSIONS WILL BE ACCEPTED.

This section contains requirements and relevant information proposers should use for the preparation of their proposals. Proposers should thoroughly respond to each requirement.

A. LETTER OF TRANSMITTAL

Each proposal received shall include a letter of transmittal. The letter of transmittal must:

1. Identify the submitting organization;
2. Identify the name, title, telephone, and e-mail address of the person authorized by the organization to contractually obligate the organization;
3. Identify the name, title, telephone, and email address of the person authorized to negotiate the contract on behalf of the organization;

4. Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification;
5. Be signed by the person authorized to contractually obligate the organization;
6. Acknowledge receipt of any and all addenda to this RFP;
7. Identify all sections of the proposal that the proposer claims contain "proprietary" or "confidential" information;
8. Legal name of the company that will enter into a lease agreement with the City and any alternate names for which the company is known, e.g., Doing Business As (DBA);
9. Mailing, Physical and Billing Addresses;
10. Federal and State ID Numbers;
11. List of Owners;
12. List of corporate officers with titles (if applicable); and
13. Name, title, mailing address, phone number, and email of the person to receive notices and who is authorized to make decisions or represent the company with respect to this RFP.
14. Include an Executive Summary which should be a one or two-page summary intended to provide the Evaluation Committee with an overview of the significant business features of the proposal.

B. EXPERIENCE

1. Proposer's Experience and Other Information

The proposer should include in their proposal a statement of relevant experience. The proposer should thoroughly describe, in the form of a narrative, its experience and success as well as the experience and success of its subcontractors, if applicable, in providing and/or supporting FBO services consistent with the RFP.

In addition, proposers should provide the following information:

- a. The name of the jurisdiction in which the proposer is organized and the date of such organization.
- b. Length of time the proposer has been providing the proposed goods and services.
- c. A description of the proposer's organization, including names of principals, number of employees, client base, areas of specialization and expertise, and any other information that will assist the Evaluation

Committee in formulating an opinion about the stability and strength of the organization.

- d. A complete disclosure if proposer, its subsidiaries, parent, other corporate affiliates, or subcontractors have defaulted in its performance on a contract during the past five years which has led the other party to terminate the contract. If so, identify the parties involved and the circumstances of the default or termination.
- e. A list of any lawsuits filed against the proposer, its subsidiaries, parent, other corporate affiliates, or subcontractors in the past five years and the outcome of those lawsuits. Identify the parties involved and circumstances. Also, describe any civil or criminal litigation or investigation pending.

2. Past Performance (References)

The proposer's submittal should include at least three (3) different external references from airport sponsors for whom the proposer has provided similar services in the last three (3) years, and who are willing to validate the proposer's past performance. **References are preferred to be of previous or existing public sector clients.** The minimum information that should be provided for each client reference is as follows:

1. Name of the contact person;
2. Name of the company or governmental entity;
3. Address of the contact person;
4. Telephone number of contact person;
5. Email address of the contact person;
6. A description of the services provided and dates the services were provided.

3. Current and Previous Aviation Operations

For those proposers who are currently or have previously engaged in aviation businesses similar to those described by this RFP, please provide the following:

- a. Provide the duration and extent of your experience or association as it pertains to the types of services required in this RFP.
- b. List the name(s) and addresses of aviation facilities currently or previously operated by you. How long did these operate? What services were provided?
- c. If you are no longer operating any of these businesses, please indicate the reason, therefore.
- d. Provide the name, location and date of any airport operating contracts that have been terminated either voluntarily or involuntarily prior to the

expiration thereof and provide an explanation for same.

C. SERVICES OFFERED

All the leases and agreements for the existing facilities and services on the fixed base operator lease lot will expire on June 1, 2024, including those for the tiedowns and hangars. The new FBO will be expected to provide the following services beginning June 1, 2024.

1. Operational

a. Required Services

i. Aviation Fuels and Lubricants

The successful leaseholder shall provide 100LL, Jet A and Unleaded Aviation Gasoline. The lease does not include any City-owned fueling equipment or tanks.

Describe the manner in which you will conduct the fueling operations, with what equipment, and the fueling margins per gallon (retail vs. cost) you expect. Provide a description of the methods that will be utilized for fuel testing, quality control of the fuel products and fuel spill procedures.

Include the manner in which you will provide fueling operations for aircraft including equipment, times of operation and availability and personnel (attendance, uniforms, etc.).

ii. Aircraft Ramp Services

Describe how you will provide aircraft ramp services including parking guidance for based and itinerant aircraft, towing services and personnel.

iii. Aircraft Maintenance and Repair

Describe the proposed operations of the FBO maintenance and repair station. What FAA repair station ratings will the FBO operate under? What types of services will the repair station offer to the public? What are the qualifications of personnel who will perform, supervise and inspect the work for which the station is rated?

iv. Pilot Facilities and Amenities

Describe the facilities and amenities to be provided for the convenience of the Airport users such as a pilot lounge equipped with internet, city-provided courtesy car, vending machines for food and beverages, study area for student pilots, appropriate furniture for quiet resting and reading and informational services.

v. **Aircraft Removal**

Describe how removal of disabled aircraft from the Air Operations Area (AOA) will be performed as needed. The AOA shall mean those portions of the Airport provided and made available for aircraft and aircraft-related operations and shall include the airport runway, taxiways, aircraft aprons and tiedown spaces which are not included in the FBO lease area or any other tenant area on the Airport.

vi. **Airport Communications**

The FBO will be required to issue NOTAMS and provide UNICOM advisory services according to recommended FAA/FCC practices and procedures. Describe any past experience providing NOTAMAS and UNICOM advisory services and how these services will be provided.

vii. **Pilot Training**

Describe how you will provide flight training to adequately fulfill existing demand for these services at the Hutchinson Municipal Airport under the current demand conditions. Describe how you may scale-up flight training to provide a *FAR Part 141, Pilot Schools*, approved flight training school should demand increase, including the ability to provide training to students in cooperation with local colleges and universities consistent with FAA regulations.

b. **Optional Operational Services**

Please describe any of the other aeronautical services the proposer will provide based on approval of the City.

2. **Personnel**

Submit a statement, including resumes, detailing the experience and qualifications of all key management and operating personnel that will be, or are proposed to be, responsible for the management and operation of the FBO. Include a statement of job responsibilities these individuals will hold within the FBO. If key management or operating personnel have not been selected, provide the general qualifications and levels of experience to be required when hiring such individuals.

Provide a proposed organizational chart for the FBO, detailing the lines of communications and identifying the individuals anticipated to be placed in the positions noted.

3. **Marketing**

Provide a marketing and promotional plan for the FBO for the first seven years of operation that shall include, but not be limited to methods that will be employed to market the FBO's products and services; target markets and the intended approach to each; and samples of marketing and promotional materials that may be used.

4. Facilities

In addition to the facilities to be provided by the City to the FBO under the RFP, describe any anticipated improvements or changes the facility needs during the first seven years of operation of the FBO. Please detail how and who should finance these improvements.

D. FINANCIAL CAPACITY

1. Financial Stability/Proposer Financial

Proposers shall submit copies of the most recent year's independently audited compiled financial statements, as well as those for the preceding three years, if they exist, or equivalent. The submission should include the audit opinion, balance sheet, income statement, retained earnings, cash flows, and notes to the financial statements. If independently audited financial statements do not exist for the proposer, the proposer should state the reason and, instead, submit sufficient information for example Dun and Bradstreet report or any other supporting document to enable the Evaluation Committee to determine the financial stability of the proposer.

Proposers shall provide this information with their proposal and not defer submission to a later date. The Evaluation Committee may request, and the proposer shall supply any additional financial information requested in a timely manner.

E. ADDITIONAL INFORMATION

1. Indemnity and Insurance Requirements

The City requires minimum insurance coverage is for general liability in a minimum amount of \$2 million per person and \$2 million per occurrence. Other typical coverages for Worker's Compensation, property damage, automobile liability, shall be in an amount of not less than \$500,000. Aircraft liability coverage shall be in an amount of not less than \$2 million. Proposers should provide a certificate(s) of insurance or a copy of the insurance declaration page(s) with their proposals as written evidence of their ability to meet the insurance certificate and other applicable City insurance requirements. In addition, proposers should provide a letter from an insurance agent or other appropriate insuring authority documenting their willingness and ability to endorse their insurance policies naming the City as an additional insured.

2. Proposer's Terms and Conditions

If proposer objects to any of the City's terms and conditions listed in the City of Hutchinson Standard Terms and Conditions Exhibit, proposer should propose specific alternative language and indicate the reason for their objection. The City may or may not accept the alternative language. The City will not accept general references to the proposer's terms and conditions and attempts at complete substitutions are not acceptable to the City. Proposer should provide a brief

discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

In addition, proposer should submit with their proposal any additional terms and conditions that they expect to have included in the contract negotiated with the City. Proposer should provide specific proposed wording and a brief discussion of the purpose and impact, if any. Proposer should also include any applicable agreement, such as license, service level, maintenance, etc.

3. Attachments

Three attachments are included for review:

- Minimum Standards for Commercial Aeronautical Activities
- Hutchinson Municipal Airport Minimum Standards for Aeronautical Activity
- Draft Template of FBO Agreement and Hangar Rental Agreement which are subject to negotiation with the successful proposer